

**Cowley College
Board of Trustee Official Minutes**

July 19, 2021

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 19, 2021, at 6:00pm in the President's Dining Room of the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

Trustees Present

- Gary Wilson, Chair**
- Glennis Zimmerman, Vice-Chair**
- Dr. Steve Abrams, Trustee**
- Ned Graham, Trustee**
- Brian Sanderholm, 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, Exec. Director of Enrollment Management**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Jason O'Toole, Exec. Director of Student Affairs**
- Pam Smith, Faculty Liaison**
- Rama Peroo, Instit. Communications and Public Relations**
- Ian Alumbaugh, Intramural Coordinator/Dorm Manager**
- Jon Tyler, Public Safety Officer**

Guests

- Christy Rittle, Citizen**
- Brett Bazil, Trustee Candidate**
- Patsy Sweely**
- Dale White**
- Roberta White**

A. The Invocation was presented by Chris Swan

II. Awards and Reports

A. Dr. Rittle provided a College Update

- **Congratulated Cowley College Distance Learning Team members Eddie Andreo, associate vice president of distance learning and site management, and Shelby Huddleston, director of instructional technology, for being named winners of the Blackboard Catalyst Award for Optimizing Student Experience.**
- **Dr. Rittle also spoke of the solid summer enrollment which shows a modest increase from last year.**
- **He also mentioned the athletic turf project is underway as well as the lab renovations for the new construction trades program set to begin this fall.**

- B. Thank you to Cowley College from Wellington Christian Academy
- C. Thank you to Cowley College Royal Viking Yearbook

III. 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 new hires, pursuant to the exception for discussion relating to non-elected personnel for 15 minutes, beginning at 6:06 pm and reconvening in open session at 6:21 pm. in the same room, with no action to follow. The Board requested Dr. Rittle and David Andreas be present in the executive session.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

The meeting resumed in open session at 6:21 pm in the same room.

IV. 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 new hires, pursuant to the exception for discussion relating to non-elected personnel for 15 minutes, beginning at 6:21 pm and reconvening in open session at 6:36 pm. in the same room, with no action to follow. The Board requested Dr. Rittle and David Andreas be present in the executive session.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

The meeting resumed in open session at 6:36 pm in the same room.

V. Public Comment

VI. Standing Committee Reports

- A. Trustee Academic Subcommittee -
Glennis Zimmerman provided an update of the July 13, 2021 meeting.

B. Trustee Finance Subcommittee –

Dr. Steve Abrams provided an update of the July 13, 2021 meeting.

C. Trustee Policy Subcommittee -

Ned Graham provided an update of the July 12, 2021 meeting and an overview of the policies presented for a first review.

- 102.00 – Organization of the College
- 116.00 – HIPAA
- 117.00 – Work Comp Return to Work

VII. Consent Agenda

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

RESOLVED, that the Board of Trustees pull the approval Jason O’Toole, Athletic Director, from the consent agenda and move it to the discussion agenda.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

A. Board Minutes -

- June 21, 2021 Regular Board Meeting Minutes
- July 10, 2021 Work Session Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending June 30, 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, June 30, 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
 June 30, 2021

<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	\$ 322,996.79	\$ 4,459.08	\$ 318,537.71
<u>General Operating Activities</u>				
RCB	Operating Fund	2,092,849.04	2,456.84	2,090,392.20
USB	Federal Grants Fund	60,698.81	1,680.04	59,018.77
Total General Operating Activities		\$ 2,153,547.85	\$ 4,136.88	\$ 2,149,410.97

**Financial Aid Funds/Student Refund Check \$322,996.79 (net \$318,537.71).
 General Operating Activities disbursements \$2,092,849.04 (net \$2,090,392.20)
 Federal Funds \$60,698.81 (net \$59,018.77); for a total written of \$2,153,547.85 (net \$2,149,410.97).**

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 June 30, 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:

- 132.00 – Purchasing Policy
- 137.00 – Conflict of Interest
- 242.00 – Selection of Department Chairperson
- 244.00 – Field Trips and Special Presentations

F. Personnel Transactions -

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

Resignations:

- Katie Boyle, Library Assistant, effective July 23, 2021
- Kori Gregg, Vice President of Institutional Advancement, effective July 2, 2021
- Jennie Larson, Biology Instructor, effective June 22, 2021
- Shane Larson, Athletic Director, effective July 9, 2021
- Jared Shofstall, Technical Director of Theatre, effective July 5, 2021

Director/Instructional Staff:

- Jason Huffman, Technical Director of Theatre, at an annual rate of \$43,185, plus fringe benefits, effective August 1, 2021

Staff:

- **Kit Kirby, Academic Department Specialist/Perkins Retention, at an hourly rate of \$14.80, plus staff fringe benefits, effective July 20, 2021**
- **Anthony Rubin, Education Navigator – Winfield Correctional Facility, at an annual salary of \$37,407.60, plus staff fringe benefits, effective July 20, 2021**

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

- **Kristi Shaw, VP of Student Affairs, at an annual salary of \$89,750, plus fringe benefits, effective July 20, 2021**

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

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

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

VIII. Approval of Athletic Director

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

RESOVLED, that the Board of Trustees approve the recommendation of Dr. Rittle as the hiring manager of Jason O'Toole as Athletic Director.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

IX. Procurement

A. Sunderland Foundation Grant

- **Storage Building – The Agriculture Department received a fifty thousand dollar grant from the Sunderland Foundation. The department would like to use this grant to build a Storage building on the Sumner Campus. This building will be the start of the Agriculture Program facilities.**
 - **Need of building**
 - **The building will allow for storage of portable equipment, Ag Van, Halters, and various Ag equipment use in lab activities.**
 - **The building can be used to host the lab if there is inclement weather.**

- This building will allow for the Agriculture program to house portable equipment and an area to set up to do additional hands on training.
- The building then can be used as an anchor point to build a lean-to and permit working pens to complete the hands-on training facility for working livestock in a production setting.
- The Ag program can use this building to start offering clinics on livestock judging to local 4H and FFA students.
- Cons of building
 - Size is not big enough to do everything needed. A show arena will be needed in future plans.
 - It is mostly for just storage of panels and equipment.
 - Difficult to communicate a cohesive building plan when building in pieces.

Companies were asked to submit bids for a “large” building. Three companies submitted bids. The recommendation is to go with the 40x60 building from Clearing Building Corp due to the square footage per dollar cost.

Vendor	Location	1 st Option	2 nd Option	3 rd Option	Total
Morton Buildings	Winfield, KS	42X14X64 \$64,879			\$64,879
QSI	Haven, KS	40X12X60 \$49,990			\$49,990
Cleary Building Corp	Wellington, KS	40X12X60 Plain Building \$43,071			\$43,071

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

RESOLVED, that the Board of Trustees approves the construction of an agriculture storage building from Cleary Building Corp., at a cost of \$43,071, using Sunderland Foundation Grant dollars.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

X. Designation of Depositories

Kansas Statute annotated 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action and recorded in its Minutes.

The College recently completed and RFP for banking services, receiving bids from Community National Bank, RCB Bank, and Union State Bank. A cross-sectional team of employees reviewed the

bids and presented the findings to the Trustee Finance Subcommittee, which met with representatives of each bank at their July 13, 2021 meeting.

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

RESOLVED, that pursuant to and in compliance with Kansas Statute annotated 9-1401, Carson Bank/Mulvane, RCB Bank, Sunflower Bank/Wichita, and Union State Bank, are hereby designated as the official depositories for funds of Cowley College, and Union State Bank is designated as the official depository for the College operating budget.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

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

FURTHER RESOLVED, that all qualified financial institutions in Cowley County are approved for the investment of idle funds.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

XI. Discussion Agenda

Chair Wilson requested the Board discuss the potential construction of student housing at the Sumner Campus.

Holly Harper presented the bid from Conco Construction to complete the project at \$1.9 million, along with financing options from Ranson Financial.

The Board instructed administration to prepare a formal proposal to present for action at the regular August meeting.

XII. Third 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 professional negotiations, pursuant to the exception for discussion relating to non-elected personnel for 15 minutes, beginning at 7:31pm and reconvening in open session at 7:46 pm. in the same room, with no action to follow. The Board requested Dr. Rittle David Andreas be present in the executive session.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

The meeting resumed in open session at 7:46 pm in the same room.

XIII. Fourth 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 professional negotiations, pursuant to the exception for discussion relating to non-elected personnel for 5 minutes, beginning at 7:47 pm and reconvening in open session at 7:52 pm. in the same room, with no action to follow. The Board requested Dr. Rittle David Andreas be present in the executive session.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

The meeting resumed in open session at 7:52 pm in the same room.

XIV. Other Business

XV. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:53 pm.



Tiffany Vollmer
Board Clerk