

**Cowley College
Board of Trustees Official Minutes**

January 18, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on January 18, 2022, at 6:00pm in President's Dining Room inside the McAtee Dining Center, 200 S. 4th, Arkansas City, KS.

Trustees	Present	Gary Wilson, Chair Glennis Zimmerman, Vice Chair Dr. Steve Abrams, Trustee Brett Bazil, Trustee Bob McGregor, Trustee Marla Sexson, Trustee Christopher Swan, Trustee
Staff		Dr. Dennis C. Rittle, President Tiffany Vollmer, Board Clerk David Andreas, Legal Counsel Dr. Michelle Schoon, VP of Academic Affairs Holly Harper, VP of Finance and Administration Paul Erdmann, VP of Information Technology Kristi Shaw, VP of Student Affairs Debbie Phelps, Exec. Director of Institutional Effectiveness Jason O'Toole, Athletic Director Pam Smith, Natural Science Department Chair Jon Tyler, Public Safety Officer
Guests		Dr. Annaria Barnds, Willdan Group Shelby Fuqua, December Student of the Month Jessica Lucas, J Squared Communications Christy Rittle, Citizen Gary Jones, Citizen

The Invocation was presented by Chris Swan.

II. Election of Officers

Chair Wilson accepted nominations for the Board Chair and Vice Chair officer positions for the 2022 calendar year.

Chris Swan nominated Gary Wilson to serve as Board Chair.

Dr. Steve Abrams introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees appoint Gary Wilson to serve as Board Chair for the 2022 calendar year by acclamation.

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

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

Chair Wilson accepted nominations for Board Vice Chair position for the 2022 Calendar year.

Dr. Steve Abrams nominated Glennis Zimmerman to serve as Board Vice Chair.

Dr. Steve Abrams introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees appoint Glennis Zimmerman to serve as the Board Vice Chair for the 2022 calendar year by acclamation.

The motion was seconded by Chris Swan and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

III. Awards and Reports

A. Dr. Rittle provided a College Update

- Informed the Board of the success Cowley students-athletes had during the fall semester led by the women's basketball team achieving a 3.53 grade point average.
- Dr. Rittle also praised the work done by the Cowley admissions team and mentioned each individual by name.
- He also mentioned the strong housing numbers registered in the Fall and the agriculture storage shed is now up at the Sumner Campus in Wellington.
- Lastly, spring semester classes and Golden Tigers enrollment started Tuesday.
- Introduced the administrative cabinet members to the new trustees.
- Housing numbers are back up to 90.6% occupancy after the COVID years.
- The Sumner Campus ag shed has been constructed.
- The sustainable comparative advantage survey went out to all employees last Friday to contribute to the business plan.

B. Shelby Fuqua was recognized as the December 2021 Student of the Month.

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

- Cowley College was the only community college selected by KBOR to Participate in the National Institute for Student Success (NISS) project at Georgia State University. They will be presenting a diagnostic playbook later this week and one recommendation we know they will be making is to focus more on our stop out students; this recommendation is the result of their analysis of 10 years' worth of our retention and completion information from KBOR and IPEDS, the federal data reporting collection.
- We will be enrolling 12 new students from the correctional facility in Feb. for our Construction Trades program.

- 746 emails from our service area opened the Email Marketing blast that was executed with the Winter Session Campaign. We have since added those records into our marketing initiatives with new understand from this promotional test drive that our Homeschool Market has expressed general interest in Cowley College. Now that marketing is under the enrollment management efforts we can further use the records alongside recruiting opportunities such as a March Kansas Homeschool Expo to optimize these efforts in both department worlds. The goal is to grow relationship and enrollment opportunities for Academic year 2022- 2023 with Homeschool students.
- As of today, we have 330 new students for spring enrolled.

IV. Public Comment

V. Standing Committee Reports

A. Trustee Finance Subcommittee –

Dr. Steve Abrams provided an update of the January 12, 2022 meeting.

1. Government Affairs Liaison Contract Renewal –

The Finance subcommittee requested approval to contract with Jessica Lucas with J Squared Communications for Government Affairs Liaison services for a 3-year term, at a cost of \$24,000 annually.

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

RESOLVED, that the Board of Trustees approves the contract of Jessica Lucas as the College Government Affairs Liaison for a 3-year term at a cost of \$24,000 annually.

The motion was seconded by Chris Swan, and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

B. Trustee Policy Subcommittee -

Gary Wilson provided an update of the January 12, 2022 meeting and an overview of the policies presented for a first review.

- 125.00 – Tobacco Use on Campus
- 167.00 – Tuition Reimbursement

VI. Consent Agenda

A. Board Minutes -

- December 13, 2021 regular meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending December 31, 2021 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, December 31, 2021 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					
December 31, 2021					
Bank	Entity	Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed	
RCB	Student Refund Checks	\$ 102,489.85	\$ 5,415.00	\$ 97,074.85	
General Operating Activities					
RCB	Operating Fund	97.91	-	97.91	
USB	Operating Fund	1,342,660.04	106.80	1,342,553.24	
USB	Federal Grants Fund	24,766.30	-	24,766.30	
Total General Operating Activities		\$ 1,367,524.25	\$ 106.80	\$ 1,367,417.45	

Financial Aid Funds/Student Refund Check \$102,489.85 (net \$97,074.85).

General Operating Activities disbursements \$1,342,757.95 (net \$1,342,651.15).

Federal Funds \$24,766.30; for a total written of \$1,367,524.25 (net \$1,367,417.45).

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 December 31, 2021. 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:

- 127.00 – Drug-free Workplace
- 165.00 – Sick Leave – Full-Time Non-Faculty Employees
- 166.00 – Vacation – Full-Time Non-Faculty Employees
- 205.00 – Curriculum Development

F. Personnel Transactions -

Dr. Rittle has recommended the following personnel items for Board approval:

Retirement:

- Patty Mugler, Assistant to the Athletic Director, effective April 1, 2022.

Staff:

- Steve Anderson, Custodian, at an hourly rate of \$12.75 + \$.25 shift differential, plus staff fringe benefits, effective January 31, 2022
- Chase Poovey, Public Safety Officer, at an hourly rate of \$15.06, plus staff fringe benefits, effective January 19, 2022

Dr. Steve Abrams 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	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

VII. Procurement

- A. HEERF Eligible Purchases - Deferred Maintenance Long Lead Equipment Contract - Willdan Group is requesting the procurement of long-lead equipment to include air handling units and roof-top units for the HVAC project funded through the Higher Education Emergency Relief Funds (HEERF). This is the first phase of equipment purchases to complete the project by the end of the Summer. Future equipment bids will be presented in the February and March meetings.

Winfield Heating and Plumbing was the lowest and/or only bidder of the 4 firms solicited - Trane, P1 Group, DMI, Winfield - for the long-lead equipment scopes at a cost of \$370,753 using HEERF funds.

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

RESOLVED, that the board of Trustees approves the deferred maintenance long lead equipment contract using Winfield Heating and Plumbing at a cost of \$370,753 using HEERF funds.

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

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

VIII. Board Appointments

- A. Annual Appointment of Board Attorney, Board Clerk, Board Treasurer and Trustee Reps –

According to the Policies adopted by the Board of Trustees and Laws of the State of Kansas, a Secretary, a Treasurer, and an Attorney for the Board shall be appointed each year. These officers may not be members of the Board of Trustees, and serve at the pleasure of the Board.

1. Tiffany D. Vollmer to continue as clerk of the Board, to take effect January 19, 2022 through the regularly scheduled Board meeting in January 2023.
2. Dr. Dennis C. Rittle to continue as temporary Treasurer of the Board, to take effect January 19, 2022 through the regularly scheduled Board meeting in February 2022.
3. David Andreas, Legal Counsel, has submitted a proposed contract (attached). His retainer fee will remain \$400.00 per month and the hourly rate will remain \$200.00. The term of the contract will be January 19, 2022 through the regularly scheduled Board meeting in January 2023.

For said compensation, David W. Andreas agrees to provide all legal services required by the College for dates stated above, excluding:

- Legal action concerning College Bond issues;
- Professional negotiations with College personnel;
- Law suits involving the College of the Board of Trustees; and
- Acquisition of real estate.

Tiffany Vollmer, Board Clerk, read the proposed slate of Trustee Representatives for the 2022 calendar year as follows:

A voting delegate to KACCT (Kansas Association of Community College Trustees): Brett Bazil

An alternate delegate to KACCT (Kansas Association of Community College Trustees): Vacant

A voting delegate to ACCT (Association of Community College Trustees): Bob McGregor

An alternate delegate to ACCT (Association of Community College Trustees): Vacant

A Trustee representative for professional negotiations: Glennis Zimmerman

A Trustee representative designated to open bids: Gary Wilson

A Trustee representative to the Cowley College Foundation: Glennis Zimmerman

A Trustee representative to the Tiger Booster Club: Marla Sexson

Three Trustees to serve on the Finance Sub-Committee:

Gary Wilson

Glennis Zimmerman

Dr. Steve Abrams

Three Trustees to serve on the Academic Sub-Committee:

Bob McGregor

Marla Sexson

Dr. Steve Abrams

Three Trustees to serve on the Board Policy Sub-Committee:

Gary Wilson

Chris Swan

Brett Bazil

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

RESOLVED, that the Board of Trustees approve the 1-year contract with David Andreas to provide legal services to the College effective January 19, 2022 through the regularly scheduled Board meeting in January 2023.

The motion was seconded by Gary Wilson and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

Chris Swan introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves Tiffany Vollmer as Clerk of the Board, the slate of trustee representatives for the 2022 calendar year, and Dr. Rittle as the temporary treasurer for 1-month, with a permanent Board treasurer being established at the February meeting.

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

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

IX. Discussion Agenda

A. Board of Trustee Handbook Revisions – Second Review and Approval

Trustees Foster and Zimmerman were tasked with reviewing the Board of Trustee Handbook and recommending edits to the Board Clerk. The revised draft book was presented for a first review by the Board at the December meeting. Chair Wilson requested board approval of the revised Board handbook.

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

RESOLVED, that the Board of Trustees approve the revised Board of Trustee Handbook as presented.

The motion was seconded by Bob McGregor and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

X. Other Business

XI. Adjournment

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

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer
Board Clerk**