DATE: March 9, 2021

TO: Board of Trustees/News Media/Public

FROM: Dr. Dennis C. Rittle, President

RE: Board of Trustees Regular Meeting Notice

The Cowley College Board of Trustees will hold their regular monthly meeting on Monday, March 15, 2021 at 6:00 p.m. in the Wright Room of the Brown Center, 215 S 2nd, Arkansas City, KS. The AGENDA for the meeting may be accessed by visiting the following link after 5:00 p.m. on Friday, March 12, 2021: https://www.cowley.edu/about/board/agenda/agenda.pdf

The meeting will be held in the spacious Wright Room in order to safely accommodate community access while maintaining adequate social distancing. To promote a community of wellness and safety, we ask that all attendees self screen for any COVID-19-like symptoms prior to arriving on campus. Attendees are required to wear face coverings to reduce the risk of exposure.

As an alternate method of viewing, the College will offer a Zoom virtual option. To protect the health and safety of trustees, employees and the public, attendees are encouraged to use the virtual option rather than appear in-person. The Zoom link may be accessed as follows:

Join from a PC, Mac, iPad, iPhone or Android device:
   Please click this URL to join. https://Cowley.zoom.us/j/97385769666

Or iPhone one-tap:
   +12532158782,97385769666# US (Tacoma)
   +13462487799,97385769666# US (Houston)

Or join by phone:
   Dial(for higher quality, dial a number based on your current location):
      US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656
   Webinar ID: 973 8576 9666

DCR: tv

pc: News Media
I. **Call to Order**  
   Gary Wilson, Chair  
   A. Invocation  
      Ned Graham, Trustee  

II. **Awards and Reports**  
   Gary Wilson, Chair  
   A. College Update  
      Dr. Dennis C. Rittle, President  
   B. Deferred Maintenance Update  
      Dr. Annaria Barnds, Willdan Group  
   C. March Student of the Month  
      Keely Solida  
   D. Thank you to Cowley College  
      Liz Shepard  

III. **Public Comment**  
   Gary Wilson, Chair  

IV. **Standing Committee Reports**  
   A. Trustee Finance Subcommittee  
      Chris Swan, Trustee  
   B. Trustee Policy Subcommittee  
      Ned Graham, Chair  
      1. 271.00 – Financial Arrangements Between Employees and Students  
      2. 463.00 – Access to Student Center  

V. **Approval of Consent Agenda**  
   Gary Wilson, Chair  
   A. Board Minutes  
   B. Financial Reports  
   C. Bills and Claims  
   D. Administrative Reports  
      1. Finance and Administration  
      2. Academic Affairs  
      3. Institutional Advancement  
      4. Information Technology  
      5. Enrollment Management  
      6. Institutional Effectiveness  
      7. Student Affairs  
      8. Faculty Liaison  
      9. Athletics  
     10. Mileage Report  
   E. Board Policy Approvals  
      1. 163.00 – Attendance Policy – Classified Personnel  
      2. 278.00 – Program Discontinuance Policy  
      3. 418.00 – Placement of Follow-up Studies  
      4. 420.00 – Technology Usage by Students and the Community  
   F. Personnel Transactions  

VI. **Procurement**  
   Holly Harper, VP of Finance and Admin  
   A. The Lodge Roofing Project  
   B. CRRSAA Federal Grant Funding Purchase Request
Agenda

VII. Discussion Agenda

VIII. Other Business

IX. Adjournment

Gary Wilson, Chair

Pg. 170

Pg. 171

Gary Wilson, Chair
I. Call to Order

Meeting of the Board of Trustees
Cowley College

March 15, 2021

I. CALL TO ORDER

A. Chair Wilson will call the regular public meeting of the Board of Trustees to order and Trustee Graham will open the meeting with an invocation.
II. Awards and Reports

Meeting of the Board of Trustees
Cowley College

March 15, 2021

II. AWARDS AND REPORTS

Items listed under Awards and Reports are pre-approved by the Board Chair and the President. The items are purposeful to the Board and College Administration, as well as informative in nature.

A. College Update - Dr. Dennis C. Rittle
B. Deferred Maintenance Update - Dr. Annaria Barnds, Willdan Group
C. March Student of the month - Keely Solida
D. Thank you to Cowley College - Liz Shepard
Name: Keely Solida
Hometown: Searcy, AR
High School: Searcy High School
Major: Pre-Athletic Training
Nominated by: Lynlea Bartlett
Parents: Shawna Fleming and Joe Solida
Cowley GPA: 3.83
Employee Quote: Lynlea Bartlett – “Keely’s personal growth and dedication to her education is tremendous. She motivates her teammates and others around her. She is a hard worker and communicates well with those around her. She is always smiling and has a positive attitude. She has made a lot out of her time here at Cowley.”
College Activities: Cowley volleyball
Resident assistant
Student assistant athletic trainer
Honors and Awards: Phi Theta Kappa
Hall of Honors Scholarship
Volleyball scholarship
“Red Jersey” award in the volleyball program
2021 Homecoming nominee
Civic Engagement: Volleyball pancake breakfast
Read to kindergarteners at Jefferson Elementary
Future Plans: Continue her volleyball career at a university while working on her undergraduate degree in a science field; then attend Physician Assistant (PA) school
Dr. Ritchle & Tiff,

Thank you for the beautiful plant. It sits in a place of prominence in my living room. It is a daily reminder of my Cowley family that I love so much!

LJ

Perhaps you sent a lovely card, or sat quietly on a chair.
Perhaps you sent a funeral spray, if so we saw it there.
Perhaps you spoke the kindest words, that anyone could say.
Perhaps you were not there at all, just thought of us that day.
Whatever you did to console our hearts, We

Thank You so much whatever the part.

— From The Family Of
Lawrence "Bud" Riley
III. Public Comment

Meeting of the Board of Trustees
Cowley College

March 15, 2021

III. PUBLIC COMMENT

All official Board meetings are open to the public except executive sessions, which are convened in compliance with state law. However, participation in the meetings is not required by state law. The Cowley College Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the Agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President or Board Chairperson at least 72 hours in advance of the meeting, in order that items may be placed on the Agenda. In accordance with time requirements, the Chairman reserves the right to limit comments both in content and length of presentation.

1. No comments will be heard on matters which are not on the Agenda without the consent of the Board.

2. Persons wishing to speak shall identify themselves to the Board Clerk and state whether or not they represent the opinion of a group.

3. Each person may speak no longer than three minutes without specific consent of the Board or Chairperson.

4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.

5. The Chairperson reserves the right to limit the number of speakers.

6. Comments must be conveyed in a respectful and civil manner.

7. The Board reserves the right to withhold response or action based on public comment.

8. The Chairperson reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.

9. Any person acting in such a way as to disrupt the Board proceedings may be removed from the meeting place.
IV. STANDING COMMITTEE REPORTS

A. Trustee Finance Subcommittee
Chris Swan, Trustee

Update of the March 9, 2021 meeting

B. Trustee Policy Subcommittee
Ned Graham, Trustee

Trustee Update of the March 9, 2021 meeting

Policies for First Review:

- **271.00 – Financial Arrangements Between Employees and Students**
  - Administration requests approval of the revised 271.00 – Financial Arrangements Between Employees and Students. The revised policy has been unanimously recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **First reading** by the Board and final approval will be requested at the April Board meeting.

- **463.00 – Access to Student Center**
  - Administration requests approval of the revised 463.00 – Access to Student Center. The revised policy has been unanimously recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **First reading** by the Board and final approval will be requested at the April Board meeting.
Board Policies

Academic Affairs

271.00 FINANCIAL ARRANGEMENTS BETWEEN EMPLOYEES AND STUDENTS

Employees shall not accept any gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service or thing of value to obtain special advantage. Students in need of funds are to be encouraged to contact the Financial Aid Officer at the College or a commercial lending agency for advice on established procedures to follow in such cases.

Adopted October 18, 1971
Reviewed July 11, 1989
Revised July 21, 2003
Revised August 9, 2004
Board Policies
ACADEMIC AFFAIRS

271.00 FINANCIAL ARRANGEMENTS BETWEEN STAFF AND STUDENTS

Without the express approval from the Chief Academic Officer, personnel employed by the College shall not enter into any type of personal financial arrangements either with current students or prospective students of the College unless such students are relatives of the employee. Strict observance of this policy will avoid possible embarrassing situations for employees as well as students.

1. This policy includes such agreements as:
   a. Lending or borrowing more than incidental amounts of money to or from students.
   b. Selling products or offering personal services to students.
   c. Co-signing notes with students for the purpose of securing a loan.
   d. Direct payment of personal funds for services rendered in the regular conduct of the College programs.
   e. Direct payment of personal funds for any expenses incurred by students.
   f. Assisting students in the establishment of charge accounts.

2. Students in need of funds are to be encouraged to contact the Financial Aid Officer at the College or a commercial lending agency for advice on established procedures to follow in such cases.

Adopted October 18, 1971
Reviewed July 11, 1989
Revised July 21, 2003
Revised August 9, 2004
IV. Standing Committee Reports
Revised

Board Policies
STUDENT AFFAIRS

463.00 ACCESS TO THE STUDENT CENTER

The main floor of the Nelson Student Center has been designated as the Student Center on the main campus. This area includes the game room, Tiger Deli, and television room. The Center is available for utilization by college students, employees, and invited personal guests. Guests must be accompanied by their host to use the Center or obtain permission from the Director of Student Life. Visitors who are on official business with the College may utilize these facilities while conducting business with the College. The Student Center is not open for public use.

Adopted July 16, 1973
Revised July 18, 1983
Revised August 14, 1989
Revised October 15, 1990
Revised July 21, 2003
Revised August 1, 2004
Revised February 21, 2005
Revised November 16, 2009
463.00 ACCESS TO THE STUDENT CENTER

The main floor of the Nelson Student Center has been designated as the Student Center on the main campus. This area includes the game room, Tiger Delli, and television room. The Center is available for utilization by college students, staff employees, and invited personal guests. Guests must be accompanied by their host to use the Center or obtain permission from the Director of Student Life. Visitors who are on official business with the College may utilize these facilities while conducting business with the College. The Student Center is not open for public use.

All approved persons using the Student Center must adhere to the general rules of conduct as prescribed by the Student Code of Conduct, Policy #403. Persons who fail to comply with stated code will be requested and expected to vacate the premises and be held accountable for any damages to the facility or to the equipment within the facility for which they were responsible.

Persons without authority to utilize the Student Center will be expected to vacate the premises. The Director of Student Life, in implementing this policy, shall assign the appropriate personnel who shall have full authority, within the framework of legal rights of those involved, to determine authorized and unauthorized persons and to deny trespassers access to the Center. The college reserves the right to contact the authorities when dealing with trespassers or other individuals who violate this policy.

Adopted July 16, 1973
Revised July 18, 1983
Revised August 14, 1989
Revised October 15, 1990
Revised July 21, 2003
Revised August 1, 2004
Revised February 21, 2005
Revised November 16, 2009
Meeting of the Board of Trustees
Cowley College
March 15, 2021

V. CONSENT AGENDA

A. Board Minutes
A copy of the Minutes of the regular meeting of the Board of Trustees, conducted on February 22, 2021 are attached.
I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on February 22, 2021, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2nd Street, Arkansas City, KS.

Trustees Present
Gary Wilson, Chair
Glennis Zimmerman, Vice-Chair
Dr. Steve Abrams, Trustee
JoLynn Foster, Trustee
Ned Graham, Trustee (Via Zoom)
Brian Sanderholm, Trustee
Christopher Swan, Trustee

Staff
Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel (via Zoom)
Dr. Michelle Schoon, VP of Academic Affairs
Holly Harper, VP of Finance and Administration
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP of Information Technology
Kristi Shaw, Exec. Director of Enrollment Management
Debbie Phelps, Exec. Director of Institutional Effectiveness
Jason O’Toole, Exec. Director of Student Affairs
Pam Smith, Faculty Liaison
Rama Peroo, Instit. Communications and Public Relations
Ian Alumbaugh, Dorm Manager/Intramural Coordinator
Janet Grace, Sumner Campus Operations Officer
Jennie Heersche, Director of Workforce and Community Education

Guests
Christina Henson, Swindoll, Janzen, Hawk and Loyd, LLC (Via Zoom)
Kileigh Peninger, January Student of the Month
Audrianna Bruce, February Student of the Month

A. The Invocation was presented by Brian Sanderholm.

II. Annual Audit Review

Christina Henson with Swindoll, Janzen, Hawk and Loyd, LLC presented the findings of the annual audit.

Chris Swan introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees reviewed the results of the 2019-2020 annual audit, approve the report and instruct the administration to implement the recommendations of the auditor.
The motion was seconded by JoLynn Foster and the following votes were cast:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
</tr>
<tr>
<td>JoLynn Foster</td>
<td>Aye</td>
</tr>
<tr>
<td>Chris Swan</td>
<td>Aye</td>
</tr>
<tr>
<td>Gary Wilson</td>
<td>Aye</td>
</tr>
<tr>
<td>Brian Sanderholm</td>
<td>Aye</td>
</tr>
<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion carried.

III. Awards and Reports

A. Dr. Rittle provided a College Update
   - welcomed Jennie Heersche to the College. Recently hired as the Director of Workforce and Community Education. Her office is located in the lower level of Galle-Johnson Hall.
   - Classes and athletics are now in full swing.
   - All faculty, staff, and students have combined for zero recorded Covid-19 cases at the present time.
   - The Cowley County Health Department will provide Covid-19 vaccinations to more than 100 Cowley College employees on Wednesday, February 24. The College will continue to require face masks and social distancing.

B. Kileigh Peninger was recognized as the January 2021 Student of the Month.

C. Audrianna Bruce was recognized as the February 2021 Student of the Month

D. Thank you to Cowley College from Roxanna James

E. Thank you to Dr. Rittle from the Cowley Housing Staff

F. Thank you to Cowley College from the international Association of Operative Millers

G. Thank you to Cowley College from the Wellington Lion’s Club

H. Thank you to Cowley College from Kansas Beats the Virus

IV. Public Comment

V. Standing Committee Reports

A. Trustee Academic Subcommittee –
   Glennis Zimmerman provided an update of the February 15, 2021 meeting and presented new programs for Board approval.

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

   RESOLVED, RESOLVED, that the Board of Trustees approve the new Certificates A, B, and C and the AAS degree in Carpentry/Construction trades as presented.

   The motion was seconded by Dr. Steve Abrams and the following votes were cast:
Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the Certificates A, B, and C and the AAS degree in Electromechanical Maintenance as presented.

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

Dr. Steve Abrams  Aye  Gary Wilson  Aye  
JoLynn Foster  Aye  Brian Sanderholm  Aye  
Ned Graham  Aye  Glennis Zimmerman  Aye  
Chris Swan  Aye  

Motion carried.

Dr. Steve Abrams introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the AAS degree in Technical Studies as presented.

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

Dr. Steve Abrams  Aye  Brian Sanderholm  Aye  
JoLynn Foster  Aye  Gary Wilson  Aye  
Ned Graham  Aye  Glennis Zimmerman  Aye  
Chris Swan  Aye  

Motion carried.

JoLynn Foster provided an update of the February 9, 2021 meeting.

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

RESOLVED, that the Board of Trustees approve the tuition, fees, and housing rates for the 2021-2022 academic year as presented.

• $50 per year increase to all housing plans
• $2 increase per credit hour for high school students
• $5 increase to the online fee.

The motion was seconded by Chris Swan and the following votes were cast:

Dr. Steve Abrams  Aye  Brian Sanderholm  Aye  
JoLynn Foster  Aye  Gary Wilson  Aye  

Motion carried.
JoLynn Foster introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve a 2% retroactive COLA increase for all full-time and regular part-time employees.

The motion was seconded by Chris Swan and the following votes were cast:

- Dr. Steve Abrams  Aye  Brian Sanderholm  Aye
- JoLynn Foster  Aye  Gary Wilson  Aye
- Ned Graham  Aye  Glennis Zimmerman  Aye
- Chris Swan  Aye

Motion carried.

C. Trustee Policy Subcommittee -
Brian Sanderholm provided an update of the February 9, 2021 meeting and an overview of the policies presented for a first review.

- 163.00 – Attendance Policy – Classified Personnel
- 278.00 – Program Discontinuance Policy
- 418.00 – Placement of Follow-up Studies
- 420.00 – Technology Usage by Students and the Community

VI. Consent Agenda

A. Board Minutes -
January 19, 2021 Regular Board Meeting Minutes

B. Financial Reports –
Copies of the Financial Reports for the month ending January 31, 2021 were provided for Board review. The reports have been reconciled by the Treasurer of the Board of Trustees and reflect an accurate accounting of the revenues and expenditures for the month.

C. Bills and Claims -
A list of the Bills and Claims for the month ending, January 31, 2021 was provided for Board review. Specific information concerning the vendor, purchase order, and cost was provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office.
Financial Aid Funds/Student Refund Check $81,415.70 (net $42,227.49).
General Operating Activities disbursements $824,766.66 (net $820,715.88)
Federal Funds $2,757.00; for a total written of $827,523.66 (net $823,472.88).

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 January 31, 2020. The 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.

D. Administrative Reports –
Administration provided department updates for Board review.

E. Board Policy Approvals -
The Board conducted the second and final review of the following policies presented for
approval:
- 104.00 – Executive Officer
- 222.00 – Instructional Media
- 260.00 – Transfer Coursework
- 474.00 – Communicable Disease

F. Personnel Transactions -
Dr. Rittle recommended the following personnel items for Board approval:

Separation:
- Ann Edwards, TRiO/IMPACT/SSS Program Specialist, effective February 26, 2021

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

RESOLVED, that the Board of Trustees approve the consent agenda as presented.

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

Dr. Steve Abrams  Aye  Brian Sanderholm  Aye
JoLynn Foster  Aye  Gary Wilson  Aye
Ned Graham  Aye  Glennis Zimmerman  Aye
Chris Swan  Aye
Motion carried.

VII. Procurement

VIII. Discussion Agenda

A. Trustee Data Privacy Agreement –
Chair Wilson requested the Board discuss the draft Trustee Data Privacy agreement and how it compares to language currently existing in the Board of trustee handbook, after receiving recommendations from Donna Whiteman, attorney with the Kansas Association of Community College Trustees (KASB.)

The Board tabled this discussion until the May Board meeting.

B. Sumner Campus Housing Property –
Chair Wilson requested the Board authorize College administration to explore an available property for potential student housing near the Sumner Campus.

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

RESOLVED, that the Board of Trustees direct administration to review the available property for Sumner student housing and provide a feasibility report, including cost, back to the March Board meeting.

The motion was seconded by Dr. Steve Abrams and the following votes were cast:

Dr. Steve Abrams  Aye  Brian Sanderholm  Aye
JoLynn Foster  Aye  Gary Wilson  Aye
Ned Graham  Aye  Glennis Zimmerman  Aye
Chris Swan  Nay

Motion carried.

IX. Other Business

Dr. Steve Abrams requested additional clarification to the annual audit results.

X. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:06 p.m.

Tiffany Vollmer
Board Clerk
V. Consent Agenda

Meeting of the Board of Trustees
Cowley College

March 15, 2021

V. CONSENT AGENDA

B. Financial Reports
Copies of the Financial Reports for the month ending February 28, 2021 are enclosed. These reports have been reconciled by the Treasurer of the Board of Trustees and reflect an accurate accounting of the revenues and expenditures for the month.
MEMORANDUM

To: Cowley College
    Board of Trustees

From: Holly Harper, Vice President of Finance and Administration

Date: March 8, 2021

Re: Financial Report for Month Ending February 28, 2021

Please find the financial reports for the month ending February 28, 2021, attached. The financial reports are an internal management report to compare actual financial activities to the approved budgets, strategic priorities, and financial policies for the fiscal year. Operating Fund does not include the Auxiliary and Capital Outlay Funds’ revenues and expenditures.

➢ Revenues
  o State Appropriations - received both payments of State funding including the first portion of Excel in CTE (SB155).
  o Ad Valorem Taxes – down $163,674 compared to last year due to decreased valuations from the County.
  o Tuition and Fees – up $259,223 compared to last year due to increased rates approved for this fiscal year.
  o Other Local Income – consists of interest income, down $154,801 due to COVID impact on earnings potential in the market.
  o Miscellaneous Income –
    ▪ $447,488 CARES Act for dorm refund reimbursement
    ▪ $400,000 Sumner Campus reimbursement
    ▪ $215,146 CARES Act for COVID expense reimbursement

➢ Expenditures
  o Salaries and Benefits – decreased by $303,664 year-over-year
  o Contract Services – decreased $149,705 year-over-year due to a reduction in a marketing contract with Blackboard and other services related to athletics that will occur in the Spring this year.
  o Other Dept Expenses – decreased by $252,333, primarily related to athletics, which will be spent in the Spring semester.
  o Capital Outlay – spending was similar to prior year

➢ Profit/(Loss)
  o The College has a profit of $6,645,061 after eight months of activity. Please note that revenue comes in at the start of each semester and will be used to pay expenses throughout the semester's remaining months.

Wellington Campus Project - To date, $2,648,358.84 of the general fund was used to complete the project. The College’s general fund has been reimbursed $800,000 from the residual sales tax revenues (annual sales tax revenues less annual debt service payment).
## COWLEY COUNTY COMMUNITY AND VOCATIONAL TECHNICAL COLLEGE
### COMPARATIVE SUMMARY REVENUES AND EXPENDITURES
#### FOR MONTH ENDING February 28, 2021

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>YTD Budget 2020-2021</th>
<th>YTD Actuals Thru 02/28/21</th>
<th>% of Budget Remaining</th>
<th>YTD Actuals Thru 2/29/2020</th>
<th>2020-2021 Inc/(Dec) vs. 2019-2020</th>
<th>Actual % Inc/(Dec) YTD vs. Prior YTD</th>
<th>Actual FYE 2019-2020 (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$7,655,700</td>
<td>$7,702,895</td>
<td>-1%</td>
<td>$7,601,726</td>
<td>$101,169</td>
<td>1%</td>
<td>$8,273,645</td>
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<tr>
<td>Ad Valorem Taxes</td>
<td>$5,554,509</td>
<td>$3,887,361</td>
<td>35%</td>
<td>$3,751,061</td>
<td>(163,674)</td>
<td>-4%</td>
<td>$5,850,293</td>
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<tr>
<td>Tuition</td>
<td>$3,674,080</td>
<td>$3,841,403</td>
<td>-5%</td>
<td>$3,790,042</td>
<td>51,361</td>
<td>1%</td>
<td>$4,206,220</td>
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<tr>
<td>Fees</td>
<td>$3,352,548</td>
<td>$3,112,822</td>
<td>7%</td>
<td>$2,904,960</td>
<td>207,862</td>
<td>7%</td>
<td>$3,244,623</td>
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<tr>
<td>Other Local Income</td>
<td>$325,071</td>
<td>$65,926</td>
<td>80%</td>
<td>$227,075</td>
<td>(154,011)</td>
<td>-70%</td>
<td>$382,625</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$1,412,762</td>
<td>$1,284,685</td>
<td>9%</td>
<td>$704,888</td>
<td>579,797</td>
<td>82%</td>
<td>$559,842</td>
</tr>
<tr>
<td>Total Revenues</td>
<td><strong>$21,973,170</strong></td>
<td><strong>$19,595,094</strong></td>
<td>11%</td>
<td><strong>$18,973,380</strong></td>
<td><strong>621,714</strong></td>
<td>3%</td>
<td><strong>$22,517,946</strong></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>EXPENDITURES</th>
<th>Sub-total Salaries</th>
<th>Employees Development</th>
<th>General Supplies Expenses</th>
<th>Travel and Vehicle Mileage</th>
<th>Rental/Leases including Facilities</th>
<th>Contract Services</th>
<th>Marketing</th>
<th>Other Departmental Expenses</th>
<th>Instructional Materials and Supplies</th>
<th>Maintenance and Repairs</th>
<th>Risk Management and Insurance</th>
<th>Utilities</th>
<th>Bond Debt Services excluding Dorms (b)</th>
<th>Capital Outlay</th>
<th>Scholarships</th>
<th>Mandatory Match (Federal)</th>
<th>Contingency/Transfer to Other</th>
<th>Total Non-Salary Expenses</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty - FT</td>
<td>3,145,487</td>
<td>1,995,669</td>
<td>37%</td>
<td>2,161,041</td>
<td>(165,372)</td>
<td>-8%</td>
<td>3,070,614</td>
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<tr>
<td>Faculty - PT</td>
<td>1,376,459</td>
<td>801,017</td>
<td>42%</td>
<td>693,618</td>
<td>107,399</td>
<td>15%</td>
<td>1,406,985</td>
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<td></td>
</tr>
<tr>
<td>Staff - FT</td>
<td>1,039,398</td>
<td>701,931</td>
<td>32%</td>
<td>734,155</td>
<td>(32,224)</td>
<td>-4%</td>
<td>1,075,282</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Staff - PT</td>
<td>263,501</td>
<td>168,989</td>
<td>36%</td>
<td>146,464</td>
<td>22,525</td>
<td>15%</td>
<td>216,998</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Student Worker - non Fed WS</td>
<td>80,000</td>
<td>51,095</td>
<td>36%</td>
<td>33,570</td>
<td>17,525</td>
<td>52%</td>
<td>58,173</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees Benefits</td>
<td>2,278,388</td>
<td>1,460,773</td>
<td>36%</td>
<td>1,538,985</td>
<td>(78,212)</td>
<td>-5%</td>
<td>2,331,450</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total Salaries</td>
<td><strong>$13,170,394</strong></td>
<td><strong>$8,488,161</strong></td>
<td>36%</td>
<td><strong>$8,791,825</strong></td>
<td><strong>(303,664)</strong></td>
<td>-3%</td>
<td><strong>$13,340,469</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| (a) After 2nd Trial Balance that goes to the auditors for audited financial reports, but before 2019-2020 end-of-year audit adjustments for accrued expenditures.
| (b) Excludes any Auxiliary Fund, Federal Fund, COM Fund, and Sumner Campus Construction Project activities including the debt service for housing/dorms.
| (c) Tuition and General/Other Fees are on the accrual basis; all other line items are on cash-basis.

---

**V. Consent Agenda**
## Cash and Investments

<table>
<thead>
<tr>
<th></th>
<th>Feb 2020</th>
<th>Feb 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCB - Depository Bank</td>
<td>$3,576,610</td>
<td>6,477,222</td>
</tr>
<tr>
<td>RCB - Depository Bank - Flywire</td>
<td>8,400</td>
<td>16,564</td>
</tr>
<tr>
<td>RCB - Wellington</td>
<td>1,247,083</td>
<td>937,527</td>
</tr>
<tr>
<td>Union State Bank</td>
<td>663</td>
<td>40,829</td>
</tr>
<tr>
<td>Sunflower – Wichita</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Carson Bank – Mulvane</td>
<td>5,000</td>
<td>5,560</td>
</tr>
<tr>
<td><strong>Total Cash</strong></td>
<td>4,842,757</td>
<td>7,482,702</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investments</th>
<th>Maturity</th>
<th>Days</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCB</td>
<td>3/12/2020</td>
<td>365</td>
<td>2.39%</td>
<td>1,400,000</td>
</tr>
<tr>
<td>CNB 506334</td>
<td>4/22/2020</td>
<td>365</td>
<td>2.10%</td>
<td>125,043</td>
</tr>
<tr>
<td>LT - FHLB 3130AECJ7</td>
<td>5/28/2020</td>
<td>730</td>
<td>2.30%</td>
<td>1,006,338</td>
</tr>
<tr>
<td>LT - FHLB 313370US5</td>
<td>9/11/2020</td>
<td>730</td>
<td>2.58%</td>
<td>804,524</td>
</tr>
<tr>
<td>SEB 16121180</td>
<td>10/18/2020</td>
<td>365</td>
<td>1.51%</td>
<td>850,009</td>
</tr>
<tr>
<td>SEB 16121256</td>
<td>4/21/2021</td>
<td>180</td>
<td>0.12%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>RCB - 1024413663</td>
<td>11/20/2021</td>
<td>365</td>
<td>0.10%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>USB 27872</td>
<td>12/18/2021</td>
<td>365</td>
<td>0.10%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>LT - FFCB 3133EMQH8</td>
<td>2/10/2022</td>
<td>365</td>
<td>0.11%</td>
<td>1,620,516</td>
</tr>
<tr>
<td>LT - US Treasury 912828ZG8</td>
<td>3/31/2022</td>
<td>414</td>
<td>0.06%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>LT - FHLB 3134GV5E4</td>
<td>7/8/2022</td>
<td>730</td>
<td>0.27%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>LT - FFCB 3133EMMV1</td>
<td>1/13/2023</td>
<td>730</td>
<td>0.13%</td>
<td>513,926</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td>7,320,356</td>
</tr>
</tbody>
</table>

| Total Cash and Investments   |          |      |       | 12,163,112|

Notes to the Financial Report
for the month ending February 28, 2021

V. Consent Agenda
## Cowley College
### Balance Sheet by Fund
#### As of February 28, 2021

<table>
<thead>
<tr>
<th></th>
<th>Current and Loan Funds</th>
<th>Plant and Bond Funds</th>
<th>Investment in Plan</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted Fund 11, 12, 13, 14</td>
<td>Auxiliary Fund 16, 17</td>
<td>Restricted &amp; Loan Funds Funds 20-29 Fund 76</td>
<td>Agency Fund 61</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>$2,682,120</td>
<td>$3,129,874</td>
<td>$40,829</td>
<td>$196,349</td>
</tr>
<tr>
<td>Investments</td>
<td>7,134,441</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>6,150,716</td>
<td>-</td>
<td>1,269,424</td>
<td>-</td>
</tr>
<tr>
<td>Inventory</td>
<td>-</td>
<td>41,329</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Due from Other Funds *</td>
<td>3,628,157</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prepaids</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>19,595,434</td>
<td>3,171,202</td>
<td>1,310,253</td>
<td>196,349</td>
</tr>
</tbody>
</table>

|                      | Liabilities & Fund Balance |                      |                    |                 |               |                 |
| Accounts Payable     | 626,460 | 94 | - | - | 66 | **626,620** | - | - | - | 626,620 |
| Accrued Liabilities  | - | - | - | - | - | - | - | - | - | - |
| Funds Held For Others | - | - | - | - | - | - | - | - | - | - |
| Due to Other Funds   | - | - | 1,018,310 | - | - | **1,018,310** | 2,609,848 | - | **3,628,157** |
| Debt and Longterm Lease | - | - | - | - | - | - | 6,503,976 | 5,871,142 | **12,375,118** |
| **Total Liabilities** | 626,460 | 94 | 1,018,310 | 66 | **1,644,930** | 9,113,824 | 5,871,142 | **16,629,895** |
| Fund Balance (Net Assets) | 12,323,913 | 2,134,354 | 65,712 | 152,420 | **14,676,399** | 317,508 | (8,212,924) | 25,099,924 | **31,880,907** |
| Revenues             | 19,595,094 | 3,185,752 | 6,162,082 | 115 | **28,943,042** | 343,448 | 845,246 | - | **30,131,736** |
| Expenses             | 12,950,032 | 2,148,997 | 5,935,850 | (43,747) | **20,991,133** | 153,428 | 808,618 | - | **21,953,179** |
| Revenues H/(L) vs Expenses | 6,645,061 | 1,036,755 | 226,232 | 43,862 | **7,951,910** | 190,020 | 36,628 | - | **8,178,557** |
| **Total Liabilities & Fund Balance** | **$19,595,434** | **$3,171,202** | **$1,310,253** | **$196,349** | **$24,273,239** | **$507,528** | **$937,527** | **$30,971,066** | **$56,689,360** |

* Due from Wellington Sales Tax and Grant Funds
V. Consent Agenda

COWLEY COLLEGE - SUMNER CAMPUS
WELLINGTON PROJECT
CONSTRUCTION PROCEEDS
as of February 28, 2021

<table>
<thead>
<tr>
<th>Source:</th>
<th>Total 10-Year Budget to Date (a)</th>
<th>Total Revenues/Expenditures to Date</th>
<th>Cash/Revenues/Expenditures to Date from COPs/Bond (b)</th>
<th>Cash/Revenues/Expenditures to Date from Sales Tax &amp; College's Other Revenues (c)</th>
<th>Revenues/Expenditures to Date from General Fund (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed from:</td>
<td>Cowley College Certificates of Participation (COPs) 8,828,906</td>
<td>8,828,906</td>
<td>8,828,906</td>
<td>8,828,906</td>
<td>8,828,906</td>
</tr>
<tr>
<td>Total Proceeds from COP</td>
<td>8,828,906</td>
<td>8,828,906</td>
<td>8,828,906</td>
<td>8,828,906</td>
<td>8,828,906</td>
</tr>
<tr>
<td>Sales Tax Revenues (10 YEAR PROJECTIONS) 14,040,000</td>
<td>5,192,313</td>
<td>5,192,313</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Interest Earned of COPs/Bonds / Sales Tax Revenues 140,000</td>
<td>115,879</td>
<td>89,027</td>
<td>26,852</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising/Donations for Equipment 329,950</td>
<td>141,000</td>
<td>-</td>
<td>141,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Investments - Great Western Dining 250,000</td>
<td>25,000</td>
<td>25,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repay college for completion of Construction, etc. 2,648,359</td>
<td>800,000</td>
<td>-</td>
<td>800,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Sources Available for Project</td>
<td>26,237,215</td>
<td>15,103,098</td>
<td>8,917,933</td>
<td>5,244,165</td>
<td>941,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uses:</th>
<th>Costs of Issuance 99,529</th>
<th>88,035</th>
<th>88,035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Costs of Campus</td>
<td>736,514</td>
<td>736,514</td>
<td>691,527</td>
</tr>
<tr>
<td>Architectural Services incl’ Engineering &amp; Others</td>
<td>8,526,000</td>
<td>8,495,944</td>
<td>7,722,134</td>
</tr>
<tr>
<td>Furniture, Fixtures, and Equipment (FFE)</td>
<td>2,513,755</td>
<td>2,132,193</td>
<td>252,630</td>
</tr>
<tr>
<td>Signage and Wayfinding plus Naming Signage</td>
<td>105,600</td>
<td>105,599</td>
<td>105,599</td>
</tr>
<tr>
<td>Other Projected Expenses</td>
<td>5,508</td>
<td>252,093</td>
<td>251,733</td>
</tr>
<tr>
<td>Other Expenses - Great Western Dining</td>
<td>177,142</td>
<td>177,142</td>
<td>177,142</td>
</tr>
<tr>
<td>Debt Services on COPs</td>
<td>9,988,455</td>
<td>3,076,211</td>
<td>3,076,211</td>
</tr>
<tr>
<td>Banker's Management Fee &amp; other bank fees</td>
<td>25,000</td>
<td>4,052</td>
<td>1,552</td>
</tr>
<tr>
<td>Repayment to College for Completion of Construction</td>
<td>2,648,359</td>
<td>800,000</td>
<td>800,000</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,406,205</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Uses</td>
<td>26,237,215</td>
<td>15,872,930</td>
<td>8,917,933</td>
</tr>
</tbody>
</table>

| Net Available for Project | - | (769,832) | - | 937,527 | (1,707,359) |

a) This 10-year projection does not include tuition and fees, state appropriations, and operating costs and staffing of the campus. Those are included in the College's operating budget.
b) COPs/Bond from SBKC Project Account 1631900 included project expenditures, bond proceeds, interest earned not including realized gain/loss of market to book portfolio value.
c) Sales tax revenues and other fundraising revenues received and deposited into RCB-Wellington account and other expenditures (equipment and adm cost) will hit against.
d) Expenditures coming out of college's general fund to be repaid by residual sales tax revenues and fundraising donations.
C. Bills and Claims

A list of the Bills and Claims for the month ending, February 28, 2021 is provided for the Board member designee for review. Specific information concerning the vendor, purchase order, and cost is provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office, and will be presented at the meeting upon request of a member of the Board of Trustees.

Upon approval, the designated fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Cowley County Community College
Accounts Payable Check Summary
February 28, 2021

<table>
<thead>
<tr>
<th>Bank</th>
<th>Entity</th>
<th>Total Check Amount Written</th>
<th>Total Check Amount Voided</th>
<th>Net Check Amount Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCB</td>
<td>Student Refund Checks</td>
<td>$1,349,536.55</td>
<td>$14,138.45</td>
<td>$1,335,398.10</td>
</tr>
<tr>
<td>USB</td>
<td>Federal Grants Fund</td>
<td>40,915.00</td>
<td>-</td>
<td>40,915.00</td>
</tr>
<tr>
<td>Total General Operating Activities</td>
<td></td>
<td>$884,253.42</td>
<td>$1,500.00</td>
<td>$882,753.42</td>
</tr>
</tbody>
</table>

Financial Aid Funds/Student Refund Check $1,349,536.55 (net $1,335,398.10).
General Operating Activities disbursements $843,338.42 (net $841,838.42)
Federal Funds $40,915.00; for a total written of $884,253.42 (net $882,753.42).

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 February 28, 2021. The 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.

Supplemental information concerning purchases should be requested prior to the meeting, in order for the Business Office to provide more accurate details. Reference to the listing of the Bills and Claims should be made by page number and vendor name.
V. Consent Agenda

Meeting of the Board of Trustees
Cowley College

March 15, 2021

V. CONSENT AGENDA

D. Administrative Reports

Holly Harper, VP of Finance and Administration

Finance
• CARES Act Federal Funding
  o The College received $603,357 to distribute to students for expenses related to their education disruption.
  o The College received a matching award of $603,357 to reimburse expenses related to campus operations disruption due to COVID-19.
  o The College received $59,405 for Strengthening Institutions for $59,405 to defray institutional expenses.
• CARES Act County Funding
  o The College was received $485,005.67 in total from the County through two federally directed grant programs related to the CARES act over the last six months.

Facilities Maintenance Updates
no report

Auxiliary Services Updates
Cowley Bookstore – Shannon O’Toole
No report

Tiger Deli – Ashley Leighty
No report

Wellness Center Report – Gage Musson
• Compared to other months during the pandemic, February was busy. As expected, there was a drop off in memberships sold when compared to January. Students are regularly keeping us busy and we’ve even seen some new faces from members of the community. In terms of upkeep, we have replaced various parts on treadmills and replaced old barbells for new ones. Soon we will be adding a Concept 2 Rowing Machine to our cardio line, which will become immediately popular. Our wellness committee, L3, is gearing up for Cowley’s Annual Biggest Loser competition which begins March 8th and ends on April 16th. This is a team-based competition and proves to always be fun for employees.

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>210</td>
<td>152</td>
<td>64</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>54</td>
<td>61</td>
<td>52</td>
<td>65</td>
<td>52</td>
<td>68</td>
<td>778</td>
</tr>
<tr>
<td>2021</td>
<td>90</td>
<td>77</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>167</td>
</tr>
</tbody>
</table>

Security and Public Safety Department – Matt Stone
• No report
Dr. Michelle Schoon, VP of Academic Affairs

ALH Department News
• The Cowley College EMS and Nursing programs received a large donation of medical supplies from the KU Medical School Simulation Center in Wichita on March 3rd. This donation will save Cowley several thousand dollars and included airway equipment, syringes, and other items.
• Cameron Schwarz and Chris Cannon completed Emergency Pediatric Care provider and instructor certifications. This class focuses on critical care of pediatric patients in the prehospital setting.
• Samantha Troyer completed a recruiting visit to the Pioneer Tech fire science program.
• Cameron Schwarz completed recruiting visits to Winfield and Udall high schools.
• Chris Cannon completed a 2-day accreditation workshop webinar and a webinar on Annual Reporting, both sponsored by CoAEMSP, the national paramedic program accreditor. He also completed webinars on Advisory Committee best practices by CAAHEP and Perkins Update by KBOR.
• Cowley EMS Education provided a non-credit ACLS instructor class to 10 Paramedics, Nurses, and PAs from the local area. This class will allow these instructors to teach the American Heart Association Advanced Cardiac Life Support Instructor class.
• A new partnership with Sedgwick County EMS was established to both provide ambulance ride time for Cowley's EMT students and for Cowley faculty to do focused recruiting of SCEMS personnel.

Academic Support
• In the Fall 2020 semester, the Writing Center worked with 104 students through 262 visits, a 70% increase in visits over the Spring 2020 semester. They also were able to assist more students outside of the main campus due to the added virtual options. Compared to the Fall 2019 semester, there was a 200% increase in the number of students served on the other campuses/online who were taking composition classes. In fact, the percentage of composition students who used the Writing Center on the Mulvane and Sumner campuses was higher than on the main campus. Lastly, the success rate, considered a C or higher, in Composition I and II courses was a 91% for students who used the Writing Center compared to 67% for students who did not.
• The Writing Center is now open for the spring semester and continues to offer tutoring in-person and through Zoom and email. So far, they have worked with 62 students through 82 visits, on par with the number of visits at this point in the semester even prior to the pandemic. About 20% of the tutoring is happening virtually through email. They also held an application essay workshop with 18 Upward Bound students in February and offered the same workshop to Cowley College students. The Writing Center will offer a resumes workshop later in the semester.

ACADEMIC AFFAIRS POLICY UPDATES/CHANGES

271.00 FINANCIAL ARRANGEMENTS BETWEEN EMPLOYEES AND STUDENTS
• Changed wording to reflect employees
• Removed the bulleted list
• Added information statement from the master agreement

COURSE / CURRICULUM UPDATE
Cosmetology I, II, III, IV proposed recommended from 11 credit hours to 12 credit hours with a Certificate C of 48 credits for the four courses completed.

Paramedic I, II, III, IV addition of a new 48 credit hour Certificate C for completion of the four
Courses.

Process for technical program changes or new programs.

Programs in the Works
- Numerical Controls program revision – Advisory Council. Will be integrated with Machine Tool program.

New Program Approval
- New program proposal: Constructions Trades – at the TEA level of approval
- Mechatronics program revision – approvals received for certs and program changes.

Division Reports

AVP of Academics & Secondary Partnerships – Janice Stover
- Updating new programs in KBOR program inventory
- Updated list of all course fees
- Fall 2021 class schedule has been developed and is ready to go for March 16 enrollment date

Adult Education - Jennifer Anderson
MEC Cert A and GED program – nine inmates finished the program.

Library - Rhoda MacLaughlin-Ramirez
No Report

Registrar - Devin Graves
- Degree applications continue to come in. Currently have 214 commencement participants and a total of 390 total awards. I expect these to continue to stream in over the next few weeks.
- We are planning on two ceremonies on May 8th, 10:00 a.m. and 1:00 p.m.

Workforce & Community Education - Jennie Heersche
Businesses met with:
1. KanPak – Introduction of WCE services and discussed their training needs (NC/CE)
2. Conco Construction – (Toured training facility at headquarters and discussed possible partnerships for training (Leadership CLAW)
3. Rubbermaid – Overview of products, processes and facility. Discussed training needs (Will be researching plastics certification)
4. City of Winfield – Introduction of WCE services, NC/CE and CLAW training opportunities. Will setup a follow up meeting in April to go over the layout and catalog of classes
5. GKN Aerospace – Need Excel (basic & advanced) classes. Will setup in-person NC classes at Sumner Campus. Anticipate 8-15 employees to attend.
6. Sumner County 911 – Intro of WCE services. Discussed training needs for new hires, current employees, promotable employees. Very interested in Communications classes for new hires and Leadership classes for promotable employees
7. KanOkla Networks – Intro of WCE services. Training needs for Technicians (Customer Service/Communication). These employees need to have the right personality and be taught proper customer service communication to provide top-notch service to customers. Very interested in partnering with Golden Tigers and creating events in Caldwell (multi-generational entrepreneurship projects, art classes)

Partnership programs:
• KMU – currently providing virtual classroom support for Power Plant Operator training program at KMU. How can we improve partnership and provide more services?
• IAOM – Provide more milling classes for members
• Workforce Youth Services – Discussed partnering with YEP (Youth Employment Project) and HYPE (Helping Youth Prepare for Employment) to engage students with services
• Workforce Business Services – attended weekly meetings with BSR staff to discuss hiring updates, business services and best practices
• KSU-Poly – UAS classes and partnering (setting up classes for May)
• Cowley First – Visited WCE Career Center and discussed partnership

Meetings:
• KBOR monthly meeting
• LWDB Operations and Performance committee meeting
• KDAD Roundtable
• LWDB Executive Committee
• LWDB YEC
• SCCDAT Coalition monthly meeting
• KBOR/TEA Committees (Budget & Programs)

Training:
• Workforce Business Services and KansasWorks changes – 6 hours

Miscellaneous:
• WCE marketing strategies and rebranding logo
• Social media presence for WCE
• Completed interviews for WCE Admin Asst/Golden Tigers Coord

Mulvane Report - Julia Jarboe
No Report

Distance Learning & Site Management Update - Eddie Andreo
• Eddie Andreo, AVP for Distance Learning, and Shelby Huddleston, Director of Instructional Technology, attended the fourth annual KBUG (Kansas Blackboard Users Group) Virtual Spring Conference titled Spring Into Innovation. This free conference specific to Blackboard users focused on Online Learning Quality and Instructor Excellence. There were two tracks available to
attend – Teaching and Learning & System Admin Track. Recordings will be available to be viewed after the conference and links to those recordings will be added to the Cowley “Et Al” faculty resource shell as soon as they are available.

- Eddie Andreo, Associate VP for Distance Learning, submitted a team nomination for a Blackboard Catalyst Award – Optimizing Student Experience for their work on Improving Online Quality and Consistency. Winners will be announced in June.

- Dr. Schoon, Pam Smith, and Eddie Andreo have finalized and recorded their presentation for this year’s virtual HLC Annucal Conference. The presentation titled Successfully Navigating the Transition to Remote Learning Through a Planned Approach describes how our institutionalized emergency preparedness plan aided a successful transition from all in-person courses to a virtual modality due to the constraints presented by COVID-19.

- In February, Tutor.com saw 136 student sessions and over 81 hours of tutoring in various subjects such as Drop Off Essay Review, Writing, Computer Science, Organic Chemistry, Biology, English, Business, and Math. We continue to see positive feedback on its availability to students. 97% of students utilizing the product state they are glad our institution offers this service and 92% would recommend it to a friend.

<table>
<thead>
<tr>
<th>Live one-to-one Sessions Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you glad your organization offers this service?</td>
</tr>
<tr>
<td>Would you recommend this service to a friend?</td>
</tr>
<tr>
<td>Is this service helping you complete your homework assignments?</td>
</tr>
<tr>
<td>Is this service helping you improve your grades?</td>
</tr>
<tr>
<td>Is this service helping you be more confident about your school work?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great tutor!</td>
</tr>
<tr>
<td>This tutor was exceptional and spared no expense helping me perfect my paper.</td>
</tr>
<tr>
<td>Great tutor!</td>
</tr>
<tr>
<td>Great! She was friendly, kind and helpful!</td>
</tr>
<tr>
<td>Great tutor!</td>
</tr>
<tr>
<td>Great tutor</td>
</tr>
<tr>
<td>great!</td>
</tr>
<tr>
<td>Wonderful support!</td>
</tr>
</tbody>
</table>

**Sumner Campus Board Report – Jan Grace**

**Monthly meetings:**
- Sumner County Commissioners (provide update)
- Wellington City Council (provide update monthly)
- Wellington Library Board
- Big Brothers Big Sisters Board
- Kansas ACE Women’s Network (women in higher education)
- Mulvane: Julia and Tim
- Academic Affairs meetings
V. Consent Agenda

- Sumner campus meetings
- Housing committee
- KanOkla meetings – partner on projects – current one is a robotic challenge with Sumner County middle schools

Rotary – weekly luncheon meetings and activities

Additional meetings:
- Provide tours of facilities to businesses wanting to reserve rooms for meetings
- Set up and close the community room - events
- COVID 19 Team meetings
- Town Hall weekly updates
- Guest speaker at Lions Club meeting
- Wellington Heat – ads for Cowley, Eatery, game sponsorship, military night
- KDHE COVID testing center, every Tuesday in March
- GWD – ads, menu, media for the Eatery
- Wellington Chamber – FB video Feb. 25th interview with Eatery
- Wellington Chamber – sponsorship, ideas, use of Cowley for future festivals/events
- Energy grant for Sumner housing and projects in Sumner County
- KSU-Polytechnic

Community Room and Eatery
February 15, 2021 to March 15, 2021
- Community room attendees – 127, Utilized the Eatery/catered – 68

Dr. Kori Gregg, VP of Institutional Advancement

Foundation

Cowley College Centennial Celebration
The steering committee continues to meet bi-weekly. We have developed our mission statement and are in the process of defining a strategic plan and a project timeline for moving forward. Items accomplished this month:
- Developed a Mission Statement-

Honoring the legacy of 100 years of Cowley College, the centennial celebration is rooted in an unwavering commitment to student success, community engagement, and promoting continued greatness.
- Established an email for correspondence: Cowley100@cowley.edu
- Centennial official logo-
• Created centennial slogan
  “Honoring the Past, Celebrating the Future”
• Banners celebrating the centennial will be ordered for the light poles on campus. The final approved banner:

We are at the point where we are broadening participation with sub-committees on (1) Special Events & Exhibits, (2) Archives & History, and (3) Communications & Marketing, in addition to garnering community and other stakeholder involvement in the planning process. An all college communication has been sent and there has been a good response from employees willing to serve on one or more of the three sub-committees.
Public Relations
The Director of Public Relations and Institutional Communications has been working on the following projects:
- Working on the Commencement program, tennis media guide and track media guide.
- Completing departmental budget
- Press releases and continue to make daily updates to the master calendar, monthly calendar, and list of events.
- Working on Commencement items leading up to the May 8 Commencement ceremonies.
- Taking part in weekly Zoom meetings with the college’s COVID 19 team. I also attend bi-weekly Public Information Officer Zoom meetings.
- Provide the content and photos for the web site.

College Press Releases for the month

<table>
<thead>
<tr>
<th>February 2021</th>
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<tbody>
<tr>
<td><strong>26</strong></td>
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<td><strong>10</strong></td>
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<table>
<thead>
<tr>
<th>March 2021</th>
</tr>
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<tbody>
<tr>
<td><strong>8</strong></td>
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<td><strong>4</strong></td>
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<tr>
<td><strong>3</strong></td>
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<tr>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>
Marketing

Active Campaigns & Recent Key Projects

CATS Campaign
The CATS campaign is still active with some key adaptations to the existing marketing efforts in the program. Paid social media continues to target the key counties along with additional ad places in Sumner county that had yet to utilized in February. We are continuing to email market to a small group of students who have previously applied but never enrolled.

Measurable Outcome: Headcount is near the halfway point from out final enrollment last Spring with several weeks remaining in the campaign.

Perkins Campaign
Segmented target personas will couple with Welding, Cosmetology, Paramedic and Machine Tool Technology meeting the following criteria:  
- Youth with a parent who is a member of the armed forces and is on active duty.
- Individuals from economically disadvantaged families, including low-income youth and adults.
- Single parents, including single pregnant women.

Below are a list of key initiatives decided upon by the Perkins team:
1. Pop-Up displays to place in industry partner’s break rooms
2. Digital Billboard Buys in low-income areas
   - 03/15 to 04/15 I-135 & Hydraulic (north face) and I-135 & K-15 (south face)
   - 04/16 to 05/15 Kellogg & Hydraulic (east face)
   - 05/01 to 05/31 235/west (north & south faces)
3. YouTube Campaign
4. Radio buys – 93.5 & 96.3 with custom Perkins content

The goal of this campaign is to drive students leads to program directors to work through the enrollment funnel for the new academic year. Campaign creative is centered around the US Labor Statistics that indicated the average wage of the aforementioned programs. The marketing team will create custom video ads, landing pages, billboard art, pop-displays and radio content for this campaign.

Fall 2021 – 2022 Content Preparation
New television and radio content is now submitted for campaign launch in March. Additional Fall marketing including potential ad buys on Spanish radio and television, email marketing, geo-targeting mobile devices, additional social media and Spotify targeted ads.

Cowley Online Web Redesign
The survey for the Cowley Online Web Redesign project has been completed and a findings meeting has been scheduled from February 22nd. The survey collected 358 responses with an equal number of both internal and external students who provided feedback. Below are the key findings from the survey that will be incorporated into the design. Approval of the mobile homepage will occur in March which will move the project into the next phase of the timeline. The goal is to have the site live to begin a paid digital campaign this summer.
V. Consent Agenda

Key Takeaways

Quantity, Quality and Understandability of the Information
- Respondents found the information on the homepage extremely or very easy to understand, as reported by 87% of students and 82% of non-students.
- About three-fourths of aggregate respondents felt that they would be able to easily find the information they were looking for on the homepage.
- Does the homepage have too much information? About 25% of aggregate respondents reported that there was too much information, with most of the remaining 75% reporting that the homepage provided about the right amount of information. However, as you’ll see on the next slide, simplifying the homepage was the most frequently reported opportunity for improvement, which included recommendations to remove some of the information on the page.
- Is there any information missing? This question was only answered by a handful of respondents, and responses slightly varied for student and non-student groups.
  - Students wanted to see more about online classes and course examples, information about advising and a button to apply.
  - Non-students wanted information related to tuition and fees, scholarships and degrees offered. They also wanted more options to navigate the page and felt they didn’t have a good understanding of who the school is and why they should apply.

Key Takeaways

Likeability and Areas of Improvement
- Most respondents, regardless of student status, liked the design and found it eye-catching:
  - Over 85% of aggregate respondents liked the homepage very much or somewhat.
  - Over 75% of aggregate respondents found the homepage extremely or very eye-catching.
- Regardless of student status, the sections respondents liked the most and least were:
  - Most: Content that was found “above the fold,” including the image and call-to-action in the header and the quick links found directly underneath.
  - Least: The blog and news section.
- Overall, students and non-students agreed – the biggest improvement they would make is to simplify the homepage:
  - Remove blogs and articles, virtual tour and student testimonials from the homepage, making these things available in the menu and reducing the space the contact information takes up.
  - Add more tabs/menu options for easier navigation.
  - Adjust the color scheme – less orange and add a brighter color to draw visual interest and break up the information.

Key Takeaways

Likelihood to Explore and Recommend the Website
- Likelihood to explore the website based on the design was high, though more students (81%) reported they were extremely or very likely to explore the website compared to non-students (61%). Most of the remaining respondents in both groups were somewhat likely to explore the website based on the design, with very few respondents reporting that they were not likely to explore the site.
- Your Net Promoter Score, an index ranging from -100 to 100 that measures consumers’ willingness to recommend the site to others, is 23 for students and -7 for non-students. This is a good student score; however, site improvements are needed to better the non-student score. (See slide 28 to learn more about your NPS.)
Media Preferences Spring Survey
Promotion of the survey began on February 15th and extend for eight weeks in the form of social media, flyers, CowleyGo and other promotional means. The vendor will keep us apprised of the survey yield as we move through the promotional period.

Measurable Outcome: We currently report 123 student survey responses. The promotion was slightly stunted by the snow storm. However, the survey does not close until April 15th. The data will be key in allocating strategic advertising dollars for the next fiscal year.

CowleyGo Updates
Screen views are tending up as the 2020 – 2021 year progresses. From September 14, 2020 to December 12, 2020 the mobile app reported more that 95K screen views. From December 12, 2020 to March 5, 2021 the app totals more that 104K screen views.

<table>
<thead>
<tr>
<th></th>
<th>Users as of 12/07</th>
<th>Users as of 01/06</th>
<th>Users as of 02/09</th>
<th>Users as of 03/10</th>
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</thead>
<tbody>
<tr>
<td>iPhone</td>
<td>2,059</td>
<td>2,118</td>
<td>2,161</td>
<td>2,184</td>
</tr>
<tr>
<td>Android</td>
<td>1,362</td>
<td>1,387</td>
<td>1,387</td>
<td>1,390</td>
</tr>
<tr>
<td>Total</td>
<td>3,394</td>
<td>3,505</td>
<td>3,548</td>
<td>3,574</td>
</tr>
</tbody>
</table>
Google Analytics

The links provided below allow you to interact with the comparable website data for the month of February 2020, February 2021 and also projections of March traffic based on last year’s trends.

February 2020 - https://datastudio.google.com/s/s0Oo8j4Xa6A
February 2021 - https://datastudio.google.com/s/r8dh4vsFko8
March 2020 - https://datastudio.google.com/s/gvGB6_vYblI

Data Overview: Session totals year-over-year were up indicating a quality amount of visits this February.

Feb 2020, (Pg. 1)
V. Consent Agenda
Paul Erdmann, VP of Information Technology

Student information system
- Created new SSRS report “SSRS Current students with ADA attribute” - added to TC
- Created new SSRS report “SSRS ADA Students Schedule” - added to TC
- Worked with Jenzabar support on processing delays
- Upgraded Tableau Bridge version – worked through post-upgrade issues
- Created new SSRS report “SSRS Catalog Check Information”
- One-time information requested
  - Updated Stage realignment per Knowledge Management Team on candidate records
  - Updated SSRS report “Accepted Application Stage” – added a couple of new fields to the report
  - Modified InfoMaker report for only “DC – tuition Code (High School Students)
  - Ran high school students that will graduate in 2021, and applied a RE-Apply hold code
  - Ran the digital access fee for Bookstore, to time out billing from vendor
  - Ran query to provide clean-up of CAPS data in legal name area
  - Provided data on “HSWRK” – comparing grades to test scores.
  - Updated the feed file for Bb to start pushing “SU” into the feed
  - Updated batch data for business office
  - Processed certain student ID’s to get their age
V. Consent Agenda

- Adjusted SSRS Security for Great Western Dinning running reports off of TC.
  - Misc
    - Researched InfoMaker report issue
    - Researched attendance tracking weekly report
    - Research Legal Name Change report
    - Modified data selection on “SSRS Enrolled Students AR Bal and Scholarship Amt” report.
    - Researched adding tuition code to data that is being pulled from J1 into PowerFaids
    - Researched student billing drop date for business office
    - Researched PowerFaids issues with deadlock or error messages
    - Researched “SSRS Sub-term Enrollment Listing”
    - Researched Grades not in TC but in Bb and retention. Found error and reprocessed
    - Reprogrammed phones for new Food Service Director
    - Worked with new Food Service Director to show the Jenzabar customized Dining Center portlet and the associated reports to assist with tracking the number of meals consumed and times student cards were scanned.
    - Updated Biographical Information form on TigerConnect to allow students to upload documents as proof of name change.
    - Upgraded PowerFaids and NetPartner to version 26.2 for Financial Aid Office
    - Adjusted permissions in TigerConnect so students can now update their Campus/Preferred name.
    - Adjusted wording on “Submit Early Alerts” message displayed in TigerConnect.
    - Adjusted Addr_Priority for Business Office to allow the Dorm Address to print properly on student refund checks

**Projects being worked on**
- Firewall configuration/installation – In progress
- WiFi access point deployment – In progress
- Servers upgrade - Completed
- WiFi live audio feed in gym – In progress
- Admissions/Enrollment Laptop Deployment – In progress
- Athletics Laptop Deployment – In progress

**Kristi Shaw, Executive Director of Enrollment Management**

<table>
<thead>
<tr>
<th></th>
<th>Enrolled</th>
<th>Change</th>
<th>Credit Hours</th>
<th>Change</th>
<th>FTE</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/10/2021</td>
<td>2,313</td>
<td></td>
<td>24,163.0</td>
<td></td>
<td>1,610.87</td>
<td></td>
</tr>
</tbody>
</table>

Comparison with the corresponding week of the term

Today compared to the Wednesday of the eighth week of classes 2019 SP

| 3/4/2020   | 2,437    | -124   | 24,442.0     | -279.00| 1,629.47| -18.60 |

Today compared to our short term goal of Friday of the eighth week of classes 2019 SP

| 3/6/2020   | 2,447    | -134   | 24,543.0     | -380.00| 1,635.20| -25.33 |

Comparison with semester milestones

Today compared to the first day of the second, 8 week session 2019 SP

| 3/16/2020  | 2,451    | -138   | 24,556.0     | -393.00| 1,637.07| -26.20 |

Today compared to the long term goal of the 2019 SP Final Enrollment

| 2019 SP Final | 2,513    | -200   | 24,969.0     | -806.00| 1,664.60| -53.73 |
Enrollment Management
- Monthly Meetings: Academic/Enrollment/Marketing Timeline meeting
- Upcoming Tiger Enrollment Day planning: Saturday March 20th 9am – 2pm
- Sent out May session flyer
- Sent out information to all students of Summer and upcoming Fall enrollment

Signal Vine – Texting Platform
Summary of Signal Vine account activity:
- Admissions (Recruitment) Platform
  - Contacts: 6074
  - Opt-In: 3590
  - Messages Sent (since beginning): 28,253
  - Overall Engagement: 21.6%
- Enrollment/Advising Platform
  - Contact: 4632
  - Opt-In: 4460
  - Messages sent (since beginning): 28,957
  - Overall Engagement: 18.9%

ChatBot Platform (located in student portal)

February Usage
Admissions / Welcome Center
- Applications processed – 235
  - International: 20
  - High School: 36
  - Regular App: 179
  - Workforce: 0
  - AdAstra: 0
- High school transcripts received – 95
- ACT scores received - 70
- ‘Ask Admissions’ emails that were responded to – 277
- Mailings - **February totals: 1,238; compared to January total: 476** -
  - Letters - 293
  - Postcards - 624
  - Flats - 317
  - Boxes - 3
  - Poster Roll - 1

Recruiting Services
- Preparing for March enrollment day – March 20th
- Tours / View books (Main Campus): 10

High School Visits
- Central Tech Visit – Drumright, Oklahoma – 120 students
- Central Tech Visit – Sapulpa, Oklahoma – 100 students

Other
- Sent 443 High School Seniors ACT Helpful Hints Flyer
- Sent texts to 102 students about specific scholarships they qualify for
- Sent 400 FASFA postcards out
- Prepping for March – visits, virtual visits, KACRAO virtual, fall enrollment opens, Tiger enrollment day March 20th.

Enrollment Services
*iQueue student walk-in traffic*

<table>
<thead>
<tr>
<th>City</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ark City</td>
<td>130</td>
</tr>
<tr>
<td>Mulvane</td>
<td>36</td>
</tr>
<tr>
<td>Sumner</td>
<td>23</td>
</tr>
<tr>
<td>Wichita</td>
<td>45</td>
</tr>
</tbody>
</table>

Main Campus
Enrollment
- iQueue Enrollment: 24
- Setmore scheduled Appointments (enrollment/advising/retention): 19

Testing
- Accuplacer Testing / TABE – 2
V. Consent Agenda

Retention
- Degree checks / Grade Checks: 210
- Specific retention contacts: 98

Other
- Student IDs: 3
- Sent out bulk Summer/Fall enrollment emails
- Emailed all Cowley and Sumner applicants May Cats flyer

Guest Student Enrollment

<table>
<thead>
<tr>
<th>February Session Enrollment – Guest Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>New Jersey</td>
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<tr>
<td>Colorado</td>
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<tr>
<td>Kansas</td>
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<tr>
<td>Wisconsin</td>
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<tr>
<td>Arizona</td>
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<tr>
<td>Pennsylvania</td>
</tr>
<tr>
<td>Maryland</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

Other/ Athletic Enrollment:

Athlete Enrollment Spring 2020

<table>
<thead>
<tr>
<th>Athlete Enrollment Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport</td>
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<tr>
<td>-------</td>
</tr>
<tr>
<td>Baseball</td>
</tr>
<tr>
<td>(M) Basketball</td>
</tr>
<tr>
<td>(W) Basketball</td>
</tr>
<tr>
<td>Cheer</td>
</tr>
<tr>
<td>(M) Cross Country</td>
</tr>
<tr>
<td>(W) Cross Country</td>
</tr>
<tr>
<td>Dance</td>
</tr>
<tr>
<td>(M) Soccer</td>
</tr>
<tr>
<td>(W) Soccer</td>
</tr>
<tr>
<td>Softball</td>
</tr>
<tr>
<td>(M) Tennis</td>
</tr>
<tr>
<td>(W) Tennis</td>
</tr>
<tr>
<td>(M) Track</td>
</tr>
<tr>
<td>(W) Track</td>
</tr>
<tr>
<td>Volleyball</td>
</tr>
<tr>
<td>Wrestling</td>
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<tr>
<td>Totals</td>
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</table>
Athlete Enrollment Summer 2020

<table>
<thead>
<tr>
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<th>Athletes Enrolled</th>
<th>Total Credits Enrolled</th>
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<tbody>
<tr>
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<tr>
<td>(M) Basketball</td>
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<tr>
<td>(W) Basketball</td>
<td>1</td>
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<td>(M) Cross Country</td>
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<tr>
<td>(M) Tennis</td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>15</strong></td>
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High School

- HS Enrollment:
  - Received and processed enrollments for Spring 2nd 8 weeks, May, and Summer sessions. I am receiving questions and requests to enroll in these terms almost daily and anticipate these numbers to increase.
    - Arkansas City HS: 51
    - Cedar Vale HS: 6
    - Chaparral HS: 30
    - Clearwater HS: 5
    - Mulvane: 6
    - Oxford HS: 3
    - South Haven HS: 9
    - Udall HS: 6
    - Winfield HS: 6
  - High School Outreach
    - Began communicating with high school personnel to plan for Fall enrollment and start notifying and discussing process changes.
    - Set up visits to administer Accuplacer at Cedar Vale high school and Derby high school in March.
    - Received numerous questions from high school students, parents and counselors regarding enrollment in Fall. Advised them with information about programs and pathways. Will be in contact again when Fall schedule is available to discuss specific options.
    - Started evaluating anticipated enrollment procedures for Fall, as well as orientation materials for high school students.

- Recruitment
  - Worked recruitment booth at Kansas Classic Cattle show in Hutchinson to promote Agricultural
program for regular and high school concurrent students.

**Mulvane SEA Center**

**Enrollment**
- Enrolled students: 15
- iQueue enrollment: 12
- Setmore scheduled appointments: 2

**Testing**
- Accuplacer Testing/Tabe: 0

**Retention**
- Degree checks / Grade Checks: 27
- Specific Retention: 17
- Academic Plan Created/Updated: 22

**Bookstore**
- Visits: 4

**Other**
- Billing: 3
- Student ID: 3
- Financial Aid: 3
- Contacted spring graduates to assist them in completing their degree applications: 23/31 grad applications submitted
- 2/3 attended Signal Vine's "Communicating with Students of Color" webinar
- 2/18 attended Friends University Virtual Transfer Symposium
- 2/24 attended Inside Higher Ed's "Futureproofing Your Institution Against the Demographic Cliff"
- SI 1.2a Created Blackboard course shell for advising resources and began executing tool creation
- Updated Mulvane Handbook and began making edits to the Mulvane webpages

**Sumner Campus**

**Enrollment**
- Enrolled students: 24
- Setmore scheduled appointments: 4

**Testing**
- Accuplacer Testing: 2

**Retention**
- Specific retention contacts: 8

**Bookstore**
- Visits: 0

**Other**
- Billing: 3
- Students ID’s: 8
- Financial Aid: 0
V. Consent Agenda

- Chatbot training with Stef Jones
- New flyer for Accuplacer – shared with admissions department.

**Wichita Downtown Center**
*Enrollment*
- Setmore scheduled appointments: 15
- iQueue enrollment: 14

*Testing*
- Accuplacer Testing: 2

*Retention*
- Specific retention contacts: 65

**Bookstore**
- Visits: 8

**Recruitment:**
- Created May flyer
- Started making international brochure
- Eisenhower school virtual visit – 3 students

**Other**
- Answered advising emails: 19
- Computer Lab: 16
- Billing: showed students how to use online billing
- Student ID: 2
- Financial Aid specifically: 3
- TAA: 0
- Bryanna met about changes to Cowley website – changed the front webpage to be accommodating for outreach students. (currently updated)
- Set up classrooms for students – new class schedules including F2F & IDL
- Autumn created flyers for fellow reps to use for enrollment
- Autumn did a virtual visit with Eisenhower

**Military Services**
*Enrollment*
- Setmore scheduled appointments: 4
- Enrollments: 12
- Virtual / Zoom meetings: 6

*Retention*
- Specific retention contacts: 5

**Bookstore**
- Visits: 5

**Other**
- Computer Checkout at Mulvane: 7
- Billing: 7
Financial Aid: 5
Military:
  o Webinars
  1. Isakson Roe Law Updates (SCO) Training Webinar
  2. Updates and training on Army IgnitED website and changes with implementation of new site
  3. Meeting with Education Liaison Representative for Kansas
  4. Two zoom admissions meetings
  5. Four zoom town hall meetings
  6. One last call for COVID vaccine questions zoom meeting
  7. Updated 3 VA certifications
  8. 276 emails received, 193 responses to emails, 45 finance emails to track and post on student payments and course drops/adds

Advising
  1. Enrolled 3 students in 2nd 8-week classes
  2. Updated a fall VA certification on a student that dropped classes and owes money back to the VA
  3. Completed 24 Spring military student certifications for military funding
  4. Corrected 4 military certifications due to students needing to add/drop classes

International Student Coordinator
Recruiting / Prospective Students
  • Athletes – 28
  • Non-Athletes – 14
  • Ad Astra / China Online – 1
  • Guests - 1

Enrollment
  • Scheduled Appointments – 25
  • Enrolled Students - 4

Retention
  • Degree check / Student Progress: 39

Other
  • Continued work on SEVP recertification. Should be ready to send the final document by March 12th.
  • The ISO raised over $500 from T-shirt sales. The money will be used for programming.
  • Planning “come & go” events for the month of March and April.

Financial Aid
February Stats
  • Had 55 face-to-face student meetings.
  • Awarded 47 students for 20-21.
  • Sent 327 communications to students regarding their files
  • Responded to 279 student emails.
  • Answered 318 phone calls.
  • Reviewed 46 ineligible hours for FA system
  • Sent 42 Potential Students to Recruiters for 20-21 – No Admissions Apps on file
  • 43 New 2020-2021 FAFSAs
  • 156 New 2021-2022 FAFSAs
  • Beta Testing for the PowerFaids Cloud
Working on 2021-2022 system setup, documents, FA portal

Debbie Phelps, Executive Director of Institutional Effectiveness

KBOR
The State of Kansas’ 2020-2021 data collection year is drawing to a close with one final collection for submission: the CTE Special Collection’s second file. The CTE Special Collection includes information about Kansas high school enrollment in technical coursework. Data submission opened March 1 and will close on April 30. IE will collect and submit data the final week of March in order to capture any enrollments by high school students in technical courses for the second, 8-week sub-term. This second file enlarges the College’s first, fall submission and provides information on potential reimbursement from the State as part of legislation formerly known as SB 155.

IPEDS
All IPEDS Collections requiring data analysis and submission by the IE Office are complete with the last submission being the Fall Enrollment Survey.

Fall Enrollment Survey: The Fall Enrollment Survey collects information about the students who were enrolled at Cowley College on the fall semester’s census or 20th day. Both headcount and credit hours are restricted to that specific date in the fall term; students who are enrolled at Cowley College in a 100% enrollment that begins after the census day are not included, regardless of when they registered for those courses. The Fall Enrollment Survey is important because the group of students identified as full time, first time, degree seeking college students will, in the three years, become the GRS cohort and their success will be tracked for a total of 8 years after that first fall term. Each of the dashboard images below contain information for the most recent, three collections with some images filtered to show the 2020 data. These dashboards are shared with a review team to ensure data accuracy; a three-year comparison helps team members quickly identify what may be anomalies caused by errors in the most recent data set, allowing the IE Director to verify and potentially correct any data errors prior to the collection lock deadline.
V. Consent Agenda
HLC
Quality Initiative (QI): The College’s HLC QI is in the final, draft phase with a review to be completed by both the Administrative Council and the Knowledge Management Team. The proposed QI project focuses on the updating of the Accountability and Institutional Measures (AIM) document, a historic, annual data collection that provides evidence the College is meeting the federal criterion.

Annual Conference: Cowley College employees will be attending the Commission’s Annual Conference during April 2021. This year’s conference, a virtual event, will include keynote presentations and break-out sessions focused on quality improvement, accreditation pathways, distance education, finances, and more. This year’s attendees are the President, Vice President of Academic Affairs, Vice President of Finance and Administration, Vice President of Institutional Advancement, Associate Vice President of Distance Learning and Site Management, CEA President and Faculty Liaison to Administrative Council, Faculty (Criminal Justice, Social Science), Executive Director of Institutional Effectiveness, and IMPACT Student Support Services’ English Specialist.

Institutional Update (IU): HLC collects information about its member colleges annually through the IU; this information is collected during the spring and is comprised of information reported to IPEDS in the Fall Enrollment, Finance, and Human Resources collections during the current reporting year. The College’s IU is complete and following final review, will be submitted prior to the deadline on April 2nd.

Tableau
The College completed its first set of tasks with Datatelligent, a Tableau partner, in February 2021; tasks included the creation of a retention-focused dashboard, Student Risk Assessment, and a financials dashboard, Budget Forecasting.

Student Risk Assessment: This dashboard uses a set of variables housed in the College’s Jenzabar computer system to identify students who are at risk for drop-out. The dashboard creates a score based on the number of risk factors associated with the student and places each student in one of two groups: at risk and not at risk. Advisors will use this dashboard to quickly identify which students need help and what types of assistance. The dashboard also features an external data set from Smarter Measure, an assessment completed each year by all FYE students. The images below show the front page of the dashboard, Student Risk Assessment, with a listing of students that can be sorted by advisor or major and can help identify different student subpopulations such as 100% online learners and adult learners. This screen also includes key performance indicators identified by the Executive Director of Enrollment Management and the Advising/Retention Coordinator. Clicking on a student’s name brings up a dialogue box that allows the user to email the student, contact their advisor and access a second screen called the Student Detail Report. The Student Detail Report shows the user which variables are the factors that may negatively impact student success and clicking on instructor names in the Course Detail section brings up a dialogue box that allows the user to reach out to that instructor.
Budget Forecasting: This dashboard uses information from the general ledger to show the impact of tuition and fee changes and/or other changes to funding streams such as state revenues. The VPFA will use this dashboard to monitor current spending and to support decision-making during the new budget cycling planning time period. The image below illustrates the dashboard’s functionality for analyzing potential budgetary changes.

New projects with Datatelligent, began the first week of March and include a CTE Outreach Dashboard for identifying potential students for Perkins V eligible programs, an Enrollment Management dashboard that will show information such as conversion of applicant to enrollee, and an Institutional Advancement dashboard that will help identify potential donors.
Jason O’Toole, Executive Director of Student Affairs

Counseling
Submitted by: Ashley Demaree

76 Counseling cases have been opened so far for the 2020-2021 school year.

In February, the productivity rating for the Student Life Counselor was 98% (100% productivity is calculated as two-thirds of available time [after meetings, presentations, trainings, preparation, etc.] being invested in providing direct services to the students of Cowley College.) The goal for the 2020-2021 academic year is a cumulative rating of 95% or better.

Activities in February included: attending a staff meeting on 2/3 and 2/17, working with others on campus to figure out how to make the student life counselor information easier to find on the website, attending CLAWS training on 2/26, reaching out to students via phone/email, researching resources for students, opening new charts, closing charts, consulting with parents, staff, coaches, advisors and faculty; and providing ongoing services to students.

Health Services
Submitted by: Lacey Kennedy – Health Services Coordinator

24 Total visits
19 Student visits
0 Staff visits
0 student referred to the Ark City Clinic/CC Health Department/Westside Community Clinic for further evaluation
5 staff/students seen by the PA/Physician on campus
0 TB tests performed
0 staff COVID tests administered
2 student COVID test administered

Housing
Submitted by: Lynlea Bartlett - Director of Housing

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<th>Available</th>
<th>2021</th>
<th>Occupied</th>
<th>Available</th>
<th>2020</th>
<th>Occupied</th>
<th>Available</th>
<th>2019</th>
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<td>76</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>412</strong></td>
<td><strong>500</strong></td>
<td><strong>82.4%</strong></td>
<td><strong>404</strong></td>
<td><strong>500</strong></td>
<td><strong>80.8%</strong></td>
<td><strong>413</strong></td>
<td><strong>500</strong></td>
<td><strong>82.4%</strong></td>
</tr>
</tbody>
</table>

% Occupancy 82.4% 80.8% 82.4%

*Students charged with single room rate on campus – 0
*Students charged with single room rate at the Lodge – 0

2/3 - Director of Housing presented Housing information to the GED program
2/24 - Housing staff completed the Performance Evaluations asked of them by the college.
2/24 - Central - Movie Night - 5 participated
2/26 - Housing Staff began participating in the CLAW program offered at Cowley

Housing is preparing for the release of the 21-22 Housing Contracts

Housing Staff will begin promoting Resident Assistant Applications

**Student Accessibility (Disability Services and Title IX)**
*Submitted by: Jim Brown – Student Accessibility Coordinator*

During the month of February, I collaborated with students, staff and faculty. I participated in Student Affairs meeting 2/3, Perkins meeting Winfield 2/4, Virtual Town Hall 2/5, 2/12, 2/19, and CLAW Training 2/26.

Number of student’s served this month: 20
Total number of student contacts: 64
Number of tests read: 3
Number of tests scheduled: 13
Number of Faculty contacts: 58
Number of Agency contacts: 9
Number of Prospective student contacts: 0
Number of ACCUPLACER tests given: 0
Number of test’s Proctored: 11
Parent Contacts: 0
Title IX issues: 0

**Student Life Activities**
*Submitted by: Jason O’Toole – Executive Director of Student Affairs*

2/5 – Free Ike’s Donuts Friday – 150 donuts
2/10 – Student of the Month presentation
2/12 – Valentine’s Day Bingo in the McAtee Dining Hall – 200 students
2/25 – Ark City’s Outstanding Student Interviews
2/25 – Cowley Homecoming voting – 270 votes

**Student Support Services TRIO Program/IMPACT**
*Submitted by: Roxanna James – Director of SSS/IMPACT*

**2020-21 Grant Award:**
$335,110.00

**COUNT:**
Goal = 160 students (must be met by July 2021)
Currently = 144

**STAFF UPDATE:**
Mike Rosales, IMPACT Advisor, is arranging enrollment visits for May graduates. He is also helping students apply for universities. Students who are in IMPACT can have their application fee’s waived.

IMPACT staff refreshed their skills in using the retention early alert system with the help of Stephanie
OTHER:
IMPACT includes supplemental grant aid as part of their budget. Students who are eligible for grant aid must be Pell grant recipients and in good academic standing. IMPACT also requires students meet with their Impact counselor once a month and complete a financial literacy assignment. This year 33 students received a total of $37,695.00. Students were presented with the funds after Dr. Rittle spoke to the group about the importance of first-generation college students and the hurdles they can overcome.

IMPACT celebrated first-generation college students in February with several activities including attending a Thunder hockey game and going ice skating. The week ended with financial literacy cake walk, pizza, and gift cards provided by a scholarship the program applied for and received through Cash Course.

Upward Bound TRIO Program
Submitted by: Liz Shepard – Director of UB

2020-21 Grant Award:
$ 312,480.00

February
Our first Saturday Academy of the month focused on scholarships. After our morning tutoring session and lunch, Jennifer Rupp came and presented on how to write a scholarship essay. Her presentation was detailed and gave the students a lot to think about.

Our second Saturday Academy consisted of tutoring, lunch and axe throwing. We put the student’s math and science skills to use. We talked about trajectory, force, geometry and other skills the students learn in high school and how they apply in the real world.

We are still taking applications and focusing our student interviews toward freshman and rising 9th graders.

COUNT:
Goal: 63 students Current: 42 Pending for this year: 21

Pam Smith, Faculty Liaison

- Nick Albrecht, Director of Theatre, reports that he was granted membership into the Stage Directors and Choreographer Society, which is the professional theatrical director and choreographer union in the US.

- Deborah Layton, Humanities Instructor, recently served on the Kay County Amphitheatre Committee.

- Janet Davidson, Director of Child Care and Development and Early Childhood Education, reports that the Belle Plaine Child Development advisor and students have scheduled a Cowley visit on
March 24th from 9-12. They will start the tour with Mrs. Davidson in the Education Center and then work with the Cowley Ambassadors to see the entire campus.

Also, Mrs. Davidson recently met with students at Pioneer Tech in Ponca City, OK. The Pioneer Tech students watched the new Child Care and Development recruitment video and then met via ZOOM with Mrs. Davidson the following day to talk about the face to face course opportunities on the Cowley campus in this program area. The students had many questions and Mrs. Davidson was able to speak at length about her program.

Finally, Mrs. Davidson reports that during the snowstorm the College Tutors were able to connect to our Cowley students through ZOOM for tutoring services. Trevor McDowell was especially busy and made sure that ZOOM links were correct and times were arranged for all requested tutoring sessions.

- Julie Rhoads, Director of Education, reports that the first Cohort for the Cowley/Newman Elementary Education Accelerated Bachelor's Degree are beginning their student teaching block at local schools! These students started the Newman portion of this partnership in January of 2020 and are on track to graduate this May.

- Chris Cannon, EMS Program Director and Health and Human Services Department Chairperson, has several items on which to report:
  - The Cowley College EMS and Nursing programs received a large donation of medical supplies from the KU Medical School Simulation Center in Wichita on March 3rd. This donation will save Cowley several thousand dollars and included airway equipment, syringes, and other items.
  - Cameron Schwarz and Chris Cannon completed Emergency Pediatric Care provider and instructor certifications. This class focuses on critical care of pediatric patients in the prehospital setting.
  - Samantha Troyer completed a recruiting visit to the Pioneer Tech fire science program.
  - Cameron Schwarz completed recruiting visits to Winfield and Udall High Schools.
  - Chris Cannon completed a 2-day accreditation workshop webinar and a webinar on Annual Reporting, both sponsored by CoAEMSP, the national paramedic program accreditor. He also completed webinars on Advisory Committee best practices by CAAHEP and Perkins Update by KBOR.
  - Cowley EMS Education provided a non-credit ACLS instructor class to 10 Paramedics, Nurses, and PAs from the local area. This class will allow these instructors to teach the American Heart Association Advanced Cardiac Life Support Instructor class.
  - A new partnership with Sedgwick County EMS was established to both provide ambulance ride time for Cowley's EMT students and for Cowley faculty to do focused recruiting of SCEMS personnel.

- Lindsay Allen, Director of Vocal Music, worked with Derby North Middle School’s choir on February 19th in order to help them prepare for contest. On March 11th she attended the Winfield High School Vikings on Broadway performance. On March 17th, Mrs. Allen will be hosting the Performing Arts Scholarship Audition Day. Students may sign up for audition slots throughout the day and also sit in on any performing arts class of their choosing.
• Brooke Istas, Mathematics Instructor and Cowley Trap Shooting Club sponsor, reports that the Cowley Trap Club has a shooting competition March 13 - 14 at Fort Hays State University and then the ACUI Collegiate National Shooting Competition on March 25 – 27 in San Antonio, Texas. The club has raised funds for these competitions through shirt sales in the Fall, a raffle which is currently taking place, and generous donations from community members.

• Jennifer Rupp, Humanities Instructor and Writing Center Coordinator, reports that on Wednesday, March 3, three Cowley College students, Trevor McDowell, Brianna Dutton, and Adrienne Norris, were honored for their outstanding accomplishments at the annual Kansas All-State Academic Team ceremony sponsored by Phi Theta Kappa and the Kansas Association of Community College Trustees. The ceremony was held virtually this year, and Cowley College president, Dr. Dennis C. Rittle, gave the opening statement. The students will receive a scholarship, an honorary medallion, and a certificate. Cowley's chapter will honor the academic team members in-person at the induction ceremony in April. The Alpha Gamma Upsilon chapter of Phi Theta Kappa at Cowley College also received a REACH Award for exceeding membership acceptance rate goals. In addition, PTK members are continuing the pilot program for a free shuttle to Walmart for students lacking reliable transportation. The shuttle will run twice a month until the end of the semester.

• Pam Smith, Chemistry Instructor and College Education Association President, attended the Higher Education Budget Training workshop presented by KNEA on February 23rd and the KNEA Bargaining Training session entitled “Assertive Communication” on February 24th. Also, Mrs. Smith and Dr. Scott Layton, Natural Science Department chairperson, attended the Higher Education Roundtable discussion for members of bargaining teams which was hosted by Walnut Valley UniServe on March 3rd.

• Marlys Cervantes, Humanities and Communication Department Chair, announces that she is currently in a production at the Ponca Playhouse that opens on March 12. Audience members will be expected to be in masks and will be seated distanced from other groups in the audience for safety. They are rehearsing in masks but won’t be in masks during the performance. Mrs. Cervantes’ character is a counselor/educator named Siobhan, the role for which she auditioned. The screenplay is from a British novel of the same name, and the main character is a high school boy.
March Madness has a new meaning this year in Junior College Athletics. Typically at this time of the year our winter sports are into their playoffs or have completed their season and this year we are just past the halfway point for those programs. The fall sport of volleyball and all our spring sports have started and are getting ready to enter conference play this week and Soccer will also start at the end of the month. Cowley athletic programs have a combined total of 101 contests during the month of March, 38 of which are home contests. There will be plenty of opportunity for faculty, staff, students and boosters to catch a game of almost every sport in the month of March.

Recently the Kansas Jayhawk Community College Conference Council of Presidents met to discuss current and future Covid 19 protocols. It was decided to continue with the 25% capacity limitation for spectators at all athletic events. However it was approved to allow the sale of beverages (pre packaged) at contests. This legislation shows progress towards relaxation of the protocols possible as we move forward into outdoor sports.

This past weekend the Cowley College Men’s and Women’s Track Teams competed at the National Indoor Meet held at Pittsburg State University. The Cowley men's team finished eighth overall and the women's team finished seventh. Adrian Diaz-Lopes was an individual national champion in the men’s 3000m race and we had several All-Americans, personal best performances and even some school record performances. A full recap of the event can be found at https://cowleytigers.com/sports/mtrack/2020-21/releases/20210308n3ng82 .

Prior to the start of the National Track Meet Coach Mark Phillips was inducted into the National Junior College Athletic Association Track Coaches Hall of Fame. Coach Phillips has officially retired as of the end of February and is continuing to volunteer with the program. Coach Phillips was also named the US Track and Field Coaches Association Central Region Men’s Coach of the Year and Head Cross Country/Assistant Track Coach Cameron Rieth was named the Central Region Asst. Coach of the year. A complete article on the induction can be found at https://cowleytigers.com/sports/mtrack/2020-21/releases/20210305mb3f2d . This was by far one of the best overall indoor performances of our track team combined in several years. It is very fitting that Coach Phillip’s teams are having an outstanding season in his final year as the head coach of the program.

The Cowley College spirit program recently competed in the 2021 Region VI Cheer & Dance Competition held Sunday, March 7 at the Hutchinson Sports Arena. The Tigerette Dance Team competed in two divisions, placing third in Pom and were named Region Champions in team performance. The Cowley Cheer team was named Region Champions in large coed cheer. This marks the fourth consecutive year for the Cowley cheer team to win a region title. Cowley's mascot "Tank the Tiger" was named the first-ever Region VI Mascot Champion. The teams will be traveling to Florida in April to compete in the DTU College National Championship.

The # 10 ranked Cowley wrestling team will be finishing up their regular season this next week with a road trip to Pratt. They held their last home dual this week with # 13 Cloud County and had a substantial win with a team score of 42-3. The Baseball program is ranked 14th in the national poll. Men’s basketball is ranked 22nd after beating #20 ranked Butler at home on Homecoming night. The Tiger men’s Tennis program is currently ranked 4th and the women 5th nationally. Overall The Cowley Athletic programs are navigating this challenging season and still remaining very competitive across the board. The athletic department has conducted around 800 Covid 19 tests since returning in January and our protocols are working very effectively as we have not had a positive case since January. The athletic training staff of Jeff Fluty and Blake Smith have put in countless hours conducting tests and screenings to ensure our student athletes are able to continue to compete.
These Covid activities are on top of their normal day to day duties for double the amount of in-season programs than they typically deal with in the spring. We want to acknowledge the coaching staff’s appreciation to Jeff and Blake for their commitment to our student athletes and the coaches during this crazy year in Junior College Sports. They have given up countless hours of personal and family time to allow our athletic programs to continue to prepare and compete at the highest level possible.

**Transportation Report**

A copy of the College Vehicles Transportation Report for the month ending February 2021 indicated total mileage of 17,507.

**V. Consent Agenda**
Cowley Cosmetology Credit Hour Changes

All requested changes have been approved by the Cosmetology Advisory Committee.

Current Cosmetology 1 – 4 classes are 11 credit hours. We propose to increase each class to 12 credit hours. There is more than enough scheduled class time to justify the increase and satisfy KBOR seat time requirements. This change will greatly benefit the newly created part-time (extended timeframe) cosmetology program by allowing students to take only one cosmetology course to qualify as a full-time student. Request change effective Fall 2021.

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<thead>
<tr>
<th>Class</th>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>COS 5105 – Cosmetology 1</td>
<td>11 Credit Hours</td>
<td>12 Credit Hours</td>
</tr>
<tr>
<td>COS 5106 – Cosmetology 2</td>
<td>11 Credit Hours</td>
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</tr>
<tr>
<td>COS 5107 – Cosmetology 3</td>
<td>11 Credit Hours</td>
<td>12 Credit Hours</td>
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<tr>
<td>COS 5108 – Cosmetology 4</td>
<td>11 Credit Hours</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>44 Technical Hours</strong></td>
<td><strong>48 Technical Hours</strong></td>
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Cowley Cosmetology Degree Grid Changes

All requested changes have been approved by the Cosmetology Advisory Committee. Request effective date Fall 2021 semester.

### CURRENT DEGREE GRID

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<td>SOC6811 Principles of Sociology</td>
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Cowley College
Paramedic Program

2021 Curriculum Change Overview

Course Procedures
The paramedic 1 – 4 course procedures have been updated to reflect instructional changes made by the faculty to update the program. These changes have been previously approved by the EMS advisory committee and medical director.

New Certificate
The paramedic program currently only has an award level of associate of applied science. We’ve had many students come through the program who already possess an associate or higher degree who don’t have the exact pre-requisites to complete the AAS. We would propose developing a Certificate C award that is comprised of the 48 credit hours of the Paramedic 1 – 4 classes. This addition has been approved by the EMS advisory committee and medical director.

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Open Pathway Quality Initiative Proposal

Institutional Template

The enclosed Quality Initiative Proposal represents the work that the institution will undertake to fulfill the quality improvement requirements of the Open Pathway.

**Signature of Institution’s President or Chancellor**

**Date**

**Printed/Typed Name and Title**

Cowley College

**Name of Institution**

Arkansas City, Kansas

**City and State**

The institution completes the Quality Initiative Proposal by responding to the questions in each category of the template. Proposals should be no more than 4,500 words. The institution may choose to submit a brief implementation plan or supplemental charts or graphs as appendices to the template. The Quality Initiative Proposal will be accepted beginning September 1 of Year 5. It is due no later than June 1 of Year 7.

Submit the proposal as a PDF file to [hlcommission.org/upload](http://hlcommission.org/upload). Select “Pathways/Quality Initiative” from the list of submission options to ensure the institution’s materials are sent to the correct HLC staff member. Submission file names should utilize the following format: QIProposal[InstitutionName][State].pdf (e.g., QIProposalNoNameUniversityMN.pdf). The file name must include the institution’s name (or an identifiable portion thereof) and state.

**Overview of the Quality Initiative**

1. Provide a title and brief description of the Quality Initiative. Explain whether the initiative will begin and be completed during the Quality Initiative period or if it is part of work already in progress or will achieve a key milestone in the work of a longer initiative.
Cowley College’s proposed Quality Initiative (QI), Maximizing Data to Support Institutional Effectiveness and Student Success, will capitalize on existing activities contained within the 2018-2021 Strategic Plan’s Institutional Priority 4, Knowledge Management and support organizational efforts to achieve key milestones necessary to create a systematic, quality culture. The proposed initiative, the updating of the College’s Accountability and Institutional Measures (AIM), is part of an ongoing, larger initiative and will drive continued direction of College resources to support accomplishments resulting from activities aligned with Institutional Priority 4. Cowley College is focused on the management of the technological and information infrastructure designed to provide an environment to support learning, including how data, information, and performance results are used in decision-making processes at all levels and in all parts of the institution. These accomplishments include but are not limited to:

- Data governance improvements such as the expansion of a cross-departmental data governance team and review teams for all state and federal data collections, completion of the Association of Institutional Research (AIR) Data Governance Self-Study Guide; and

- Data literacy initiatives including procurement of Tableau data visualization application user licenses and the creation of curriculum for the Cowley Leaders at Work (CLAWS) program.

**Sufficiency of the Initiative’s Scope and Significance**

2. Explain why the proposed initiative is relevant and significant for the institution.

The proposed initiative is relevant at this time because the successful completion of its activities and goals will support recent strategic initiatives driving improvements in data governance, in organizational access to data tools, and in the College’s use of data for decision-making. And, while Cowley College communicates a commitment to learning excellence in its mission statement and the continual pursuit of excellence as a summation of its Core Values, project significance is apparent if considered part of the institution’s response to multiple feedback received in the 2019 AQIP Pathway Systems Appraisal Final Report identifying deficiencies in the use of data for the creation of a culture of quality.

Cowley College’s 2019 Final Report identifies challenges in the use of data including assessment of student learning in the co-curricular; the use of data to improve learning opportunities; the establishment of targets and subsequent superficial analysis to inform improvements; an over-reliance on trend or mandated data with few external benchmarks; and “very little evidence (is provided) to suggest a process of collecting data, sharing the data across constituencies to determine the various ways to interpret these data, and then making changes based on these interpretations” (9/7/2019, Final Report, 4). Administrative Council analyzed the 2019 report as part of the process for selecting the focus of the College’s initiative; this activity concluded with unanimous support for an organizational change to data use processes on campus as evidenced in the AIM (Appendix 1). Overall, both sets of feedback indicate the College’s current processes for data use appear to be reactive without alignment to best practices in action research and non-systemic, resembling a siloed collection of activities rather than a systems thinking approach to improve institutional quality and increase student success.

The proposed QI will also meet feedback specific to the College’s use of its Accountability and Institutional Measures (AIM) annual report including insufficient evidence of linkage between assessment activities and resource allocation; unclear use of internal indicators to proactively meet the changing needs of students and promote their success; and improved use of data to improve processes and inform service improvement.

Finally, the College’s transition from a DOS-based computer platform managed primarily by one IT professional and an IR professional to a relational database in 2016 and the departure of both
data professionals necessitated an important shift in data ownership. This shift required a
democratization of data access to multiple module managers and frontline employees, making
clear the College’s need for increased data literacy, data reporting tools and data governance policies
and practices to successfully meet the future needs of both its students and the organization.

3. Explain the intended impact of the initiative on the institution and its academic quality.

The proposed QI is part of a long-term plan to establish an institutional identity with a strong
association of data usage. Developing a data culture will impact the ways data are selected, collected,
reviewed, and used in the AIM to strengthen the College’s response to the changing needs of
students. Feedback in the 2019 Final Report questions how measures contained in the AIM were
selected and by whom. These concerns clearly indicate a need for data literacy education that is comprehensive throughout all levels of the organizational chart, beginning at the
time of new employee onboarding. Increased data literacy will strengthen employee understanding of
the data available to them for decision-making and how to interpret and use the data for organizational
change.

Peer reviewers commended the College in the 2019 Final Report for its 20-year history of involving
internal stakeholders in decision-making processes. The College committed to increased shared
governance practices through representative team creation and improved communication strategies in
the 2018-2021 Strategic Plan, and the updated process for creating the AIM will continue the impact
of this strategic initiative. Research in the field of leadership demonstrates the powerful
effect of employee empowerment through inclusive decision-making processes and the resulting positive
impact on morale and campus culture. As a past member of the AQIP Pathway, Cowley College desires
to continue the AQIP continuous quality improvement (cqi) model by embedding formalized processes
for creating AIM teams that represent both departments and employee groups to ensure the College
focuses data usage on democratic practices.

While Commission feedback acknowledges the College’s regular collection of data through internal
and external surveys, it also expresses concern that it is “not clear how the College determines the
support students need through the collection and analysis of data.” In another comment praising the
College for hiring an International Coordinator, reviewers also voice concerns that “there is no discussion
of what targets have been set for student success of this population.” Leaders at Cowley College
acknowledge that this comment is related to the lack of evidence that information from students,
either through collections such as the Noel Levitz Student Satisfaction Inventory (SSI) or institution-led
focus groups was collected for analysis; this deficiency will be met through the updated processes
for selecting goals and targets in the AIM to impact academic quality for all student subgroups.

College leadership recognize the importance of establishing a clear relationship between the AIM and
the organization's mission and vision. Beginning in the fall of 2020, the Administrative Council began
twice monthly conversations about what it means to demonstrate organizational accountability to
students through a comprehensive assessment document. Following a campus-wide SWOT analysis,
the AC identified a list of critical success factors (CSF) related to the College’s mission in “providing
opportunities for learning excellence, personal achievement, and community engagement”; its vision to
“champion the relevance of two-year colleges in higher education through holistic learning and workforce
development opportunities”; and activities "dedicated to the continual pursuit of excellence" through its
core values. Currently, AC members are completing a crosswalk between a list of CSFs and best
practice balanced scorecard indicators to identify a list of six to eight core CSFs that will drive
the creation of key performance (KPI) and key results indicators (KRI) that will make up the body of the
AIM (Appendix 2).
The update of the AIM includes process improvement with specificity to intentionally drive goal-setting that is focused on retention and success for student subgroups. This changed process, driven by the identification of retention and accessibility as CSFs for the organization, requires departments and teams to reflect on two corresponding questions: “What processes and/or policies within our department might keep a student from retaining?” and “Are there gatekeeping activities, processes, and/or policies that impede specific student subgroups from being successful?” Answering both of these questions as part of the assessment process for KPI creation will help Cowley College become more aware of changing student needs and develop a systematic, proactive response.

Finally, solidifying the processes for the AIM so it is representative of an action learning model with a feedback loop will positively impact the College’s strategic planning capabilities. (Appendix 3) Increased intentionality in each stage of the AIM’s creation and execution, combined with robust employee participation ensures the College will be more aware of future needs and its capacity to meet those needs will be more proactive rather than reactive and the focus of its planning more strategic rather than operational.

**Clarity of the Initiative’s Purpose**

4. Describe the purposes and goals for the initiative.

The purposes and goals for the initiative include strengthening:

- Success planning at all levels of the organization;
- Organizational focus on mission by emphasizing student success through KPI and KRI focus on completion, transfer out and workforce placement;
- Commitment to educational access as stated in Cowley College’s Core Value: People which states, “We emphasize the importance of human relationships, diversity, and a sense of community”; Commitment to diversity and inclusivity with intentional selection of data measures that provide evidence of attention to the voices of student subgroups;
- Organizational use of the AIM as a future-thinking document that includes action planning to meet three-year goal attainment;
- Co-curricular assessment of student learning;
- Use of current organizational data resources and external data collections including but not limited to Noel Levitz survey collections and the National Community College Benchmarking Project (NCCBP);
- Data accessibility and literacy for increased institutional effectiveness; and
- Data security and privacy through improved data governance practices.

5. Select up to three main topics that will be addressed by the initiative.

- [ ] Advising
- [ ] Curriculum
- [X] Assessment
- [ ] Diversity
- [ ] Faculty Development
- [ ] First-Year Programs
- [ ] General Education
- [ ] Civic Engagement
- [ ] Engagement
- [ ] Faculty Development
- [ ] General Education
6. Describe how the institution will evaluate progress, make adjustments and determine what has been accomplished.

Cowley College’s Quality Initiative proposed project will use the following assessment tools as both an initial, pre-task assessment and then annually to evaluate progress, make adjustments and determine accomplishments. (Appendix 4)

State University Of New York (SUNY) Council on Assessment (SCOA) Assessing Institutional Effectiveness Self-Assessment: This assessment, used with permission, will collect assessment information about the effectiveness of the AIM. Rubric aspects address quality in design, implementation and impact and includes clearly stated goals for the development of measurable outcomes, implementation of organizational resources to ensure sustainability and monitoring of results to assess impact on organizational improvement. The Office of Institutional Effectiveness (IE) will assume responsibility for the annual completion of the SCOA assessment.

Associate for Institutional Research (AIR) Data Governance Self-Study Guide: The College’s Knowledge Management Team (KM) completed the guide for the first time during the spring of academic year 2019-2020; assessment will continue within the responsibilities of the KM on an annual basis, reflecting the College’s acknowledgement that quality in data use, access, management and integrity are necessary for the validity and reliability of the data used for the AIM’s KPIs and KRIs.

American Association of State Colleges and Universities (AASCU) Institutional Transformation Assessment (ITA): The ITA, provided to Cowley College as a member of MIDAir, assesses the organization’s use of the institutional research component of the IE Office. This assessment will be administered by the KM as a supplement to the AIR Data Governance Self-Study Guide.

The following tools will be recommended to departments and teams for aligning institutional effectiveness improvement projects associated with the AIM’s KPIs and KRIs.

   Association of American Colleges & Universities (AAC&U VALUE Rubrics: VALUE rubrics will be recommended to all co-curricular sponsors for determining learning outcomes aligned with the College’s Global Learning Outcomes (GLO).

   Council for the Advancement of Standards in Higher Education (CAS) Professional Standards for Higher Education: The CAS Standards will be recommended to all applicable departments for guidance on the creation of SMART goals for the AIM.

Dashboard Design: Because of the College’s increased use of Tableau for both data analysis and use in decision-making, the IE Office will create a rubric to assess the quality of dashboard and data visualization design. The proposed rubric will include dimensions such as interactivity, data quality, data freshness, and usability and those best practices recommended by Tableau.
Evidence of Commitment to and Capacity for Accomplishing the Initiative

7. Describe the level of support for the initiative by internal or external stakeholders.

Organizational commitment to and capacity for accomplishing this initiative is high due to a prior commitment to improved data practices identified in the creation of the initiatives below from the 2018-2021 Strategic Plan:

Institutional Priority 4. Knowledge Management: Cowley College is focused on the management of the technological and information infrastructure designed to provide an environment to support learning, including how data, information, and performance results are used in decision-making processes at all levels and in all parts of the institution.

Goal 4.1 Develop processes for providing valid data to drive decision-making and compliance reports.

   SI 4.1a. Identify appropriate data collection methods and measures for continuous quality improvement activities.

   SI 4.1b. Capitalize on current assessment activities to include a clear decision-making process for approving and implementing recommendations.

   SI 4.1c. Develop a written assessment plan that describes when, how and how frequently data is collected.

   SI 4.1d. Create a communication plan to include annual reports and collaborative discussions about evidence and its use to drive continuous quality improvement activities.

Additional, internal support for the QI can be found in the work both accomplished and current by the following groups:

   Administrative Council: Analysis of organizational needs identified by the Commission in the 2019 Final Report and identification of critical success factors and key results indicators that will drive the creation of the AIM’s key performance indicators, beginning fall 2020;

   Knowledge Management Team: Assessment of data literacy and governance on campus using the AIR Data Governance Self-Study beginning in spring 2020;

   Ad hoc Team 1: (IE Director, SQL Database Administrator, Advisor/Retention Coordinator, Director of Instructional Technology) Collaboration with Datatelligent, a Tableau partner, to create a student retention dashboard that identifies at risk students and allows advisors to focus on student subgroups including distance education students, adult learners, commuting students and underrepresented populations, beginning December 2020;

   Ad hoc Team 2: (IE Director, SQL Database Administrator, VPFA) Collaboration with Datatelligent, a Tableau partner, to create a financial dashboard that allows for predictive analysis based on credit hour and funding stream changes, beginning December 2020;

   Ad hoc Team 3: (IE Director, SQL Database Administrator, VP Institutional Advancement, Foundation Coordinator) Collaboration with Datatelligent to create a fundraising analytics dashboard using Raiser’s Edge, beginning March 2021;

   Ad hoc Team 4: (IE Director, SQL Database Administrator, Perkins Coordinator) Collaboration with Datatelligent to create a career and technical education (CTE) student outreach dashboard that
comprises historic enrollment data with information about Kansas communities including socioeconomic indicators and employment statistics, beginning March 2021;

Ad hoc Team 5: (IE Director, SQL Database Administrator, Advisor/Retention Coordinator, Executive Director of Enrollment Management) Collaboration with Datatelligent to create an enrollment funnel dashboard that will increase institutional ability to identify student subgroup populations for enrollment, beginning March 2021;

Marketing Department: Publication of the AIM in the form of web-based, static dashboards.

8. Identify the groups and individuals that will lead or be directly involved in implementing the initiative.

Broad involvement that includes all departments and many teams ensures the proposed initiative will continue to be part of Cowley College’s annual process for assessing institutional efficiency. Additionally, continued work to embed data literacy training for employees into the onboarding process ensures the sustainability of this initiative.

QI Project Leads
   Holly Harper, Vice President of Finance and Administration
   Deborah A. Phelps, Executive Director of IE

Departments and Teams with Direct Involvement
   Academic Affairs (Academic Affairs, Registrar’s Office, Faculty, Workforce and Community Education)
   Administrative Council
   Athletics
   Club and Organization Sponsors
   Diversity & Inclusion Team
   Enrollment Management (Admissions, Advising, Financial Aid, Recruiting)
   Finance and Administration
   Information Technology
   Institutional Advancement (Marketing, Foundation)
   Institutional Effectiveness
   Knowledge Management Team
   Student Affairs (Student Life, Residential Life, TRiO Programs)

9. List the human, financial, technological and other resources that the institution has committed to this initiative.

Cowley College has committed the following to this proposed initiative and other strategic initiatives that support the foundation of this initiative:

Involvement by Senior Leadership
   Development of CSFs during bi-monthly, AC meetings
Participation of senior leaders during departmental development of KPIs and KRIs
Championing of Knowledge Management Team by President
Project co-direction

Employee Engagement
Involvement by all departments and teams

Human Resources
Addition of a full time, SQL Database Administrator (February 2019)

Infrastructure
Creation of a cross-departmental Knowledge Management Team, championed by the President (AY 2018)

Investment in Expanded Technology Capacity
Purchase of over 100 Tableau user licenses with annual renewal (beginning July 2019);
Professional training in Tableau dashboard creation for the Director of IE (AY 2019);
Contractual relationship with Datatelligent, a Tableau partner (beginning December 2020)
Commitment to data warehousing with Snowflake (beginning July 2021)

Project Sustainability
Proposed addition of AIM goal review as evidence of leadership effectiveness for Director-level and higher roles
Increased access to data literacy training to ensure project continuation throughout any instances of employee turnover

**Appropriateness of the Timeline for the Initiative**
(The institution may include a brief implementation or action plan.)

10. Describe the primary activities of the initiative and timeline for implementing them.

2021 Spring
In-progress activities aligned with 2018-2021 strategic plan initiatives:
Conduct needs assessment with AC to address HLC feedback on data governance, analysis and use for decision-making (Completed)
Partner with Datatelligent; determine need for data warehousing (Completed)
Complete Institutional Transformation Assessment (ITA) with AC (Completed; Appendix 5)
Roll out new electronic process for co-curricular (Completed)
Develop annual process to increase the effectiveness of the AIM including:
   Needs assessment through environmental scanning including but limited to:
Identification of student groups and their progress to completion, transfer out and/or job attainment. Groups include but not limited to underrepresented students (D & I), Pell recipients, Perkins V Special Populations qualifiers, Perkins CTE Concentrators (Follow Up Collection), and first-time degree seeking. Metrics to include but not limited to fall to spring retention, fall to fall retention, program completion and gateway course completion.

Creation of Tableau dashboards for departmental-level analysis of information from external data sets including but not limited to Noel Levitz Student Satisfaction Inventory (SSI), Priority Survey of Online Learners (PSOL) and College Employee Satisfaction Survey (CESS); National Community College Benchmarking Project (NCCBP), IPEDS, and state data collections.

Identification of other departmental trends including but not limited to service area community demographics, dual credit student enrollment, and ability to pay/financial aid award analysis.

A how to for creating SMART goals and setting targets

Create a version of the ITA for department and teams’ self-analysis

2021 Summer

- Reflect on new, electronic process for cocurricular assessment with club and organization sponsors, Executive Director of Student Affairs, and VPAA; implement improvements for Fall 2021
- Work with CourseEval and Tableau to create direct data source connection between the two for analysis of information from student course surveys and co-curricular assessment
- Complete ITA with all staff-led departments
- Develop data literacy training to include but limited to:
  - Partner with Director of HR to develop a way to push out a short, data literacy course/training for annual employee use (similar to harassment training)
  - Develop rubric for assessing quality of training (AIR Data Governance self-study; VALUE quantitative rubric)
- Continued development of processes for the AIM:
  - Begin work with departments to identify KPIs associated with the organization’s CSFs and aligned with balanced scorecard categories
  - Create SMART goals, set targets, and develop action plans

2021 Fall

- Work with Marketing Department and Webmaster to create electronic documents and strategies for communicating out via email, Tableau, and intranet to internal stakeholders and through website hosting and social media communication to external stakeholders
- Complete ITA with faculty-led teams
Continued development of processes for the AIM:

- Begin work with departments to identify KPIs associated with the organization’s CSFs and aligned with balanced scorecard categories
- Create SMART goals, set targets, and develop action plans
- Create an electronic method for KPI, SMART goal and action plan submission with end of year data collection and analysis follow up

2022 Spring

Continued development of processes for the AIM:

- Reflection on first year’s timeline to ensure data analysis, reflection and decision-making occur at least annually and in time to drive resource allocation for the next budget cycle
- Create a crosswalk between the AIM and the federal criterion for evidence collection for the College’s first assurance argument

AY 2022-2023

- Continue AIM data collection and analysis processes for second of three-year cycle

AY 2023-2024

- Continue AIM data collection and analysis processes for second of three-year cycle
  
  Summer, Fall

- Reflect on project impact on data collection, analysis and use for student success and institutional effectiveness

  Fall

- Prepare and submit Quality Initiative Final Report

**Institutional Contact for Quality Initiative Proposal**

Include the name(s) of the primary contact(s) for the Quality Initiative.

Name and Title: Deborah A. Phelps, Executive Director of Institutional Effectiveness

Phone: 620-441-5311   Email: debbie.phelps@cowley.edu
## Year-To-Date Gifts Received

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</tr>
<tr>
<td>Tech Lab</td>
<td>$ 40,000.00</td>
<td>$ 40,000.00</td>
</tr>
<tr>
<td>Machining Lab</td>
<td>$ 50,000.00</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Lobby of the Technical Bldg</td>
<td>$ 10,000.00</td>
<td></td>
</tr>
<tr>
<td>Lobby of the Short Center</td>
<td>$ 35,000.00</td>
<td></td>
</tr>
<tr>
<td>Multi-Purpose/ Lecture Room</td>
<td>$ 10,000.00</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td>Academic Center</td>
<td>$ 15,000.00</td>
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</tr>
<tr>
<td>2 Classrooms</td>
<td>$ 20,000.00</td>
<td>Paid by GIK</td>
</tr>
<tr>
<td>Large Conference Room</td>
<td>$ 7,500.00</td>
<td>Paid by GIK</td>
</tr>
<tr>
<td>Community Room - Short Education Bldg</td>
<td>$ 100,000.00</td>
<td>$ 60,000.00</td>
</tr>
<tr>
<td>Ag Classroom - T&amp;I Center</td>
<td>$ 10,000.00</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td>Ag Building</td>
<td>$ 50,000.00</td>
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</tr>
<tr>
<td>Aluminum Material Donation</td>
<td>$ 33,750.00</td>
<td>$ 33,750.00</td>
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<td>Bench</td>
<td>$ 2,500.00</td>
<td>Paid by GIK</td>
</tr>
<tr>
<td>Bench</td>
<td>$ 2,500.00</td>
<td>Paid by GIK</td>
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<td>Paver</td>
<td>$ 150.00</td>
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<tr>
<td>7 Pavers</td>
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<td>5 Pavers</td>
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<td>Signage</td>
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<td>$ 1,000.00</td>
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<tr>
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<td>$ 1,500.00</td>
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<tr>
<td>Signage</td>
<td>$</td>
<td>$ 12,245.00</td>
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<tr>
<td>Miscellaneous Donation</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$ 346,450.00</strong></td>
<td><strong>$ 291,195.00</strong></td>
</tr>
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</table>
### BOARD TRANSPORTATION REPORT FOR FEBRUARY 2021

#### Fleet Vehicles

<table>
<thead>
<tr>
<th>Odometer Reading</th>
<th>Curr Month Miles</th>
<th>Fiscal YTD Miles</th>
<th>% Monthly Miles</th>
<th>% Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2-Caravan</td>
<td>12652</td>
<td>458</td>
<td>1,289</td>
<td>8.83%</td>
</tr>
<tr>
<td>M3-Caravan</td>
<td>90385</td>
<td>775</td>
<td>4,254</td>
<td>14.95%</td>
</tr>
<tr>
<td>M4-Caravan</td>
<td>122600</td>
<td>1,304</td>
<td>8,345</td>
<td>25.15%</td>
</tr>
<tr>
<td>M5-Caravan</td>
<td>193825</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>M6-Caravan</td>
<td>162192</td>
<td>2,123</td>
<td>15,236</td>
<td>40.95%</td>
</tr>
<tr>
<td>M8-Caravan</td>
<td>57743</td>
<td>524</td>
<td>1,341</td>
<td>10.11%</td>
</tr>
<tr>
<td>M10-Caravan</td>
<td>188900</td>
<td>1,670</td>
<td>12,528</td>
<td>32.21%</td>
</tr>
<tr>
<td>V-2 Transit</td>
<td>94025</td>
<td>815</td>
<td>4,472</td>
<td>54.01%</td>
</tr>
<tr>
<td>V-3 Transit</td>
<td>52635</td>
<td>694</td>
<td>2,079</td>
<td>45.99%</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Odometer Reading</th>
<th>Curr Month Miles</th>
<th>Fiscal YTD Miles</th>
<th>% Monthly Miles</th>
<th>% Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1-Caravan</td>
<td>37601</td>
<td>167</td>
<td>3,744</td>
<td>Administration</td>
</tr>
<tr>
<td>M9-Caravan</td>
<td>20308</td>
<td>108</td>
<td>781</td>
<td>Allied Health</td>
</tr>
</tbody>
</table>

---

#### Total Fleet Miles

| Total Fleet Miles | 17,232 | 69,991 | 15.66% |

#### Assigned Vehicles

<table>
<thead>
<tr>
<th>Odometer Reading</th>
<th>Curr Month Miles</th>
<th>Fiscal YTD Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1-Caravan</td>
<td>37601</td>
<td>167</td>
</tr>
<tr>
<td>M9-Caravan</td>
<td>20308</td>
<td>108</td>
</tr>
</tbody>
</table>

---

| Total Assigned Miles | 275 | 4,525 |

#### Retired Miles

| Retired Miles | 0 |

#### Total Vehicle Miles

| Total Vehicle Miles | 17,507 | 74,516 |
E. Board Policy Approvals

Policies Considered for Approval

1. 163.00 – Attendance Policy-Classified Personnel
   - Administration requests approval of the revised 163.00 – Attendance Policy-Classified Personnel. The revised policy has been unanimously recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the second reading by the Board and final approval is requested.

2. 278.00 – Program Discontinuance Policy
   - Administration requests approval of the reviewed 278.00 – Program Discontinuance Policy. The policy has been unanimously recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the second reading by the Board and final approval is requested.

3. 418.00 – Placement of Follow-up Studies
   - Administration requests removal of 418.00 – Placement of Follow-up Studies from Board policy. The removal of this policy has been unanimously recommended by Administrative Council, and Trustee Policy Subcommittee.

4. 420.00 – Technology Usage by Students and the Community
   - Administration requests approval of the reviewed 420.00 – Technology Usage by Students and the Community. The policy has been unanimously recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the second reading by the Board and final approval is requested.
163.00 - ATTENDANCE POLICY – CLASSIFIED PERSONNEL

Employees are expected to report to work at their scheduled starting times on each scheduled work day.

1. Excessive absenteeism shall result in disciplinary action which can include discharge. “Excessive absenteeism” is defined to include but not be limited to those absences beyond allowed leave, or repeated and unexcused absences.

2. There are occasions when employees cannot report to work. In those circumstances, the employee must notify the supervisor at least 15 minutes prior to the scheduled starting time if he/she is to be absent from work or late. If the supervisor cannot be reached, a message should be left with the person answering the phone and the employee shall then notify the director of Human Resources. Notification to a fellow employee is not proper notice. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and their anticipated time away from work.

3. Employees must either notify the supervisor on each consecutive day of absence or give an anticipated return date. The supervisor may require a physician’s certificate in the event of a medical absence.

4. An employee who is absent from work two consecutive days without notifying the college is considered a voluntary quit and will be terminated for cause.

5. Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Adopted July 21, 2003
163.00 ATTENDANCE POLICY – CLASSIFIED PERSONNEL

Employees are expected to report to work at their scheduled starting times on each scheduled work day.

1. Excessive absenteeism shall result in disciplinary action which can include discharge. “Excessive absenteeism” is defined to include but not be limited to those absences beyond allowed leave, or repeated and unexcused absences.

2. There are occasions when employees cannot report to work. In those circumstances, the employee must call the supervisor at least 15 minutes prior to the scheduled starting time if he/she is to be absent from work or more than 15 minutes late. If the supervisor cannot be reached, a message should be left with the person answering the phone and the employee shall then notify the director of Human Resources. Notification to a fellow employee is not proper notice. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and their anticipated time away from work.

3. Employees must either call the supervisor on each consecutive day of absence or give an anticipated return date based on medical advice. The supervisor may require a physician’s certificate in the event of a medical absence. Notification to a fellow employee is not proper notice.

4. Employees are encouraged to avoid scheduling medical or other personal appointments which conflict with normal working hours. However, when such conflicts cannot be avoided, employees should advise their supervisors at the earliest possible time. Such time for classified employees will be taken as sick leave for medical appointments and vacation leave for personal appointments, assuming the employee has such leave time available; otherwise, the time will be unpaid.

4. An employee who is absent from work two consecutive days without notifying the college is considered a voluntary quit and will be terminated for cause.

5. Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Adopted July 21, 2003
ACADEMIC AFFAIRS

278.00 PROGRAM DISCONTINUANCE POLICY

Cowley College reserves the right to discontinue academic and vocational programs using the following criteria as a guide:

1. A program may be considered for discontinuance if it meets one or more of the following:
   a. Insufficient enrollment for an extended period of time.
   b. Loss of instructional staff qualified to teach said program.
   c. Loss of sufficient financial or material support to continue said program.
   d. Other extenuating circumstances meeting the President and the Board of Trustees needs for college stability and governance.

2. The President of the College and the Board of Trustees will have the final authority regarding the discontinuance of any program.

3. Once a decision has been made to discontinue a program the following shall occur:
   a. All affected personnel shall be notified of the discontinuance as soon as possible and treated according to their individual employment agreement, contract or other binding document.
   b. No new students will be enrolled in the program.
   c. Current students will be informed of the teach-out plan for the program. Cowley will make every attempt to teach-out discontinued programs, but reserves the right to transfer teaching duties to outside sources.
   d. If so determined, a comprehensive teach-out plan will be developed by the academic affairs office and made available to the Kansas State Board of Regents.
   e. Equipment, supplies, curriculum, teaching materials, and all other items pertaining to the program shall be disposed of in a manner according to their funding source (i.e., Perkins programs so discontinued will have their related items absorbed by another Perkins program).
   f. The academic affairs office will be responsible for the implementation of this policy and all requirements therein.

Adopted July 21, 2003
Board Policies

ACADEMIC AFFAIRS

278.00 PROGRAM DISCONTINUANCE POLICY

Cowley Community College reserves the right to discontinue academic and vocational programs using the following criteria as a guide:

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   b. Loss of instructional staff qualified to teach said program.
   c. Loss of sufficient financial or material support to continue said program.
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   b. No new students will be enrolled in the program.
   c. Current students will be informed of the teach-out plan for the program. Cowley will make every attempt to teach-out discontinued programs, but reserves the right to transfer teaching duties to outside sources.
   d. If so determined, a comprehensive teach-out plan will be developed by the instruction academic affairs office and made available to the Kansas State Board of Regents.
   e. Equipment, supplies, curriculum, teaching materials, and all other items pertaining to the program shall be disposed of in a manner according to their funding source (i.e., Perkins programs so discontinued will have their related items absorbed by another Perkins program).
   f. The instruction academic affairs office will be responsible for the implementation of this policy and all requirements therein.

Adopted July 21, 2003
418.00 PLACEMENT AND FOLLOW-UP STUDIES

The College participates in a placement program for students who request such assistance. A Counselor acts in a coordinating role in bringing together industrial recruiters and qualified students. A follow-up program is utilized to determine the advancement of former students.

In order to establish a statistical record of student goals and accomplishments, a follow-up study is conducted for all students who leave the institution. A further study is conducted to determine the choice of institution and degree of success for transfer students.

Adopted January 18, 1971
Reviewed July 11, 1989
Reviewed July 21, 2003
420.00 TECHNOLOGY USAGE BY STUDENTS AND THE COMMUNITY

The purpose of all technology resources at Cowley College is to promote and enhance education, instruction, and research activities in accordance with the College's mission statement. College students and others within the general community are not to participate in the following activities while using College technologies. These activities are unethical and/or unacceptable and may violate state or federal laws.

1. Loading or installing software on any computer or on the network.
2. Modifying or moving (on or off campus) any technology equipment or software without prior authorization from the Information Technology Department.
3. Performing any act that will interfere with the normal operation of the College's technology. This includes connecting any unauthorized equipment to the network.
4. Excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks.
5. Unauthorized personal use. Information technology resources, including e-mail and the web, shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate college administrator, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.
6. Use of technology resources to threaten, harass or offend others. Technology resources shall not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening, obscene, or pornographic use for distribution, to harass, or intimidate is prohibited.
7. Attempting to gain or gaining unauthorized access to the network, any computer, or the files of another person.
8. Undermining password security. No one should use the username or password of another; nor should anyone provide his or her username or password to another, except in the cases necessary to facilitate maintenance and repairs by the Information Technology staff.
9. Willful misrepresentation of yourself as another person in any electronic communication.
10. Using any College technology resource to violate local, state, or federal law or another College policy.
11. Violating libel, copyright, fair-use, or trademark laws while using Cowley technology resources.
12. SANCTIONS: Violators of this policy will be subject to one or more of the following:
   a. Admonition
   b. Being asked to leave the premises
   c. Suspension of computer and technology privileges
   d. Suspension of lab privileges
   e. Suspension from all Cowley College activities
   f. Removal of enrollment privileges

Adopted July 19, 2004
420.00 TECHNOLOGY USAGE BY STUDENTS AND THE COMMUNITY

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1. Loading or installing software on any computer or on the network.
2. Modifying or moving (on or off campus) any technology equipment or software without prior authorization from the appropriate college administrator Information Technology Department.
3. Performing any act that will interfere with the normal operation of the College's technology. This includes connecting any unauthorized equipment to the network.
4. Excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks.
5. Unauthorized personal use. Information technology resources, including e-mail and the web, shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate college administrator, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.
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7. Attempting to gain or gaining unauthorized access to the network, any computer, or the files of another person.
8. Undermining password security. No one should use the username or password of another; nor should anyone provide his or her username or password to another, except in the cases necessary to facilitate maintenance and repairs by the Computer Center Information Technology staff.
9. Willful misrepresentation of yourself as another person in any electronic communication.
10. Using any College technology resource to violate local, state, or federal law or another College policy.
11. Violating libel, copyright, fair-use, or trademark laws while using Cowley technology resources.
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   c. Suspension of computer and technology privileges
   d. Suspension of lab privileges
   e. Suspension from all Cowley College activities
   f. Removal of enrollment privileges

Adopted July 19, 2004
V. Consent Agenda

Meeting of the Board of Trustees
Cowley College

March 15, 2021

V. CONSENT AGENDA

F. Personnel Transactions

Dr. Rittle has recommended the following personnel items for Board approval:

Faculty Non-renewal:
- Mike Hayden, Faculty-Natural Science, effective May 31, 2021

RESOLUTION

WHEREAS, Mike Hayden was initially employed by Cowley County Community College and Area Vocational Technical School on August, 2014 as an instructor; and
WHEREAS, Mike Hayden, is currently employed as an instructor and
WHEREAS, Mike Hayden, is entitled to due process protection at Cowley County Community College and Area Vocational Technical School, pursuant to K.S.A. 72-5436 et seq.; and
WHEREAS, Cowley County Community College and Area Vocational Technical School intends that the contract of Mike Hayden for the 2021 academic year should not be renewed for the reasons set forth below and that Mike Hayden should be given written notice on or before May 1, of the board’s intent not to renew that contract for the 2021 academic year;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COWLEY COUNTY COMMUNITY COLLEGE AND AREA VOCATIONAL TECHNICAL SCHOOL:

Section 1. That it is hereby declared to be the intent of the Board to nonrenew the employment contract of Mike Hayden, as an instructor at this college for the 2021 academic year;
Section 2. That the secretary of the board is hereby authorized and directed to give written notice to Mike Hayden of the board’s intent to nonrenew their teaching contract for the 2021 academic year, the written notice to be delivered to Mike Hayden on or before May 1, 2021.
Section 3. That the notice contain the following reasons for the board’s intent to nonrenew the contract:
Failure to complete the minimum degree qualifications for the faculty position based on the faculty Master Agreement. Mike was given a timeline for degree completion that has not been met. Master Agreement indicates a three-year timeframe and Mike was given six years. Administrative Review process was implemented in fall 2019, with follow-up meetings in spring and fall 2020 and in February 2021.
Section 4. The notice also advises Mike Hayden that he is entitled to a hearing before a hearing officer in regard to the board’s action provided he files written notice of a request for such a hearing with the secretary of the board fifteen (15) days from the date of the notice.

ADOPTED by the Board of Trustees of Cowley County Community College and Area Vocational Technical School March 15, 2021.

Resignations:
- Ben Maxon, Campus Security and Public Safety Officer, effective March 1, 2021
- O.B. Walker, Custodian, effective March 19, 2021

Staff:
- Micah Fry, Workforce and Community Education Assistant/Golden Tigers Coordinator, at an annual salary of $37,407, plus staff fringe benefits, effective March 16, 2021.
February 10, 2021

To: Jenette Hanna  
    Cowley College Human Resources

From: O. B. Walker  
    Environmental Services

Dear Jenette:

    Thank you for hiring me to work for Cowley College. The time has come for me to move on to my retirement. So, I am giving you my notice. My last day will be March 19, 2021.

Thank you so much,

O. B. Walker
TO: Matt Stone, Director of Public Safety

FM: Ben Maxon, Asst. Director/Coordinator

RE: Letter of Resignation

DT: 02/24/2021

As per our conversation, I am submitting my letter of resignation from Cowley College, effective March 1st, 2021, due to medical reasons. In addition, I will be retiring from the State of Kansas Retirement System (KPERS) effective this date. I want to thank you for everything you have done for me and my family over these many years. I wish you and the department well in your (continued) endeavor to keep our students, faculty and staff safe.

Respectfully,

Benjamin D. Maxon
VI. PROCUREMENT

A. The Lodge Roofing Project
   - The administration solicited Request for Proposals recently from vendors to reroof the Lodge Dormitory. The College received bids from two firms, Mahaney Roofing and Bloyer & Sons, Inc. on 03/05/21. The Finance Committee requested further information after reviewing the RFP bid results.

B. CRRSAA Federal Grant Funding Purchase Request - The College received additional funds related to COVID through the second funding CRRSAA. These funds are to be used by the College to help defray expenses related to the pandemic.
   - Content Management Software - Administrative Council has requested to contract with a Content Management System (CMS) to update our main college webpage, Cowley.edu. During the COVID-19 pandemic, the college was required to move all courses to a virtual learning environment. This disruption created the need for more accessible online resources and mobile capability that were not available with our current website. This reliance on distance learning created a need for tools that could adequately replace the approaches and accessibility used in traditional face-to-face classes. This lack of technology greatly impacted our student’s ability to learn and communicate in an online environment. An upgrade to our current website is needed to enable the college to provide the tools our students need to navigate and access critical functions and information needed for learning success in this new environment. The CMS request will be the first part of a more extensive website update to continue within the next year to eighteen months. The department spent many weeks reviewing proposals for this service back in 2018 but could not complete the project at that time. The proposal includes ongoing maintenance fees that must be included in the department budget moving forward at approximately $24,000 annually but will be offset by current costs of $16,435 that will no longer be needed with the update. Omni Update is the most reputable CMS among all the below bids and was the only company referred to us by six institutions within our community college organization – NCMPR. The department would like to move forward with the updated proposal from OmniUpdate with a price of $63,500.00. The proposal is attached along with the proposals from 2018 for comparative purposes.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Base Cost</th>
<th>Annual Cost</th>
<th>Training</th>
<th>Directory, Calendar</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>OmniUpdate</td>
<td>$40,000.00</td>
<td>$23,500.00</td>
<td>Included</td>
<td>Included</td>
<td>$63,500.00</td>
</tr>
<tr>
<td>Hannon Hill</td>
<td>$36,000.00</td>
<td>$8,000.00</td>
<td>$4,000.00</td>
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</tr>
<tr>
<td>Terminal Four</td>
<td>$30,000.00</td>
<td>$16,606.00</td>
<td>Included</td>
<td>Included</td>
<td>$46,606.00</td>
</tr>
</tbody>
</table>

Administration requests the authorization to contract with OmniUpdate to implement a Content Management System at a price of $63,500.00.

Recommendation: Administration requests the authorization to contract with OmniUpdate to implement a Content Management System at a price not to exceed $63,500.00.
Suggested Action: Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorizes the contract with OmniUpdate to implement a Content Management System at a price not to exceed $63,500.00.

The motion was seconded by _______________, and the following votes were cast: affirmative ____ , negative ____. The motion (passed) (failed).
Thank you so much Abby for your interest in OmniUpdate and the amount of time your afforded to me to share your current challenges and the desired goals with both your redesign and ongoing content management of the website for Cowley College.

Based on what I heard, the challenges you are faced with on a daily basis makes the need to increase your efficiency, and productivity mission critical. That's where OU Campus can help! The custom 10 user SaaS solution I have outlined for you provides easy to use workflows, that will lessen the load on you. I have also included a training plan that will facilitate on-boarding of other users into the system, while programs like our training Tuesdays will help drive adoption.

Cowley College needs a Strong CMS Like OU Campus that has been customer redesigned around your own brand standards along with SEO optimization, improved Google rankings, ability to have dynamic content, ease of functionality and mobile responsiveness to allow for Cowley to set up marketing campaigns quickly, and create a better efficiency for the enrollment funnel.

I have further recommended that you begin with our Basic Support plan, which provides you with access to unlimited tickets, Online Support Site, Video Library, and Learning Management System (LMS) and membership into the massive OmniUpdate Community Network (OCN). You will be able to not only connect with our award-winning support team but also a network of peers.

We also have free code for you to build all the additional functionality you want at any time, or our amazing implementation team can build it for you.

Once the design and HTML files are agreed upon and completed by the design team, our professional services team will manage the implementation process. They will also work with you on the content migration. As a best practice recommendation, this may be a good time to do an inventory of your content, so that you do not migrate unwanted content.

Finally, I have summarized a breakdown of the costs, description of items being proposed, and some optional items in the following pages of this document and will call you tomorrow to ensure you received the document and to answer any questions.

I look forward to partnering soon!

Sincerely,
VI. Procurement

Jeremy Rex
Sr. Sales Director
(800) 362-2605 ext. 213
jeremy@omniupdate.com
VI. Procurement

OmniUpdate
1320 Flynn Road, Suite 100
Camarillo, CA 93012
(800) 362-2605 ext. 213

Customer: Cowley College (Cowley)
Offer Valid Through: June 30, 2021
Proposed by: Jeremy Rex
Email: jeremy@omniupdate.com

This Order Form has been prepared for Cowley ("Customer") by OmniUpdate (OU).

Address Information

Terms and Conditions

License Start Date: July 1, 2021
Contract End Date: June 30, 2024
Billing Frequency: Annually

Payment Method: Electronic
Payment Terms: Net 30
Billing Method: Email

All payments are due within thirty (30) days of invoice date. Customer will pay all fees specified in Order Form. Fees are based on Services and Licenses purchased and not actual usage. If payment for Services with Annual Recurring Costs is not received prior to the License Start Date, OmniUpdate reserves the right to suspend access to the License Software until payment is received. Once this Order Form is signed, the License Start Date may not be moved or delayed. Services with Annual Recurring Costs are billed annually and due in advance of License Start Date anniversary. Second and subsequent year invoices are generated sixty (60) days prior to the License Start Date anniversary. All One-Time fees are due at signing. Customer will pay a late fee of one percent (1%) per month, or the highest rate allowed under the law, whichever is lower, on any overdue amounts. Customer acknowledges that no waiver of full or partial payment of the implementation or Set-up fees will be issued in the event of cancellation for any reason whatsoever. OmniUpdate reserves the right to change the Terms and Conditions of the License at any time. License fees are subject to increase annually upon thirty (30) days written notice prior to the License Start Date anniversary.
**Investment**

<table>
<thead>
<tr>
<th>One-Time Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Redesign: complete new personalized website redesign of Cowley College website including program finder and Guided Pathways creation</td>
<td>TBD Based on Design Decisions Below</td>
</tr>
<tr>
<td>Implementation: Set up cloud hosted OU Campus including unlimited sites. Build out of templates based on design decisions by Cowley College</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Emergency Alerts: Enterprise Implementation</td>
<td>Included</td>
</tr>
<tr>
<td>OU Insights: Enterprise Implementation</td>
<td>Included</td>
</tr>
<tr>
<td>OU Calendar: Faculty Directory, Forms <strong>See migration options on Optional Services</strong></td>
<td></td>
</tr>
<tr>
<td>Training: Four web based training sessions performed live, and recorded and given to Cowley College, as well as two monthly on going training sessions.</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>TBD on Design Decisions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>OU Campus Enterprise: SaaS: Up to 10 users</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Support: Basic: Up to 2 designated contacts with unlimited tickets</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Emergency Alerts: Enterprise License</td>
<td>Included</td>
</tr>
<tr>
<td>OU Insights: Enterprise License: Up to 5,000 pages</td>
<td>Included</td>
</tr>
<tr>
<td>Production Web Server Hosting: Complete and fully managed cloud hosted server</td>
<td>$7,000.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$23,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Investment Summary</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>$23,920.00</td>
</tr>
<tr>
<td>Year 3</td>
<td>$24,336.00</td>
</tr>
</tbody>
</table>

* For details on Services, please see Product & Service Descriptions below.  
Total prices reflect annual License increase of 4.0%.
<table>
<thead>
<tr>
<th>User Option</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 users</td>
<td>$10,500</td>
</tr>
<tr>
<td>Up to 25 users</td>
<td>$19,000</td>
</tr>
<tr>
<td>Up to 50 users</td>
<td>$24,500</td>
</tr>
<tr>
<td>Up to 100 users</td>
<td>$30,000</td>
</tr>
<tr>
<td>Unlimited users</td>
<td>$33,500</td>
</tr>
</tbody>
</table>
Optional Services and Modules

With OU Campus, Cowley College has the flexibility and extensibility to create and manage course catalogs, customized search, college directories, and so much more. Our GitHub repository (github.com/omnigroup) has real, working code to help you on the projects that matter most. Using our free starter code, you can build all the functionality you need. Or if you prefer, our in-house Professional Services Team can develop full-featured solutions that are ready for you to use. Our team, made up of over twenty OU Campus and CMS experts, has implemented thousands of projects.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OmniUpdate GitHub</td>
<td>Our GitHub repository (github.com/omnigroup) has real, working code for course catalogs, faculty directories, dynamic navigation, and much more—all free for you to use. This allows you to take the OU Campus platform and build all the functionality you need.</td>
</tr>
<tr>
<td>Content Migration</td>
<td>Our Professional Services team converts your existing website content for use within OU Campus. Services include configuration of automated migration scripts/tool, processing of customer-provided content, upload to OU Campus, and final QA based on customer feedback/collaboration.</td>
</tr>
</tbody>
</table>
| Faculty Directory™       | Enable your faculty to update their profiles with ease using form-like templates and have consistency throughout your directory. Examples: University of South Carolina, School of Music  
University of North Carolina School of the Arts |
| OU Calendar™             | Keep your website in sync with all the non-stop campus activity through a fully interactive calendar that can be easily shared and filtered. Examples: Saint Xavier University  
Murray State University  
Merced College |
| OU Insights™             | Get continual reports on key areas of your site’s health outside of the publishing workflow, including SEO, accessibility, links, and spelling |
| **Emergency Alerts™** Included | When an unforeseen event occurs, quickly create a custom emergency announcement and prominently display it on your site for everyone to see. |
| Google Search™ Setup and configuration with Google Search including removal of ads from current site | Help your users find the content they want by controlling and customizing searches on your website. |
| **Online Course Catalog™** Integration with existing Acalog catalog set up | Guarantee your student body an accurate, timely, and readily accessible online course catalog managed by OU Campus. Examples:  
SUNY Dutchess Community College  
Fresno State  
Allan Hancock College  
Utah Valley University. |
| **Job Market Outlook/ Career Data**  
$7,999 annual cost | Go above and beyond program finders and pathways and bring in career data including salaries, labor market data, and more.  
Miracosta College  
University of Alaska  
Santa Monica College |
| **Production Web Server Hosting**  
Optional Annual $7,000 cost included in pricing above, or Cowley hosts production web server | Fully-managed production web server hosting with 99.9% uptime guarantee. |
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Product and Service Descriptions

Product and Services descriptions as of the date of this Order are located at the following URLs:

OmniUpdate Service Level Agreement (SLA):

omniupdate.com/contracts/sla/SaaS.pdf

OmniUpdate is offering this as a "piggybackable" contract with power across the state of Kansas and all colleges and universities within the state and/or system. Destiny Solutions, a provider of student Information systems for continuing education, and OmniUpdate merged in October 2019. This agreement grants any member of the Kansas Community College System the ability to purchase products from OmniUpdate Inc or its affiliated company, Destiny Solutions, i.e. Modern Campus based on the then current pricing schedule.
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The Basic Customer Success Package includes the following:

OU Campus Platform Support
CMS platform assistance related to the OU Campus application and modules, including education on using the platform and implementation-specific questions.* This includes software updates and upgrades to the OU Campus platform. Submit unlimited tickets to our award-winning support team via phone, email, or web form, Monday – Friday, 6:00AM - 6:00PM PT (excluding major holidays).

*E.g., How do I add a user to a group? How do I run a report? How do I see who made changes to a page? How do I create a snippet? How do I archive my RSS data from last year? How do I see my form submission data?

2 Designated Support Users
Designated Support Users are users who are trained by OmniUpdate and are able to contact Support to request CMS administrative changes on behalf of your institution.

Access to Online Support Site, Video Library, and Learning Management System (LMS)
Extensive online informational resources, including archived monthly training sessions, reference guides, video tutorials, step-by-step instructions, and access to the OU Campus LMS where you can take refresher courses and learn new skills through self-paced online training.

Membership in the OmniUpdate Community Network (OCN)
Engage with your peers and OmniUpdate employees in our online community. Submit ideas, collaborate with expert users, share best practices, and learn new skills.
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Option One - Personalized Design - $45,000 One time cost

This is a multi-step process that will include a personalized engagement with Cowley to perform a complete customized website redesign that go beyond CMS implementation, licensing, and support.

1. HTML/Design Work - Our design team, will work with you to ensure that the design meets your expectations and that the HTML/CSS is clean and optimized for implementation. Once the design/HTML work is complete, your team will approve the final files, which will signal to OmniUpdate that they are ready to be implemented in OU Campus.

2. Hosting - OmniUpdate will publish out to your existing web server hosted by Cowley College. We have included optional cost for us to host your production web-server.

3. Implementation in OU Campus - Once the design/HTML files are approved, and the server is set-up, OmniUpdate will begin implementation of your design into OU Campus.

Design Steps

Assessment: 2 weeks

During the planning phase/assessment, the Design team will work with you to determine your needs and discuss the items we described in the process section above. We'll also use this time to create a more specific timeline.

While we will be moving forward from the assessment phase to design, your responsibilities will include thinking about and acting on content assessment/development. We will be available for support and guidance to determine what types of content needs to exist on the home page. We will also assess what content types we need to create for the other pages within your site, i.e. slideshows, accordions, tabs, carousels, buttons, headings, feature boxes, etc. This is a very important step as it will determine future elements that may be needed for the design phase. We will also ask you for examples of any websites that you like and why, so we can get a better understanding of your expectations.

Design: 4-6 weeks

Using your information architecture, content provided and any existing institutional style guides, we will develop a concept for your new website. The pricing provided in this proposal includes the following templates:

- Home page
- Full-width landing page
- 2-column page
- 3-column page
- Department home page
- OU Calendar
- Faculty Directory
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- News Page (this page is using an internal RSS feed, not to be confused with the Newsroom module, pricing for that can be found in the add-ons section below)

We will also design a group of elements to show that each template can flex to serve different purposes within the site. Elements include:
- Slideshows
- Feature boxes
- Carousels
- Tabs
- Accordions, etc.

Pricing includes three rounds of revisions for each template during the design phase. If you need assistance with re-organizing your information architecture, please see the add-ons section below.

HTML/CSS Build: 6-8 weeks

During this phase, we will build the HTML/CSS for the pages and elements defined earlier to prepare for configuration in your content management system. This will result in pages that are responsive and ADA/W3C compliant.

**Total time estimate**

**design element**

12-16 weeks for the

The start date of the project would depend on project approval and issuance of a purchase order number. Please keep in mind that this time estimate is for this work is design and does not reflect approval times or the time involved in the implementation into OU Campus implementation phase. (8-10 weeks)

Additional Options

**Process for Information Architecture Reorganization - $12,500 additional cost**

**Step 1: Assessment of analytics**
The information architecture reorganization involves looking at your current site structure, analyzing your google analytics for information such as top pages, audience demographics, and audience behavior, meaning how they navigate through the site. We will also analyze the pages visited to see which pages can be archived or eliminated.

**Step 2: Gathering additional information**
We will request information from the areas that have the most communication with students, staff, and alumni, like admissions, HR, and IT, to name a few, to ask what questions they receive the most, and what kind of information people have trouble finding. If surveys exist, we will request that information as well. If surveys do not exist, we will assist in the facilitation of audience specific surveys if necessary.

**Step 3: Presentation of new proposed information architecture**
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We will combine all of the information that we have gathered with your institutional goals and target audience to provide a revised navigational structure. This can be a combination of different navigation types whether it's quick links for internal audiences, a main navigation with single column lists or a mega menu with multiple columns. This proposed navigation is a starting point to offer an outside perspective on the navigation structure and can be revised. This proposal includes three rounds of revisions.

We will identify the top visited pages and compare them to your institutional goals to see if they align and focus on the top 10 sections of the website to offer advice on how to increase visibility and reduce the amount of links on the pages. We will also offer advice on ways to reorganize the information on these pages to increase visibility of certain areas of content.

**Total time estimate for IA Reorganization**

4-6 weeks

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**Phase 1: OU Design Library Implementation Scope**

**One Time $15,000 Cost**

OmniUpdate is contracting with our trusted partner in the implementation of your chosen design from the OU Design Library. Cowley will work with our partner to communicate the style/branding choices for the design. Once complete, the design will be approved by Cowley and delivered to OmniUpdate for implementation within OU Campus.

**Summary**

The OU Design Library is based on a pre-made template. You have three different templates from which to choose:

- [http://designs.oudemo.com/layout1/](http://designs.oudemo.com/layout1/)
- [http://designs.oudemo.com/layout2/](http://designs.oudemo.com/layout2/)
- [http://designs.oudemo.com/layout3/](http://designs.oudemo.com/layout3/)

You may change colors and fonts, but not the structure of the templates. Any changes in structure will result in added costs.

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**Project Scope**

This SOW covers the following activities and deliverables.

Page types include:

- Home page
- Interior page (2-column/Full-width)
- News Home page (with featured article, news/event list)
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- News/Event listing page (RSS feed, not to be confused with the OU Blog)
- News article/Event detail page
- Faculty listing page (Sortable dataTable)
- Faculty profile page
- Up to five (5) snippets and components to facilitate editing content of complex design elements including accordions, tabs, 2, 3, & 4 columns for content layout
- 404/Alert/Cookie Notification page

**Browser Testing & Responsive Design:** We will test the site to make sure it works with modern desktop web browsers. Browser compatibility is only supported by the last two versions of the latest browsers. The sites are mobile friendly and use the framework Bootstrap.

**Deliverables:** HTML/CSS/JavaScript (ADA/W3C compliant, WCAG 2.1 (Level AA) for elements listed above. OmniUpdate will be responsible for incorporating these into OU Campus.

**Estimated Completion Date**
2-4 weeks from the project start date. Date is also dependent upon timeliness of approvals.
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Design

Cowley can hand us PSDs or designs from a third-party design firm. Upon Design completion, Cowley will provide the approved HTML files to OmniUpdate for implementation into OU Campus.

OmniUpdate requires delivery of static HTML source files for all page types, so that each page will render within a browser. This includes: HTML, CSS, JS, Server Side Scripts, Images, Support Files (includes, txt, navigation blocks, Google Analytics, search code, etc.)

The HTML files should meet the accessibility requirements of Cowley. OmniUpdate recommends WCAG 2.1 AA standards.
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Signature

This Order Form together with the agreed upon SLA, as referenced above, and the Statement of Work, if applicable, (the "Agreement"), constitutes the entire agreement between OmniUpdate and Cowley (the "Agreement"). Cowley hereby acknowledges receipt of this Agreement, and agrees to all terms of the Agreement governing the License and Services referenced herein. The signatory affirms that they are an authorized agent of Cowley and have the authority to bind Cowley to the terms of this Agreement.

This document may be accepted and signed online using the "Accept" button in the top right-hand corner of the document. Alternatively, you may download a PDF copy of this document by clicking the "Download Document" button from the Table of Contents to the left and sign using a wet signature.

Offline Signature:

Signature: ______________________________________  Date: ____________________

Name: ______________________________________  Title: ____________________
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Hannon Hill – Proposal

Company Background, Technical Architecture, Features and Functionality, Spectate (Free Web Marketing and Analytics Tool), Client Community Resources, Migration Options, Training and Support, Pricing, and Key Differentiators

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dean.smith@hannonhill.com
678.904.6900 x126
Hannon Hill Corporation
3423 Piedmont Road, Suite 520
Atlanta, GA 30305
www.hannonhill.com
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Company Background

Founded in 2001 and based in Atlanta, Cascade CMS from Hannon Hill is the #1 most-used enterprise web content management software among colleges and universities. Cascade CMS has been implemented by over 300 prominent higher education institutions located across the United States, Canada, and around the world. Cascade CMS now powers over 25,000 higher education sites and supports over 100,000 users.

Cascade CMS was named a top product in the University Business Top Reader’s Choice issue (2nd year in a row) and was recently named a 2016 Top-Rated CMS by TrustRadius. On January 5th, 2016, Cascade CMS won the 2015 People’s Choice award for “Best Enterprise CMS” by CMS Critic. On November 8th, 2016, Cascade CMS was named “Best CMS in Education” by CMS Critic. In addition, Hannon Hill was recognized by Inc. Magazine and placed 247th amongst the prestigious Inc. 500 representing the top 500 fastest-growing private companies in the United States. Hannon Hill continues to accelerate its customers’ online success for higher education institutions.

Hannon Hill is now in its 16th year of operation and has experienced year-over-year product and revenue growth since its inception. Most of our annual revenue is re-invested in product development, and the majority of our business is generated through strong client references offering numerous informational resources. Our customer acquisition costs remain well below average, enabling us to focus above average resources on research and development. Overall, Hannon Hill is large enough to be completely financially secure, yet small enough to ensure a high degree of personal attention. We pride ourselves on superior customer service and satisfaction, and believe this approach is the best way to ensure our continued long-term viability.

Our Higher Education Client List can be found on the Hannon Hill website: https://www.hannonhill.com/our-customers/customers-by-industry/education.html

The following higher education institutions recently launched their new responsive campus websites being powered by Cascade CMS:

- Johnson County Community College
- Washburn University
- University of Nebraska at Omaha
- University of Nebraska at Kearney
- University of Central Oklahoma
- Salt Lake Community College
- Cuyahoga County Community College
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Hannon Hill Proposal: Cowley College

- College of William & Mary
- Texas A&M University
- University of Houston
- Texas A&M International University
- University of Texas - El Paso
- University of Texas - San Antonio
- University of San Diego
- Auburn University
- University of Miami
- Indiana University
- Clemson University
- The United States Naval Academy
- University of New Mexico
- Catholic University of America
- Indiana Wesleayn University
- Carnegie Mellon University
- Johnson and Wales University
- Western New England University
- Colorado Christian University
- Rose-Hulman Institute of Technology
- University of Indianapolis
- Midwestern State University
- Salt Lake Community College
- Xavier University

*Over 200 higher education institutions have successfully launched their new responsive campus websites with Cascade CMS.

We recently welcomed the following new higher education clients who all plan to launch new responsive campus websites with Cascade CMS:

*Pittsburg State University
*Berry College
*Fort Hays State University
*Hudson Valley Community College
*University of Texas Permian Basin
*Greenville Tech
*New Mexico State University
*Laredo Community College
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Sample Client List:

Hannon Hill is committed to improving standards in higher education. With over 25,000 higher education sites now being powered by Cascade CMS, Cascade CMS is proven as the most trusted CMS for managing campus websites. Whether a large and decentralized public university with multiple campuses, or a small private school with just one, Cascade CMS is designed with the web content management needs of higher education in mind. Cascade CMS offers flexible deployment, a zero footprint client, and unlimited site and user management.
Hannon Hill Proposal: Cowley College

Hannon Hill offers 2 products - **Cascade CMS** and **Spectate**. Spectate comes included **free of charge** with the purchase of Cascade CMS. Below is additional information in terms of how both Cascade CMS and Spectate will benefit Cowley College.

**Cascade CMS**

Cascade CMS from Hannon Hill is the #1 most-used enterprise web content management software among colleges and universities. To date, Cascade CMS now powers over 25,000 higher education sites and supports over 100,000 users. Cascade CMS can be installed “On Premise” or hosted in the Cloud by Hannon Hill. Pricing for both options (On Premise and Cloud) has been provided in our Pricing section.

Below are some of the key benefits of using Cascade CMS on campus:

**Empower Non Technical Users:**
Cascade CMS enables non-technical users to easily access and contribute to the website, easing the burden on technical staff and streamlining business processes. This also means you will not have to rely on IT support. Whether it’s creating a new homepage news story, embedding a form on your web page, creating a new calendar event, or editing an image - Cascade CMS empowers non-technical content contributors to get things done very quickly! Hannon Hill has learned over the past 16 years that without the buy in from non-technical users, the CMS will never work on campus. Hannon Hill has gone to great lengths to make sure everything in Cascade CMS is 1 click away for non-technical users. If you know how to compose and send an email, you have the necessary skills to manage web content in Cascade CMS.

**Enable Decentralization of Website Management:**
Cascade CMS puts content ownership back into the hands of the subject matter experts - eliminating the IT bottleneck and ensuring content is timely and accurate.

**Improve Content Freshness:**
As Search Engines are now placing an increased emphasis on the freshness of content to help with SEO and as your audience expects fresh content from you, Cascade CMS allows content contributors to stay on top of their pages and keep them up to date. Since Cascade CMS separates content from design elements, your content contributors can focus on what matters most: your core website content. Cascade CMS provides a Stale Content Report and a Content Up for Review Report which will guarantee 100% fresh and up to date content on your campus website to help with Search Engine Optimization.

**Improve Accountability:**
Cascade CMS provides workflows to ensure that content changes are approved by the appropriate individuals on campus. Specific user permissions (along with custom roles) can be created to maintain a
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Hannon Hill Proposal: Cowley College

level of control over all website content. Versioning and audit trails can be enabled to easily track change history.

Lower Support Costs:
Since Cascade CMS is so end-user friendly, technical staff can avoid getting bogged down in website-related support requests, leaving them able to focus on more relevant tasks.

Ensure Consistency in Layout and Accuracy of Content:
Administrators can easily configure templates and new content can be easily created using preset custom page styles that ensure design and brand consistency. This gives website contributors the freedom to manage their own web content.

Increase Revenue:
By allowing easy — and automated — content updates, Cascade CMS allows you to capitalize on time-sensitive opportunities and increase your website’s effectiveness.

Integrate with Existing Systems on Campus:
Cascade CMS provides non-proprietary code built on open standards along with 2 APIs, which is all designed to integrate with your existing systems on campus. You can seamlessly integrate with other systems such as portals, student information systems, and existing calendars to name but a few examples.
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**Identify Your Total Cost of Ownership:**
Cascade CMS will provide you with the ability to specifically identify your total cost of ownership moving forward compared to other CMS providers.

Unlike other CMS providers, there are no hidden or unexpected costs with Cascade CMS. With Cascade CMS, you can manage an unlimited number of sites, an unlimited number of users, and an unlimited number of domain names at no additional charge. We also allow for unlimited support contacts and we do not limit you on the number of support tickets (or the number of times you can reach out to our support team). In addition, all of our modules are included free of charge. Examples of some of our free modules that you can customize include - Campus Calendar Module, Course Catalog Module, Faculty and Staff Directory Module, News Center Module, Social Media Mashup Module, Campus Map Module, Emergency Alert Module and Blog Module to name but a few. Most important, Hannon Hill is the only higher education CMS provider that is meshing the CMS with a free integrated web marketing and analytics tool. Our free integrated web marketing and analytics tool, Spectate, was built from the ground up based off of the feedback from our extensive higher education community.

Other commercial CMS providers (along with open source providers) make it extremely hard to identify your total cost of ownership. These other CMS providers will charge you extra for users, sites, and domain names. They will even charge you for different support tiers and may even limit you on the number of support tickets. In addition, they will charge you extra for all of their different modules thus significantly increasing your costs. Most important, other CMS providers only offer integration with Google Analytics. While Cascade CMS also integrates with Google Analytics through our Google Analytics connector, Spectate (our free web marketing and analytics tool) was put into place to allow your Marketing team to track and identify more targeted analytics and data compared to using just Google Analytics alone.

**Push CMS Architecture:**
Cascade CMS can be installed on premise or hosted in the Cloud by Hannon Hill. Cascade CMS requires a CMS server to run the CMS application and a database server for content storage. Cascade CMS is able to integrate with all major database platforms and is accessible via all major client-side browsers. This allows Cascade CMS to be easily installed and integrated with your current system architecture and maintained in one location without having to install local copies for each user.

Cascade CMS's architecture is designed around a "Push" CMS model. A Push CMS is characterized by the caching and delivering of content as flat files (files that stand alone, independent of a database) to a web server. Cascade CMS aggregates content from the database and "bakes" it into a standard file which is then pushed via open standards to the appropriate web server(s). Search engine index friendly URLs are created when content is pushed out to the web server(s) in flat file format. The content is inherently search engine "friendly" as search engines were designed to index file-based web sites. A separate deployment engine is not required. Cascade CMS is language-agnostic when it comes to adding custom client-/server-side scripting languages for building more robust web applications. This means that languages like PHP, ASP.NET, ColdFusion, Javascript, etc. can be used within Cascade CMS-managed...
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Hannon Hill Proposal: Cowley College

pages. Cascade CMS can also publish out any type of file extension and publish any content data structure. This means that pages and content being published by the application can be more than just XHTML files; XML, RSS, JSON, iCal, Javascript, and CSS files can even be created by the application and published to the web server. When Cascade CMS delivers content, the files are in a fully self-contained format. Making content available this way provides four major benefits:

1. Content independence from the CMS, as provided by the Cascade CMS architecture, makes it easy to migrate the content to other applications or to an entirely new system altogether as all the content is stored in files using open standards.

2. Website files can be archived or moved around without fear of not being able to access the information contained therein.

3. Upgrades or maintenance improvements for Cascade CMS need only be applied to one single server.

4. Because the public (live) website is decoupled from the CMS architecture, there is an added boost in security and website uptime. Visitors are unable to access the CMS because there is no tie to the CMS and they will be able to use the site even if the CMS is down for maintenance.
Integration with Custom Code / Applications:
Cascade CMS is technology agnostic and supports all major scripting language including PHP, ASP.NET, ColdFusion, Javascript, etc. Cascade CMS allows for any custom code / applications to be integrated with CMS-managed web content in several ways:

1) You can leave these custom applications on the web server level. Cascade CMS’s application server is decoupled from the web server and will “push” compiled pages separately to the web. Therefore, you can allow for custom applications to execute once pages are published to the web server.

2) Cascade CMS allows for any programmatic coding to be included directly within Cascade CMS templates including PHP, ASP.NET, ColdFusion, Javascript, etc. This means that you can embed scripts that execute database or other web-based calls for specific web page components. These are similar to client-side or server-side includes that your staff might want to incorporate.

3) Cascade CMS is XML-based and all content has an XML file. Therefore, you can integrate with 3rd-party database tools by importing XML directly into Cascade CMS or by exporting XML to those external applications.

4) Cascade CMS has a complete Web Services API that allows you to utilize web services to support integration of external databases or 3rd-party applications.

Database Publishing:
We also support database publishing meaning that you can publish the entire database from Cascade CMS to an external database (we support publishing to MySQL) and then you can pull data from this database and populate this data in Cascade.

Cascade CMS Requirements:
Cascade CMS is designed to create standards-compliant web content available to site visitors across all browsers and platforms. Below are the requirements to run an “On Premise” License of Cascade CMS

CMS Server

- CPU:
  - Quad-core (minimum) / 8-core (recommended)
  - NOTE: Cascade can be run in virtualized environments such as VMware and Hyper-V
- Memory for Cascade CMS application:
  - 6 GB RAM (minimum)
  - 8 GB RAM (recommended)
- Hard Drive space available:
  - 10 GB (minimum)
  - 20 GB (recommended)
  - (Optional) Additional 1-2 GB for performance monitoring
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- Operating System:
  - Mac OS X Server (10.9+)
  - Linux (64-bit)
- Oracle Java 8 Server JRE (Java 8u60 or later) or JDK (64-bit recommended)
  * Other distributions of Java including Open JDK are not supported

CMS Database

- MySQL 5.7 / 5.6 / 5.5
- Microsoft SQL Server 2012 / 2014 / 2016
- Oracle 11g / 12c
- Memory (RAM) for database server: 4GB (minimum) / 8GB (recommended)

Destination Web Server

- Apache
- Microsoft IIS
- nginx
- Zeus Web Server
- Other webservers may be used. Cascade CMS needs to publish its content via SFTP (i.e. SSH File Transfer Protocol), FTP, or a locally available directory or network share.

Client Machine Requirements (for content contributors)

- Web Browser:
  - Google Chrome 50+
  - Firefox 45+
  - Apple Safari 8+ for OS X
  - Microsoft Internet Explorer 11 / Edge
  - Mobile Safari in iOS 7+
- Screen resolutions of 1280x1024 or higher for full desktop resolution. Tablet and mobile resolutions are also supported
- Network connection

*This information can also be found on our Cascade CMS Requirements Page located on the Hannon Hill website: https://www.hannonhill.com/products/cascade-cms/requirements.html
Spectate is Hannon Hill’s integrated web content marketing and analytics tool that comes included **free of charge** with the purchase of a Cascade CMS “On Premise” License or Cascade Cloud “Managed Hosted” Subscription.

Spectate will specifically allow you to:

- Track prospective students, current students, parents, and donors when they come back to your campus website
- Increase enrollment numbers and application rates
- Integrate with your CRM system
- Analyze your sites
- Analyze your blogs
- Manage and A/B test all of your online callouts
- Manage your marketing campaigns
- Send out custom trackable links
- Send email blasts
- Create custom landing pages
- Send and track all of your social media posts
- Create custom drip campaigns
- Track your competition (you can set up a competitor tracking analysis to view how your campus site compares to your competition)
- Track twitter mentions
- Check for broken links and load times
- Calculate and manage your ROI
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- Manage an editorial calendar
- Create polls and surveys
- Create a 30 day comparison report
- Manage all of your search terms
- Track all of your referral sources
- Track all of your traffic sources
- Modify all of your keywords

Hannon Hill's comprehensive content management and content marketing suite (Cascade CMS and Spectate) will provide you with the superior toolset you need to manage the entire content lifecycle (plan/strategize -> create/manage content -> promote content -> track and analyze results -> use actionable data) for the next iteration of your web content strategy. Instead of just allowing you to manage your content, our suite of tools help you to become more effective with your web content with every iteration of your web content strategy as seen in the diagram below.
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- **100% Browser-based**
  No software needs to be installed on a desktop, laptop, or mobile device to use Cascade CMS. You can access Cascade CMS any-time, anywhere! Cascade CMS is fully functional using all major operating systems (Windows, Mac, Linux/Unix), and all major browsers, including Chrome, Firefox, Safari, and Internet Explorer. No Java Applet or ActiveX control is required on the client machine, making Cascade CMS a true “Zero-Footprint” CMS.

- **Accessibility Compliance**
  Content created via Cascade CMS is automatically checked for 508 compliance (for persons with disabilities), and that relevant WAI standards are adhered to. Cascade CMS enforces the objective items for levels 1 and 2 compliance. This includes ALT attributes for images and summary attributes for tables. Cascade CMS is also VPAT compliant. Hannon Hill is happy to share our VPAT documentation upon request. Our accessibility guideline of choice is WCAG 2: level AA. In addition, Cascade CMS not only checks the core content for accessibility, but the Cascade CMS interface itself is accessible. Many other CMS providers do not have an accessible CMS interface. Most recently, we launched a new accessibility checker for Cloud customers. You can now check for levels A, AA, and AAA.

- **Audit Trail**
  The audit trail shows a comprehensive list of all actions having taken place by all users in the system. Users can view the audit trail for a specific user or group, and access any relevant asset by following the included hyperlink. The audit trail covers all editing, approval, and publishing actions and includes identities and timestamps for each.

<table>
<thead>
<tr>
<th>Show: 20 ▼ ▲</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td><strong>Audit Type</strong></td>
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<tr>
<td>Advanced Workflow</td>
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<td>Title</td>
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<tr>
<td>Start Edit</td>
<td>2 days ago</td>
<td>Publish</td>
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<tr>
<td>Copy</td>
<td>2 days ago</td>
<td>Edit</td>
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<td>Create</td>
<td>2 days ago</td>
<td>Start Edit</td>
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<td></td>
<td>2 days ago</td>
<td>Publish</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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- **Asset Management**
  Cascade CMS can manage any type of asset including documents, images, and digital assets within the system. Cascade CMS also automatically tracks asset dependencies. If a user tries to delete an asset that is referred by one or more assets, a list of dependent assets is displayed and the user is prompted to confirm before continuing with the deletion. You can also incorporate large format images, video, and audio files in Cascade CMS.

- **Automatic Archiving**
  Cascade CMS lets you set start and expiration dates for time sensitive content. All content can be posted and expired at predetermined times. When creating or editing a page, users may simply edit the metadata fields indicating the start date, expiration date, and which folder (if any) the content should be moved to upon expiration. This is a great way to automate the management of time sensitive information. Coming events, for example, can be automatically removed after the event has passed.

- **Automatic Navigation**
  Cascade CMS provides dynamic generation of breadcrumbs, site maps, and context sensitive navigation menus based on content. Navigation is completely customizable in Cascade CMS. Cascade CMS will support any navigation type (ie: Horizontal Text, Vertical Text, Drop-Down Menus, Sub-Menus, Text with Descriptions, Accordions etc.) and Cascade CMS can be configured to place the content in its proper location on the site to ensure that all links are updated as necessary. Dynamic content can be generated automatically in Cascade CMS. For example, if you rename a page or move a page, your navigation can be automatically updated.

- **Check-in/Check-out Content**
  Cascade CMS allows you to check-in and check-out content to help aid in collaboration by preventing multiple edits of the same content.

- **Content Access Rights**
  Cascade CMS provides your organization with the ability to define extremely granular access rights. You can restrict access based on site, folder, page, and even a region or block of content. Cascade CMS provides the most granular access rights compared to any other CMS provider on the market.

- **Content Portability**
  With Cascade CMS, you can move individual sites or your entire CMS database quickly and easily. For example, should you decide to develop content on a development server and then move it to a production server, you can do so with just a few clicks through our Site Import/Export Feature. This portability is also a critical time saver when you need to create quick website templates for new campus sites. Cascade CMS's Site Clone Feature easily copies an entire site and rewrites all links to point to the new assets in the new site. These sites can then be customized for the programs or departments for which they were created.

- **Content Reuse Across Sites**
  One of the single most important requirements for higher education institutions is the ability to easily share assets such as templates, news stories, calendar events, and images across multiple sites. Being able to easily share assets and content has several advantages: it allows for maximum content reuse, so that your web team never has to update multiple copies of a file. As a result, you save time and minimize the potential for human error. We're 100% confident that you will not find a
better CMS on the market that easily allows you to share assets across sites. This is Cascade CMS's #1 Feature and our “bread and butter” compared to other CMS providers.

- **Custom Code Integration**
  Cascade CMS is language-agnostic when it comes to adding custom client-/server-side scripting languages for building more robust web applications. This means that languages like PHP, ASP.NET, ColdFusion, JavaScript, etc. can be used within Cascade CMS managed pages. Cascade CMS can also publish out any type of file extension and publish any content data structure. This means that pages and content being published by the application can be more than just XHTML files; XHTML, XML, RSS, JSON, iCal, JavaScript, and CSS files can even be created by the application and published to the web server.

- **Custom Metadata**
  All assets within the system, whether pages, content blocks, images, or other files can be given metadata values. Metadata values can be preset as default for new content according to its type or use. Custom or dynamic metadata fields can be created to serve specific purposes whether that is allowing custom text metadata to be entered, predefined categories to be selected, or Yes/No values to be chosen for an asset. Metadata fields can also be used to automatically generate navigation, improve both internal search processes, and to allow search engines to properly classify web content for SEO. Metadata fields such as title, author, keywords, date created, and summary are available for all content types. Different content types (press releases, news items, individual department pages, etc) can have different default metadata values. Fields may be designated mandatory as desired, and keywords can be selected by setting up a keyword bank.

- **Enterprise Search**
  Cascade CMS offers both a basic and an advanced search function within the system, allowing content to be searched according to content, type, date, author, workflow status, and all metadata values. Search results are listed with hyperlinks to each relevant asset for ease of navigation. Global search and replace is also available on the system level for users with the proper permission rights. For searching on the live site, Cascade CMS can integrate with 3rd party tools such as the Google Custom Search Engine or can be customized to handle content type-based searches.

- **Flexible Users and Groups**
  Cascade CMS provides flexible users and groups allowing Administrators to give everyone the right amount of access by assigning customized permissions, roles, and options to individual users and groups. The group and role permissions help to determine the privileges a user has in the CMS and to help establish his or her access to various system resources. Roles outline the access rights for individual users. Roles also determine the order in which the workflow process occurs, according to the customization of the workflow process. The default roles include Contributor, Approver, Publisher, Manager, and Administrator. An Administrator assigns roles and an Administrator can define **custom roles** in Cascade CMS. Permissions can also be applied to sites, directories, page types, pages, page regions, and even individual content fields / individual content widgets. We provider the most granular access rights compared to any other CMS provider.
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- **Google Analytics Connector**
  Cascade CMS provides a Google Analytics Connector that syncs Google Analytics data with Cascade CMS to provide metrics associated with each individual site, folder, or page. Cascade CMS also provides an analytics widget, which can be enabled on the Cascade CMS Dashboard. This analytics widget can show pageviews and unique visitors.

- **Image Management**
  Cascade CMS allows for easy upload and management of one or more image repositories. Images, like all assets, can be restricted based on different users and groups on campus. Upon upload, images can be re-sized to fit a certain pixel height and width. An Administrator can even limit the file size of images upload to the system. In addition, Cascade CMS provides a built-in, inline image editor which allows for basic image manipulation operations without requiring any client-side plugins, like a Java Applet. The following operations are available:

  - Undo/Redo
  - Resize dimensions (maintaining aspect ratio or not)
  - Rotate clockwise/counterclockwise
  - Flip horizontal/vertical
  - Crop

Drop a file here or choose one from your computer

Received file: College Students.jpg 61.80 KB
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• **In-Context Editing**
  Cascade CMS offers true in-context editing for pages because it allows for content authors to edit specific sections of page content without interfacing with the body of content as a whole. This concept applies to both WYSIWYG and structured content.

• **Integration with 3rd Party Tools**
  CMS can push content to and pull content from external systems, such as calendars, course catalogs, kiosks, portals, intranets, interactive maps, digital signage, event registration, scheduling/room reservations, CRMs, emergency notification systems, etc. For example, the following integrations have been done with Cascade CMS: Acalog, Ellucian, Eventbrite, Trumba, Active Data Calendar, Liferay, Localist, TargetX, Wufoo, MailChimp, LiveChat, FWlm Kaltura, e2Campus, PeopleFinder, PeopleSoft, Webtrends, and many more!

• **LDAP/Active Directory/CAS/ Shibboleth Integration**
  Cascade CMS ties into LDAP, Active Directory, CAS, Shibboleth and ADFS via Shibboleth (SAML) in order to provide a single sign-on for end-users. The encryption is 128 bit SSL. We also support integration with ADFS via Shibboleth (SAML).

• **Link Checking**
  Cascade CMS checks for broken links when creating, editing, or publishing content. In addition, Cascade CMS provides a site wide broken link checker.
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Link Checker

55 / 7.2K Reported broken links (0.76%)

21 / 99 Assets with broken links (21.2%)

- Multilingual Capable

Cascade CMS is designed to handle all special characters and all major international languages using the Unicode standard. In addition, Cascade CMS offers structured data widgets designed to facilitate multi-language sites. For example, if a page should be accessible in Spanish and English, two WYSIWYG fields are included to input text in each language for the same page. For the site visitor, that page can then be viewed in either language. The ability to output the same site in different languages is a huge timesaving advantage over the traditional method of supporting and maintaining multiple sites in various languages.

- Multimedia Integration

Cascade CMS provides full multimedia integration. Multimedia, such as video / audio is treated like any other asset, and is stored as such. Multimedia files can be placed in a default repository, or they can be stored with other relevant content at the discretion of the Administrator. All management components like access rights, version control, custom metadata, and workflows are applicable as well. Cascade CMS supports mp3, mp4, HTML 5 video, HTML 5 audio, Flash, QuickTime, Iframe, YouTube, and iTunes cast content. Cascade CMS allows you to integrate multimedia in several ways. For instance, you can link to media simply by browsing to your asset or by copying a URL or id into a text field. Many of our higher education clients will also pull in multimedia that has been stored on a separate multimedia server, which is 100% supported.

- Multiple Format Conversion

Cascade CMS allows you to output a single piece of content in as many different formats as you need. The following outputs are all supported in Cascade CMS: XML, RSS, HTML, PDF, Printer
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Friendly, JSON, JS, and CSS. You can repurpose content for different devices including PCs (web browsers), PDAs, cell phones, and printed materials. We highly recommend reviewing our COPE (Create Once, Publish Everywhere) Whitepaper which can be found here: http://www3.hannonhill.com/cope-white-paper-hannon-hill-cascade-page

- Multi-Site Management
  Cascade CMS's flexible architecture and licensing model allow you to manage an unlimited number of sites and an unlimited number of domain names at no additional charge.

- Notifications & Messaging
  You can receive system notifications and send messages to users that have access to Cascade CMS. Notifications can also be sent via email.

- Personalization
  As for actual personalization on the live campus website, Spectate (our free integrated web marketing and analytics tool), supports personalization. When a site visitor fills out a Spectate form on your campus website, you then can serve up personalized web content based on their form selection. For example, if a user identifies his / herself as a prospective student from Georgia, you then can serve targeted website content based on this site visitor being a prospective student from Georgia.

  Based on our extensive research, we strongly feel that content personalization will become much more prevalent across higher education websites. We’re already working on numerous new features as it relates to content personalization (ie: serving up personalized content based on IP address, geographical location, persona, and based on previous website activity).

  In addition, many of our higher education clients achieve personalization through portal applications. Cascade CMS can allow you to integrate with existing portal applications on campus (ie: uPortal).
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- **Personalized Dashboard**
  Users in Cascade CMS are presented with a personalized dashboard. This personalized dashboard gives a user quick access to edit content or create new content. A user can also interact with different dashboard widgets. Example dashboard widgets include: owned content widget, pageview analytic widget, unique visitor analytic widget, messages widget, stale content report widget, content to review widget, workflow widget, and a broken link widget. Dashboard widgets can be turned on or off based on your specific preference.

- **Publishing**
  With Cascade CMS, there is no limit to the number of publishing destinations. Publishing can be triggered manually, through a workflow step, or on an automated schedule. Publish and expiration dates can be added to all content. If an expiration date is added, the user has the ability to select an archive folder that the page should be moved to upon expiration. Cascade CMS also supports **Smart Publishing** which means that an Administrator can determine which publish jobs take precedent over other publish jobs in the CMS. In addition, Cascade CMS supports **Parallel Publishing** which means that you can publish multiple publish jobs at once.

- **Recycle Bin**
  The Cascade CMS Recycle Bin is a temporary holding area for deleted assets which helps prevent loss of important content / digital asset. Assets in the Recycle Bin can be restored to their original location or purged from the system permanently either one at-a-time or in bulk.

- **Reports**
  Cascade CMS comes included with numerous reports such as Active Users Report (users currently logged into the CMS) Site Wide Broken Link Report, Content Up for Review Report, Content Ownership Report, Google Analytics Statistics, and a Site Wide Stale Content Report. In addition, Spectate includes numerous reports such as a 30 day comparison report, inbound link report, referral source report, search terms report, and traffic source report.
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- **Responsive Design Support**
  Cascade CMS fully supports HTML 5 and CSS3 for the creation of responsive websites. To date, over 200 Colleges and Universities across the country have successfully launched their new responsive campus websites being 100% powered by Cascade CMS.

![Responsive Devices]

The following higher education institutions recently launched their new responsive campus websites being powered by Cascade CMS:

- Texas A&M University
- University of Houston
- Lamar University
- Texas A&M Galveston
- Texas A&M International University
- Texas A&M San Antonio
- University of Texas - El Paso
- University of Texas - San Antonio
- University of San Diego
- Auburn University
- University of Miami
- Indiana University
- Clemson University
- The United States Naval Academy
- University of New Mexico
- Catholic University of America
- Indiana Wesleyan University
- University of Indianapolis
- Carnegie Mellon University
- Geneva College
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- RSS Feed Generation

Cascade CMS allows you to utilize XML syndication to create RSS feeds for your sites. Cascade CMS is fully XML enabled for both aggregating and disseminating information to and from third party applications. RSS feeds are easily included in produced web pages. Cascade CMS also makes it easy to author RSS feeds with out-of-the-box stylesheets syndicating items such as news, calendar events, press releases, or anything else that needs to be syndicated. In addition, external RSS feeds can be aggregated using Cascade CMS's XML feed blocks.

- Search Engine Optimization

There are multiple ways in which Cascade CMS allows you to optimize your site for search engines. Below are some examples:

**SEO friendly, human-readable URLs:** Cascade CMS generates all URLs based on the directory structure.

**Metadata:** Cascade CMS can enforce the entry of pertinent metadata, such as title, description, and keywords. All assets within the system, whether pages, content blocks, images, or other files can be given metadata values. Metadata values can be preset as default for new content according to its type or use. Custom or dynamic metadata fields can also be created to serve specific purposes whether that is allowing custom text metadata to be entered, predefined categories to be selected, or Yes/No values to be chosen for an asset.

**SEO score:** Hannon Hill’s comprehensive content marketing and management suite, which includes Spectate (Hannon Hill’s integrated web content marketing and analytics tool that comes included free of charge with Cascade CMS), generates an SEO score for your entire site and for each individual page.

**Content Audit Template:** You can download a CSV file with an inventory of all of your content, including analytics data, thus allowing you to perform content audits more expeditiously and to help you optimize your SEO.

**Stale Content Report and Up For Review Report:** Search engines are now placing an increased importance on content freshness to help with SEO. By leveraging the Cascade CMS stale content report and content up for review report, content owners can be notified of stale content or content that needs to be reviewed thus increasing your SEO.

- Separation of Content and Design

Let your content writers and layout designers focus on what they do best.

- Site Preview

You can view your site before going live – right within the Cascade CMS interface. You can also view your changes by publishing to a separate staging server. Cascade CMS allows you to publish to an unlimited number of web servers at no additional charge.
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- **Social Media Integration**
  Cascade CMS can easily integrate with shareThis.com, addThis.com, or similar apps by simply adding a snippet of code to the Cascade CMS template. Cascade CMS can also embed links within all published pages that send the page address and title to social networking sites like Facebook and Twitter for sharing. As for actual content publishing, the system currently has 3 connectors (Facebook, Twitter and WordPress), which can be set up for Cascade CMS-managed content. A final option is to create RSS feeds with Cascade CMS and have the social networking sites pull the feed to generate updated content.

Spectate (Hannon Hill’s integrated web marketing and analytics tool that comes included free of charge with Cascade CMS) provides you with a comprehensive social media platform that allows you to manage and track as many Facebook, Twitter, and LinkedIn accounts as you need. You can send and schedule posts to all of these social media channels, automatically create custom tracked links, and monitor social media mentions and respond to them from within the system. You will also be able to see clicks, shares, likes, and retweets directly in the interface.

In addition, Cascade CMS comes with a free Social Media Mashup module.

- **Spell Checker**
  Cascade CMS provides a spell checker for all content, including metadata, block content, and WYSIWYG content. When content edits are submitted, a spell checker window opens showing misspelled words, and options for resolving them. Spelling suggestions are given, as well as the option to add words to the user’s custom dictionary. Administrators can also add custom words to the site wide dictionary.

- **Stale Content Report and Content Up for Review Report**
  Users within Cascade CMS can be given access to interact with a stale content report and a content up for review report on their dashboard. These reports show content whose review date is coming up and content assets that haven’t been updated in a specific time frame. Furthermore, you can send email notifications to users, alerting them of content that needs to be updated. Search engines are now placing an increased importance of content freshness to help with SEO. By leveraging the stale content and content up for review reports, content owners can be notified of stale content or content that needs to be reviewed thus increasing your SEO.
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Another great feature in Cascade CMS is the ability to set Content Review Dates. Users can be notified via email when their content is up for review to ensure that their content will always stay fresh and up to date thus improving your SEO.

- **Structured Authoring Form Fields**
The Cascade CMS structured authoring form fields allow for even quicker content creation by non technical users. Users can interact with drop downs, radio buttons, multi-selects, check boxes, image choosers, multi-media choosers etc. These structured authoring form fields are created by using Cascade CMS's drag and drop form builder. Structured authoring in Cascade CMS will identify exactly what you want a content contributor to contribute to a page - which is just the core website content. The web team (or webmaster) behind the scenes is controlling the template being used (brand / look and feel) and the placement of the content on the actual page. By using structured authoring form fields, you will have a clear separation of content from design. This is one of the most preferred methods for entering content in Cascade CMS.


- **Templates**

  Cascade CMS provides the most straightforward templating system compared to any other CMS provider. Templates in Cascade CMS are just valid XHTML and Cascade CMS fully supports HTML5 and CSS3 for the creation of responsive sites. Unlike other CMS vendors, Cascade CMS does not enforce you to use XSLT to build templates, which can be extremely complex. In addition, you can develop your new templates outside of Cascade CMS using a responsive framework such as Bootstrap or Foundation. You then can seamlessly bring in these responsive templates into Cascade CMS. As another option, you can develop your responsive templates directly in the CMS application.
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- **Tidy HTML/XML**
  Using Tidy HTML/XML and automatic checkers allows users to keep their pages lightweight and standards compliant.

- **Upload and Manage any File Type**
  Cascade CMS allows you to manage any file type, right within the same interface.

- **Version Control**
  Cascade CMS supports content versioning and roll-back. The system allows for an unlimited number of versions to be managed for any single asset. Limits to the number of versions of content can also be set. Users are able to preview previous versions of content and roll-back to these previous versions. Rolling back to a previous version is as easy as clicking the “Activate” link. In addition, users can compare page edits by clicking the “compare with current” feature. Our compare with current feature shows a side-by-side comparison between the current version and an older version. The new version is clearly marked in green and the older version is struck out so there is no confusion.
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Admissions

Web Services

Cascade CMS provides 2 web services APIs (JSON Rest-like API and SOAP API) which is all designed to integrate with your existing systems on campus. You can seamlessly integrate with other systems such as portals, student information systems, and existing calendars to name but a few examples.

JSON-based REST-like API
https://www.hannonhill.com/cascadecms/8/kb/soap-web-services-api/soap-web-services-changelog.html

SOAP API
http://www.hannonhill.com/kb/Web-Services/

In addition, you can integrate with 3rd party tools by importing RSS feeds into a Feed Block inside of a defined region of a page in Cascade CMS to populate data.
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- Workflow Management

The Cascade CMS workflow engine is completely customizable to include steps such as submit, approve, and publish. A variety of triggers and actions can be associated with each step in the workflow. The built-in visual workflow builder allows for the creation and management of any type of workflow assigned to any number of users or groups, and unlimited levels of approvals and routing. Separate workflows can be autonomously managed for individual departments without intervention by administrators and workflows can be attached to the creation of individual assets and to folders for asset modifications.

Workflow notifications may be received in three different ways, and can be customized according to each user’s personal preferences. Upon login, users are greeted by a personalized dashboard, displaying any pending workflows. This dashboard acts as a home screen, and is easily accessible at all times while working inside Cascade CMS. In addition, users can be notified via email, if desired. Direct actions can be made from within the email via personalized hyperlinks to the system. A unique feature of Cascade CMS is the dashboard RSS feed. Users wanting immediate notification, can opt for an RSS feed, accessible through any standard RSS reader, listing all relevant workflows as they are generated.

- WYSIWYG Editing

If you know how to compose and send an email, you have the necessary skills to manage web content in Cascade CMS. Just like a standard word-processor, Cascade CMS’s WYSIWYG editor allows users to manipulate the arrangement, size, and layout of their content. Content is searchable and navigable using a system similar to Chrome, Safari, Firefox, and Internet Explorer and content is edited using a WYSIWYG editor similar to Microsoft Word. Users only see content appropriate to their user role, and are given read or write access at the discretion of the Administrator. Content that is editable is clearly marked to avoid any confusion on the part of the user. You can also copy and paste content from Microsoft Word into the WYSIWYG editor and it will strip out and remove all of the extraneous Microsoft tags.
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Hannon Hill is the only higher-education focused CMS provider who delivers a complete suite of content management and content marketing tools, allowing colleges and universities to manage their content throughout the entire life cycle. Cascade CMS is proven as the most trusted CMS in higher education, powering thousands of websites.

In addition, Administrators can turn different WYSIWYG options (i.e.: insert images, insert video, HTML source, etc) on or off based on user or group of users. Administrators can also enforce different CSS styles of text and different formats of text so a content contributor is only focused on adding the core website content.

Toolbar

Click on the toolbar buttons to toggle WYSIWYG

Buttons only available in menus

- **XSLT & Velocity Support**

Cascade CMS supports both XSLT and **Velocity** as its transformation languages. The majority of other CMS providers only provide support for XSLT. Velocity is much easier to learn and to maintain, easier to debug, and in most cases, it requires less code. When we accomplish training for new higher education clients, we always recommend to train them off of Velocity. Other CMS providers do not give you this option (they would only train you on XSLT) so there is a much greater learning curve with their system compared to using Cascade CMS. Velocity is much more similar to a scripting language like Javascript so it is typically much easier for individuals (with no experience in either language) to learn. We even have numerous Velocity code examples already built out and they’re available on our GitHub code repository.
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  Full documentation and self-service training is available at **no charge** for authors, information architects, system administrators, developers, and web designers. Hannon Hill offers free web based training tutorials and getting started guides. Documentation also includes white papers, best practices documents, FAQs, and other pieces of information to help maximize the success of the project.

**Categories**

- **Help Forum** ([https://help.hannonhill.com](https://help.hannonhill.com))
  Everybody can search our help forum for articles and FAQs, ask questions, and participate in discussions with our Product Engineers, Support Team, Trainers, Services Developers, and of course, other Cascade CMS users. You can also send an email to support@hannonhill.com which will automatically create a new support ticket within our system from which you can track. In addition, we do not charge you for support tiers or limit you on the number of support tickets so you can contact our support team as much as you would like to receive help.

- **Code-sharing Site** ([https://github.com/hannonhill](https://github.com/hannonhill))
  Our Services, Support, and Engineering teams created a GitHub code repository, where anyone can download examples including, but not limited to, migration tools, Velocity code, XSLT code, and Web Services code.

- **Cascade CMS Higher Education Community Listserv**
  The Cascade CMS Community Listserv is an excellent resource created and maintained by our extensive higher education community. If you're looking for tips, additional code examples, or you just want to compare notes with other higher education organizations around the country that utilize Cascade CMS, be sure to subscribe to the listserv.
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Hannon Hill Proposal: Cowley College

- **Webinars**
  We are very proud to say that Hannon Hill has been offering webinars for years. We offer webinars on best practices, tips and tricks, and product features. We also host client webinars.

- **Idea Exchange** ([http://ideas.hannonhill.com](http://ideas.hannonhill.com))
  User experience and our customers’ needs have always been our number one priority, which is why several years ago, we implemented our Idea Exchange, where current customers can discuss their ideas and suggestions for Cascade CMS, and vote up the features that are most important to them. Many of the requested features have already made it into the product, and we encourage to keep the ideas coming, as they always play a vital role in our product roadmap.

- **Slack Higher Education Community Channel**
  Slack is a very popular cloud-based collaboration tool. We created a Slack Higher Education Community Channel which allows our higher education clients to collaborate in real time with one another. Our clients are able to use this resources as a way to get help and to share ideas with other Cascade CMS users.

  Our annual User Conference is the highlight of our year, since we get to interact with our higher education clients face to face, discuss new ideas, learn from each other, and just have a great time! Our User Conference in 2017 is coming up on October 24-26th in Atlanta, GA. This year will be our 12th annual Cascade CMS user conference and it’s going to be our largest attended user conference to date.

- **Free Higher Education Modules** ([http://www.cascadeserverexchange.com/](http://www.cascadeserverexchange.com/))
  While other CMS vendors use modules as an opportunity to upsell, Hannon Hill offers free modules that you can download and customize around your brand/look and feel. Some of our free modules include: Campus Calendar Module, Course Catalog Module, News Center Module, Faculty/Staff Directory Module, Photo Gallery Module, Campus Map Module, Social Media Mashup Module, Emergency Alert Module, Blog Module and many more. All of our free modules can be accessed via the [Cascade CMS Module Exchange](http://www.cascadeserverexchange.com/). Every customer has access to everything that Hannon Hill’s content suite has to offer.
Hannon Hill recommends 2 days of technical training for all new higher education clients. This two day hands-on technical training session covers everything you need to know to integrate your sites into Cascade CMS and provide system administration. The number of participants in these trainings does not affect the price. However, we do recommend keeping the number of attendees to less than 15 to ensure the best possible interaction with the trainer.

The two-day technical training session is designed to cover all of the topics needed to become self-sufficient in Cascade CMS and to build out sites from scratch. Hannon Hill would send you the training agenda and materials ahead of time, so that if you see a topic on which you don’t want the trainer to put much emphasis on, or something that you would like us to cover in particular detail, the trainer can adjust the agenda accordingly.

Anybody who will be Cascade CMS Administrators or responsible for integrating and maintaining sites in Cascade CMS should attend this training session. This training session is not intended for end users / content contributors.

Topics for the two-day training include, but are not limited to:

- Cascade CMS Technical Basics
- Creating Sites
- Configuration Sets & Content Types
- Metadata & Structured Data
- Introduction to XML & Formats
- Advanced Formats
- Publishing
- Introduction to Web Services
- User Management

Choose the format that works best for you:

- **Onsite** – we’ll bring the training to you
- **Remote** – we can teleconference using an online meeting solution

All training sessions can be recorded and the videos will be sent over free of charge.

Additionally, Hannon Hill provides free monthly group training sessions, and a free turnover package (meaning if your Cascade CMS Administrator leaves, their replacement is guaranteed a spot in our next free monthly group training session.)
VI. Procurement

Hannon Hill Proposal: Cowley College

As far as technical support of the product is concerned, Hannon Hill is very well known for having the best support in higher education. Our Support Team is the primary contact for all technical support, including installations, upgrades, bug reports, and troubleshooting. Hannon Hill’s Support hours are Monday – Friday from 8am - 8pm ET.

Each organization holding a valid Cascade CMS license has an unlimited number of support contacts (we do not charge you extra for different support tiers or limit you on the number of support tickets), meaning that each organization can contact us as often as they like and determine how many people within your organization can contact us. Support requests should be submitted online, by emailing support@hannonhill.com, which will automatically trigger a new support ticket within our system from which you can watch.

ESCALATION PROCESS

Hannon Hill’s technical support team are the first responders to all trouble tickets. Should the support team deem an issue complex enough to involve the Hannon Hill engineering team, the issue will be escalated instantly.

TARGET RESPONSE TIME

The target response time is the time between initial submission of the support request and the moment at which a Hannon Hill team member starts looking into the issue. Because of the fact that the complexity of the issues varies so widely and because resolving issues often involves collaboration with the customer, we are not in position to promise problem resolution as part of the target response time.

Issue Criteria 1:

Show-stopper: Issue is mission-critical and no workaround is available
Target Response Time: Immediately

Issue Criteria 2:

Non-critical issue, workarounds are available
Target Response Time: Initial response within 2 hours

Issue Criteria 3:

No negative impact on productivity and/or unsupported issue
Target Response Time: Best effort as time allows
VI. Procurement

Hannon Hill Proposal: Cowley College

Hannon Hill offers both “On Premise” and Cascade Cloud “Managed Hosted” Subscriptions of Cascade CMS.

**Option #1: Installed “On Premise” Cascade CMS License**

An “On Premise” License allows for unlimited named users, unlimited sites, and unlimited domain names, to be managed at no additional charge. You can also publish out to an unlimited number of production web servers. The cost for our “On Premise” License is **$36,000** with higher education discount. This is a one-time cost.

*An “On Premise” License of Cascade CMS License also includes 3 additional free licenses:

1. Free Cascade CMS License for **Testing**
2. Free Cascade CMS License for **Development**
3. Free Cascade CMS License for **Failover**

**Maintenance and Support**

The only annual cost per year for an “On Premise” License of Cascade CMS License is our annual Maintenance and Support cost. If you decide to move forward with an “On Premise” License, then the yearly Maintenance and Support cost will be **$8,000**. The annual Maintenance and Support cost covers full phone and email support as well as 2-3 major upgrades, 4-5 minor upgrades, and monthly patch releases.

- The annual maintenance and support cost is subject to a 10% increase per year as outlined in our “On Premise” License Agreement.

- Maintenance and Support can be locked in at $8,000 per year if additional years are pre-paid.
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Option #2: Cascade Cloud “Managed Hosted” Subscription

A Cascade Cloud “Managed Hosted” Subscription is by far the easiest to maintain. It comes with all the same benefits as our “On Premise” license, plus the added peace of mind knowing that Hannon Hill’s staff will take care of daily database backups, Cascade CMS upgrades on your timeline, and operating system updates. Additionally, hosting your instance of Cascade CMS with Hannon Hill has the advantage of expediting your service requests. Cascade Cloud, our “Managed Hosted” Subscription, includes one production instance of Cascade CMS with unlimited named users and one production instance of MySQL database, where Cascade CMS will store all content. You can also manage unlimited sites and unlimited domain names at no additional charge. By default, we set up a quad core machine with 7.5 GB RAM and we can always increase resources to the machine (as needed) at no additional charge.

The price for a 1-25 Concurrent User Subscription is $30,000 / year.

A Cascade Cloud “Managed Hosted” Subscription includes the Cascade CMS Subscription fee, Maintenance and Support fee, and Hosting fee bundled together in an annual cost.

Hannon Hill would host the CMS Application Server and the Database in the Cloud. Cowley College would be responsible for the Production Web Server. Hannon Hill would be happy to arrange the hosting of your production web server if you do not have an available web server on campus. This option would be provided as a separate quote.

- We would place you on a quad core application server having 7.5 GB of RAM. The database server is a dual core with 8 GB RAM. We can always increase the size at no additional charge.
- Hannon Hill would manage the operating system upgrades and security fixes
- Hannon Hill would handle the daily backups of your database. Hannon Hill saves these backups for up to 7 days and we can revert back to any point in time during this period.
- There is no limit to the number of named users you can have on a hosted subscription.
- Annual contracts are required for clients with Cascade Cloud Subscriptions
- There is a one-time fee of $1,500 associated with configuration of custom authentication (CAS, Shibboleth and ADFS via Shibboleth (SAML) as it requires set up on our end. If you want to use LDAP/AD for importing users and authentication, there is no additional cost.

*An Additional Cloud Development instance of Cascade CMS can be purchased for $550 / month ($6,600 / year) and would allow for up to 5 concurrent users. Should you decide to develop content on a cloud development instance and then move it to your production instance, you can do so with just a few clicks through our Site Import/ Export Feature. This portability is also a critical time saver when you need to create quick website templates for new campus sites.

*Over 40 higher education institutions across the country are successfully running a Cascade Cloud “Managed Hosted” Subscription. Client examples using a Cascade Cloud “Managed Hosted” Subscription include: Clemson University, University of San Diego, Miami University (OH), Berry College, Indiana Wesleyan University, and the University of Miami (FL).
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Cascade Cloud "Managed Hosted" Subscription Diagram

API Application

CMS Users

PC  Mac  Tablet

Web Server A  Website Visitors

Web Server B

Web Server C  Web Server D

Amazon EC2 (Cascade CMS)

Amazon RDS (MySQL Database)
VI. Procurement

Hannon Hill Proposal: Cowley College

Training

Hannon Hill recommends 2 days of technical training for all new higher education clients. This two day hands-on technical training session covers everything you need to know to integrate your sites into Cascade CMS and provide system administration.

The two-day technical training session is designed to cover all of the topics needed to become self-sufficient in Cascade CMS and to build out sites from scratch. Hannon Hill would send you the training agenda and materials ahead of time, so that if you see a topic on which you don’t want the trainer to put much emphasis on, or something that you would like us to cover in particular detail, the trainer can adjust the agenda accordingly.

Anybody who will be Cascade Administrators or responsible for integrating and maintaining sites in Cascade CMS should attend this training session. This training session is not intended for end users.

Topics for the two-day training include, but are not limited to:

- Cascade CMS Technical Basics
- Creating Sites
- Configuration Sets & Content Types
- Metadata & Structured Data
- Introduction to XML & Formats
- Advanced Formats
- Publishing
- Introduction to Web Services
- User Management

Choose the format that works best for you:

- Onsite – we’ll bring the training to you ($6,000 plus travel expenses)
  OR
- Remote – we can teleconference using an online meeting solution ($4,000)
  OR
- On-Site at the Atlanta Tech Village – you are welcome to come to our corporate office in Atlanta for training. If you choose this option, we would only charge you the remote training price ($4,000) and you would be responsible for your own travel expenses.

*All training sessions can be recorded and the videos will be sent over free of charge.
Migration Options

You can migrate your existing legacy content into Cascade CMS with no hassle. You can use our free universal migration tool or engage our Professional Services team. We'll ensure that you can manage all of your content in Cascade CMS in no time.

Option #1: Free Universal Migration Tool
Hannon Hill provides a universal migration tool that you can download free of charge and we would also train you free of charge how to run the migration tool. We want to make sure you are successful migrating your existing legacy content into Cascade CMS. Most recently, Indiana Wesleyan University used our free universal migration tool to successfully migrate away from Ektron CMS to Cascade CMS. They migrated over 98% of their existing website content into Cascade CMS using our free migration tool.

Indiana Wesleyan University - Case Study: https://www.hannonhill.com/our-customers/case-studies/indiana-wesleyan.html

Option #2: Manual Migration by the Hannon Hill Professional Services Team
Our professional services team will ensure you can quickly manage all of your content in Cascade CMS. Hannon Hill has successfully migrated content into Cascade CMS from Ektron, WordPress, Contribute, RedDot, Drupal, Luminis, Serena Collage, and a variety of other CMS systems, including home-grown tools.

1,000 pages – Custom quote after requirements gathering

Scope:
- Content inventory and analysis
- Automating content migration where possible
- Manual migration where needed
- QA of content

Optional “QuickStart” Professional Services Package

“QuickStart” Package: 120 Hours of Professional Services - $21,000

Typical Scope:
- Homepage
- News (individual news page, monthly and yearly index pages, syndication on the homepage
- Emergency notifications
- 2 to 3 internal page types
- Scope may change based on your specific needs
- 20 hours go towards project management
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A “QuickStart” Package is our most popular professional services package. It is designed to get a new higher education client up and running in Cascade CMS as quickly as possible. Building momentum for your new CMS is crucial, so we’ll integrate a portion of your website, which you will be able to use as an example to implement any additional page types (templates) or sites if you so choose.

Examples of higher education clients who have moved forward with a “QuickStart” Package include: University of Nebraska at Omaha, Southern Utah University, Valdosta State University, University of Nebraska at Kearney, Auburn University, Jacksonville State University and Indiana Wesleyan University. Over the past 3 years alone, the Hannon Hill Professional Services team have accomplished over 50 “QuickStart” projects for new higher education clients. The “QuickStart” Package is meant to bring in a sample of the website templates so that you may start migrating or manually adding content for the most integral part of the website. The QuickStart’s typical timeframe is a quick month of development. Once the “QuickStart” is complete, you will have examples of best practices utilizing your branding and then you would typically begin migrating or manually entering in content.

Hannon Hill recently completed 7 new “QuickStart” projects for the following higher education institutions. All 7 higher education institutions are now live with their new campus websites being powered by Cascade CMS.

2. Catholic University of America - http://www.cmu.edu/
3. Samford University - https://www.samford.edu/
4. UNC Wilmington - http://uncw.edu/
5. Colorado Mesa University - http://www.coloradomesa.edu/
6. University of Portland - https://www1.up.edu/
7. Manhattan College - https://manhattan.edu/

Integration:

One of the things that differentiates Hannon Hill from other CMS vendors is that we’re not forcing our customers into extended services contracts. We allow them to be as self-sufficient as they choose to be. That being said, Hannon Hill’s Professional Services Team is available to get you off the ground in an expeditious manner. We provide “QuickStart” integrations, which are designed to get new customers up and running in Cascade CMS as quickly as possible. QuickStarts entail integrating a representative portion of your website. Hannon Hill can also deliver a complete turnkey solution.

The Professional Services Team uses a modified SCRUM approach for all projects, since this type of development method allows us to closely work with our clients throughout the integration process and to address potential changes very quickly. Instead of only involving the client at the beginning and end of the process, namely during requirements gathering and acceptance testing, we realize that it is much more beneficial for everyone involved to handle projects with a more agile methodology.
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Hannon Hill Proposal: Cowley College

Here's how it works:

For custom-quoted projects, we work with the client to identify a "backlog" of the feature and functionality requests and, in collaboration with the developers, estimate the time required for each item to be completed. If the total hours estimated exceed the size of the project that the client had in mind, we work with the client to revise the scope in order to ensure that the project does not go over budget and/or the desired time frame. Of course, the client also has the option to adjust the budget and the time frame if all of the items on the backlog need to be implemented.

We group all of the features into sprints, with each sprint including a very specific functionality and feature set. Depending on the size of the project, we may have between two and six sprints. Our developers log each task in our JIRA tracking system, so that we can keep an eye on burndown charts, which immediately tell us how a project is progressing. Once a sprint is complete, we have a review meeting, in which the client can be involved. The main purpose of the sprint review meetings is to give the client a chance to see the implemented features and to determine if the deliverables work as expected. After all, it's easier and faster to make a change early on in the process than it is after the project has been completed.

This development approach cuts down on the time that our clients spend gathering and documenting requirements. And although the agile method is more powerful for custom-quoted, large scale projects, it works for QuickStarts as well. No matter how big or small the project may be, we work very closely with the client throughout all stages of the project life cycle.

Should you need additional help from the Services team, Hannon Hill will always strive to provide it free of charge. However, if the scope of the work necessitates a new project, you would be able to purchase a block of hours at a rate of $200/hour. Additional internal page types can be implemented for $2,400.

Information we need from you:

* How many page types will you have? We consider a page type as a major change in the actual layout (ie: Homepage, Standard Page, Index Page)
* How much of the content is stored in your current CMS (Static) vs Pulled from another system?
* Are you looking to keep the same design?
* Are you going through a redesign?
* What is your Timeline?
* If going through a re-design, do you already have the wireframes and HTML?
* We need all HTML and CSS files. We do not integrate wireframes, but we can quote for the HTML.
* Are you doing a content audit?
* Are you going to be creating new content or are you migrating existing legacy content?
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Here’s what our customers are saying:

Jill Whitaker - Director of Web Services - Southern Utah University
"Any migration to a new CMS (especially when you didn’t have one in place previously) is bound to have some hurdles. Hannon Hill’s service team has been there to guide us throughout the process, answering all of our questions quickly and they continue to guide us. We always feel like valued customers, despite knowing there are plenty of other schools that must need assistance as well. Our users are latching onto the system with ease for their updates and we’re excited for the future in Cascade!"

Christopher Davis - Director of Web Communications - Philadelphia University
"Many companies offer content management systems, but few, if any, match Hannon Hill’s dedication to assisting clients. Their team of experts not only helped us to customize the product to suit our unique design, but trained us well to eventually take the reins and effectively no longer need them! Well, that last part isn’t true. From their knowledge base to their users’ conference to continued personalized guidance, Hannon Hill truly fosters an ongoing community, and Philadelphia University is proud to work with them."

Jon Hinderliter - Assistant Director of Marketing and Communications - University of Missouri St. Louis
"Hannon Hill Cascade is one of the most robust Content Management Systems, I’ve ever used. We’ve implemented Cascade across our entire domain with over 200 sites and 300 trained users. Recently, we worked with Hannon Hill’s Professional Services team in a last minute project to deploy our new design across Cascade. Their creative approach - skills, knowledge and understanding of dependencies made the project a dream. Definitely worth recommending. It’s an authentic pleasure working with them and would highly recommend Hannon Hill to anyone anywhere in the world."

Michael Duncan - Online Marketing Manager - Geneva College
"I am continually amazed at the level of support that Hannon Hill continues to provide. At times, the CEO of the company will call to get feedback or tell us about upcoming product features. This is unheard of. Hannon Hill listens to the customer. If I make a suggestion that would make using the interface more efficient, within weeks they will have worked the idea into the product. As a customer, I feel as much a part of the company as those that work at Hannon Hill. Being part of the higher education community of Cascade users has inspired many ideas and enabled us to get the most out of Cascade. The user conference is an excellent way to bring us all together and share ideas. It also shows their commitment to their product and customers. The idea boards are a place where current customers can vote on functionality improvements and share other Ideas. I still can reach out to Penny and others on the dev team to receive immediate solutions to programming questions that arise."

Brad Rockowicz - Web Developer - Alvernia University
"I had the pleasure of working with Hannon Hill on the redesign of our University website. The development team did an outstanding job of transforming our vision into a visually striking and fully responsive site that has exceeded our expectations. Many thanks go out to the team for turning a massive undertaking into a smooth and surefooted experience. Special thanks to Penny and Lisa for their helpful support during this process; they were extremely professional, knowledgeable, and quick to respond to the many questions I had during development."
Optional Module Integration Services + Additional Professional Services Options

While other CMS vendors use modules as an opportunity to upsell, Hannon Hill offers free modules that you can download and customize around your brand / look and feel. Some of our free modules include: Campus Calendar Module, Course Catalog Module, News Center Module, Faculty/Staff Directory Module, Photo Gallery Module, Social Media Mashup Module, Campus Map Module, Emergency Alert Module, Blog Module and many more. All of our free modules can be accessed via the Cascade CMS Module Exchange – (http://www.cascadeserverexchange.com/).

Below is pricing if you would like the Hannon Hill professional services team to build out and customize our modules around your custom brand / look and feel. All of the items below are 100% optional.

**Campus Calendar Module Integration - 40 hours - $8,000**

**Scope:**

- Individual event pages
- Event listings in table format with weekly and monthly views
- Monthly event list page (index page) syndication on the homepage if desired
- Ability to submit events from the website
- RSS and ICS output
- Add to Google Calendar linking

**Notes:** This would be the build-out of a campus calendar from scratch (using our existing campus calendar module, but customizing the look and feel - https://www.hannonhill.com/resources/exchange/resources/calendar-site.html).

For integration with existing third party calendar systems or custom implementation, we’ll provide a custom quote based on the complexity of the project.

**Description:** Let us build a calendar of events for your website based on your unique needs and your branding. Manage all of your events in Cascade CMS and let users filter them by category and select daily, monthly, or yearly views. You may even allow website visitors to submit events, which will kick off an approval workflow prior to including the event on the Calendar. Do you have a third party calendar tool with which you want to integrate? No problem! We have experience with integrating with 3rd party calendars such as Localist, 2SLive, ActiveData, and many more. We’ll be happy to provide you with an estimate after our initial requirements gathering.
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Hannon Hill Proposal: Cowley College

Client examples using our Campus Calendar Module:

Texas A&M Texarkana - Calendar
http://www.tamut.edu/Calendar/index.php

Geneva College – Calendar
http://www.geneva.edu/calendar

Oklahoma Baptist University – Calendar
http://www.okbu.edu/calendar/index.html

University Calendar

September 2017

To view a calendar or set of calendars, logon by clicking on a category.

- Academics
- Students
- Alumni
- Campus Events
- Holidays

Hide All Show All

Printable Calendars

Academic Calendars
Academic Calendar

By Category
Students
U.S. Holidays
Atlanta RISI Field

Download as Cal
Subscribe to RISI
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News Center Module Integration - 40 hours - $8,000

*Description:* The News Site is a free-standing site with everything you need to get started creating, categorizing, publishing, and sharing news releases. The site comes with templates for a homepage, a news release page, category pages, monthly and yearly index pages, and an image repository. It also comes with Asset Factories for a single news release, a yearly folder, and image uploading. Homepage sections are powered by flagged metadata, handpicked page choosers, and external sources so you can customize what content gets featured. The entire site is available in both Velocity and XSLT.

This site also comes with the following features already set up:

- Social sharing example on each News Release
- RSS feed examples

*Client Examples using our News Center Module:*

University of Texas - San Antonio
http://www.utsa.edu/today/

Oklahoma Baptist University
https://www.okbu.edu/news/index.html

Course Catalog Module Integration – 120 Hours – $24,000

*Scope:*

- Individual Course Pages
- Ability to add courses to a program page
- Ability to add degrees to the main catalog page
- Search for course name
- Ability to browser by college or alphabet
- Printer friendly version

*Notes:* This would be based off of the course catalog module found on our Cascade Module Exchange (https://www.hannonhill.com/resources/exchange/resources/course-catalog.html). Custom requests will be evaluated for scope and pricing may be adjusted. The project does not include integration with other systems.

*Description:* Power your course catalog in Cascade CMS and save tens of thousands of Dollars on printed copies.
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Hannon Hill Proposal: Cowley College

Client Examples using our Course Catalog Module:

Grayson College
http://catalog.grayson.edu/

North Central Texas College
http://www.nctc.edu/catalog/courses/index.html

Rose-Hulman Institute of Technology
http://rose-hulman.edu/academics/course-catalog/current/index.html

Faculty and Staff Directory Module Integration - 40 hours - $8,000

Scope:

- Individual profile pages
- Listing pages by department
- Scrolling pages by alphabet
- Search by expertise

Directory

Laraine Christen
Assistant Director, Professor
Computer Science

Elaine Connors
Associate Professor
Mathematics

Kurt Fyffe
Chair of Math

Vanessa Ennion
Professor
Architecture

Ulaine Norman
Professor
Management and Marketing

Penny Kean
Adjunct Associate Professor
Mathematics

College of Computing
Room 202
Send email
(313) 456-7890 x102

College of Science
Room 824
Send email
(313) 456-7890 x113

College of Liberal Arts
Room 914
Send email
(313) 456-7890 x178

AV
Room 505
Send email
(855) 555-1995

AV
Room 505
Send email
(855) 555-1995
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Notes: This would be the build out of our faculty/staff directory module from scratch (https://www.hannonhill.com/resources/exchange/resources/faculty-directory.html). For integration with existing third party systems, we'll provide a custom quote based on the complexity of the project.

Description: Empower your staff and faculty members to maintain their own profile pages in Cascade CMS. Allow website visitors to search for them by department, name, or area of expertise.

Client Examples using our Faculty and Staff Directory Module:

Colorado Mesa University
http://www.coloradomesa.edu/directory/faculty-listing.php

University of California – Irvine (Mirage School of Business)
https://merage.uci.edu/research-faculty/faculty-directory/index.html

Blog Module Integration – 25 hours – $5,000

Scope:

- Blog post pages
- Monthly archive listing
- Yearly archive listing
- Disqus commenting integration
- “Related posts” integration by category

Description: Nothing makes it easier to publish fresh, quality content than a blog. Leverage Cascade CMS's blogging functionality. After implementation, you can simply copy your blog and create as many additional blogs as you want to. Want to track the effectiveness of your blogs? We will add Spectate tracking code for you.

Example:
https://www.hannonhill.com/resources/blog/index.html

Workflow Implementation – 20 hours – $4,000

Scope:

- Creation of up to 5 different custom workflows

Description: Whether you need simple approval processes or very complex decision-structures in place, Cascade CMS’s workflows can accommodate all of your needs. Let us collaborate with you to identify your unique needs and build custom workflows in order to accomplish your goals.
VI. Procurement

Vanity URLs (htaccess redirects) – 12 hours – $2,400

Scope:
- Redirect (vanity URL) request page to be used internally in the CMS
- Workflow approval
- Upon approval, updating and publishing of the htaccess file

Description: Let your content contributors or managers request vanity URLs for their pages. This will kick off a workflow, allowing your administrators to approve or deny the requests. Upon approval, your htaccess file will automatically be updated and published to your webserver.

Site Search Implementation - 9 hours – $1,800

Scope:
- Implementation of Google Custom Search Engine for searching on the live site

Site Map Implementation - 9 hours – $1,800

Scope:
- A-Z index page (which automatically updates when new asset is created or an existing asset is renamed or deleted)
- XML sitemap for submittal to search engines

Description: Eliminate tedious tasks and let Cascade CMS automatically update your A-Z index page and your XML sitemap whenever a new piece of content has been created, renamed, or deleted.

Social Media Mashup Module Implementation- 20 hours – $4,000

Scope:
- Social media mashup page widget
- Integration with Twitter, Facebook, YouTube, Flickr, and Instagram
- Optional integration with news and events from the main site

Notes: Integration with additional social media channels will be custom-quoted. This implementation would involve customizing the social mashup module currently available on the Cascade Module Exchange ([https://www.hannonhill.com/resources/exchange/resources/social-media-mashup.html](https://www.hannonhill.com/resources/exchange/resources/social-media-mashup.html)).
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Hannon Hill Proposal: Cowley College

Description: Showcase your organization's engagement with your audience on the Cascade CMS powered Social Media Mashup. Pick your social channels and arrange them based on your preferences. We'll customize the look and feel to your brand.

Client Example using our Social Media Mashup Module:

Colorado Mesa University
http://www.coloradomesa.edu/social

Newsletter Implementation- 30 hours -- $6,000

Scope:

- Implement your newsletter design in Cascade CMS
- Ability to link to other assets in the system
- Ability to take the HTML/CSS and paste it into a mailing service such as MailChimp, Constant Contact, and Spectate

Description: Let us implement your newsletter design in Cascade CMS. Link to pertinent content assets in the CMS. Allow your users to copy the completed HTML and CSS and paste your newsletter into the email marketing tool of your choice, including Spectate, our content marketing suite that comes free of charge with Cascade CMS.
VI. Procurement

Hannon Hill Proposal: Cowley College

**Photo Gallery Implementation – 8 hours – $1,800**

*Scope:*
- Embed a Flickr feed into your web pages and view photos full size with Lightbox 2.0 functionality
- You have the option to determine the size and preview of the image as well as how many photos to include and how they should be arranged

**Intranet Framework Integration – Custom Quote after requirements gathering**

*Description:* Cascade CMS is not only an ideal CMS to manage your public facing websites. You can also leverage Cascade CMS to maintain your intranet or portal. You can even share content between your public websites and your intranet. Let us help you leverage the power of Cascade CMS for your internal needs.

**Integration with 3rd Party Systems – Custom Quote after requirements gathering**

*Description:* Whether you would like to integrate Cascade CMS with other systems, such as SaaS products, open source tools, social media channels, portals, other installed enterprise applications, standalone databases, other CMSs, or homegrown systems, we’ve got you covered.

**Concierge Services – 15 hour blocks – $3,000**

Need consulting at your fingertips? The Hannon Hill Professional Services team is here to help. Whether you need help implementing a specific use case or would like for us to do an implementation audit and provide feedback with regard to best practices, just ask. We’ll handle all of your requests on an ad hoc basis. We’ll be an extension of your team whenever you need us.

**Custom Projects – Custom Quote after requirements gathering**

Don’t see a Services offering for your particular project? Do you need help building out a new site (or multiple sites) from scratch? Do you want us to build a complex newsroom with ample content syndication in order to drive more traffic to your site? Just let us know. We’ll collaborate with you to gather requirements and provide you with a custom estimate and timeline. Our Professional Services team uses an agile approach, which includes frequent status updates with our customers. As a result, change requests can be implemented more quickly, resulting in lower project costs.
VI. Procurement

Hannon Hill Proposal: Cowley College

Key Differentiators - Top Reasons to Choose Hannon Hill

1) #1 CMS Provider in Higher Education

Hannon Hill is the #1 industry leading CMS provider in higher education and we have successfully worked with higher education institutions over the past 16 years. We understand the needs and challenges that higher education institutions face and we will work with you every step of the way to ensure that you will have a successful rollout of your new campus website being powered by Cascade CMS. Cascade CMS now powers over 25,000 higher education sites and supports over 100,000 users. Most recently, Cascade CMS was named “Best CMS in Education” by CMS Critic. All of the features and functionality that we add to Cascade CMS are always added in the best interest for higher education. Our higher education clients also have a direct say in the new features and functionality that we add as we have a customer driven product roadmap. We’re always ahead of the technology trends based on the feedback from our higher education clients and based on our extensive research.

The following higher education institutions recently launched their new responsive campus websites being powered by Cascade CMS:

- Indiana University
- Rose-Hulman Institute of Technology
- Indiana Wesleyan University
- Carnegie Mellon University
- Northwestern University
- Auburn University
- Johnson County Community College
- Salt Lake Community College
- Clemson University
- Texas A&M University
- University of Houston
- University of Texas - San Antonio
- University of San Diego
- University of Miami
- The United States Naval Academy
- Catholic University of America
- College of William & Mary
- University of Nebraska at Kearney
- Johnson and Wales University
- Manhattan College
- Colorado Christian University
- University of Central Oklahoma
2) Predictable Cost of Ownership

We give Colleges and Universities a much better idea in terms of their total cost of ownership compared to other CMS vendors. Our pricing model was created specifically with higher education institutions in mind. We allow for unlimited named users, unlimited sites, and unlimited domain names to be managed in Cascade CMS at no additional charge. We also allow for unlimited support contacts, free training sessions and all of our modules are included free of charge.

While other CMS vendors use modules as an opportunity to upsell, Hannon Hill offers free modules that you can download and customize around your brand / look and feel. Some of our free modules include: Campus Calendar Module, Course Catalog Module, News Center Module, Faculty/Staff Directory Module, Photo Gallery Module, Social Media Mashup Module, Emergency Alert Module, Campus Map Module, Blog Module and many more. All of our free modules can be accessed via the Cascade CMS Module Exchange – (http://www.cascadeserverexchange.com/).

Other CMS vendors charge you extra for users, sites, domain names, support tiers, modules etc. We keep the pricing as simple as possible with no hidden costs. We also provide a free turnover package which means if your CMS Administrator were to ever leave, their successor would be guaranteed a spot in our next free training session.

Cascade CMS vs Open Source CMS Products:
Cascade CMS will also give you the best idea in terms of identifying your total cost of ownership compared to using an open source CMS product. With open source CMS products, cost it’s much more of a mystery. The answer to everything is "you can do a module for that", but who builds the modules that don’t yet exist? Who implements and customizes the ones that do? All that can be a bottomless pit of costs. You will also need to contract out for Support, which is going to cost more money. Open Source products promote their modules heavily, but the problem is that you need to implement a module for almost everything, so you might end up with 50+ modules. We find that this significantly increases the number of staff needed to manage these applications. If you end up converting dozens of other department and group sites then it will cost more and more in staffing. There are many hidden and unexpected costs that many higher education institutions don’t think about when looking at open source CMS products.

3) Free Universal Migration Tool

You can migrate your existing legacy content into Cascade CMS with no hassles. You can use our free Universal Migration tool or engage our Professional Services team. We’ll ensure that you can quickly manage all of your content in Cascade CMS. Our universal migration tool can be downloaded free of charge and we would also train you how to run our universal migration tool. Migration training is included free of charge. Other CMS vendors do not provide a free universal migration tool. The vendors that do offer migration tools, we highly recommended checking in with their references.
4) Spectate - Free Web Marketing and Analytics Tool that integrates with Cascade CMS

Spectate is Hannon Hill’s integrated web content marketing and analytics tool that comes included free of charge with the purchase of a Cascade CMS “On Premise” License or Cascade Cloud “Managed Hosted” Subscription.

With the purchase of a Cascade CMS license or hosted subscription, you will receive a free Pro-Edition subscription of Spectate.

<table>
<thead>
<tr>
<th>Edition:</th>
<th>SOLO</th>
<th>PRO</th>
<th>ENTERPRISE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Price</td>
<td>$400 / month</td>
<td>$600 / month</td>
<td>$1,300 / month</td>
</tr>
<tr>
<td>or</td>
<td>$4800/month yearly pre-pay</td>
<td>$6000/month yearly pre-pay</td>
<td>$10,000/month yearly pre-pay</td>
</tr>
<tr>
<td>Number of Leads</td>
<td>5,000</td>
<td>15,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Number of Users</td>
<td>2</td>
<td>20</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

- Site Traffic and Performance
- Visitor and Lead Tracking
- Social Media Posting and Tracking
- Site-wide SEO Scoring
- Customisable Tracked Links and QR Codes
- Competitor Tracking
  - SOLO: 10 Competitors
  - PRO: 25 Competitors
  - ENTERPRISE: 50 Competitors
- Keywords
  - SOLO: 20
  - PRO: 50
  - ENTERPRISE: Unlimited
- Forms
- QuickStart Training included
- Landing Pages
- Email
- Editorial Calendar
VI. Procurement

Features include, but are not limited to: lead tracking, A/B testing, personalization, email marketing, campaign management, forms and landing pages, editorial calendar, conversion rate and ROI tracking, social media tracking, load time checker, SEO scoring, competitor tracking, search term tracking, inbound link tracking, and polls.

5) Templates

Cascade CMS provides the most straightforward templating system compared to any other CMS provider on the market. Templates in Cascade CMS are just valid XHTML and Cascade CMS fully supports HTML5 and CSS3 for the creation of responsive sites. Unlike other CMS vendors, Cascade CMS does not enforce you to use XSLT to build templates, which can be very complex. In addition, you can develop your new templates outside of Cascade CMS using a responsive framework such as Bootstrap or Foundation (or any responsive framework) and then you can seamlessly bring in these templates into Cascade CMS. As another option, you can develop your responsive templates directly in the CMS application. You will not find an easier templating system.

6) Granularity of Access Rights / Permissions

Cascade CMS provides the most granular access rights compared to any other CMS provider on the market. Cascade CMS provides flexible users and groups allowing Administrators to give everyone the right amount of access by assigning customized permissions, roles, and options to individual users and groups. The group and role permissions help to determine the privileges a user has in the CMS and to help establish his or her access to various system resources. Roles outline the access rights for individual users. Roles also determine the order in which the workflow process occurs, according to the customization of the workflow process. The default roles include Contributor, Approver, Publisher, Manager, and Administrator. An Administrator assigns roles and an Administrator can define custom roles in Cascade CMS. Permissions can also be applied to sites, directories, page types, pages, page regions, and even individual content fields / individual content widgets.

7) Ease of Use for Non Technical Users

Hannon Hill has learned over the past 16 years that without the buy in from end users, the CMS project will never work on campus. We have gone to great lengths to make sure Cascade CMS is very easy to use by non technical users. If you know how to compose and send an email, you have the necessary skills to manage content in Cascade CMS. Content can be entered through a WYSIWYG editor, through in-context editing, or through structured widget fields.
8) Support for both XSLT and Velocity

All of the content in Cascade CMS is stored as XML, making it optimally portable. Content can also be transformed to HTML through Velocity or XSLT (or both), allowing for a complete separation of content from design. While the majority of other CMS providers only support XSLT, Hannon Hill offers Velocity as an alternative. Advantages of Velocity include: faster coding, easier debugging, and a much lower learning curve. It should be noted that you can use both XSLT and Velocity even on the same page in Cascade CMS.

When we accomplish training for a new higher education client, we always recommend to train them off of Velocity since it is much easier to learn compared to XSLT. Other CMS providers do not give you this option (they would only train you off of XSLT) so there is a much greater learning curve with their system compared to Cascade CMS thus increasing your implementation timeline.

Most people who begin using Cascade CMS do not have XSLT experience. This is part of the reason why we have incorporated Velocity as an alternative to XSLT. Velocity is much more similar to a scripting language like Javascript so it is typically much easier for people (with no experience in either language) to pickup. When training developers, we typically find that developers are very capable after the initial two day training session. They then seem to be very proficient after two weeks of use with Velocity. In contrast, we find that it takes at least a month for capable developers to be fairly proficient with XSLT. The similarities with Velocity and Javascript syntax typically allows for more training time to be used for more in-depth training in Cascade CMS rather than the longer training time required for XSLT syntax.

9) Cross Site Sharing of Assets and Content Portability

One of the single most important requirements for higher education institutions is the ability to easily share assets such as templates, news stories, calendar events, and images across multiple sites. Being able to share assets and content has several advantages: it allows for maximum content reuse, so that your web team never has to update multiple copies of a file. As a result, you save time and minimize the potential for human error. We’re 100% confident that you will not find a better CMS on the market that easily allow you to share assets across sites. This is Cascade CMS’s #1 Feature and our “bread and butter” compared to other CMS providers. The need to output a single piece of content in many different formats and to publish them to many different platforms is becoming increasingly acute, as the number of devices that consume content is growing every day. Cascade CMS is an ideal system for COPE (Create Once, Publish Everywhere). No other CMS makes it easier to share content across multiple pages and sites than Cascade CMS.

In addition, Cascade CMS allows you to output a single piece of content in as many different formats as you need. The following outputs are all supported in Cascade CMS: XML, RSS, HTML, PDF, Printer Friendly, JSON, JS, and CSS.
10) Award Winning Support

Hannon Hill is very well known for having the best support in the industry. Hannon Hill does not upsell support tiers – all of our higher education customers receive the highest level of support and customer service. In addition, you will be assigned a dedicated Client Advocate to your team. You can contact your dedicated Client Advocate to discuss anything related to your account. We also don't restrict the number of times you can reach out, so contact us as much as you want, whenever you want. Every Hannon Hill team member is customer facing, so it's not unusual for a product engineer to hop on a phone call with a customer to answer a technical question or for our marketing team to give advice.
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TERMINALFOUR
Pricing Information for Cowley College

Cowley College

www.terminalfour.com
VI. Procurement

TERMINALFOUR

A TYPICAL DEPLOYMENT

A typical deployment involves the following components:

1. TERMINALFOUR Software, Hosting and Support (included in the annual fee)
2. Configuration, deployment, project management and rollout (Sure Start*)
3. Content Migration
4. Web Developer Training
5. End User Training

If you would like the project to be delivered by TERMINALFOUR on an End-to-End basis (or just the initial phases of the project), the Sure Start option is the low risk way to undertake the implementation.

Sure Start packages are based on typical project sizes and requirements. However, we recognize that some clients have objectives and challenges unique to themselves and, therefore, our service has the inbuilt flexibility to cater to them. For example, your project may involve configuring multiple websites into our Web Content Management System, establishing a personalized Portal/Intranet, or may involve a mobile dimension. If this is the case, we can review your requirements and perform some initial discovery, and then provide you with a specific cost and implementation plan tailored to your needs.

TERMINALFOUR’S HOSTING ENVIRONMENT

TERMINALFOUR provides an ISO 27001 certified fully managed hosted solutions that can avoid you requiring in-house technical infrastructure. ISO 27001 is an international accreditation relating to Information Security standards. TERMINALFOUR has also been accredited with the Amazon Web Services Higher Education Competancy and is an Advanced Partner.

- WCMS and Webserver(s) on SaaS Cloud
- WCMS on SaaS Cloud with your website hosted within your own infrastructure
- Dedicated fully managed hosted physical WCMS (and Web Server(s))
### TERMINALFOUR LICENSE OPTIONS

<table>
<thead>
<tr>
<th>Feature</th>
<th>Micro</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual cost:</strong></td>
<td><strong>$16,606</strong></td>
</tr>
<tr>
<td><strong>Number of support tickets</strong></td>
<td><strong>Unlimited</strong></td>
</tr>
<tr>
<td><strong>Application hosting</strong></td>
<td><strong>Included</strong></td>
</tr>
<tr>
<td><strong>Max number of concurrent users</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><em>(user logged in to the TERMINALFOUR application at the same time — not the website)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Number of web sites</strong></td>
<td><strong>Unlimited</strong></td>
</tr>
<tr>
<td><strong>Number of destination servers</strong></td>
<td><strong>Unlimited</strong></td>
</tr>
<tr>
<td><strong>Upgrades (minor, major &amp; OS)</strong></td>
<td><strong>Included</strong></td>
</tr>
<tr>
<td><strong>Daily backups (30-day retention)</strong></td>
<td><strong>Included</strong></td>
</tr>
<tr>
<td><strong>Proactive system monitoring, security &amp; hosting platform support</strong></td>
<td><strong>24/7/365</strong></td>
</tr>
<tr>
<td><strong>Digital marketing platform:</strong></td>
<td></td>
</tr>
<tr>
<td><em>A/B Testing (20,000 test executions per month)</em></td>
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<tr>
<td><em>Content personalization &amp; targeting</em></td>
<td></td>
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<tr>
<td><em>Email &amp; SMS marketing</em></td>
<td><strong>Included</strong></td>
</tr>
<tr>
<td><em>Landing pages</em></td>
<td></td>
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<tr>
<td><em>Surveys</em></td>
<td></td>
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<tr>
<td><em>Marketing automation (optional extra)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Modules:</strong></td>
<td></td>
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<tr>
<td><em>Pre-built higher ed website</em></td>
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<tr>
<td><em>Events calendar</em></td>
<td></td>
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<tr>
<td><em>Course catalog / search</em></td>
<td></td>
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<tr>
<td><em>News room</em></td>
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</tr>
<tr>
<td><em>Blog</em></td>
<td><strong>Included</strong></td>
</tr>
<tr>
<td><em>Emergency alert</em></td>
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<tr>
<td><em>Faculty directory</em></td>
<td></td>
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<tr>
<td><em>Social media mashup</em></td>
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<tr>
<td><em>SIS integration (Ellucian, Tribal, Peoplesoft, Jenzebar etc)</em></td>
<td></td>
</tr>
<tr>
<td><em>Form builder</em></td>
<td></td>
</tr>
<tr>
<td><strong>Optional website hosting</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2x 4gb web servers &amp; load balancer</strong></td>
<td><strong>$11,312</strong></td>
</tr>
</tbody>
</table>

* A small additional cost applies based on the volume of emails or SMS text messages sent
** Indicative specification – alternative configurations possible
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**Professional Services & Training – Optional Sure Start Packages**

TERMINALFOUR Sure Start is a packaged discounted set of Professional Services and Training days, which include configuration of WCMS elements required to finalize a successful deployment.

While the Sure Start implementation is a comprehensive package, we understand that each project is different, with unique circumstances, needs and desired outcomes. As a result, we have developed a flexible and accommodating approach to meeting our clients’ requirements.

If you feel that a particular Sure Start package does not meet your individual criteria, we will be happy to work with you to review your specific requirements, and after some consultation, we will provide a unique cost and implementation plan that exactly suits your needs and objectives.

**An Overview of Sure Start**

By opting for a Sure Start package, you will avail of discounted professional service days from our team, project management and training rates. You can choose from any of the Sure Start packages regardless of which license point best suits its needs, for example, you can pick the Standard Business License with the Corporate Sure Start.

The Sure Start package you choose will dictate the level of work that can be delivered, constrained solely by the number of days in the particular package. However, more days can be purchased to deliver additional work over and above the number of days in the Sure Start package, such as content migration, third party system integration or additional training. We can also provide a bespoke quotation based on your exact needs, subject to some initial discovery, enabling us to deliver a purpose built project plan to meet your end goals.

The 10 days, 21 days and 36 days Sure Starts packages could allow for the full deployment of your website or intranet. Once completed, everything will be handed over so that you are completely self-sufficient.

If you require assistance from our Web Design team (outside the Sure Start packages), to help design a new website or intranet from scratch, the web design and UX process takes place between Discovery and Build phases detailed below. We are also delighted to work with third party design firms and have a wide range of design partners who can help with more demanding web design projects.

**Specifically, Sure Start includes:**

**Pre-Project**
A member of our pre-sales team will work closely with you to understand your project goals and the possible challenges.

**Initiation**
A project manager from our professional services team will become your day-to-day contact throughout the project and will work with you on scheduling and tracking progress. We will also design the technical architecture of the solution at this stage so that servers can be configured and the software installed.

**Requirements Gathering and specification**
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Our professional services team will work closely with you to develop the WCMS configuration specification for the first site to be configured into the WCMS including topics such as navigation, content types, workflows, user authentication and how your design layouts will be integrated.

**Build**
This is when we start to see the results of all of your planning and vision. Your designs are integrated and we make sure that the system is configured based on your exact needs and requirements as identified during Requirements Gathering and specification.

**Training**
The training team offers both remote and on-site training for your web developers and technical project managers, covering every aspect of integrating a site by using a sample design. The training is very much ‘hands-on’, and at the end of the training, each attendee will have integrated a small site. There may also be training of your end-users or trainers included at this stage; this all depends on what options you select. We do highly recommend that training is conducted on-site with your team, as this has proven much more effective with previous clients. It also allows for more attendees.

**UAT and Bug fixing**
This stage in the Sure Start process is for you to review the completed build and ensure it’s to your satisfaction. UAT and bug fixing is an iterative phase which allows you to log bugs with the build and a TERMINALFOUR web developer fixes accordingly.

**Assistance with go-live**
Our professional services team provides support prior to launch.

**Project Wrap Up**
Depending on how you wish to approach content migration, the site may be ready to go live at this stage. Before we sign-off on the site and pass your project over to our Client Support team, our project team will review the entire project with you to ensure full and successful delivery and note any lessons learned. At this stage we can then help you plan for subsequent phases where you would like our assistance.

We can also help plan, manage and conduct your legacy Content and Data Migration. This service is not included within Sure Start is charged separately.

- **Manual Data Migration** is performed remotely by our specialist manual content migration team. It involves manually scraping the content from your existing website or intranet into TERMINALFOUR. TERMINALFOUR can undertake migration services for $9,500 for the first 1,000 pages and $6,000 for each subsequent 1,000 pages migrated. The college will have an opportunity to shadow our migration specialist for the first 1000 pages and use our in-built migration tool for the remaining pages. This will reduce the cost of the migration.

- **Automated Migration** is charged at TERMINALFOUR’s content migration specialist daily rate. Auto migration requires moving the content into TERMINALFOUR and requires translating the existing content into a format that TERMINALFOUR can understand and manage. Analysis of the existing website is required to determine how the automated migration will be carried out. The Migration tool will need to be configured so that it can map the elements from the existing pages layouts to the new content templates. In order to do this the existing content needs to be well-structured and elements need to be identifiable through the HTML or the XML that is provided. If large amounts of your current web content are in a suitable format, you could potentially import...
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large volumes of data once our automated migration feature is configured. For larger volumes of content, this offers greater economies of scale.

Data migration is estimated separately and is not part of the Sure Start package.

**Which level of Sure Start?**

The following should serve as a guide when deciding which Sure Start package to choose:

**10 Day Sample Site Quick Start**

By choosing this option, you can benefit from using our Sample Site (http://samplesite.terminalfour.com) and apply some customization. For example, we can apply your logo and branding; update your social streams; and customize up to 5 different content types or a combination of customized content types and page layouts, all tailored to your requirements.

The two options below are for more bespoke website redevelopment projects. The pricing includes a discounted batch of Professional Services days which can be used to implement a new website in TERMINALFOUR (excluding content migration).

**21 Day Sure Start**

This package of days would typically allow for the integration of a new website or portal comprising up to 3 page layouts and between 10 and 15 content types. The allocation and use of the days can be tailored based on your needs and goals.

**36 Day Sure Start**

This package of days would typically allow for the integration of a larger new website or portal comprising up to 6 to 8 page layouts and between 20 and 25 content types. The allocation and use of the days can be tailored based on your needs and goals.

Once you’ve chosen your preferred Sure Start package TERMINALFOUR will review your HTML and wireframes, and the time taken to review these will be drawn down from the number of Sure Start days in the package.

TERMINALFOUR includes a large number of modules, including events calendars, custom search, integration with external applications and eForms. If your project requires usage of such features, we can work with you to create a suitable cost and implementation plan depending on your requirements. The configuration or customization of these requirements by TERMINALFOUR may not be possible within the Sure Start package days.

Please note, design companies producing HTML cut-ups to send to TERMINALFOUR should have completed Browser Testing, accessibility and code validation before we start the Discovery Stage of the project. You should be comfortable that they have delivered all code to a level that meets your expectations.

**What about expenses?**

We can deliver as much or as little of the project on-site depending on how you like to work. For all on-site visits, we pass on travel, subsistence and accommodation costs to you for on-site visits at cost.
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We can agree these in advance with you, and we are also happy to take advantage of any corporate discounts you receive with local hotels. Occasionally, we have staff travelling from other client locations and in that case we will charge you the travel costs from your local TERMINALFOUR office.
### Installation, Consulting and Sure Start Packages

<table>
<thead>
<tr>
<th></th>
<th>Installation Start</th>
<th>Sample Site Quick Start</th>
<th>Corporate Sure Start</th>
<th>Enterprise Sure Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Fee</td>
<td>$8,050</td>
<td>$16,500</td>
<td>$30,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>Software Installation</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services Consultancy Days*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Training</td>
<td>3 Days</td>
<td>10 Days</td>
<td>21 Days</td>
<td>36 Days</td>
</tr>
<tr>
<td>On-site Training Upgrade</td>
<td>Add $2,488</td>
<td>Add $2,288</td>
<td>Add $2,400</td>
<td>4 days included**</td>
</tr>
<tr>
<td>Service Overview</td>
<td>This package is typically chosen by clients who are comfortable creating their site using their own web development resources. The Professional Services days can be used to support your resources during this process.</td>
<td>This level is typically chosen for the set-up of a small to medium scale deployment. Using TERMINALFOUR’s Professional Services Implementation methodology, our Professional Services team will implement your site using best practice processes.</td>
<td>This level is typically chosen for the set-up of a small to medium scale deployment. Using TERMINALFOUR’s Professional Services Implementation methodology, our Professional Services team will implement your site using best practice processes.</td>
<td>This level is typically chosen for the set-up medium to large scale deployment. Using TERMINALFOUR’s Professional Services Implementation methodology, our Professional Services team will implement your site using best practice processes.</td>
</tr>
</tbody>
</table>

*Please refer to our Professional Services and Training terms and conditions for a detailed explanation of what each package offers.

**Four days training included in Enterprise Sure Start must be held on four consecutive days.

In the event that the above packages do not meet your needs, TERMINALFOUR can offer an upfront paid scoping and discovery review with you to determine exactly what you wish to achieve from your project implementation. From this review, a list of specific requirements will be priced and you can pick and choose what you wish to include in the project implementation based on your budget.

All prices are quoted are in US$. E & O.E. Quotation valid for 30 days from April 23, 2018. Standard payment terms and conditions apply. Full terms and conditions are available on request.
VII. DISCUSSION AGENDA
VIII. OTHER BUSINESS

Trustees are encouraged to submit items to be included in the Agenda or to request certain information. Such items may be submitted to the Chair or to the President prior to the preparation of the Agenda or brought up under “Other Business”. If an item requires certain information or clarification, or if official action is required, it is preferable to have the item identified on the Agenda. Items suggested for discussion at the meeting are: