

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

December 16, 2013

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on December 16, 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
Mark Paton
Jim Ramirez
Brian Sanderholm
Dennis K. Shurtz**

**Staff Clark Williams, President
Tony Crouch, Exec. VP of Business Services
Slade Griffiths, VP of Instruction
Paul Erdmann, VP Research & Technology
Ben Schears, VP Institutional Advancement & Student Life
David Andreas, Legal Counsel
Libby Palmer, Board Clerk
Linda Kreutzer, Director Human Resources
Cindy Lenhart, Associate VP of Instruction
Stephani Jones-Hines, Associate Dean of Online & Outreach Educ.
Michelle Schoon, Department Chair, Natural Science
Rama Peroo, Director of Public Relations
Joycelyn Goff, Accounting Coordinator**

**Guest: Christina Henson, Auditor of
Swindoll, Janzen, Hawk & Loyd, LLC.**

Invocation The Invocation was presented by Dennis K. Shurtz.

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

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

**Approval
of Board
Minutes RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees
conducted on October 21, 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.

**Financial
Reports Bob Juden introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports is hereby acknowledged,**

and the Treasurer is directed to file said reports with the financial records of the College for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Dennis K. Shurtz and carried.

Bills & Claims

Mark Paton 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 Jim Ramirez and carried.

**Communi-
Cations**

1) Michelle Schoon, Natural Science & Mathematics Department Chair, provided a powerpoint presentation informing the Board information they may not have knowledge of in the department. There are 14 full time instructors, 20 degree plans offered in the Associate of Science; the college's CAAP scores are consistently above the national norm, there are 4 lab rooms on the main campus and 1 lab room at the Mulvane center, two clubs and organizations for students, the department offers a seamless transfer of courses, the college's Natural Science Department serves over 5000 students annually with 378 sections of Math and Science and in the 2012-2013 academic year there were 22,774 students credit hours generated and a total headcount of 5,683.

**Board
Reports**

1) Ron Godsey, Board Chair, requested an Executive Session for preliminary discussion relating to non-elected personnel for fifteen minutes at some time during the meeting.

2) The Quarterly KACCT/COP meeting held December 8-9 at Coffeyville Community College was attended by Board member Jim Ramirez. Items that were discussed at the meeting were: legislative leadership, economy, budget, the KACCT strategy, and the Kansas Board of Regents policies.

3) The January Board meeting would be January 20th, however this is the Martin Luther King holiday and the college is officially closed. It was recommended that Board of Trustee meeting be scheduled to Tuesday, January 21st, 6:45 p.m., in the President's Dining Room of the McAtee Dining Center.

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

RESOLVED, that the actions described in the Board Reports, are hereby approved.

The motion was seconded by Brian Sanderholm and carried.

Administrative Reports

The following Administrative Reports were reviewed:

President Williams provided the Board with a presidential report of the many items that have occurred at the college since the November Board of Trustee meeting:

- Volleyball Coach Jennifer Bahner named NJCAA Division II National Coach of the Year for the second time in three seasons.
- B.J. Specht and Jessica McDougald named to the All-Tournament Volleyball team at the National Volleyball Tournament.
- B.J. Specht honored as Most Valuable Player and a First-Team All-American at the National Volleyball Tournament.
- Katelynn Slade named First Team All American at the National Volleyball Tournament.
- Sophomore libero McKenzie Hartzog named as Honorable Mention All-American at the National Volleyball Tournament.
- The AQIP portfolio is on schedule for completion.
- The Achieving the Dream application was sent in early December.
- The All-College meeting for spring semester will be Thursday, January 9, at 7:45 a.m. in the Earle N. Wright Community College.
- The Kansas Board of Regents performance agreement was approved by the subcommittee on December 3rd.

Tony Crouch introduced Christina Henson of Swindoll, Janzen, Hawk & Loyd, LLC. She provided the Board of Trustees with the final audit of all college funds for fiscal 2012. She commended Tony and his staff for the great job of providing the information they needed during the audit.

Slade Griffiths provided the Academic report.

- Several sessions are being developed for Business and Industry in the area.
- A copy of the current Accountability and Institutional Measures (AIM) document was provided.

Ben Schears presented the Endowment/Alumni report.

- The annual Endowment Banquet was held on November 11th and the Vienna Boys Choir provided the program following the banquet. Attendance was very high once again and alternatives will be looked at for next year's event.

Ben Schears presented the Student Life report.

- As of December 11, 2013, FTE for Spring 2014 was 1867.60, compared to Spring 2013 FTE of 2151.07.
- All reports from Student Life, Campus Nurse, Retention, and Student Life Counselor were provided.

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

- The Cowley College women's basketball team entered the season unranked but are now ranked 16th in the nation.
- Cowley College is offering area baseball players an opportunity to learn from is experienced coaching staff during the Cowley County Baseball winter campus, December 30-31, at the Travis Hafner Training Center.

A copy of the College Vehicles Transportation report for the month ending November 2013 indicated total mileage of 23,719.

All Administrative Reports presented were accepted.

Personnel Transactions Linda Kreutzer, Director of Human Resources, updated the Board on personnel vacancies, resignations, and hiring's.

Open Positions:

- Vice President of Enrollment Management and Student Affairs
 - ACCT is conducting a nation-wide search. Close date:1/13/14
- Athletic Director
 - Video interviews were held 12/05/13
 - In-person interviews on 1/06/14
- Associate Vice President of Instruction
 - In-person interviews 12/16/13
- Enrollment Services representative/Westside
 - In-person interviews 12/13/13
- Enrollment Services representative, Mulvane
 - In-person interviews 12/13/13
- Administrative Assistant to VP for Institutional Advancement
 - Close date: 12/17/13

Term Employee:

- Vice President for Information Technology & Institutional Research
 - Charles McKown

New Employees:

- Vice President for Information Technology: Paul Erdmann
Start date: 12/01/13
- Director for Marketing: Sarah Bryant,
Start date: 12/11/13
- Director of Admissions: Helen Nakos
Start date: 01/08/14

Executive Session

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

RESOLVED, that the Board of Trustees convene for an Executive Session for preliminary discussion relating to non-elected personnel for fifteen minutes.

The motion was seconded Jim Ramirez and carried.

The Board of Trustees went into Executive Session at 7:45 p.m. and reconvened at 8:00 p.m.

Adjournment

With no other business to be considered, Ron Godsey, Board Chairman, declared the meeting adjourned at 8:00 p.m.

Libby Palmer
Board Clerk