

**Cowley College
Board of Trustee Official Minutes**

November 19, 2018

A meeting of the Board of Trustees of Cowley College was called to order on November 19, 2018 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S. 4th Street, Arkansas City, KS.

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

Staff

Dr. Dennis C. Rittle, President
David Andreas, Legal Counsel
Tiffany Vollmer, Board Clerk
Dr. Gloria J. Walker, VP of Finance and Administration
Dr. Michelle Schoon, VP of Academic Affairs
Paul Erdmann, Systems Administrator
Kristi Shaw, Executive Director of Enrollment Management
Jason O'Toole, Executive Director of Student Affairs
Janet Grace, Sumner Campus Operations Officer
Deborah Layton, Faculty Liaison
Shane Larson, Athletic Director
Rama Peroo, Director of Instit. Comm. And Public Relations
Tina Grillot, AVP of Workforce and Community Education

Guests

Christina Henson, Swindoll, Janzen, Hawk and Loyd
Tara Lukert, Student Senate Vice President
Brienne Hutto, Student of the Month
Mike Bergagnini, Citizen

Invocation The Invocation was presented by Nancy Burger.

**Approval
Of Board
Minutes** Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on October 15, 2018, are hereby adopted and the Board Clerk directed to file the Minutes with the official records of the college.

The motion was seconded by Gary Wilson and carried.

**Annual
Audit**

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustee reviewed the results of the 2017-2018 annual audit, approved the report and instruct the administration to implement the recommendations of the auditor.

The motion was seconded by Brian Sanderholm and carried.

**Financial
Reports**

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports for the month ending October 31, 2018 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 by Bob Juden and carried.

**Bills &
Claims**

Bob Juden 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 \$1,801,877.46 (net \$1,743,233.46). General Operating Activities disbursements include Foundation \$5,743.57; College Operating \$1,231,869.51 (net \$1,227,635.66) and Federal Funds \$24,400.07; for a total written of \$1,262,013.15 (net \$1,257,779.30). 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, 2018. 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 Jill Long and carried.

**Communi
Cations**

1) Dr. Rittle delivered a College update:

- Wished the Board members a happy Thanksgiving
- Recognized the impact that the College has made over the course of its tenure, attributing many of its successes to the current and past Board members.
- Faculty Compression Study results are well underway and should be ready for Board approval at the December Board meeting.

- Recognized Board Chair JoLynn Foster and her husband Bob for being presented the Ambassador Award at the recent Foundation Banquet.
 - Gave a shout out to Evan Ricker and the pep band as well as the cheer and dance teams and coaches Lindsay Sanderholm and Chelsi Turner for their growth and improvement which creates excitement at the athletic events.
 - The Board member Christmas dinner will take place on December 17 at 5:00pm and the formal meeting will take place at 6:00pm.
- 2) Anna Maggiolo was recognized as the October Student of the month. Anna is from Padova, Italy and is a business administration major with a 3.71 GPA. Her college activities include the lady Tiger Volleyball team, Phi Theta Kappa, Resident Assistant, Cowley Student Ambassadors and work study. Her future plans are to pursue a degree in business administration while continuing to play volleyball.
 - 3) Brianne Hutto was recognized as the November Student of the Month. Brianne is from Winfield, KS and is a pre-pharmacy major with a 4.0 GPA. Her college activities include Phi Theta Kappa, Resident Assistant, and Student Senate Representative for Resident Assistants. Her future plans are to attend the University of Kansas School of Pharmacy.
 - 4) Legislative update report provided by Jessica Lucas
 - 5) Tara Lukert provided a student update
 - 6) Thank you to Dr. Rittle from Stephanie Siklee
 - 7) Thank you to Cowley College from Halle Bucher
 - 8) Thank you to Cowley College from LeeAnn Cooper
 - 9) Thank you to Cowley College from Justin Cravens
 - 10) Congratulations to Coach Dan Adler from the U.S. Track and Field and Cross Country Coaches Association

Board Reports

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their first reading of the revised policies 207.00 Selection, Adoption and Ordering of Textbooks, 257.00 Attendance and Classwork, 264.00 Credit for Previous Military Service. The second and final reading will take place at the December Board meeting.

- 2) **Dr. Gloria Walker, VP of Finance and Administration, provided a Sumner campus update and presented the following items for approval.**

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

RESOLVED, that the Board of Trustees approve Change Order #10 at a cost of \$32,216.

The motion was seconded by Glennis Zimmerman and carried.

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

RESOLVED, that the Board of Trustees approve the use of College Store Design of the Nebraska Book Company to design, furnish, and equip the College's bookstore at the Sumner Campus at a cost not to exceed \$48,348.09, funded from the current Bookstore auxiliary fund.

The motion was seconded by Nancy Burger and carried.

- 3) **Dr. Michelle Schoon, Interim VP of Academic Affairs, informed the Board of the recent Arts and Humanities day attended by 120 students. The College Education Department recently hosted the fifth annual Cowley County Cares Conference. Thanked Janet Davidson for all of her hard work in planning the successful event. A total of 42 child care providers attended the event. Additionally, Eddie Andreo recently received the 2018 Director's Award for Exceptional Service from Quality Matters.**
- 4) **Rama Peroo, Director of Public Relations, provided an institutional advancement update on behalf of Dr. Kori Gregg. The annual Foundation Banquet saw over 150 people in attendance. Courtney Sendall was presented with the young achiever award while Bob and JoLynn Foster received the Ambassador award. The banquet is on target to exceed last year's fundraising amount for the starting point scholarship. A Strategic Leadership team has been assembled to begin reviewing and improving the College's current scholarship structure.**
- 5) **Paul Erdmann, VP of Information Technology, provided the Board with a student information system update. The system will undergo an update on December 1. The team continues working to update projectors/screens in classrooms and will begin making upgrades to equipment in the McAtee Dining Center and President's Dining Room.**
- 6) **Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. Our current FTE is up 24 from our goal. Spring enrollment FTE is up compared to this time last year. Admissions representatives continue making calls to prospective students to encourage them to enroll.**

- 7) **Kristi Shaw, Executive Director of Enrollment Management, provided an institutional effectiveness update on behalf of Debbie Phelps. KBOR reporting season is almost closed with November 30 being the date to lock the report. FTE is up for the College. IPEDS winter collection will open December 12; and the institutional effectiveness and enrollment offices are working with Zogotech trainers to create dashboards that will help to identify students with holds that will prohibit them from being able to enroll in the upcoming semester.**

- 8) **Jason O'Toole, Executive Director of Student Affairs, Provided a housing update. There are 498 students currently living in the dorms resulting in 98% occupancy, which is higher than where we've been at this time in years past. Roxanna James and the IMPACT department recently hosted 2-day academic coaching workshop by LIFEBOUND. Mike Rosales recently completed transfer visits to eight different universities. 60 students in attendance. The new outdoor basketball court has been completed and is in use by students.**

- 9) **Janet Grace, Sumner Campus Operations Officer, reported that changes in the Short Center construction are noticeable daily. Courtyard pavers are arriving and being installed. Has been attending local civic group, chamber and City and County Council meetings. Additionally, the Sumner Campus recently hosted a Principal/Superintendent/Counselor Day on November 2.**

- 10) **Deborah Layton, Faculty Liaison, Informed the Board of the upcoming student showcase taking place on December 6, Theatre production of Elf Jr. on December 7, and Vespers Concert on December 9. In its second year, the Writing Center has assisted 110 students through 228 visits.**

- 11) **Shane Larson, Athletic Director, provided a fall sports wrap up. The women's Cross Country team finished 4th at the national tournament while the men's team finished 17th. Coach Dan Adler was named Track and Field and Cross Country Coach of the Year. Wished congratulations to Coach Ruy Vaz and the Men's Soccer team for their 17-3 record resulting in the most wins in program history. The next Tiger Booster club luncheon will take place Tuesday, November 27 at noon in the Wright Room.**

The Transportation Report indicated total mileage of 29,520 for the month ending, October 2018.

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 Jill Long, and carried.

**Personnel
Trans-
actions**

The following personnel were presented for Board approval:

Ned Graham introduced and moved the adoption of the following resolution:

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

Resignations:

- Janet Winegarner, Custodian/Grounds, effective November 1, 2018
- John Donaldson, Dorm Manager/Intramural Coordinator, effective November 27th, 2018
- Caroline Fulbright, Admissions Representative, effective November 30, 2018
- Deanne Wehmeier, Staff Accompanist, effective December 11, 2018
- Charity Andrews, Head Tennis Coach, effective December 21, 2018

Staff:

- David DeAndre, Public Safety Officer, at an hourly rate of \$13.00, plus staff fringe benefits, effective November 20, 2018
- Rachel Rau, Custodian, at an hourly rate of \$10.35, plus staff fringe benefits, effective November 20, 2018

The motion was seconded by Bob Juden and carried.

**Public
Comment**

**Other
Business**

Bob Juden commented on the great appearance of our new LED sign.

**Adjourn-
ment**

Jill long introduced and moved the adoption of the following resolution:

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

The motion was seconded by Brian Sanderholm and carried.

The meeting adjourned at 7:41 pm.

Tiffany Vollmer
Board Clerk