

Meeting of the Board of Trustees  
Cowley College

November 20, 2017

A meeting of the Board of Trustees of Cowley College was called to order on November 20, 2017, at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S 4<sup>th</sup> Street in Arkansas City, KS

Trustees      Present      Bob Juden - Chair  
JoLynn Foster  
Dennis K. Shurtz  
Ned Graham – Excused himself from the meeting at 6:22 pm.  
Jill Long  
Brian Sanderholm

Staff

Dr. Dennis C. Rittle, President  
Tiffany Vollmer, Board Clerk  
David Andreas, Legal Counsel  
Dr. Gloria J. Walker, VP of Finance and Administration  
Dr. Harold Arnett, VP of Academic Affairs  
Dr. Kori Gregg, VP of Institutional Advancement  
Paul Erdmann, VP Information Technology  
Shane Larson, Athletic Director  
Jason O'Toole, Executive Director of Student Affairs  
Chris Hollon, Executive Director of Institutional Effectiveness  
Rama Peroo, Director of Institutional Comm. and Public Relations  
Janet Grace, Campus Operations Officer  
Tina Grillot, Associate Vice President of Business and Industry

Guests

Mike Bergagnini, Citizen  
Anita Judd-Jenkins, Kansas House of Representatives  
Jessica Lucas, Cowley College Government Affairs Liaison  
Jeni McGee, AC Daily Bytes  
Gary Wilson, Trustee Elect  
Glennis Zimmerman, Trustee Elect

Invocation      The Invocation was presented by Jill Long.

Approval  
Of Board  
Minutes      Ned Graham 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 16, 2017 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 Jill Long, and carried.

Annual  
Audit

Due to a material change in the audit, administration requested that the Annual Audit Review be tabled until the December 11 Board meeting.

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

RESOLVED, that the Board of Trustees table the Annual Audit Review until the December 11<sup>th</sup> Board meeting.

The motion was seconded by Ned Graham and 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, 2017 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 Dennis K. Shurtz and carried.

Bill &  
Claims

Dennis K. Shurtz 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 \$1,995,804.67 (net \$1,921,972.41). General Operating Activities disbursement include Foundation \$7,885.50 (net \$7,885.50); College Operating \$1,392,471.25 (net \$1,262,827.43) and Federal Funds \$3,268,902.27; for a total written of \$4,669,259.02 (net 4,540,615.20). 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<sup>st</sup>, 2017. 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 Brian Sanderholm and carried.

Communi-  
cations

1) Dr. Rittle provided a College update:

- Congratulated incumbents, Ned Graham, Bob Juden and Brian Sanderholm for being re-elected, as well as newly elected Gary Wilson and Glennis Zimmerman.
- The college recently held showings of the theatre production Mary Poppins with tremendous public attendance. The college Pep band

will begin performing soon as basketball season gets started. Overall, Cowley athletics are performing well.

- New campus signage will be installed in the coming weeks.
  - Thanked the City of Arkansas City for their work with the Carver Park exchange of property.
  - Dr. Rittle is in discussions with General Anthony Mohatt with the KS Army National Guard about the possibility of a partnership on the main campus. The Guard recently offered Blackhawk orientation flights to Cowley employees.
  - The Cowley Bookstore is currently undergoing renovations with an open house on December 1.
  - The 3-year College Strategic Plan is underway.
  - KACCT will be meeting on campus December 3<sup>rd</sup> and 4<sup>th</sup>, with a New Trustee orientation taking place on December 3<sup>rd</sup>.
  - Wished the Board of Trustees a happy Thanksgiving.
- 2) Jessica Lucas, Cowley College Government Affairs Liaison, provided a legislative update.
  - 3) Thank you to Cowley College from Shannon Smith, Wellington Middle School.
  - 4) Thank you to Cowley College from Cowley County United Way

## Board Reports

1) Chair Juden and Dr. Rittle requested final approval of the Board of Trustee Handbook. This handbook serves as an orientation tool for new Trustees as well as a resource for our current Board members. It outlines the mission, vision, and core values of Cowley College, Board member duties and responsibilities, the fiscal operations of the college, and the overall functions and organization of the Board of Trustees.

Dennis K. Shurtz Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustee approve the adoption of the Cowley College Board of Trustee Handbook.

The motion was seconded by JoLynn Foster, and carried.

2) Chair Juden requested Board approval to sign the resolution authorizing the College to continue the interlocal agreement between Cowley College and the City of Winfield for their Neighborhood Revitalization Plan.

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

**RESOLVED**, that the Board of Trustees allow Chair Juden to sign the resolution authorizing the College to continue the Interlocal Agreement between Cowley College and the City of Winfield for their Neighborhood Revitalization Plan.

The motion was seconded by Ned Graham, and carried.

3) Chair Juden and Dr. Rittle requested Board approval for the College to host the employee Christmas party, to include alcoholic beverages, in the McAtee Dining Center, on Saturday, December 16. The beverages will be administered and supervised by a licensed bar service.

Dennis K. Shurtz Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize the consumption of alcohol at the College employee Christmas party, to be held in the McAtee Dining Center on Saturday, December 16.

The motion was seconded by Ned Graham, and carried.

(Ned Graham excused himself from the meeting at 6:22 pm)

4) Chair Juden requested an executive session to consult with Legal Counsel to review Kansas law related to legal proceedings, pursuant to the exception for matters subject to the attorney-client privilege, for 15 minutes, at the conclusion of the meeting. Action may follow.

Adminis-  
trative  
Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their first reading of the revised Policy 111.00 - Faculty and Staff Code of Conduct.
- 2) Dr. Gloria Walker, VP of Finance and Administration, presented items for approval under procurement.

The Administration requested Board approval to purchase a newborn patient simulator from Gaumard for a price not to exceed \$59,799. 81. The funds for the purchase will be Carl Perkins funds.

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

RESOLVED, that the Board of Trustees approve the purchase of a newborn patient simulator from Guamard for a price not to exceed \$59,799.81, purchased with Carl Perkins Funds.

The motion was seconded by JoLynn Foster and carried.

Administration requested Board approval to purchase the energy management control system for the Mulvane Bloomenshine building from Dynamic Control for a price not to exceed \$26,593.00. The purchase will be procured using the operating budget.

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the purchase of the energy management control system for the Mulvane Bloomenshine building from Dynamic Control for a price not to exceed \$26,593.00.

The motion was seconded by Brian Sanderholm and carried.

Administration requested Board approval to purchase the AC Freon handling machine from O'Reilly Auto Parts for a price not to exceed \$12,060.00.

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

RESOLVED, that the Board of Trustees approve the purchase of the AC Freon handling machine from O'Reilly Auto Parts for a price not to exceed \$12,060.00.

The motion was seconded by JoLynn Foster and carried.

Administration requested Board approval to purchase the all industrial robot to be used in the mechatronic academic program from Aidex Corporation at a cost not to exceed \$39,680.00. This item will be purchased with Carl Perkins funds.

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

RESOLVED, that the Board of Trustees approve the purchase of the all industrial robot through Aidex Corporation for a price not to exceed \$39,680, purchased with Carl Perkins funds.

The motion was seconded by Brian Sanderholm and carried.

Dr. Gloria Walker provided an update on the Sumner Campus Project. Agora Architecture has completed the programming services of the architectural services contract. The architects are now in the design phase and are working with the design engineers to complete the designs for the Short Education building and the Innovation and Technology building.

Conco Construction is very close to finalizing the Guaranteed Maximum Price for each building of the new campus and will issue the College a GMP contract for each building. In addition, the furniture consultants and vendors have been chosen to provide design and price proposals for the Sumner Campus.

- 3) Dr. Harold Arnett, VP of Academic Affairs, informed the Board of the new library system, Follet Destiny Library Manager, which is now up and running. Dr. Arnett thanked Kevin Clark for playing a key part in making the upgrade possible. The Blackboard course shells have been created for the spring semester and are now ready for Faculty development. Eddie Andreo was recently honored with the Outstanding Leadership Award. In addition, Dr.

Arnett mentioned the successful grant proposals submitted by Jennifer Anderson and Chris Cannon.

- 4) Dr. Kori Gregg, VP of Institutional Advancement, gave a recap on the annual Foundation Banquet which took place on November 9. The department noted a significant increase of attendees from last year with roughly 220-230 individuals present and \$7,100 raised, with more donations still coming in. At the event, Bill and Judy Docking were honored, along with this year's Young Achiever, Brice Harrader-Pate. The annual fund mailer will be hitting mailboxes the week after Thanksgiving. New Alumni Coordinator, Adriana Somerville, is planning several upcoming alumni events. Lastly, Dr. Gregg mentioned the significant increase in Foundation giving. \$480,000 have been raised this year as compared to \$89,000 this time last year.
- 5) Paul Erdmann, VP of Information Technology, provided an update on the computer upgrades. Nearly two-thirds of the 540 new computers have been replaced. The IT department attempted an upgrade to the new SIS system several weeks ago but the upgrade was unsuccessful.
- 6) Dr. Kori Gregg, VP of Institutional Advancement, provided an enrollment update on behalf of Kristi Shaw. Fall semester headcount is 2,899, with 1,936.47 FTE. Spring headcount is 1,007 with 797.53 FTE. In addition, the College has had 31 high school students complete their files and accept Pell grant awards.
- 7) Chris Hollon, Executive Director of Institutional Effectiveness, provided a fall reporting update. All fall reporting is up to date and submitted. Chris recently attended an HLC workshop in Chicago. Chris Hollon, Kristi Shaw, and Stefani Jones will be taking a trip to Neosho Community College next week to talk with their Jenzabar team. Strategic planning will be taking place with meetings in the upcoming weeks.
- 8) Jason O'Toole, Executive Director of Student Affairs, reported that dorms are at 92.2% occupancy. Student affairs has been working hard with students in the last month to have discussions about improving grades before the end of the semester.
- 9) Deborah Layton, Faculty Liaison, informed the Board that performing arts students will take part in an art and music crawl on Nov. 30 and visual and performing arts students will be showcased on Dec. 5. She also discussed the successful Arts & Humanities Day held on Nov. 10, and the Honors in Action Conference she and two officers of the Alpha Gamma Upsilon chapter of Phi Theta Kappa attended.
- 10) Janet Grace, Sumner Campus Operations Officer, has been in discussion with Wellington Superintendent, Mark Whitener, regarding their high school redesign. Also discussed was the Tiger Stripes Work Ethics program that Cowley leadership shared with Sumner and Harper County principals and superintendents as well as Sumner County Workforce Alliance and Sumner County Economic Development. She also mentioned the Wellington Police Department's praise of the work done by Cowley's Criminal Justice

Department and Frank Owens during the recent Groundbreaking ceremony in Wellington.

11) Shane Larson, Athletic Director, drove to Fort Dodge, IA to witness the Cross Country nationals, where our women’s team took 3<sup>rd</sup> place. The men’s team finished 20<sup>th</sup>. The Lady Tiger volleyball team also recently placed 5<sup>th</sup> at the NJCAA Division II National Tournament. He also thanked Todd Ray and his maintenance employees as well as the donors in making the softball dugout enclosure project a reality. Larson also mentioned the home wrestling dual on Dec. 7 will be a joint dual with Ark City High School.

12) The Transportation Report indicated total mileage of 34,617 for the month ending, October 2017.

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

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

The motion was seconded by Brian Sanderholm and carried.

Personnel  
Trans-  
actions

The following personnel were presented for Board approval:

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

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

Retirements:

- Tammy Strange, Natural Science Department Secretary, effective February 1, 2018.

Resignations:

- Justin Petersen, Coordinator of Enrollment/Bookstore Services, effective November 10, 2017.

Staff:

- Bryanna Ramsey, Coordinator of Enrollment/Bookstore Services, at an annual salary of \$32,000, plus staff fringe benefits, effective no earlier than November 21, 2017.

The motion was seconded by JoLynn Foster and carried.

Executive  
Session

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustee convene in executive session to consult with legal counsel to review Kansas law related to legal proceedings, pursuant to the exception for matters subject to the attorney-client privilege, for 15 minutes, at the conclusion of the meeting.

The Board convened in executive session at 7:23 p.m. and reconvened in open session in the same room at 7:38 p.m. The open meeting then resumed at 7:38 p.m.

The motion was seconded by Jill Long and carried.

Other  
Business

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

RESOLVED, that pursuant to K.S.A. 71-201 the Board of Trustees will post formal public notice in the Cowley CourierTraveler and accept applications to fill the vacant Board Seat of former Trustee, Sid Regnier. The seat will be filled no sooner than 15 days after the date of publication of said notice.

The motion was seconded by Brian Sanderholm and carried.

Adjourn-  
ment

Dennis K. Shurtz 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 Jill Long and carried.

Adjourned at 7:40 pm



Tiffany Vollmer  
Board Clerk