

**Cowley College  
Board of Trustee Official Minutes**

**September 20, 2021**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on September 20, 2021, at 6:00pm in the Short Community of the Short General Education Center on the Sumner Campus, 2208 Davis-White Loop, Wellington, KS.

**Trustees Present**

**Gary Wilson, Chair  
Glennis Zimmerman, Vice-Chair  
Dr. Steve Abrams, Trustee  
JoLynn Foster, 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  
Buddy Curry, Ag Instructor and CTE Department Chair**

**Guests**

**Dr. Annaria Barnds, Willdan Group  
Bill Rhiley, KS State Representative  
Stacy Davis  
Shane Sheilds  
Lenny Scheufler  
Laura Lombardi  
Jennie Heersche (as a City Council rep)  
Kirby Hagans  
Sharon Short  
Coni Adams  
Jane Cole  
Betty Zeka  
Valerie Earl  
Joe Soria  
Lynda Soria  
Jim Valentine (in hallway)  
Robert Hamilton  
Bob Leftwich  
Tracy McCue  
Judy Nusbaum**

Jill Ledesma  
Rhonda Fitzpatrick  
Rick Roitman  
Jo Roitman  
Susan Abrams  
Ty Sober  
Amy Sober  
Tom Henning  
Justina Metz  
Dennis Metz  
Brett Bazil  
Bob McGregor  
Greg Williams  
Mike Slack

A. The Invocation was presented by Dr. Steve Abrams

**IV. Awards and Reports**

A. Dr. Rittle provided a College Update

- Dr. Rittle recognized Universal Access Award recipients Eddie Andreo and Shelby Huddleston.
- Thanked the City of Wellington, Sumner County, and business leaders in attendance for their support of the campus.
- The College is moving along with Sumner Campus housing as we secure property. This housing project will be phase one of up to three phases.
- Thus far, 41 students have received the KS promise scholarship.
- The Construction Trades facility remodel is wrapping up and the Trustees will be touring the facility in October.
- The athletic turf project is well underway.
- Discussed ways to combat enrollment decline that is plaguing many colleges and universities across the state. Strategies such as increased faculty engagement in retention, advocacy in the value of a higher education and targeted recruitment techniques were discussed.

Trustee Swan indicated he would like to see tactical methods of how we will increase enrollment along with ideas for faculty engagement presented in the next several meetings.

B. Reaffirmation of the College Mission

Debbie Phelps, Institutional Effectiveness

JoLynn Foster introduced and moved the adoption of the following resolution:

**RESOLVED, that the Board of Trustees reaffirm the Cowley College Mission Statement.**

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

|                      |     |                |     |
|----------------------|-----|----------------|-----|
| Chair Wilson         | Aye | Trustee Foster | Aye |
| Vice Chair Zimmerman | Aye | Trustee Swan   | Aye |
| Trustee Abrams       | Aye |                |     |

Motion carried.

- C. Thank you to Cowley College
- D. Thank you to Cowley College
- E. Thank you to Cowley College
- F. Thank you to Cowley College
- G. Thank you to Cowley College
- H. Thank you to Cowley College
- I. Thank you to Cowley College
- J. Thank You to Cowley College
- K. Thank you to Cowley College
- L. Thank you to the Board of Trustees

- K-State Research and Extension
- Winfield Local Food Pantry
- Winfield Chamber of Commerce
- Aaron Nuss Family
- Baily H
- Weston Lowe
- South Haven High School Class of 2023
- Aspen Colquhoun
- Matik Tatum
- Pam Smith, CEA

**V. Public Comment**

**VI. Standing Committee Reports**

**A. Trustee Academic Subcommittee –**

Glennis Zimmerman provided an update of the September 13, 2021 meeting.

**B. Trustee Finance Subcommittee –**

JoLynn Foster provided an update of the September 16, 2021 meeting.

**1. Capital Outlay Mill (COM) Renewal -**

The Board of Trustees is authorized by KSA 71-501 to make an annual capital outlay tax levy for a period of not to exceed 5 years and not to exceed 2 mills for the purpose of “construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of College buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs”.

In 2017 the College established a 1.25 Capital Outlay Mill for five years, expiring on June 30, 2021. We are requesting to extend that levy for another five years. The mill could generate around \$1.9 million during the five years. The College intends to renew these funds for the following projects:

- \$830,000 – Building Roofs (dorms and academic)
- \$300,000 – Docking Dorm HVAC
- \$290,000 – Ireland Hall renovations
- \$250,000 - Bus Barn Build
- \$200,000 – Student Center upgrades

Administration recommends that the Board approve the renewal of the existing 1.25 capital Outlay Mill Levy (COM) for a period of five years, beginning on July 1, 2022, to provide funds for deferred maintenance and capital projects. Eligible projects must occur in Cowley County

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

**RESOLVED**, that the Board of Trustees approve the renewal of the existing 1.25 capital Outlay Mill Levy (COM) for a period of five years, beginning on July 1, 2022, to provide funds for deferred maintenance and capital projects. Eligible projects must occur in Cowley County.

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



Cowley County Community College  
 Accounts Payable Check Summary  
 August 31, 2021

| <u>Bank</u>                                | <u>Entity</u>         | <u>Total<br/>Check Amount<br/>Written</u> | <u>Total<br/>Check Amount<br/>Voided</u> | <u>Net<br/>Check Amount<br/>Disbursed</u> |
|--|-----------------------|---|--|---|
| RCB  | Student Refund Checks | \$ 14,543.24                              | \$ 6,105.12                              | \$ 8,438.12                               |
| <b><u>General Operating Activities</u></b> |                       |   |  |   |
| RCB  | Operating Fund        | 1,767,065.72                              | 531.43                                   | 1,766,534.29                              |
| USB  | Federal Grants Fund   | 17,620.88                                 | -  | 17,620.88                                 |
| Total General Operating Activities         |                       | \$ 1,784,686.60                           | \$ 531.43                                | \$ 1,784,155.17                           |

**Financial Aid Funds/Student Refund Check \$14,543.24 (net \$8,438.12).  
 General Operating Activities disbursements \$1,767,065.72 (net \$1,766,534.29)  
 Federal Funds \$17,620.88; for a total written of \$1,784,686.60 (net \$1,784,155.17).**

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 August 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 was provided department updates by College administration.

**E. Board Policy Approvals -**

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

1. 107.00 – Advisory Committees
2. 114.00 – Performance Appraisals
3. 120.00 – Exempt Employee Pay
4. 158.00 – Banking Services Policy
5. 246.00 – Faculty Evaluation

**F. Personnel Transactions -**

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

**Resignations:**

- Ian Alumbaugh, Dorm Manager/Intramural Coordinator, effective September 10, 2021
- Kit Kirby, Department Specialist/Perkins Retention, effective August 20, 2021
- Cheryl Shepherd, Winfield Site Coordinator, effective September 8, 2021

**Staff:**

- Crystal Hunt, Administrative Assistant to the VP of Academic Affairs, at an annual salary of \$38,032, plus staff fringe benefits, effective September 21, 2021
- Luke Larson, Safety Inspection/Public Safety Officer, at an annual salary of \$34,374, plus staff fringe benefits, effective September 21, 2021
- Kristi Martinez, Academic Department Specialist/Perkins Retention, at an hourly rate of \$15.06, plus staff fringe benefits, effective September 21, 2021

- John Stevens, Custodian, at an hourly rate of \$12.62, plus staff fringe benefits, effective September 21, 2021

Dr. Steve Abrams 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 Chris Swan and the following votes were cast:

|                      |            |                |            |
|----------------------|------------|----------------|------------|
| Chair Wilson         | <b>Aye</b> | Trustee Foster | <b>Aye</b> |
| Vice Chair Zimmerman | <b>Aye</b> | Trustee Swan   | <b>Aye</b> |
| Trustee Abrams       | <b>Aye</b> |                |            |

Motion carried.

## IX. Procurement

### A. HEERF Eligible Projects – Industrial Grade Assessment

HEERF –III Funds are eligible for HVAC equipment upgrades that reduce airborne pathogen transmission, such as COVID-19. Specifically, per the Department of Education for higher education, installation or renovation of an HVAC system, to help with air filtration to prevent the spread of COVID-19 is an acceptable use of funds.

- HEERF-III funds must be spent by May 2022, but can be granted a 1-year extension.
- To utilize the College’s existing Energy Performance Contracting competitive procurement, in addition to any HVAC project addressing COVID mitigation, all proposed measure will have energy and operational savings, compliant with K.S.A. 75-37-125

| Phase II Projects for HEERF-III Prioritization   | Turn-Key Cost Estimates                      | Estimated Utility Savings <sup>1</sup> |
|--|--|--|
| <b>1. McAtee Dining Center</b> - HVAC Redesign and Replacement and Associated Building Automation Controls for Improved Filtration, etc. for COVID Mitigation  | \$150,000 – \$300,000                        | \$3,151                                |
| <b>2. Facilities to Target</b> – HVAC Redesign, Replacement and/or Upgrade for Improved Filtration, etc. and Associated Building Automation Controls when Necessary for COVID Mitigation <ul style="list-style-type: none"> <li>▪ Kimmell Dorm (S/S)</li> <li>▪ Kerr Tech (RTU)</li> <li>▪ Storbeck Dorm (S/S)</li> <li>▪ Nelson Student Center (S/S → RTU)</li> <li>▪ W.S. Scott Auditorium (RTU)</li> <li>▪ Kirke Dale Dorm (S/S)</li> <li>▪ Central Ave. Dorm (CU Only)</li> <li>▪ Ben Cleveland Wellness Center (S/S)</li> </ul>   | \$825,000 - \$1,350,000                      | \$10,451                               |
| <del><b>3. Boiler Replacements with MERV Compliant Filtration</b></del> – Scope Development Pending HEERF-III Eligibility <ul style="list-style-type: none"> <li>▪ <del>Brown Center</del></li> <li>▪ <del>Walker Tech</del></li> </ul>  | \$TBD <sup>2</sup>                           | \$TBD                                  |
| <b>4. Docking Dorm</b> – HVAC Replacement and Upgrade for Improved Filtration, etc. for COVID Mitigation   | \$225,000 - \$300,000                        | \$TBD                                  |
| <b>5. Recommended Planning (Pre-Turnkey Contract) Contingency</b><br>~20% of estimate; to account for variable market conditions that we are currently seeing on bids due to a large influx of federal money in the market and changes for COVID compliance finalized in design  | \$300,000                                    | N/A                                    |
| <b>TOTAL IDENTIFIED HEERF-III PROJECT BUDGET</b>   | <b>\$ 1,500,000- \$2,250,000<sup>3</sup></b> |  |
| <sup>1</sup> Refined utility and operational savings estimates will be detailed in the IGA phase, to ensure KSA 75-37, 125 compliance<br><sup>2</sup> While these boiler replacements remain a high campus priority, they do not qualify under the intent of HEERF-III<br><sup>3</sup> <b>Total project scope will not exceed available HEERF funds</b> ; final facilities with HVAC upgrades implemented from row 3. <i>Additional Facilities</i> will be completed in order of facilities staff’s feedback on priorities and urgency |  |  |

## Next Steps

- For the work shown above, we would want to enter a Phase II Investment Grade Audit (IGA) agreement by October 2021, for detailed engineering and design (4 months) and competitive bidding of subcontractors (2 months) to complete project construction in Summer 2022.
- All Phase II preliminary development was at no cost to Cowley; to start detailed Phase II design, there would be a contingent fee of \$35,000 (nothing is owed at IGA approval)
  - Same contingent fee percentage and process as Phase I with Cowley, ~2% of the estimated cost of the selected scope
  - The College would only owe this if they chose not to proceed with any project
  - Otherwise, fee gets rolled into turnkey, fixed cost project price (like Phase I) that will be paid for with HEERF funds

Administration requested the Board authorizes the College to enter into the design phase of the Investment Grade Audit at a cost of \$35,000.

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

**RESOLVED**, that the Board of Trustees authorizes the College to enter into the design phase of the Investment Grade Audit at a cost of \$35,000.

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

|                      |     |                |     |
|----------------------|-----|----------------|-----|
| Chair Wilson         | Aye | Trustee Foster | Aye |
| Vice Chair Zimmerman | Aye | Trustee Swan   | Aye |
| Trustee Abrams       | Aye |                |     |

Motion carried.

## X. Discussion Agenda

### A. Additional Sumner Campus Land Purchase

Per the Option to Purchase Real Property agreement dated February of 2017, the College has the right to purchase up to 10 acres:

- May exercise option in increments
  - Parcel must be on South side of property and run the full width of property East to West
- Must exercise option by 12/31/26
- Price is \$1.00 per square foot
- Must deposit 1% to escrow agent Security 1<sup>st</sup> Title in Wellington, KS and signed copy of Option.

Administration requested the Board authorize the Board Chair to finalize and execute the purchase and any activities related to the purchase of the additional 3.5 acres of land on the Sumner Campus in accordance with the terms of the contract for the Sumner Campus housing project.

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

**RESOLVED**, that the Board of Trustees authorize the Board Chair to finalize and execute the purchase and any activities related to the purchase of the additional 3.5 acres of land on the Sumner Campus in accordance with the terms of the contract for the Sumner Campus housing project.

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

|                      |     |                |     |
|----------------------|-----|----------------|-----|
| Chair Wilson         | Aye | Trustee Foster | Aye |
| Vice Chair Zimmerman | Aye | Trustee Swan   | Aye |
| Trustee Abrams       | Aye |                |     |

Motion carried.

**B. Interlocal Cooperation Agreement – Use and Maintenance of Tennis Courts**

On April 6, 2021 the College entered into an Interlocal Agreement with the City of Arkansas City, the Arkansas City Recreation Commission, USD 470, and the AC Tennis Association.

The Agreement addresses access to and maintenance of existing recreational facilities. The Agreement specifies its duration, purpose, manner of financing the cooperative undertaking, and permissible method of termination. 1 The Agreement complies with the requirements of K.S.A. 2020 Supp. 12-2904(d)(1), (3), (4) and (5).

The Agreement does not create a separate legal or administrative entity that will exercise powers under the Agreement. Therefore, the Agreement must meet the requirements of K.S.A. 2020 Supp. 12-2904(e)(1) and (2). The participating public agencies to the Agreement are the City of Arkansas City, Arkansas City Recreation Commission, Cowley County Community College, Unified School District No. 470 and AC Tennis Association. The Agreement provides that the Arkansas City Recreation Commission is responsible for administering the cooperative undertaking. The Agreement complies with K.S.A. 2020 Supp.12-2904(e)(1 ).

The Agreement does not address the manner of acquiring, holding and disposing of real and personal property used in the joint cooperative undertaking. It is therefore deemed that no such property will be acquired, held, or disposed. The Agreement complies with K.S.A. 2020 Supp. 12-2904(e)(2).

We find that the Agreement itself is in proper form and compatible with the laws of this state. The Agreement will be effective after the parties have adopted the appropriate ordinances and resolutions and it is properly filed with the Secretary of State and Register of Deeds. (See attached.)

Administration recommended the Board officially adopt the signed Interlocal Agreement for use and maintenance of the public tennis courts.

JoLynn Foster introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees officially adopt the signed Interlocal Agreement for use and maintenance of the public tennis courts.

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

|                      |     |                |     |
|----------------------|-----|----------------|-----|
| Chair Wilson         | Aye | Trustee Foster | Aye |
| Vice Chair Zimmerman | Aye | Trustee Swan   | Aye |
| Trustee Abrams       | Aye |                |     |


Motion carried.

**XI. Other Business**



**XII. Adjournment**

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:13 pm.

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**