

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

**November 18, 2013**

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on November 18, 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  
Charles McKown, VP Research & Technology  
Ben Schears, VP Institutional Advancement & Student Life  
David Andreas, Legal Counsel  
Libby Palmer, Board Clerk  
Linda Kreutzer, Director Human Resources  
Stephani Jones-Hines, Associate Dean of Online & Outreach Educ.  
Joe Clasen, Department Chair, CTE  
Mark Britton, Registrar  
Brooke Istas, Instructional Coordinator/Math Instructor  
Kristi Shaw, Director of Student Life  
Taylor Best, Arkansas City

**Invocation**      The Invocation was presented by Jim Ramirez.

**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.

**Communications**

1) Taylor Best, Arkansas City, was recognized as November Student of the Month. She is a sophomore, Leadership major from Arkansas City, Kansas. She has been heavily involved with C.A.A.T, The Cowley Activity Awareness Team. Taylor also stays involved in her community through volunteerism. After Cowley, Taylor plans to transfer to Kansas State University to work on her Bachelor of Science in Family Studies and Human Services. President Williams Recognized Taylor for being chosen as November Student of the Month.

2) Joe Clasen, Career & Technical Education Department Chair/Non-Destructive Testing instructor, delivered a power point presentation of what is occurring in this department. He teaches Non-Destructive testing classes at both the Ark City and Mulvane campus. Classes in non-destructive testing began at Cowley in 1991. Aerospace in Kansas and refining/oil production to the south in Oklahoma created an industrial need for an NDT inspection program. The college’s location provides diverse industry support in the form of equipment, inspection materials, and program technical direction. Upon completion of the program, students are prepared to develop and maintain quality control programs.

**Board Reports**

1) Clark Williams requested an Executive Session for preliminary discussion relating to property acquisition for fifteen minutes at some time during the meeting.

**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 property acquisition for fifteen minutes.

The motion was seconded Mark Paton and carried.

The Board of Trustees went into Executive Session at 7:08 p.m. and reconvened at 7:23 p.m.

2) The Quarterly KACCT/COP meeting will be held December 8-9 at Coffeyville Community College. Jim Ramirez will be attending in place of Ned Graham as our representative.

**Administrative Reports**

The following Administrative Reports were reviewed:

President Williams provided the Board with a presidential report of the many things that have happened at the college since the October Board of Trustee meeting.

- The success of the #1 ranked Cowley College Volleyball team winning the National Championship at the NJCAA tournament in Toledo, Ohio.
- The fall performances of the Concert Band and Concert Choir honoring the late Scott MacLaughlin.
- The CC Singers and Jazz Band Concert on November 7<sup>th</sup>.
- The guest speaker at the Rotary luncheon on October 28<sup>th</sup>.
- He commended Tony Crouch during the OSHA visit on October 30<sup>th</sup>.
- Thanked Ben Schears and his staff for the work at the Endowment banquet and bringing the Vienna Boys' Choir on November 11<sup>th</sup>.

Tony Crouch provided the Board of Trustees with the final county evaluation and mill levy for 2013-2014. The county valuation is 222,268,394 and the mill levy is 19.388.

Slade Griffiths provided the Academic report.

- The EMS Advisory Committee and academic affairs council recommended approval relating to the MICT program, as per KBOR mandate. Those changes are:
  - Rename program as 'paramedic'
  - Consolidate classes into four classes: Paramedic 1-4
  - Program length is now at the maximum number of credit hours.
- The Early Childhood Education advisory committee and academic affairs council approved the Early Childhood Education certificate program to meet student and employer needs. This will require KBOR and TEA approval, and Department of Education and HLC notification.

Ben Schears presented the Endowment/Alumni report.

- The annual audit of the Endowment Association funds and the annual report from the fund managers will be on October 17th.

Ben Schears presented the Student Life report.

- As of November 13, 2013, FTE for Spring 2014 was 1200.26, compared to Spring 2013 FTE of 1175.47.
- All reports from Student Life, Campus Nurse, Retention, and Student Life Counselor were provided.

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

- The Lady Tiger Volleyball ranked #1 will travel to compete in the National Junior College Athletic Association tournament in Toledo, Ohio. They won the District M tournament held at Cowley College to earn their ninth straight national tournament berth.

A copy of the College Vehicles Transportation report for the month ending October 2013 indicated total mileage of 31,182.

All Administrative Reports presented were accepted.

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

- Vice President of Enrollment Management and Student Affairs
  - ACCT is conducting a nation-wide search. Close date:1/13/14
- Athletic Director
  - 7 candidates invited to first round of video interviews:12/5/13
- Associate Vice President of Career & Technical Education
  - Close date 11/26/13
- Director Marketing
  - 3 candidates invited to final interviews: 11/18/13
- Director Admissions
  - 3 candidates invited to final interviews: 11/20/13
- Enrollment Services representative/Westside
  - Reviewed by screening committee
- Enrollment Services representative, Mulvane
  - Close date: 12/6/13

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

**RESOLVED**, that the personnel transactions as presented by the Director of Human Resources, are hereby authorized and approved.

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 7:42 p.m.

Libby Palmer  
Board Clerk