

**Cowley College
Board of Trustees Official Minutes**

August 22, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on August 22, 2022, at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City.

Trustees	Present	Gary Wilson, Chair Glennis Zimmerman, Vice Chair Dr. Steve Abrams, Trustee Brett Bazil, Trustee Dr. Alan Marcotte, Trustee Bob McGregor, Trustee Marla Sexson, Trustee David Stanley, Trustee
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Staff	Dr. Randy L. Smith, President Tiffany Vollmer, Board Clerk David Andreas, Legal Counsel Dr. Michelle Schoon, VP of Academic Affairs Holly Harper, VP of Finance and Administration Kristi Shaw, VP of Student Affairs Paul Erdmann, VP of Information Technology Debbie Phelps, Exec. Director of Institutional Effectiveness Jason O'Toole, Athletic Director Julie Rhoads, Faculty Liaison Rama Peroo, Director of Institutional Communications and Public Relations Devin Graves, Registrar
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Guests	Gary Jones, Citizen Val Jacobs, Citizen Regina Stoddard, Citizen Dennis Tart, Citizen
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The Invocation was presented by David Stanley.

II. Revenue Neutral Rate Hearing

In accordance with K.S.A. 79-2988, the Board of Trustees shall meet for the purpose of answering and hearing objections of taxpayers relating to the proposed budget, and for the purpose of considering amendments to such proposed budget. In meeting the requirements of this Statute, a notice was published in the Cowley CourierTraveler on August 11, 2022 stating the College's intent to exceed the Revenue Neutral Rate, set at 18.375.

Chair Wilson recognized the Cowley County tax payers in attendance and allowed each of them to speak.

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

RESOLVED, that the Board of Trustees pass a resolution of Cowley County Community College, to levy a property tax rate exceeding the Revenue Neutral Rate; **WHEREAS**, the Revenue Neutral Rate for Cowley County Community College was calculated at 18.375 mills by the Cowley County Clerk; and **WHEREAS**, the budget proposed by the Governing Body of Cowley County Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and **WHEREAS**, the Governing Body held a hearing on August 22, 2022 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and **WHEREAS**, the Governing Body of Cowley County Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate. **NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF Cowley County Community College: Cowley County Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 19.521 mills. This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until further action is taken by the governing body.**

The motion was seconded by Marla Sexson and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye

Motion carried.

III. 2022-2023 State Appropriations Budget

Administration proposed the State Appropriation Budget for the fiscal year 2022-2023. A notice was published in the Cowley Courier Traveler on August 11, 2022.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$340,197,162 which yields a tax levy of approximately \$6,640,925. The county will notify the College around November 1st, 2022 of the actual amount.

Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval.

The projected Operating Mill Levy of 17.521 is the approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 2.00 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' Operating and Capital Outlay Mill Levies for comparison to the fiscal year 2022-2023 projection:

	<u>Operating</u>	<u>Capital Outlay Mill</u>	<u>Final</u>
2017-2018	18.999	1.25	20.241
2018-2019	19.060	1.25	20.310
2019-2020	19.061	1.25	20.311
2020-2021	19.072	2.00	21.072
2021-2022	18.411	1.988	20.399
2022-2023	17.521	2.00	19.521

The Capital Outlay Mill will raise approximately \$680,288 each year (based on the 2022-2023 assessed valuations). These dollars must be spent in the home district (i.e. Cowley County.)

Bob McGregor introduced and moved the adoption of the following resolution:

RESOLVED, that the 2022-2023 State Appropriation Budget for Cowley College, officially published in the Cowley CourierTraveler, 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 policies and procedures of the Board of Trustees.

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

The motion was seconded by Brett Bazil and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye

Motion carried.

IV. Awards and Reports

A. Dr. Smith provided a College Update

- Informed the Board he was recently elected Vice Chair of Cowley-First Economic Development Coordinating Council.
- Also, in advance of the upcoming Proclamation Day event on Wednesday, August 31, Dr. Smith let the Board know he plans to meet with area legislators in the following week.
- Also mentioned the back-to-school activities that have taken place and that the fall sports season is underway.
- Dr. Smith also had an opportunity to attend the Winfield Chamber Banquet and Sumner County Farm Bureau meeting, while also planning to speak at the Cowley County Farm Bureau in mid-October.
- Lastly, he mentioned the planning for the new Tech Building on the main campus in Arkansas City.

A. Kristi Shaw provided an enrollment, recruitment and retention update.

B. Jessica Lucas submitted a Legislative report

C. Thank you to Cowley College from Landy Robinson, Udall 4-H

D. Thank you to Cowley College from Aspen Colquhoun

E. Thank you to Cowley College from Chase Norwood

F. Thank you to Cowley College from Sarah LaGrone, K-State Cowley County Extension

G. Thank you to Cowley College from Eva Navrat

H. Thank you to Cowley College from Carol, Lil' Deuce Scoop

I. Thank you to Cowley College from the Mulvane Public Library

V. Public Comment

VI. Standing Committee Reports

A. Trustee Academic Subcommittee –

Dr. Steve Abrams provided an overview of the August 15, 2022 meeting.

B. Trustee Finance Subcommittee –

Gary Wilson provided an overview of the August 15, 2022

C. Trustee Policy Subcommittee

Brett Bazil provided an overview of the August 16, 2022 meeting and an overview of the policies presented for a first review.

- 159.00 – Professional Attire (Revision)
- 165.00 – Sick Leave – Full-Time Non-Faculty Employees (Revision)
- 259.00 – Student Review of Confidential Records (Revision)

V. Consent Agenda

A. Board Minutes -

- July 18, 2022 regular Minutes
- July 27, 2022 special Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending July 31, 2022 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, July 31, 2022 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.

Cowley County Community College				
Accounts Payable Check Summary				
July 31, 2022				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 10,412.30	\$ 632.00	\$ 9,780.30
RCB	Student Refund Checks	679.00	679.00	-
		\$ 11,091.30	\$ 1,311.00	\$ 9,780.30
General Operating Activities				
RCB	Operating Fund	-	-	-
USB	Operating Fund	1,407,100.56	4,982.25	1,402,118.31
USB	Federal Grants Fund	1,064.79	-	1,064.79
	Total General Operating Activities	\$ 1,408,165.35	\$ 4,982.25	\$ 1,403,183.10

Financial Aid Funds/Student Refund Check \$11,091.30 (net \$9,780.30).

General Operating Activities disbursements \$1,407,100.56 (net \$1,402,118.31).

Federal Funds \$1,064.79; for a total written of \$1,408,165.35 (net \$1,403,183.10).

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 July 31, 2022. 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 –

The Board reviewed department updates provided by administration.

E. Board Policy Approvals –

The Board conducted the second and final review of the following policies presented for approval:

- 165.00 – Sick Leave Policy – Full-time Non-faculty Employees (Revision)

F. Personnel Transactions -

Dr. Smith has authorized the following personnel items for Board review:

Retirements:

- Joseph Shriver, Lead Bus Driver and Inventory Specialist, effective August 31, 2022

Resignations:

- Mike Rosales, TRiO Advisor and Transfer Specialist, effective August 5, 2022
- Verlan Willhaus, Welding Instructor, effective August 10, 2022
- Susan Silliman, Adult Education/GED Instructor, effective August 26, 2022

Staff:

- Steve Anderson, Custodian, at an hourly rate of \$13.00 + \$.50 shift differential, plus staff fringe benefits, effective August 18, 2022
- Randy Bramwell, Custodian, at an hourly rate of \$13.00 +\$.50 shift differential, plus staff fringe benefits, effective August 17, 2022
- Kurt Mount, Custodian, at an hourly rate of \$13.00 +\$.50 shift differential, plus staff fringe benefits, effective August 10, 2022

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 Bob McGregor and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye

Motion carried.

VIII. Discussion Agenda

A. Boots and Black Tie Gala Approval

Chair Wilson and Dr. Smith request Board approval for the College to host the Boots and Black Tie Gala, to include alcoholic beverages, in the Short General Education Center on the Sumner Campus on Thursday, September 22, 2022. The beverages will be administered and supervised by a licensed bar service and no College funds will be used in the purchase of any alcohol.

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

RESOLVED, that the Board of Trustees authorizes the College to host the Boots and Black Tie Gala to include alcoholic beverages, in the Short Community Room, inside the Short General Education Center on the Sumner Campus on Thursday, September 22, 2022. The beverages will be administered and supervised by a licensed bar service and no College funds will be used in the purchase of any alcohol. The bar service assumes the liability per the Kansas Liquor Control Act.

The motion was seconded by Marla Sexson and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye

Motion carried.

B. New Trustee Officer Elections

Chair Wilson requests the Board appoint the new trustees to committee positions

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

RESOLVED, that the Board of Trustee approves the appointment of trustee David Stanley to the Finance Subcommittee and Dr. Alan Marcotte to the Policy Subcommittee. Trustee Stanley replaces Trustee Zimmerman on the Finance Subcommittee.

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

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye

Motion carried.

XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:15 pm.



Tiffany Vollmer
Board Clerk