



**Cowley County Community College
& Area Vocational-Technical School**

August 12, 2013

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order by the Chair on August 12, 2013, at 6:45 p.m., in the Board of Trustee Conference Room, McAtee Dining Center on the CCCC campus, 206 South Fourth Street, Arkansas City, Kansas.

Trustees Present Ron Godsey (Chairman)
Ned Graham
Bob Juden
Jim Ramirez

Absent Mark Paton
Brian Sanderholm
Dennis K. Shurtz

Staff Clark Williams, President
Tony Crouch, Exec. VP of Business Services
Slade Griffith, VP of Academic Affairs
Charles McKown, VP of Research and Technology
Ben Schears, VP Institutional Advancement & Student Life
Dave Burroughs, Interim Athletic Director
Libby Palmer, Board Clerk
Linda Kreutzer, Director Human Resources
Rama Peroo, Director Public Relations
Chris Cannon, Department Chair Allied Health

Invocation The Invocation was presented by Ned Graham.

Call to Order Noting a quorum present, the meeting was called to order by Ron Godsey, Board Chairman, and the agenda was established.

Operating Budgets 2013-2014 Tony Crouch presented the 2013-2014 Operating Budget for all funds for Board approval. The projected mill levy of 19.020 is the same as the final 2012-2013 levy. The revenues are based on in-state enrollments of 80,000 credit hours, a state operating grant of 6,933,300 and a county valuation of 227,579,957.

Jim Ramirez introduced and moved the adoption of the following resolution:

RESOLVED, that the 2013-2014 Budget and Expenditures and Revenue for Cowley County Community College and Area Vocational-Technical School, officially published in the Arkansas City Daily Traveler and the Winfield Daily Courier, is hereby adopted, and the fiscal officers of the Board of Trustees are authorized to encumber and expend such funds according to the Statutes of the State of Kansas and the Policies and Procedures of the Board of Trustees; and

FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the State of Kansas for purposes of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Ned Graham and carried.

**Approval
of Board
Minutes**

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees conducted on July 15, 2013, are hereby adopted, and the Board Clerk is directed to file the Minutes with the official records of the College.

The motion was seconded by Jim Ramirez and carried.

**Bills &
Claims**

Jim Ramirez introduced and moved the adoption of the following resolution:

RESOLVED, that the fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein, and the Executive Vice-President of Business Services is directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Bob Juden and carried.

**Communi-
Cations**

1) Chris Cannon, Department Chair of Health & Human Services and Director of EMS Education program provided the Board members an update and power point presentation on the Cowley's EMS program. He indicated that the student retention rate for the program is 84% and this is outstanding for the Allied Health programs.

**Board
Reports**

1) Cowley College will serve as host college for the KACCT/COP Annual meeting on September 13-14, in the Wright Room of the Brown Center. The meetings will begin at 1:30 p.m., Friday, September 13 and conclude at 12:20, Saturday, September 14. Ned Graham serve as the College's delegate, but all Board members are encouraged to attend.

**Adminis-
trative
Reports**

The following Administrative Reports were reviewed:

Tony Crouch provided the Business Services report:

- The following projects are completed and done.
 - ✓ The south Ark City area demolition is completed.
 - ✓ The re-roof project of Walker Technology Building.
 - ✓ The bandroom HVAC project is finished.
 - ✓ The panel replacement for Kirke Dale dorm finished.
 - ✓ The HVAC replacement in Docking Dorm is done.
- The final reading of policy 145.00 Pets/Animals and College Facility was approved.

Slade Griffiths provided the Academic report.

- The six key indicators for Cowley College's Performance agreement were discussed. These are 1) first to second year retention rates of college ready cohort; 2) number of certificates and degrees awarded; 3) percentage of student employed or transferred; 4) number of students who complete a remedial English course and also a Composition 1 within the next two years; 5) number of students who complete remedial mathematics course and successfully complete College Algebra's within the next two years; 6) the percentage of college-ready students that graduate or transfer within three years of first becoming a full-time student at Cowley.

Ben Schears presented the Endowment/Alumni report.

- The 3rd Annual Endowment Scholarship Reception will be held in the Wright Room on August 22nd at 6:00 p.m.
- The Vienna Boys Choir Concert will be on November 11th as part of the Annual Endowment Banquet.

Ben Schears presented the Student Life report.

- As of August 7, 2013, FTE for Fall 2013 was 2643.53, compared to Fall 2012 FTE of 2917.27.

Dave Burroughs, Interim Athletic Director, provided an Athletic update.

- The 19th Annual Tiger Skins/Brian Groves Memorial Golf tournament was held July 27th at Winfield'.

A copy of the College Vehicles Transportation report for the month ending July 2013 indicated total mileage of 22,298.

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

RESOLVED, that the actions described in the Business Services, Academic, Endowment, Student Life, and Athletic reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Bob Juden and carried.

Personnel Transactions Linda Kreutzer, Director of Human Resources, provided the Board on personnel vacancies, resignations, and hiring's. The following were processed the last thirty days:

Resignation:

- Katrina Colwell, Women's Assistant Basketball
- Jancye Sturd, part-time Game Operations manager

Transfers:

- Rikki Hettenbach, Admissions representative to BCIT Department Secretary

- Lory West, Director of Admissions to BCIT Department instructor
 - Janet Davidson, GED Instructor to Early Childhood Development instructor
- Hirings:
- Laura Beck, part-time Enrollment Services Rep at Westside Center, effective August 5.
 - Dallas Brose, Dorm Manager/Assistant Athletic Trainer, effective August 5
 - Tiffany Corley, Life Science Instructor at Mulvane, effective August 6.

Adjourn-
ment

With no other business to be considered, Ron Godsey, Board Chairman, declared the meeting adjourned at 7:52 p.m.

Libby Palmer
Board Clerk