

**Cowley College  
Board of Trustee Official Minutes**

**December 17, 2018**

A meeting of the Board of Trustees of Cowley College was called to order on December 17, 2018 at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S. 4<sup>th</sup> 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, Interim VP of Academic Affairs  
Paul Erdmann, VP of Information Technology  
Kristi Shaw, Executive Director of Enrollment Management  
Jason O'Toole, Executive Director of Student Affairs  
Deborah Layton, Faculty Liaison  
Shane Larson, Athletic Director  
Rama Peroo, Director of Instit. Comm. And Public Relations  
Holly Peters, Social Science Instructor

**Invocation**

The Invocation was presented by Gary Wilson.

**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 November 19, 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 Bob Juden 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 November 30, 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 Ned Graham and carried.

### **Bills & Claims**

Brian Sanderholm 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 \$167,956.66 (net \$147,595.80). General Operating Activities disbursements include Foundation \$105,583.20; College Operating \$1,790,908.05 (net \$1,789,290.47) and Federal Funds \$28,399.85; for a total written of \$1,924,891.10 (net \$1,923,273.52). 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 November 30, 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 Glennis Zimmerman and carried.

### **Communications**

1) Dr. Rittle delivered a College update:

- Today marks the final Board meeting for JoLynn Foster as the Chair for the 2018 calendar year. Along with the opening of the Sumner Campus Technology and Innovation Center and the successful \$1 million fundraising campaign, Chair Foster also oversaw the college adding several new programs and a growth in enrollment under her leadership. Dr. Rittle presented Chair Foster with a plaque and thanked her for a job well done.
- Discussed the 2018-2021 Strategic Plan that was recently finalized.
- The recent Elf Jr. production was attended by roughly 2,800 area school children.
- Enrollment continues to climb with our first year of growth in 7 years.
- Thanked Great Western Dining for the gift of their wonderful Christmas dinner for the Trustees.

2) Jessica Lucas provided a Legislative Update

3) Dr. Rittle shared the Student Update Report submitted by Tara Lukert

4) Thank you to Cowley College from Thais Lindemayer Gomes

- 5) Thank you to Cowley College from Allison Riedl
- 6) Thank you to Cowley College from Leanie Gage
- 7) Thank you to Cowley College from Shea Sutherland
- 8) Thank you to Cowley College from Courtney Priest
- 9) Thank you to Cowley College from Morgan Hettenbach
- 10) Thank you to Cowley College from Allison VanNahmen
- 11) Merry Christmas to the Board of Trustees from Andreas Law Office
- 12) Thank you to Cowley College from the Wichita Regional Chamber of Commerce.

**Board Reports**

Glennis Zimmerman and Dr. Dennis Rittle attended the KACCT Quarterly Meeting on December 2-3 at Independence Community College. Trustee Zimmerman provided a brief recap.

- Toured the Independence Fab Lab innovation center on day one of the meetings. The space can be rented by small businesses to complete projects with their state of the art equipment.
- KACCT Executive Director, Linda Fund will be retiring in April, therefore the organization will begin looking for her replacement.
- The ACCT Board representative from Kansas will be stepping down, therefore any interested Trustees may apply for that open position.
- Dr. Rittle added that the review of recent nationwide survey results Presidents and Trustees by the Council of President's raised concerns. The survey ranked the priority of issues, ranging from budget issues, state funding, etc. However sadly, the notion of serving students ranked last on the list. While student success remains the primary goal, it is often overshadowed by more pressing, immediate barriers of funding.

**Administrative Reports**

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final 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.

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

**RESOLVED**, that the revised policies 207.00 Selection, Adoption and Ordering of Textbooks, 257.00 Attendance and Classwork, 264.00 Credit for Previous Military Service be approved as presented.

The motion was seconded by Brian Sanderholm and carried.

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

**The campus master plan has gone out for RFP with qualifications to be returned by January 18, 2019. 15 Firms have inquired over the last year and a half. The College will solicit RFQ in mid-January for deferred maintenance.**

**Administration has been notified that the College phone system will be declared end-of-life at the end of this month. In speaking with our vendor, they will support the end-of-life system, but getting replacement parts will be a challenge. The proposal for the upgrade came back at a cost of \$36,900, which includes a 40% discount, 5 years of hardware warranty and 1 year of labor warranty. The upgraded system should easily provide the College with 5-6 more years of service. The cost of this upgrade will come from the current IT operating budget, therefore, no new allocation of dollars will be required.**

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

**RESOLVED, that the Board of Trustees approve the phone system upgrades at a cost of \$36,900.**

**The motion was seconded by Glennis Zimmerman and carried.**

- 3) **Dr. Michelle Schoon, Interim VP of Academic Affairs, provided department updates. The writing center has been a wonderful addition for our students. Also mentioned the distance learning team is in the process of preparing to schedule and plan an upgrade of the Learning Management System-Blackboard to a SaaS environment on May 15-19, 2019. Dr. Schoon also gave kudos to the writing center, where 188 students visited 409 times this fall, up by 50% from last fall.**
- 4) **Dr. Kori Gregg, VP of Institutional Advancement provided the following update: The college has formed a scholarship committee to review current scholarship practices and determine the effectiveness on student recruitment. Mentioned the success of the digital marketing campaign and recent key projects, including the giving Tuesday campaign, which raised \$2,750 while only costing the department \$32. Lastly, Dr. Gregg mentioned the success of the winter session campaign.**
- 5) **Paul Erdmann, VP of Information Technology, shared an update on recent projects. The team upgraded the student information system since the last Board meeting, while being informed that there's another upgrade on the horizon. Also mentioned, was the work being done to install projectors in classrooms in addition to the new equipment installation in the McAtee dining center.**
- 6) **Kristi Shaw, Executive Director of Enrollment Management, provided an enrollment update. The fall semester concluded with a headcount of 2,844 and an FTE of 1,982.73. The team has enrolled 192 students for the winter term, up from 102 at this time last year. Enrollment for the spring semester is off to a great start. Lastly, Shaw mentioned the new hire of Eric Smith as the Military Services Coordinator.**

- 7) **Debbie Phelps, Executive Director of Institutional Effectiveness, informed the Board that the fall census and fall KHEER enrollment reports were submitted on time and are ready for the President's certification. Also, the IPEDS winter collection opened on December 12, and the institutional effectiveness office completed the IMPACT Program's grant proposal.**
- 8) **Jason O'Toole, Executive Director of Student Affairs, shared the final dorm occupancy numbers. The fall semester closed with 478 students in the dorms at time for winter break at 95.6% occupancy. Also mentioned was the third Friday financial literacy event that was held in the IMPACT office.**
- 9) **Kristi Shaw, Executive Director of Enrollment Management, provided a Sumner Campus update on behalf of Janet Grace. Shaw shared the meetings Grace attended over the last month and discussed events the Sumner Campus recently sponsored in Wellington, Caldwell and Park City.**
- 10) **Deborah Layton, Faculty Liaison, informed the Board of the recent ENGAGE conference Sarah Mathews and Cowley DECA officers attended in New York City. Also, Martin Shaffer had a group of students work on a research project with research facilities in Europe and their study will be included in a CERN publication sometime early next year. Michelle Lett recently gave a presentation on the profession of veterinary medicine and college, in general, at St. Mary's High School, while Julie Rhoads is scheduled to present at a Professional Development Day for elementary teachers in Perry, Oklahoma, speaking on various instructional approaches. Layton also shared that adult education instructor Kathy Swain was recently honored to be an advisor for a secondary education textbook titled Economic Episodes in American History, while several faculty members are working on workshops to take place during Cowley's upcoming Professional Development Day.**
- 11) **Shane Larson, Athletic Director, reported that the fall sports season has wrapped up. Cowley head men's soccer coach Ruy Vaz was named the Jayhawk East Coach of the Year as he led Cowley to a school-record 17 wins and its first-ever trip to the national tournament. Cowley head cross country coach Dan Adler was named the Central Region Women's Coach of the Year after leading the Lady Tigers to conference and region titles, as well as a fourth place national finish. The Lady Tiger volleyball team also capped another stellar season finishing the season ranked fifth in the final regular season poll. The Tiger basketball teams are also off to strong starts to their season and will return from Winter Break to host Colby Community College Saturday, January 5 at 5:30 and 7:30 p.m. The Tiger Booster Club Hall of Fame luncheon will take place Saturday, January 26 at 12 p.m. in the Earle N. Wright Community Room. Dale Pearson will not be a part of the 2019 induction class. He will instead go in with the Class of 2020 so he can attend the induction of the 1997 and 1998 JUCO World Series title teams at Cowley College that will be inducted into the Kansas Baseball Hall of Fame on the same day and time as the Tiger Athletic Hall of Fame.**
- 12) **The Transportation Report indicated total mileage of 32,360 for the month ending, November 2018.**

**Jill Long 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 Ned Graham and carried.

### Personnel Transactions

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

**RESOLVED**, that the Board of Trustees approve the faculty compression study committee's recommended actions as follows:

- Adjustment to the current base salaries in the total amount not to exceed \$35,750 to be paid out over the current fiscal year.
- A pool of money, not to exceed \$50,000, will be established as a measure to increase overall average faculty salaries.
- Salary adjustments resultant of the compressions study are intended to be outside of the normal cost of living adjustments.

The motion was seconded by Nancy Burger and carried.

Glennis Zimmerman 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:**

- Ali Carpenter, Admissions Representative, effective December 21, 2018
- John Murray, NDT Faculty – Sumner Campus, effective December 21, 2018  
\* *Administration requests that the Board waive the early contract termination fee of \$3,799.60.*
- Kim Martin, TRiO/SSS/IMPACT Department Secretary, effective December 21, 2018

#### **Staff:**

- Wendy Neal, Financial Aid Specialist, at an annual salary of \$29,785, plus staff fringe benefits, effective January 2, 2019.
- Manuel Raga, Head Men's and Women's Tennis Coach, at an annual salary of \$41,000, plus staff fringe benefits, effective January 2, 2019.
- Eric Smith, Military Services Coordinator, at an annual salary of \$37,000, plus staff fringe benefits, effective January 2, 2019.

The motion was seconded by Gary Wilson and carried.

### Board Appointments

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

**RESOLVED**, that the Board of Trustees approve the appointment of David Andreas to serve as the attorney for the Board, at a monthly retainer fee of \$400.00, effective January 1, 2019 through the regularly scheduled Board meeting in January 2020.

**FURTHER RESOLVED**, that for said compensation, David W. Andreas agrees to provide all legal services required by the College for dates stated above, excluding:

- Legal action concerning College Bond issues;
- Professional negotiations with College personnel;
- Law suits involving the College of the Board of Trustees; and
- Acquisition of real estate.

The motion was seconded by Bob Juden and carried.

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

**RESOLVED**, that the following appointments and terms of employment are approved effective January 1, 2019 through the regularly scheduled Board meeting in January 2020.

*Tiffany D. Vollmer* is appointed to serve as Clerk of the Board;

*Dr. Gloria J. Walker* is appointed as Treasurer of the Board

The motion was seconded by Nancy Burger and carried.

### Election of Officers

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

**RESOLVED**, that the Board of Trustee approve the following officers for the 2019 calendar year as presented:

Jill Long as the Chairperson, who shall:

- preside at all meetings of the Board;
- sign all warrants ordered by the Board to be drawn by the Treasurer;
- call special meetings of the Board;
- perform any other duty required by law or assigned by the Board.

Bob Juden as the Vice-Chairperson, who shall perform the duties of the Chairperson in the absence of the Chairperson or in the event of his inability to serve.

Jill Long and Bob Juden as the nominating committee, who shall consist of the Chairperson and Vice-Chairperson.

JoLynn Foster as the Past-Chairperson, who shall serve as an advisor to the Chairman of the Board.

Nancy Burger as the voting delegate to the Kansas Association of Community Colleges Trustees (KACCT).

Ned Graham as the alternate delegate to the Kansas Association of Community College Trustees (KACCT).

Glennis Zimmerman as the voting delegate to the Association of Community Colleges Trustees (ACCT).

Brian Sanderholm as the alternate delegate to the Association of Community College Trustees (ACCT).

Gary Wilson as the Trustee representative for professional negotiations.

Gary Wilson as the Trustee representative designated to open bids received for College purchases.

JoLynn Foster as the Trustee representative to the Cowley College Foundation Association.

Brian Sanderholm as the Trustee representative to the Tiger Booster Club.

Ned Graham, JoLynn Foster and Jill Long as the three Trustees to serve on the Finance Sub-Committee

Brian Sanderholm, Glennis Zimmerman and Nancy Burger as the three Trustees to serve on the Academic Sub-Committee

The motion was seconded by Nancy Burger and carried.

### **Public Comment**

### **Other Business**

### **Adjournment**

Brian Sanderholm 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 Gary Wilson and carried.

With no other business to be considered, JoLynn Foster, Board Chair, declared the meeting adjourned at 7:43 pm.

Tiffany Vollmer  
Board Clerk