

**Cowley College  
Board of Trustees Official Minutes**

**April 18, 2022**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on April 18, 2022, at 6:00pm in President's Dining Room inside the McAtee Dining Center, 206 S. 4<sup>th</sup>, 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 ( via Zoom)**
- Dr. Michelle Schoon, VP of Academic Affairs**
- Holly Harper, VP of Finance and Administration**
- 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 Instit. Communications and Public Relations**
- Jon Tyler, Public Safety Officer**

**Guests**

- Dr. Annaria Barnds, Willdan Group**
- Jessica Lucas, Government Affairs Liaison**
- Gary Jones, Citizen**
- John Shelman, Cowley CourierTraveler**
- Christy Rittle, Citizen**
- Joe Blake, April Student of the month**
- Isaac Stebens, February Student of the Month**
- Madisyn Pitts, March Student of the Month**

The Invocation was presented by Brett Bazil.

**II. Awards and Reports**

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

- Informed the Board that Martyna Kowalska was recently named the 2021-2022 Student of the Year.
- Also, the roof work at the Lodge Dormitory is now complete, while construction on the residential housing at the Sumner Campus is on track.
- Lastly, Dr. Rittle informed the Board of several grants the College is the recipient of, such as the Rise Cowley Grant, JIIST Grant, and Congressional Grant totaling nearly \$300,000.

**B. Isaac Stebens was recognized as the February Student of the Month**

- C. Madisyn Pitts was recognized as the March Student of the Month
- D. Joe Blake was recognized as the April Student of the Month
- E. Jessica Lucas provided a Legislative update.
- F. Kristi Shaw provided an enrollment, recruitment and retention update.
- G. Debbie Phelps provided a Strategic Plan update
- H. Trustee Brett Bazil provided a recap of the KACCT quarterly meeting, held April 1.
- I. Dr. Kori Gregg provided a Foundation Quarterly report
- J. Thank you to Cowley College from Wellington High School
- K. Thank you to Cowley College from the Oxford "Robocats"
- L. Thank you to Cowley College from the Independence High School After Prom Committee
- M. Thank you to Cowley College from the Northwest High School Class of 2022
- N. Thank you to Cowley College from Citizen's Bank of Kansas
- O. Thank you to Dr. Rittle from Senator Jerry Moran

### **III. Public Comment**

### **IV. Standing Committee Reports**

#### **A. Trustee Academic Subcommittee –**

Dr. Steve Abrams provided an overview of the April 12, 2022 meeting.

#### **B. Trustee Finance Subcommittee –**

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

Dr. Annaria Barnds provided a presentation showing the status of the deferred maintenance project and new equipment installation timeline.

#### **C. Trustee Policy Subcommittee –**

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

- 134.00 – Reporting of Fraud (Delete)
- 138.00 – Political Activity (Revision)
- 143.00 – Technology Usage by Employees (Revision)
- 263.00 – Student Appeal of Course Grades (Revision)
- 280.00 – Credit Hour Definition (Revision)
- 433.00 – Satisfactory Academic Progress for Federal Aid Recipients (Revision)

#### **D. Trustee Ad Hoc Business Plan Committee –**

Glennis Zimmerman provided an overview of the April 13, 2022 meeting.

### **V. Consent Agenda**

#### **A. Board Minutes -**

- March 14, 2022 regular meeting Minutes

#### **B. Financial Reports –**

Copies of the Financial Reports for the month ending March 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, March 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>March 31, 2022</b>					
	<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	\$ 611,319.13	\$ 23,634.55	\$ 587,684.58
<b><u>General Operating Activities</u></b>					
RCB		Operating Fund	125.00	-	125.00
USB		Operating Fund	1,361,076.49	5,483.10	1,355,593.39
USB		Federal Grants Fund	10,971.90	-	10,971.90
<b>Total General Operating Activities</b>			<b>\$ 1,372,173.39</b>	<b>\$ 5,483.10</b>	<b>\$ 1,366,690.29</b>

Financial Aid Funds/Student Refund Check \$611,319.13 (net \$587,684.58).

General Operating Activities disbursements \$1,361,201.49 (net \$1,355,718.39).

Federal Funds \$10,971.90; for a total written of \$1,372,173.39 (net \$1,366,690.29).

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 March 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. Personnel Transactions -**

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

**Resignations:**

- Lisa Gott, Custodian, effective April 4, 2022
- Robert Moffatt, Welding Instructor, effective July 1, 2022
- Nicole Murphy, Admissions Representative, effective April 22, 2022
- Dr. Dennis Rittle. President, effective July 9, 2022

**Faculty:**

- Abigail Rogers, English Instructor, at an annual salary of \$44,900, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2022
- Monica Estiandan, Biology Instructor, at an annual salary of \$48,300, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2022

- Dr. Thomas Weaver, Biology Instructor, at an annual salary of \$61,360, plus fringe benefits, based on classification “G” of the Faculty Master Agreement, effective August 1, 2022

**Staff:**

- Laura Fleming, Tiger Deli Manager, at an hourly rate of \$16.70, plus staff fringe benefits, effective April 19, 2022
- Justice Circle, Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective April 19, 2022

Glennis Zimmerman 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 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.

## VI. Procurement

### A. Deferred Maintenance Equipment Purchases -

Administration requested approval to purchase of the remaining HVAC equipment to include air handling units and roof-top units funded through the Higher Education Emergency Relief Funds (HEERF). The first phase of project was approved at previous board meetings for \$405,753.00. The total requested for the remaining equipment is \$1,090,261.00 to be funded with the HEERF grant.

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

**RESOLVED**, that the Board of Trustees approves the purchase of the remaining HVAC equipment to include air handling units and roof-top units funded through the Higher Education Emergency Relief Fund (HEERF.) The Total requested for the remaining equipment is \$1,090,261.00 to be funded with the HEERF grant.

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. Bus Barn Build -

After several months of trying to find an economic design, Administration was provided two feasible quotes to replace the bus barn that is now occupied by the Construction Trades

program. The bus barn will include four bays for our four buses and be placed east of the Linda Hargrove Rec Building south of the basketball court.

Vendor	Location	Base cost	Other Fees	Total
Neal Construction	Ark City, KS	\$121,440.00	\$24,328.00	\$145,768.00
Cleary Building Corp	Wellington, KS	\$383,775.00		\$383,775.00

Administration requested approval to contract with Neal Construction on the construction of the Bus Barn.

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

**RESOLVED**, that the Board of Trustees authorizes the College to contract with Neal Construction on the construction of the bus barn, including freight at a cost not to exceed \$150,000.

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.

**C. Ireland Hall Repair -**

Administration requested approval to contract with Retana Construction to complete phase two of the Ireland Hall remediation project.

Vendor	Location	Base cost	Other Fees	Total
Retana Construction	Ark City, KS	\$51,000	\$0	\$51,000

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

**RESOLVED**, that the Board of Trustees authorizes the College to contract with Retana Construction to complete phase two of the Ireland Hall remediation project at a cost of \$51,000.

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
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

**D. Multifunction Copier Machines -**

The Information Technology department requested bids to update the College copier machines. The average age of our current fleet of copiers is nearing eleven years, with the average copy

count just over 800,000 impressions. As the College moves toward document imaging, it is becoming very important to have top-notch scanning capabilities along with the standard copying/printing functionality.

Vendor	Location	Brand	Model	Copy Costs	Total
R.K. Black, Inc	Wichita	Kyocera	TASKalfa 6054ci	.0055/.035	\$170,415.79
R.K. Black, Inc	Wichita	Ricoh	IM 6000	.007/.037	\$198,593.39
360 Document Solutions	Wichita	Kyocera	TASKalfa 6054ci	.003/.029	\$209,468.35
Galaxie	Winfield	Sharp	MX-6071	.0045/.039	\$223,332.25

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

**RESOLVED**, that the Board of Trustees approves the purchase of the multifunction copier machines from Galaxie Business Equipment for \$223,332.25 to be paid for by using information technology department operating budget 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		

Motion carried.

## VII. Discussion Agenda

### VIII. Recess

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

**RESOLVED**, that the Board of Trustees recess for 5 min.

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.

### IX. 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 the College President position, pursuant to the exception related to non-elected personnel

for 30 minutes, beginning at 7:32pm and reconvening at 8:32pm in the same room. Action may follow. The Board requested David Andreas be present in the executive session.

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.

The meeting then resumed in open session at 8:02pm in the same room.

#### X. Second 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 the College President position, pursuant to the exception related to non-elected personnel for 10 minutes, beginning at 8:02pm and reconvening at 8:12pm in the same room. Action may follow. The Board requested David Andreas be present in the executive session.

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
Dr. Steve Abrams	Aye	Chris Swan	Aye
Brett Bazil	Aye		

Motion carried.

The meeting then resumed in open session at 8:12pm.

#### XI. Other Business

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

**RESOLVED**, that the Board of Trustees appoint a Presidential Screening Committee to establish the criteria for hiring for the President's position, consisting of the Chair (Gary Wilson), the Vice Chair (Glennis Zimmerman), and Marla Sexson as the alternate.

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.

Trustee Chris Swan announced that this would be his last meeting as he plans to submit a letter of resignation from the Board due to moving out of state.

**XII. Adjournment**

With no other business to be considered, Chair Wilson declared the meeting adjourned at 8:17pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive style with a large, looping initial 'T'.

**Tiffany Vollmer  
Board Clerk**