

**Cowley College
Board of Trustees Official Minutes**

October 17, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on October 17, 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**
- David Stanley, Trustee**

Staff

- Dr. Randy L. Smith, President**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel**
- Dr. Michelle Schoon,**
- Holly Harper, VP of Finance and Administration**
- Paul Erdmann, VP of Information Technology**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Jason O'Toole, Athletic Director**
- Julie Rhoads, Director of Education/Faculty Liaison**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Brooke Istas, Math Faculty**
- Jenette Hanna, Director of Human Resources**

Guests

- Lori Barnes, Citizen**
- Nathan Niles, Citizen**
- Jessica Lucas, Government Affairs Liaison**
- Dr. Kori Gregg, Foundation President**
- John Shelman, Cowley Courier Traveler**
- Libby Moore, Citizen**

The Invocation was presented by Glennis Zimmerman.

II. Awards and Reports

A. Dr. Smith provided a College Update

- **Informed the Board of the recent articulation agreement that was signed to allow all Cowley College graduates the ability to transfer to any of the 21 private universities or four-year colleges in Kansas with junior-level status.**
- **He also spoke of the recent visit by Senator Roger Marshall and the successful Boots and Black Tie Gala held at the Sumner Campus in Wellington.**
- **The College will have two floats in the Arkalalah parades, each highlighting the school's 100th anniversary.**

- Dr. Smith also mentioned that the College is working with Conco Construction to create possible internships for its students.
 - Lastly, Dr. Smith shared that the Theatre Department's production of *The Addams Family* sold more tickets than any other theatre production in the previous five years.
- B. Shaybree Hanes was recognized as the October Student of the Month.
- C. Debbie Phelps provided an enrollment, recruitment and retention update
- D. Jessica Lucas provided a Legislative Update.
- E. Dr. Kori Gregg provided a Foundation quarterly update.
- F. Thank you to Cowley College from the Happy Hustlers 4-H Club
- G. Thank you to Cowley College from Shiney Hughes
- H. Thank you to Cowley College from VISIT Ark City
- I. Thank you to Cowley College from Sage VanZant
- J. Thank you to Cowley College from Coal VanZant
- K. Thank you to Cowley College from Cole Theurer
- L. Thank you to Cowley College from Kim Peri
- M. Thank you to Cowley College from Will Theurer
- N. Thank you to Cowley College from Grace Theurer
- O. Thank you to Cowley College from the Wellington Chamber of Commerce
- P. Thank you to Cowley College from the Lady Crusader Volleyball team
- Q. Thank you to Cowley College from the Wellington Chamber of Commerce.

III. Public Comment

Lori Barnes addressed the Board regarding recent personnel decisions.

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Bob McGregor provided an overview of the October 11, 2022 meeting.

1. New Program Approval

- **A-EMT: Advanced Emergency Medical Technology.** A certificate that provides more training beyond the EMT but not as much as a full Paramedic program. Requires no additional equipment and will target existing career EMTs to get advanced training.
 - Three certificates will be available
 - Certificate A – 24 credit hours (AEMT 1 and AEMT 2)
 - Certificate B – 36 credit hours (EMT, AEMT I and AEMT 2)
 - Certificate C – 51 credit hours (above courses and 15 credits of General Education)

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

RESOLVED, that the Board of Trustees approves the Advanced EMT Certificates A, B, and C as presented.

The motion was seconded by Dr. Alan Marcotte and the following votes were cast:

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

Motion carried.

- **Graphic Imaging Design Certificate A: CIP 10.0303 Technical certification with 21 credit hours. Will be imbedded in the Graphic Design Associate of Fine Arts (AFA) degree, or can be taken as a stand-alone program.**

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

RESOLVED, that the Board of Trustees approves the Graphic Imaging Design Certificate A as presented.

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	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

B. Trustee Finance Subcommittee –

Gary Wilson provided an overview of the October 11, 2022 meeting.

1. Financial Aid Software -

The Financial Aid office has requested approval for the Implementation and Change from PowerFaid to Jenzabar Financial Aid. Our current Financial Aid Database, PowerFaid, is going away in 2025 and we are required to change platforms.

We have 3 vendors with products that we have researched and received demonstrations for comparison purposes. Both our IT department and the Financial Aid department have reviewed these products and held discussions with various other schools using the different platforms to ensure an educated and appropriate decision was made.

We would like to move forward with the transition from PowerFaid to Jenzabar Financial Aid based on the following:

- **The Jenzabar Student and Parent portal is advanced and user friendly which will assist our student population in completing the financial aid process.**
- **The other areas within Cowley already run on Jenzabar so this will allow for more streamlined processing with all departments and interactions between Financial Aid and enrollment, scholarships, and billing.**
- **The Jenzabar FA system is a site license, unlike PowerFaid, so we have unlimited user access and we can have more users than our previous 5 which always caused issues.**
- **Jenzabar is the least costly option and favored by our teams.**

Current PowerFaid Cost: \$22,075/year

Vendor	Implementation	Annual Cost	Additional Fees
Jenzabar FA	\$35,520	\$21,400	Additional Service \$185/hr Annual Increase 3% PowerFaid Licenses until fade out of PF system

PowerFaiDs Cloud and Net Partner	\$0	\$38,400	1 User License \$3,600 ea. Annual Increase 3% J1 Implementation \$15,000 J1 Annual Fees \$5,500
Oracle	\$250,000	\$85,500	

****Our Jenzabar quote was offered before a price increase was rolled out. Per our Account rep, we are grandfathered in but will need a contract signed by 10/31/22. Otherwise, the pricing will increase to \$240/hour which will make also increase our Implementation fee to \$46,080.**

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

RESOLVED, that the Board of Trustees authorizes the College to purchase the Jenzabar financial aid software at a cost of \$21,4000 per year, with a \$35,520 one-time implementation fee.

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	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

2. Walker Tech Boiler Replacement -

Vendor	Location	Total
South Central Commercial Mechanical LLC	Wichita, KS	\$159,562.00
Dean E Norris	Wichita, KS	\$218,196.00
P1 Service LLC (Option 2)	Wichita, KS	\$152,223.00

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

RESOLVED, that the Board of Trustees approves the purchase of the Walker Tech boiler replacement through P1 Service LLC at a cost of \$152,223.00.

The motion was seconded by Dr. Alan Marcotte and the following votes were cast:

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

Motion carried.

C. Trustee Policy Subcommittee

Brett Bazil provided an overview of the October 12, 2022 meeting and an overview of the policies presented for a first review.

- 111.00 – Employee Code of Conduct (Revision)
- 262.00 – Assignment of Grades (Revision)
- 266.00 – Academic Progress (Revision)
- 267.00 – Academic Fresh Start (Delete)

V. Consent Agenda

A. Board Minutes -

- September 19, 2022 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending September 30, 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, September 30, 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				
September 30, 2022				
		Total	Total	Net
Bank	Entity	Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,381,982.24	\$ 44,658.70	\$ 1,337,323.54
General Operating Activities				
RCB	Operating Fund	582.00	-	582.00
USB	Operating Fund	1,316,361.63	80.00	1,316,281.63
USB	Federal Grants Fund	26,599.41	-	26,599.41
Total General Operating Activities		\$ 1,343,543.04	\$ 80.00	\$ 1,343,463.04

Financial Aid Funds/Student Refund Check \$1,381,982.24 (net \$1,337,323.54).

General Operating Activities disbursements \$1,316,943.63 (net \$1,316,863.63).

Federal Funds \$26,599.41; for a total written of \$1,343,543.04 (net \$1,343,463.04).

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 September 30, 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:

- 148.00 – Identity Theft Protection (Revision)
- 250.00 - Admission (Revision)
- 260.00 – Transfer Coursework (Revision)

F. Personnel Transactions -

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

Retirement:

- Jim Brown, Student Accessibility/Title IX Coordinator, effective December 9, 2022

Resignation:

- Christian Hedrick, Welding Instructor – Winfield Correctional Facility, effective October 13, 2022.

Instructional Staff:

- Brailee Tipton, Adult Education Instructional Staff, at an annual salary of \$38,337, plus staff fringe benefits, effective October 18, 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 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	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

VI. First Executive Session

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

RESOLVED, that the Board of Trustees enter into executive session to discuss non-elected personnel, regarding recent personnel transactions, pursuant to the exception for discussion relating to non-elected personnel for 15 minutes, beginning at 6:35 pm and reconvening in open session at 6:50 pm with no action to follow. The Board requests David Andreas and Dr. Randy Smith be present in the executive session.

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	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

The meeting then resumed in open session at 6:50 pm in the same room.

VII. Second Executive Session

David Stanley introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session to discuss non-elected personnel, regarding recent personnel transactions, pursuant to the exception for discussion relating to non-elected personnel for 15 minutes, beginning at 6:50 pm and reconvening in open session at 7:05 pm with no action to follow. The Board requests David Andreas and Dr. Randy Smith be present in the executive session.

The motion was seconded by Glennis Zimmerman and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 7:05 pm in the same room.

VIII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:05 pm.



Tiffany Vollmer
Board Clerk