

**Cowley College
Board of Trustee Official Minutes**

August 23, 2021

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on August 23, 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
JoLynn Foster, Trustee
Ned Graham, Trustee
Brian Sanderholm, 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
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, Instit. Communications and Public Relations
Jan Grace, Sumner Campus Operations Officer
Pam Smith
Jon Tyler**

Guests

**Brett Bazil, Trustee Candidate
Steve Young, Citizen
John Haas, Ranson Financial
Craig Nelson, Conco Construction
Cheri Hulse, Agora Architecture
John Sybrant, Citizen**

A. The Invocation was presented by Ned Graham

II. Revenue Neutral Rate Hearing

In accordance with K.S.A. 79-2929, the Board of Trustees met for the purpose of answering and hearing objections of taxpayers relating to the proposed budget, and for the purpose of considering amendments to such proposed budget. In meeting the requirements of this Statute, a notice was published in the Cowley CourierTraveler on August 12, 2021 stating the College's intent to exceed the

Revenue Neutral Rate, set at 19.150. Chair Wilson recognized any Cowley County tax payers in attendance.

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

RESOLVED, that the Board of Trustees authorizes the College to exceed the Revenue Neutral Rate at a rate of 19.150.

The motion was seconded by JoLynn Foster, and the following votes were cast:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

III. State Appropriation Budget

Administration proposed the State Appropriation Budget for the fiscal year 2020-2021. A notice was published in the Cowley Courier Traveler on August 12, 2021.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$304,428,795 which yields a tax levy of approximately \$6,250,243. The county will notify the College around November 1st, 2021 of the actual amount.

Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval.

The projected Operating Mill Levy of 18.531 is the approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 2.00 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' Operating and Capital Outlay Mill Levies for comparison to the fiscal year 2020-2021 projection:

	<u>Operating</u>	<u>Capital Outlay Mill</u>	<u>Final</u>
2016-2017	18.900	0	18.90
2017-2018	18.999	1.25	20.241
2018-2019	19.060	1.25	20.310
2019-2020	19.061	1.25	20.311
2020-2021	19.032	2.00	21.032
2021-2022	18.531	2.00	20.531 (pending final calculation)

The Capital Outlay Mill will raise approximately \$608,967 each year (based on the 2021-2022 assessed valuations). These dollars must be spent in the home district (i.e. Cowley County.)

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

RESOLVED, that the 2021-2022 State Appropriation Budget for Cowley College, officially published in the Cowley CourierTraveler, is hereby adopted, and the fiscal officers of the Board of Trustees are authorized to encumber and expend such funds according to the statutes of the State of Kansas and policies and procedures of the Board of Trustees.

FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the State of Kansas for the purpose of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Brian Sanderholm, and the following votes were cast:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

IV. Awards and Reports

A. Dr. Rittle provided a College Update

- Dr. Rittle informed the Board that LaVaughan Scheurich, Adult Education Instructional Staff, was recently named the Master Educator of the Year by the state of Kansas.
- Mentioned that fall semester classes have begun as has the new Construction Trades program. The College is developing a Precision AG program, and work on the artificial turf project is underway.
- Dr. Rittle also informed the Board that active COVID cases among students and employees is at 0.16 percent.
- Residential housing on-campus is filled to 96-100% capacity.
- Lastly, Dr. Rittle praised the work of staff and faculty for the allocation of more than \$117,000 in Kansas Promise Scholarship awards and expressed his sincere gratitude to the JoAnn Scott Newman Trust, which recently awarded the College with \$387,438.80 to establish Endowed Scholarships in memoriam of Mrs. Newman, widow of former Dean of Academic Affairs at Cowley College, William S. Scott

B. Thank you to Cowley College from the Kansas Wheat Festival

C. Thank you to Cowley College from Corbin Gottlob

D. Thank you to Cowley College from USD 619 Argonia

E. Thank you to Cowley College from Ashlynn VenJohn

V. Public Comment

VI. Standing Committee Reports

A. Trustee Finance Subcommittee –

Chris Swan provided an update of the August 16, 2021 meeting.

B. Trustee Policy Subcommittee -

Chair Wilson provided an update of the August 18, 2021 meeting and an overview of the policies presented for a first review.

- 107.00 – Advisory Committees
- 114.00 – Performance Appraisals
- 120.00 – Exempt Employee Pay
- 158.00 – Banking Services Policy
- 246.00 – Faculty Evaluation

VII. 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 10 minutes, beginning at 6:22 pm and reconvening in open session at 6:32 pm. in the same room, with possible 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:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

The meeting resumed in open session at 6:32 pm in the same room.

Dr. Steve Abrams requested the Board pull the Master Agreement proposed changes from the Consent Agenda for discussion.

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

RESOLVED, that the Board of Trustees accept the changes to the proposed Master Agreement for the 2021-2022 Academic Year, as presented.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Nay
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

VIII. Consent Agenda

A. Board Minutes -

- July 19, 2021 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending July 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, July 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
July 31, 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	\$ 479,819.14	\$ 13,301.54	\$ 466,517.60
<u>General Operating Activities</u>				
RCB	Operating Fund	2,232,916.82	247.93	2,232,668.89
USB	Federal Grants Fund	28,333.88	-	28,333.88
Total General Operating Activities		\$ 2,261,250.70	\$ 247.93	\$ 2,261,002.77

Financial Aid Funds/Student Refund Check \$479,819.14 (net \$466,517.60).
General Operating Activities disbursements \$2,232,916.82 (net \$2,232,668.89)
Federal Funds \$28,333.88; for a total written of \$2,261,250.70 (net \$2,261,002.77).

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 July 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:

- 102.00 – Organization of the College
- 116.00 – Health Insurance Portability and Accountability Act (HIPAA)
- 117.00 – Work Comp Return to Work

F. Personnel Transactions -

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

Resignations:

- Blake Bashaw, Custodian, effective July 16, 2021
- Katie Coble, Maintenance Technician, effective July 27, 2021

Staff:

- Dereck Hutchison, Academic Coordinator-Upward Bound, at an annual salary of \$41,801, plus staff fringe benefits, effective August 24, 2021
- Johnny “Butch” Rea, Assistant Coach-Baseball/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective August 24, 2021.

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

- Ian Alumbaugh, Dorm Manager/Athletics Game Day Manager, at an annual salary of \$30,239.96, plus staff fringe benefits, effective August 24, 2021
- Stefani Jones, Director of Enrollment Services, at an annual salary of \$52,340.00, plus staff fringe benefits, effective August 24, 2021

Dr. Steve Abrams 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 Ned Graham and the following votes were cast:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

IX. Procurement

A. Turf Project Sink Hole Repair -

Double E Construction has discovered a big soft spot in the center field area on the baseball fields that will need to be stabilized. Double E suggests excavating an additional 12” of the unsuitable materials out and replacing with 12” of compactable stone road base material to bridge the lower level of soft materials. Then compact the material and laser blade it along with the existing materials. Total materials and labor - \$38,900.00

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

RESOLVED, that the Board of Trustees authorizes Double E Construction to repair the sink hole in the baseball field to proceed with the turf project, at a cost of \$38,900.

The motion was seconded by JoLynn Foster and the following votes were cast:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

B. Gaumard Victoria Obstetrical Patient Care Simulator – Capital Outlay Grant Funds

This request is to purchase a Gaumard Victoria high fidelity patient care simulator for use in the Cowley EMS programs (EMT and Paramedic) as well as future shared using with an associate degree nursing partner. The simulator will help prepare students to care for a range of patients, from early pregnancy complications, high-risk deliveries, and post-partum emergencies to non-gravid (non-pregnant) scenarios for general patient care of the female patient. The tetherless feature allows the simulator to be used in an in-situ environment, further increasing the realism of the simulated care.

The simulator features the following:

- New interactive eyes: automatic visual object tracking and lifelike eye movements
- Fully programmable airway, breathing, and circulation physiological parameters
- True-to-life shoulder dystocia, breech, and C-section deliveries
- Births lifelike, full-term baby featuring programmable vitals for APGAR scoring
- Integrated array of sensors track participant performance in real-time
- Wireless and tetherless; up to 10hrs. of battery life
- Supports real monitoring equipment: EKG, capnography, defib., NIBP, TOCO, and pulse oximeters
- Includes Microsoft Surface Pro tablet PC and Virtual Patient/CTG Monitor
- Includes 9 Labor & Delivery Simulation Learning Experiences (SLEs)
- Video training library covering setup and operation
- Converts into a non-pregnant patient for general patient care and gynecology training

Vendor	Base Cost	Opt 1	Opt 2	Shipping	Total
Pratt CC	\$34,000				\$34,000
Gaumard	\$73,053				\$73,053

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

RESOLVED, that the Board of Trustees approves the purchase of the Gaumard Victoria Obstetrical Patient Care Simulator from Pratt CC at a cost of \$34,000 using Capital Outlay Grant funds.

The motion was seconded by Ned Graham, and the following votes were cast:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

- C. **Sumner Campus Housing – Guaranteed Maximum Price (GMP)-Conco Construction**
 Conco Construction has developed for Board consideration, a Guaranteed Maximum Price (GMP) for the construction of a 17-unit student housing facility on the Sumner Campus in Wellington.

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

RESOLVED, that the Board of Trustees authorizes Conco Construction to proceed with the Sumner Campus housing project at a guaranteed maximum price of \$1,639,997.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

X. Discussion Agenda

A. College Credit Card Limits

Union State Bank needs authorization to increase our current corporate credit card limit from \$50,000 to \$75,000 to accommodate the current credit cards we have with RCB Bank. We are moving all college credit cards to Union State Bank:

- Dr. Rittle \$10,000
- Dr. Schoon \$10,000
- Jody Arnett (travel) \$10,000
- Athletic Director \$20,000
- Athletic Cards (qty 10 @ \$2,000 each) \$20,000
- College Cards (qty 5 @ \$1,000 each) \$5,000

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

RESOLVED, that the Board of Trustees approves the increase to our College corporate credit cards from \$50,000 to \$75,000 to accommodate the current credit cards we have with RCB bank. Credit cards will be transitioned over to Union State Bank.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

B. Lease Purchase Agreement Advisability Resolution – Sumner Campus Housing Project

Chair Wilson requests Board approval to enter into a Lease Purchase Agreement with funding through Conditions of Participation for the Sumner Campus student housing project.

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

RESOLVED, that the Board of Trustees adopt Resolution No. 082321 as amended, determining the advisability of acquisition of an educational facility by the execution and delivery of a lease purchase agreement.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

XI. Other Business

Chris Swan requested the Board discuss scheduling a future Board meeting at the Sumner Campus.

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

RESOLVED, that the Board of Trustees hold their September 20, 2021 meeting at the Sumner Campus in Wellington.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

Chris Swan also mentioned prioritizing remediation of the live bats in the upper levels of the Ireland Hall building.

XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:20 pm.



Tiffany Vollmer
Board Clerk