



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

February 17, 2014

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on February 17, 2014, 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
David Andreas, Legal Counsel
Libby Palmer, Board Clerk
Paul Erdmann, VP for Information Technology
Ben Schears, VP Institutional Advancement & Student Life
Dave Burroughs, Interim Athletic Director
Cindy Lenhart, Associate VP for Instruction
Stephani Jones-Hines, Associate Dean of Online & Outreach Educ.
Linda Kreutzer, Director of Human Resources
Mark Britton, Registrar
Todd Shepherd, Social Science Dept. Chair/Instructor
Sarah Bryant, Director of Marketing
Rama Peroo, Director of Public Relations

Guest **Ashley Blossom, Student/Belle Plaine, Kansas**
Chelsey Bruce, Student/Arkansas City, Kansas

Invocation **The Invocation was presented by Brian Sanderholm.**

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

Jim Ramirez 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 January 21, 2014, 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 Dennis K. Shurtz and carried.

Financial Reports **Ned Graham 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

Bob Juden 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 Mark Paton and carried.

**Communi-
cations**

1) Ashley Blossom was recognized as January Student of the Month. She is a sophomore Business Administration major from Belle Plaine, Kansas. She is involved with numerous activities on campus such as member of Cowley College's Academic Civic Engagement through Service (ACES) program, Cowley Activity Awareness Team (C.A.A.T), and a Student Senate member. Ashley maintains a 3.51 G.P.A. and has been on the Dean's Honor Roll the past two semesters while at Cowley.

After graduation, Ashley plans to transfer to Northwestern Oklahoma State University to continue work toward her Bachelor's degree in Business Administration and a minor in accounting. President Williams recognized Ashley for being chosen as January Student of the Month.

2) Chelsey Bruce was honored as February Student of the Month. She is a sophomore Leadership major from Arkansas City, Kansas. Chelsey in her first year was recognized as C.A.A.T. Freshman of the Year, involved with Big Brothers/Big Sisters of Cowley County, KDOT Adopt A Highway program, and also has done work with Safe Homes, Inc. She maintains a 3.31 grade point average and plans to transfer to Kansas State University to continue a Bachelor's degree in Hospitality Management. President Williams recognized Ashley for being chosen as February Student of the Month.

3) Todd Shepherd, Social Science Department Chair, provided the Board the Social Science Department overview. There are seven full-time faculty members and offers 15 AA/AS degrees and 1 AAS degree. The Department also offers a certificate program. The Department generated 1,551.5 FTE during the 2012-13 academic year and served 9,494 students, while teaching 582 classes through all modes of delivery.

**Board
Reports**

1) Clark Williams requested an Executive Session for preliminary discussion relating to property acquisition, non-elected personnel, and consult with counsel for non-elected personnel for thirty minutes at some time during the meeting.

2) Ron Godsey, Clark Williams, Slade Griffiths, Cindy Lenhart, Ben Schears, Stephanie Jones-Hines attended the Phi Theta Kappa Honor's luncheon held February 13 at the Ramada Downtown/Topeka. Cowley College students honored at the luncheon were: Will Weeks – Brownell, Kansas; Kristen Phipps – Wichita, Kansas; and Alyssa Schartz – Derby, Kansas. Their sponsors are Scott Layton, Deborah Layton, and Chad Killblane.

3) The dates of March 28 and March 29 have been scheduled for the Association of Community College Trustees (ACCT) Board Training. Narcisa Polonio, Ed.D./ Executive Vice-President of Education, Research & Board Leadership Services will conduct the training.

**Adminis-
trative
Reports**

The following Administrative Reports were reviewed:

Tony Crouch provided the Business Services report.

- A listing of Microscopes that the Board needs to declare surplus was provided.

Slade Griffiths provided the Academic report.

- Progress is occurring with the development education discussions.
- The current Accountability and Institutional Measures (AIM) document was provided.
- Reorganization of the academic affairs has occurred.
- The academic affairs council approved the following new course:
Supplemental Seminar (3 credit hours) which will be used in
Conjunction with Composition I.
- A plan for implementation for student learning outcomes has been developed and being further implemented.
- The Spirit EMT class in Mulvane had a 100% completion rate.
- The online team continues to work on quality aspects of our online offerings.

Ben Schears presented the Endowment/Alumni report.

- Plans are beginning for Commencement ceremony to be conducted on May 10th at 10:00 a.m., in W.S. Scott Aud-Gym.
- Plans are under way for the annual Duck Dash event to be held on May 17th.

Ben Schears presented the Student Life report.

- As of February 12, 2014, FTE for Spring 2014 was 2405.86, compared to Spring 2013 FTE of 2716.33.
- All reports from Enrollment, Housing, Student Life, Campus Nurse, and the Student Life Counselor was provided.

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

- The Tiger Athletic Hall of Fame began in 2000 and on February 1, 2014 inducted three former Tiger Athletes into the Class of 2014. Those inducted were: Wes Detwiler/Baseball; Casey Jones/Softball, and posthumously Richard Winter/Tennis. To date there are now 74 inductees in the Tiger Athletic Hall of Fame.
- The Tiger Booster Club (TBC) will host a soup and sandwich luncheon on March 5th in the Wright Room.

A copy of the College Vehicles Transportation report for the month ending January 2014 indicated total mileage of 32,470.

Mark Paton introduced and moved the adoption of the following resolution:

RESOLVED, that the actions described in the Business Services, Academic, 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 Dennis K. Shurtz and carried.

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
 - Video Interviews: February 18, 20, and 21
- Director of Theatre
 - Committee currently reviewing applications
- Library Assistant
 - Close date: 02/18/2014

New Employees:

- Student Services Representative, East Wichita; Alyssa Parson 01/27/14
- Administrative Assistant for Institutional Advancement: Rashelle Cobble 03/10/2014

Term Employee:

- None

Executive Session

Mark Paton 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 and professional negotiations for thirty minutes.

The motion was seconded Brian Sanderholm and carried.

The Board of Trustees went into Executive Session at 8:10 p.m. and reconvened at 8:40 p.m.

Personnel Transactions

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

RESOLVED, that the President be authorized an additional staff, Associate Vice-President for Enrollment Management; and

FURTHER RESOLVED, that the Board approve the staffing levels proposed by the President from Personnel Transactions.

The motion was seconded by Mark Paton and carried.

Other personnel items presented were the two open positions and the two new employees and retirement letter from Ed Hargrove.

Burlington Northern Santa Fe

Mark Paton introduced and moved the adoption of the following resolution:

RESOLVED, that the Administration is authorized to negotiate with Burlington Northern Santa Fe on the designated property.

The motion was seconded by Jim Ramirez and carried.

Property Acquisition

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize the purchase of property, 1426 South A Street, from Chris Tennant at a price of \$43,000.00.

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

Adjournment

With no other business to be considered, Ron Godsey, Board Chairman, declared the meeting adjourned at 8:47 p.m.

Libby Palmer
Board Clerk