

**Cowley College
Board of Trustees Official Minutes**

March 14, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on March 14, 2022, at 6:00pm in President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City, KS.

Trustees Present

- Gary Wilson, Chair**
- Glennis Zimmerman, Vice Chair**
- 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 (via Zoom)**
- Holly Harper, VP of Finance and Administration**
- Kristi Shaw, VP of Student Affairs**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Julie Rhoads, Faculty Liaison**
- Rama Peroo, Director of Instit. Communications and Public Relations**
- Bryan McChesney, Systems Administrator**
- Roxanna James, Director – IMPACT/TRiO**

Guests

- Jessica Lucas, Government Affairs Liaison (Via Zoom)**
- Gary Jones, Citizen**
- John Shelman, Cowley CourierTraveler**

The Invocation was presented by Bob McGregor.

II. Awards and Reports

A. Dr. Rittle provided a College Update

- Informed the Trustees of the recent Ed Hargrove Softball Field dedication and banquet that was held on Saturday, March 12.
- Senator Roger Marshall spoke to a full house at Cowley College's Sumner Campus on March 12th. Dr. Marshall mentioned his support of community colleges, and in particular Cowley College.
- Dr. Rittle will conduct spring Tiger Talks at Cowley's Arkansas City, Wellington, Mulvane, and Wichita sites.
- Provided an update on the student residential housing being built at the Sumner Campus. The new student housing is on track to open in the fall.
- Dr. Rittle also spoke of the recognition Janet Davidson, director of early childhood education, received from the Wichita Business Journal as she was named among the list of Young Professionals in Education.

- Provided a Cowley Appreciation Tuition Scholarship (CATS) Initiative update which provides free-tuition to all Cowley and Sumner County residents taking classes during the upcoming May term.
- Lastly, Dr. Rittle said the results for the Strategic Business Management Plan are being reviewed and negotiations with the Cowley Education Association will begin in a few weeks.

B. Jessica Lucas provided a Legislative update.

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

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Marla Sexson provided an overview of the March 7, 2022 meeting.

B. Trustee Finance Subcommittee –

Glennis Zimmerman provided an overview of the March 8, 2022 meeting.

1. In-District Tuition Rate

The Trustee Finance Subcommittee requested the Board approve the removal of the in-district tuition rate and replace it with an in-district scholarship of \$10 per credit hour for Cowley County resident students.

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

RESOLVED, that the Board of Trustees authorizes the College to eliminate the in-district tuition rate and replace it with an in-district scholarship of \$10 per credit hour for Cowley County resident students.

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
Brett Bazil	Aye	Chris Swan	Aye

Motion carried.

VI. Consent Agenda

A. Board Minutes -

- February 21, 2022 regular meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending February 28, 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, February 28, 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					
February 28, 2022					
<u>Bank</u>	<u>Entity</u>		<u>Total Check Amount Written</u>	<u>Total Check Amount Voided</u>	<u>Net Check Amount Disbursed</u>
RCB	Student Refund Checks		\$ 1,366,664.24	\$ 12,186.09	\$ 1,354,478.15
General Operating Activities					
RCB	Operating Fund		-	-	-
USB	Operating Fund		897,378.08	540.00	896,838.08
USB	Federal Grants Fund		24,120.47	-	24,120.47
Total General Operating Activities			<u>\$ 921,498.55</u>	<u>\$ 540.00</u>	<u>\$ 920,958.55</u>

Financial Aid Funds/Student Refund Check \$1,366,664.24 (net \$1,354,478.18).
 General Operating Activities disbursements \$897,378.08 (net \$896,838.08).
 Federal Funds \$24,120.47; for a total written of \$921,498.55 (net \$920,958.55).

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 February 28, 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:

- 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

F. Personnel Transactions -

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

Resignations:

- Dr. Michelle Lett, Instructor – Natural Science and Mathematics, effective May 31, 2022
- Adrian Crosby, Maintenance Technician II, effective March 10, 2022

Director:

- **Alison Nittler, Assistant Athletic Director, at an annual salary of \$40,000, plus staff fringe benefits, effective March 15, 2022**

Chris Swan 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
Brett Bazil	Aye	Chris Swan	Aye

Motion carried.

IX. Discussion Agenda

A. Banking Authorizations

Chair Wilson requested Board approval of the authorized signers on all Cowley College bank accounts.

**Board Treasurer: Dr. Steve Abrams
College CEO: Dr. Dennis C. Rittle
College CFO: Holly Harper**

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

RESOLVED, that the Board of Trustees approves Board Treasurer Dr. Steve Abrams, CEO Dr. Dennis Rittle, and CFO Holly Harper as the only authorized signers on all Cowley College bank accounts.

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

Gary Wilson	Aye	Bob McGregor	Aye
Glennis Zimmerman	Aye	Marla Sexson	Aye
Brett Bazil	Aye	Chris Swan	Aye

Motion carried.

B. Trustee Ad Hoc Business Plan Committee

Chair Wilson requested Board approval to create a Trustee Ad Hoc Business Plan Committee, consisting of the Board Chair (Gary Wilson), Board Vice Chair (Glennis Zimmerman), and Board Treasurer (Dr. Steve Abrams), to meet at least once per month in April, May and June.

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

RESOLVED, that the Board of Trustees approves the creation of the Trustee Ad Hoc Business Plan Committee, consisting of the Board Chair, Board Vice Chair, and Board Treasurer, to meet at least once per month in April, May and June.

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

Gary Wilson
Glennis Zimmerman
Brett Bazil

Aye
Aye
Aye

Bob McGregor
Marla Sexson
Chris Swan
Aye
Aye
Aye

Motion carried.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 6:42 pm.



Tiffany Vollmer
Board Clerk