

**Cowley College
Board of Trustee Official Minutes**

November 18, 2019

A meeting of the Board of Trustees of Cowley College was called to order on November 18, 2019 at 6:00 pm, in the President's private dining room inside of the McAtee Dining Center, 200 S. 4th in Arkansas City.

Trustees Present Jill Long - Chair
JoLynn Foster
Nancy Burger
Ned Graham
Bob Juden
Brian Sanderholm
Gary Wilson
Glennis Zimmerman

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Michelle Schoon, VP of Academic Affairs
Dr. Gloria Walker, VP of Finance and Administration
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP of Information Technology
Kristi Shaw, Executive Director of Enrollment Management
Debbie Phelps, Executive Director of Institutional Effectiveness
Jason O'Toole, Executive Director of Student Affairs
Jan Grace, Sumner Campus Operations Officer
Pam Smith, Faculty Liaison
Rama Peroo, Dir. of Instit. Communications and Public Relations
Dr. Tina Grillot, AVP of Workforce and Community Education
Todd Ray, Director of Maintenance and Grounds
Joe Shriver, Bus Driver and Inventory Specialist
Eddie Andreo, AVP of Distance Learning and Site Management

Guests

Christina Henson, Swindoll, Janzen, Hawk & Loyd, LLC
Dr. Annaria Barnds, Willdan Group
Doug Riat, Willdan Group
Charles Zitnik, D. A. Davidson and Co.
John Shelman, Cowley CourierTraveler
Michael Bergagnini, Citizen
Dawson Leach, Student of the Month
Dr. Harold Arnett, Citizen

Invocation

The Invocation was presented by Gary Wilson

Approval of Board Minutes

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the revised Minutes of the regular meeting of the Board of Trustees, conducted on October 21, 2019 are hereby adopted and the Board Clerk is directed to file the Minutes with the official records of the College.

The motion was seconded by JoLynn Foster and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Annual Audit Review

Bob Juden introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustee reviewed the results of the 2018-2019 annual audit, approved the report and instruct the administration to implement the recommendations of the auditor.

The motion was seconded by Gary Wilson and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Financial Reports

JoLynn Foster introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports for the month ending October 31, 2019 are hereby acknowledged and the Treasurer is directed to file said reports with the financial records of the college for audit, according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded Glennis Zimmerman and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Bills & Claims

Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$1,665,302.91 (net \$1,637,818.50). General Operating Activities disbursements include College Operating \$1,209,214.61 (net \$1,200,631.98) and Federal Funds \$27,685.57; for a Total Written of \$1,3236,900.18 (net \$1,228,317.55). Additionally, the Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending October 31, 2019. Vice President of Finance and Administration is, hereby, directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees, and the Statutes of the State of Kansas.

The motion was seconded by Bob Juden and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Communications

1) Dr. Rittle delivered a College update:

- Thanked John Shelman with the Cowley CourierTraveler for his recent article featuring the K-State study naming the college the crown jewel or Arkansas City.
- Recently hosted the fall series of Tiger Talks. Employees' chief concerns were enrollment and funding, while they feel more optimistic for success due to the great employees working for the college
- The college was recently chosen as an ASPEN 150 school and is currently engaged in applying for the 2021 ASPEN Prize.
- Stressed the importance of working with our industry partners. The college is currently working on a partnership with Kuhn Mechanical and Skyline Homes in competing for a JIIST Grant.

2) Dawson Leach was recognized as the November 2019 Student of the Month. Dawson is the son of Tim and Margo Leach and is a sophomore from Sharon, OK with a 3.87 GPA. His college activities include the Math and Science Club, Phi Theta Kappa, International Student Organization, Media Club, Work Study and Student Ambassador. His future plans include transferring to the University of Central Oklahoma.

- 3) Student Update submitted by Donte Chattman
- 4) Thank you to Cowley College from Major General Lee Tafanelli, Adjutant General to Kansas
- 5) Letter of Support from Brigadier General Anthony Mohatt, Kansas Army National Guard
- 6) Congratulations to Coach Cameron Rieth from the US Track and Field and Cross Country Coaches Association
- 7) Thank you to Cowley College from the Derby Chamber of Commerce
- 8) Thank you to Cowley College from Winfield Middle School
- 9) Thank you to Cowley College from Gracie Musson, Queen Alalah 88
- 10) Thank you to Dr. Rittle from former Cowley Softball coach, Ed Hargrove
- 11) Thank you to Cowley College from Charles Zitnik, D.A. Davidson and Company

Board Reports

- 1) At the August 2019 Board meeting, The Board of Trustees requested a cost based study on direct and indirect costs of the Cowley College locations to include tuition revenues by facility. Administration presented their findings.
- 2) Chair Long and Dr. Rittle requested the Board receive a deferred maintenance update from Willdan Group. Dr. Annaria Barnds, Business Development Engineer, provided an update on next steps.

Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize Chair Long to execute the Engineered Savings Contract for the deferred maintenance project.

The motion was seconded by Nancy Burger and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

- 3) D.A. Davidson, municipal and financial advisors for the deferred maintenance project recently solicited bids for bonding to complete the project. 27 institutions were solicited with 10 offers received. The offer from Bank of America Merrill Lynch was a fixed rate of 2.557%. The Trustee Finance Subcommittee requests approval of Bank of America Merrill Lynch as the lending

agency for the deferred maintenance project for the cost of \$2,031,256, at an interest rate of 2.557% for a 15-year term.

Glennis Zimmerman Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve Bank of America Merrill Lynch as the lending agency for the deferred maintenance project for the cost of \$2,031,256, at an interest rate of 2.557% for a 15-year term.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

- 4) The College is nearing the end of its current leases on both the Mulvane IT (Industrial Technology) Center and the Wichita Downtown Center. The Trustee Finance Subcommittee requests the Board provide authority to College administration to explore and negotiate with the intent to renew the leases of these properties.

Nancy Burger introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorizes College administration to explore and negotiate with the intent to renew the leases for the Mulvane IT Center and the Wichita Downtown Center.

The motion was seconded by Gary Wilson and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

- 5) The College is currently engaged in a 3-year lease to purchase agreement on the Mulvane Science, Engineering and Academic Center (formerly named Bloomenshine) per Board approval in July of 2017. The lease to own agreement is set to be fulfilled in fiscal year 2021.
- 6) The College recently received an offer to purchase a 1.4-acre piece of property at 615 W. Chestnut Ave in Arkansas City, near Carver Park. An appraisal of the property has been completed, valuing the property at \$7,500.

Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees table the discussion on the 615 W. Chestnut property until the December Board meeting.

The motion was seconded by Bob Juden and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their first reading of Board policies 105.00 – Board Policy Approval, 255.00 – Withdrawal from Classes, and 265.00 Credit for Prior Learning. Approval will be requested at the December meeting.
- 2) Dr. Michelle Schoon, VP of Academic Affairs, shared information on the recently approved military flat rate of \$175 which covers tuition, fees and books to help recruit active military students. Additionally, Dr. Schoon shared news that Rhoda MacLaughlin-Ramirez was appointed to the State Library Board.
- 3) Dr. Kori Gregg, VP of Institutional Advancement, Thanked the Board for attending the annual Foundation Banquet, held on November 7th inside the Earle N. Wright Community Room. The pass the hat fundraiser at the end of the Foundation banquet raised money for the Corbin Wilt Scholarship. To date, the Foundation has provided \$215,000 worth of scholarship dollars supporting more than 394 students. A cross sectional scholarship committee has been comprised to work on restructuring scholarships to reduce the overall dollar amount allotted and allow the college to create a model for budgeting scholarships in the future.
- 4) Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. There are currently 91 students enrolled in winter term. The enrollment management team is pushing spring enrollment with 899 currently enrolled. 378 applications processed last month. Admissions and financial aid staff will be setting up in the dining room to catch students to encourage enrollment, payment of bills and completing the financial aid process. Lastly, 150 students and guests turned out for the Senior Day event on October 23rd.
- 5) Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the fall data collections for the Regents are complete. Also, the IPEDS winter collection opens December 11 and includes the Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Outcome Measures surveys. The Institutional Effectiveness Office is working with Dr. Schoon, Dr. Rittle, and Tiffany Vollmer on the narrative for the 2021 Aspen prize. Lastly, Phelps recently returned from the Tableau convention in Las Vegas, attended by 18,000 data experts.

- 6) Jason O’Toole, Executive Director of Student Affairs, provided a housing update. Housing currently has a 90 percent occupation rate. O’Toole also spoke of the many Student Life activities held over the past month. Lastly, Director of IMPACT Roxanna James was selected to represent Missouri, Kansas, and Nebraska at the “Leadership Institute” at YALE University. The National Council, YALE University and the tristate group, paid all costs for this weeklong event. Sixty-five Trio leaders from across the nation discussed state and federal policy and focused on how to expand college opportunities for low- income, first-generation students.
- 7) Janet Grace, Sumner Campus Operations Officer, Grace informed the Board that 272 people attended special events at the Sumner Campus during the month of October.
- 8) Pam Smith, Faculty Liaison, provided a faculty update. Smith informed the Board of the recent workshops attended by Cowley College faculty. She also said the Writing Center has had 240 visits from 97 students. Also, Janet Davidson recently received a grant for Early Childhood Education. There were only five of these grants rewarded out of 250 applicants.
- 9) Jason O’Toole Executive Director of Student Affairs, filled in for Shane Larson, Athletic Director, to provide a fall sports update. The men’s soccer team has qualified to compete at the NJCAA Division I National Championships in Tyler, TX and defeated Tyler Junior College 2-0 on Monday night for the program’s first-ever playoff win. The Lady Tiger soccer team set the school record for wins in a season (14) and captured its first-ever conference title. While, the Lady Tiger cross country team recently placed eighth at the national championships and the Cowley volleyball team finished the season with a record of 31-6 and a No. 7 national ranking. The Tiger basketball teams and wrestling squad are currently off to strong starts to their seasons. Tommy DeSalme recently became the all-time winningest coach in the history of the Tiger men’s basketball team.
- 10) The Transportation Report indicated total mileage of 27,877 for the month ending, October 2019.

Bob Juden introduced and moved the adoption of the following resolution:

RESOLVED, that the actions described in the Board Policies, Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Sumner Campus Operations, Faculty, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Gary Wilson and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Personnel Transactions

JoLynn Foster introduced and moved the adoption of the following resolution:

RESOLVED, that President, Dr. Dennis C. Rittle and Chair of the Board of Trustees, Jill Long, are hereby authorized to execute the following personnel transactions as presented.

Retirements:

- Dave Burroughs, Head Baseball Coach, effective February 28, 2020

Resignations:

- Kimberly Wasko, Accounts Receivable Specialist, effective December 6, 2019

The motion was seconded by Bob Juden and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

Public Comment

Other Business

Adjournment

Bob Juden introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustee adjourn from the regular meeting.

The motion was seconded by JoLynn Foster and the following votes were cast:

Nancy Burger	Aye	Jill Long	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye

Motion carried.

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 7:56pm.



Tiffany Vollmer
Board Clerk