

**Cowley College  
Board of Trustees Official Minutes**

**February 21, 2022**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on February 21, 2022, at 6:00pm in President's Dining Room inside the McAtee Dining Center, 200 S. 4<sup>th</sup>, Arkansas City, KS.

<b>Trustees</b>	<b>Present</b>	<b>Gary Wilson, Chair Glennis Zimmerman, Vice Chair (Via Zoom) Dr. Steve Abrams, Trustee Brett Bazil, Trustee Bob McGregor, Trustee Marla Sexson, Trustee Christopher Swan, Trustee</b>
<b>Staff</b>		<b>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 Julie Rhoads, Faculty Liaison Rama Peroo, Director of Jim Brown, Accessibility and Title IX Coordinator Liz Shepard, Director of Upward Bound Nick Albrecht, Director of Theatre</b>
<b>Guests</b>		<b>Jessica Lucas, Government Affairs Liaison (Via Zoom) Morgan Nellis, January Student of the Month Gary Jones, Citizen</b>

The Invocation was presented by Marla Sexson.

**II. Awards and Reports**

**A. Dr. Rittle provided a College Update**

- **Dr. Rittle informed the Board that the turf project on the Tiger athletic fields is complete, while the roof at The Lodge Dormitory and fencing on the baseball field is nearing completion.**
- **Dr. Rittle also mentioned the College recently had a successful Homecoming Week.**
- **Department budgets and evaluations are underway.**
- **The Sumner Campus Housing Project is going well with the plan to conduct a ribbon-cutting at the facility in June.**
- **Lastly, Dr. Rittle wished Board Chair Gary Wilson a happy birthday.**

- B. Morgan Nellis was recognized as the January 2022 Student of the Month.
- C. Jessica Lucas provided a Legislative update.
- D. Kristi Shaw provided an enrollment, recruitment and retention update.
- E. Jim Brown provided a Title IX overview.
- F. Liz Shepard provided a Centennial planning update.
- G. Dr. Kori Gregg submitted a Foundation quarterly report.

**III. Public Comment**

**IV. Standing Committee Reports**

- A. Trustee Academic Subcommittee –  
Bob McGregor provided an overview of the February 12, 2022 meeting.
- B. Trustee Finance Subcommittee –  
Gary Wilson provided an overview of the February 14, 2022 meeting.

**1. 2022-2023 Tuition, Fees, and Housing Rates**

The Trustee Finance Subcommittee requested approval of the tuition, fees, and housing rates for the 2022-2023 academic year as presented.

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

**RESOLVED**, that the Board of Trustees approve the 2022-2023 tuition, fees, and housing rates with the modification of a \$200 reduction in the proposed rate for Sumner Campus residential housing, and a \$5 reduction in both the Kansas and Oklahoma high school rates.

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

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

Motion carried.

- C. Trustee Policy Subcommittee -  
Brett Bazil provided an update of the February 17, 2022 meeting and an overview of the policies presented for a first review.
  - 129.00 – Family Medical Leave Act (FMLA)
  - 141.00 – Use of College Property
  - 161.00 – Requisition and Selection – Non-Faculty Personnel
  - 247.00 – Class Work-Based Learning Projects
  - 261.00 – Student Evaluations
  - 273.00 – Check-Out Procedures

## V. Financial Reports

Copies of the Financial Reports for the month ending January 31, 2022 were provided to the Board for review. These 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.

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

RESOLVED, that the Board of Trustees approves the financial reports as presented.

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.

## VI. Consent Agenda

### A. Board Minutes -

- January 18, 2022 regular meeting Minutes
  - Trustee Abrams requested to amend an error on page 1 of the Minutes.

### B. Bills and Claims -

A list of the Bills and Claims for the month ending, January 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.

<b>Cowley County Community College</b>					
<b>Accounts Payable Check Summary</b>					
<b>January 31, 2022</b>					
			<b>Total</b>	<b>Total</b>	<b>Net</b>
	<b>Bank</b>	<b>Entity</b>	<b>Check Amount</b>	<b>Check Amount</b>	<b>Check Amount</b>
			<b>Written</b>	<b>Voided</b>	<b>Disbursed</b>
RCB		Student Refund Checks	\$ 21,396.13	\$ 6,527.16	\$ 14,868.97
<b>General Operating Activities</b>					
RCB		Operating Fund	-	-	-
USB		Operating Fund	1,248,299.04	1,060.80	1,247,238.24
USB		Federal Grants Fund	2,110.10	-	2,110.10
<b>Total General Operating Activities</b>			<b>\$ 1,250,409.14</b>	<b>\$ 1,060.80</b>	<b>\$ 1,249,348.34</b>

Financial Aid Funds/Student Refund Check \$121,396.13 (net \$14,868.97).

General Operating Activities disbursements \$1,248,299.04 (net \$1,247,238.24).

Federal Funds \$2,110.10; for a total written of \$1,250,409.14 (net \$1249,348.34).

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 January 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.

**C. Administrative Reports –**

The Board reviewed department updates provided by administration.

**D. Board Policy Approvals -**

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

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

**F. Personnel Transactions -**

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

**Resignations:**

- Ashley Leighty, Tiger Deli Manager, effective January 28, 2022
- Jennifer Rupp, Humanities Instructor, effective May 31, 2022

**Staff:**

- Adrian Crosby, Maintenance Technician II, at an hourly rate of \$19.24, plus staff fringe benefits, effective February 22, 2022.

**Internal Reorganization of Existing College Personnel with Extensive Increase in Duties:**

- Stephanye Edwards, Athletic Advisor and Compliance Officer, at an annual salary of \$46,785, plus staff fringe benefits, effective March 1, 2022.

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

**RESOLVED**, that the Board of Trustees approve the consent agenda as amended.

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		

Motion carried.

**VII. Procurement**

**A. 2022-2023 Great Western Dining Contract**

Administration and the Finance Subcommittee requested Board approval of the Great Western Dining Services contract, as presented.

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

**RESOLVED**, that the Board of Trustees approves the 2022-2023 Great Western Dining contract as presented.

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

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

Motion carried.

**B. HEERF Eligible Purchase – NDT Equipment**

The Nondestructive Testing program is currently using Phased Array equipment that only allows for two to three students per instrument during laboratory exercises. This proximity to other students during course work if for greater than 30 minutes at a time. The program would like to purchase additional five (5) Phased Array instruments to allow for proper social distancing during the lab exercises.

Vendor	Location	Base cost	Filters	Shipping	Total
Waygate Technologies	NY	\$45,000.00	\$8,875.00	Incl	\$53,875.00
Olympus NDT	MA	\$54,612.50	\$11,043.75	Incl	\$65,656.25
Test Equipment Dist	MI	\$67,776.00	\$21,204.00	Incl	\$88,980.00

Administration and the Finance Subcommittee requested Board approval to purchase the NDT equipment from Waygate Technologies for \$53,875.00 through Higher Education Emergency Relief funds.

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

**RESOLVED**, that the Board of Trustees approves the purchase of the NDT equipment from Waygate Technologies for \$53,875.00 through Higher Education Emergency Relief funds.

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

Chair Wilson	Aye	Trustee McGregor	Aye
Vice Chair Zimmerman	Aye	Trustee Sexson	Aye
Trustee Abrams	Aye	Trustee Swan	Aye
Trustee Bazil	Aye		

Motion carried

**C. Brown Center Theatre Lighting – Capital Outlay Funds**

Administration and the Finance Subcommittee initially recommended approval of XS Lighting and Sound for the Brown Center Theatre lighting replacement; however, upon further reflection the Trustee Subcommittee recommends this item be discussed.

Equipment	Qty	A to Z Theatrical Supply and Service, Inc.	Relevant Audio-Visual Inc.	Sparks	Harvest AV Solutions	XS Lighting & Sound
ETC ION XE 20 – 12K Lighting console 1	1	\$ 13,600.00	\$ 14,795.00	\$ 13,783.00	\$ 12,532.00	\$ 12,696.00

ETC Response Mk2 Portable One Port Gateway 7	7	4,060.00	4,165.00	4,236.40	3,535.00	3,353.00
Chauvet Ovation E-910FC LED Ellipsoidal light fixtures BLACK 45	45	63,000.00	54,900.00	55,308.15	54,450.00	50,175.00
Chauvet 19-degree OHDL lens tubes BLACK 35	35	7,525.00	7,000.00	7,229.25	7,140.00	6,562.50
Chauvet 26-degree OHDL lens tubes BLACK 15	15	3,225.00	3,000.00	3,098.25	3,060.00	2,812.50
ETC Colorsource Deep Blue LED Par light fixture BLACK 15	15	10,125.00	12,975.00	11,612.70	9,795.00	9,300.00
ETC 7.5" Medium Round Diffuser 15	15	450.00	450.00	498.00	390.00	375.00
ETC RGBI-L LED Cyc Lights BLACK 10	10	15,680.00	15,760.00	16,304.70	13,760.00	13,050.00
Chauvet Rogue R3 spots BLACK 6	6	16,800.00	14,700.00	14,010.78	14,520.00	12,714.00
Chauvet DJ-CLP-05 Pipe Clamps 30	30	480.00	300.00	450.00	390.00	390.00
		\$ 134,945.00	\$ 128,045.00	\$ 126,531.23	\$ 119,572.00	\$ 111,428.00
Lead Time		5-20 wks	10-20 wks	4-6 wks	3-20 wks	7-10 wks
	% over lowest bid	21.1%	14.9%	13.6%	7.3%	

Administration and the Finance Subcommittee initially recommended approval of XS Light and Sound for the theatre lighting project; however, upon further reflection, the subcommittee requested Board discussion.

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

**RESOLVED**, that the Board of Trustees approves Sparks Music for the Brown Center Theatre lighting project at a cost of \$126,531.23.

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

Chair Wilson	Aye	Trustee McGregor	Nay
Vice Chair Zimmerman	Aye	Trustee Sexson	Nay
Trustee Abrams	Nay	Trustee Swan	Aye
Trustee Bazil	Nay		

Motion failed.

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

**RESOLVED**, that the Board of Trustees approves XS Lighting and Sound for the Brown Center Theatre lighting project at a cost of \$111,428.00

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

Chair Wilson	Nay	Trustee McGregor	Aye
Vice Chair Zimmerman	Aye	Trustee Sexson	Aye
Trustee Abrams	Aye	Trustee Swan	Nay
Trustee Bazil	Aye		

Motion carried.

Trustee Abrams expressed his dissatisfaction with the way the industry sets the price on products for this particular project.; however, he understands that there is no other option, while doing what's in the best interests of the College to save \$15,000.

#### D. Kitchen Equipment – Capital Outlay Funds

As we are updating the HVAC and flooring in the kitchen this summer, it is time to replace some of the equipment. Several of the pieces quoted below were moved from the original dining hall and placed into McAtee Dining after it was built. These pieces of equipment are over 20 years old, and need replaced.

	Sunflower	TriMark	US Foods
Food Slicer	\$ 4,650.00	\$ 5,614.26	\$ 5,448.06
Milk Dispenser	\$ 2,700.00	\$ 2,636.42	\$ 2,488.32
Combi Oven, Gas (double stack)	\$42,980.00	\$40,314.50	\$63,400.02
Char Broiler	\$ 1,450.00	\$ 4,131.10	\$ 5,432.02
Equipment Stand	\$ 250.00	\$ 1,009.58	\$ 1,910.52
Shipping	\$ 483.00		\$ 865.23
	\$52,513.00	\$53,705.86	\$79,544.17

Administration and the Finance Subcommittee requested the approval to purchase the kitchen equipment from Sunflower Restaurant Supply for \$52,513.00 through Capital Outlay funds.

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

**RESOLVED**, that the Board of Trustees approves the purchase of the kitchen equipment from Sunflower Restaurant Supply for \$52,513.00 through Capital Outlay funds.

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

Chair Wilson	Aye	Trustee McGregor	Aye
Vice Chair Zimmerman	Aye	Trustee Sexson	Aye
Trustee Abrams	Aye	Trustee Swan	Aye
Trustee Bazil	Aye		

Motion carried.

**E. Audit Engagement**

Swindoll, Janzen, Hawk & Loyd, LLC have been the external auditors for the College the past five years. They sent a letter in late December stating they will no longer provide audit, budget or advisory services for governmental entities. One of the partners, D. Scot Loyd, has branched off and created his own group, Loyd Group, LLC to perform these services. The Loyd Group, LLC will retain the same auditors we have used the past five years. They offered the College a fee not to exceed \$60,000 and will honor this pricing through June 30, 2026 audit.

Administration and the Finance Subcommittee requested the approval to proceed with the engagement of Loyd Group, LLC for College financial audit services for fiscal years ending June 30, 2022 – June 30, 2026.

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

**RESOLVED**, that the Board of Trustees approves the engagement of Loyd Group, LLC for College financial audit services for fiscal years ending June 30, 2022 – June 30, 2026.

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

Chair Wilson	Aye	Trustee McGregor	Aye
Vice Chair Zimmerman	Aye	Trustee Sexson	Aye
Trustee Abrams	Aye	Trustee Swan	Aye
Trustee Bazil	Aye		

Motion carried.

**IX. Discussion Agenda**

**A. Board Treasurer Appointment -**

According to the policies adopted by the Board of Trustees and Laws of the State of Kansas a Treasurer for the Board shall be appointed each year. At the January 2022 meeting, The Board of Trustees approved Dr. Rittle as temporary treasurer until a permanent Board treasurer could established at the February meeting.

Dr. Steve Abrams has volunteered to serve as treasurer.

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

**RESOLVED**, that the Board of Trustees approves Dr. Steve Abrams as the Board Treasurer for the 2022 calendar year.

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

Chair Wilson	Aye	Trustee McGregor	Aye
Vice Chair Zimmerman	Aye	Trustee Sexson	Aye
Trustee Abrams	Abstain	Trustee Swan	Aye
Trustee Bazil	Aye		

Motion carried.



**X. Other Business**

**XI. Adjournment**

With no other business to be considered, Chair Wilson declared the meeting adjourned at 8:30 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**