

**Cowley College  
Board of Trustee Official Minutes**

**October 18, 2021**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on October 18, 2021, at 6:00pm in the President's Dining Room of the McAtee Dining Center, 206 S. 4<sup>th</sup> Street, Arkansas City, KS, following a Board tour of the new Construction Trades facility, located at 316 S. 6<sup>th</sup> Street, Arkansas City, KS.

**Trustees Present**

- Gary Wilson, 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 (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**
- Liz Shepard, Director-Upward Bound**
- Jon Tyler, Campus Security Officer**

**Guests**

- Brett Bazil, Trustee Candidate**
- John Haas, Ranson Financial**
- Dr. Kori Gregg, President-Cowley Foundation**
- Christy Rittle, Citizen**
- John Shelman, CourierTraveler**
- Gary Jones, Trustee candidate**
- Dawson Crawley, October Student of the Month**
- Shanna Nichols, September Student of the Month**

**A. The Invocation was presented by Brian Sanderholm**

**II. Awards and Reports**

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

- **Dr. Rittle informed the Board that a Covid-19 booster vaccine will be offered on the main campus in Arkansas City on November 3. This was made possible through a partnership with Graves Drug.**
- **He also mentioned the work the Trustees have been doing since their Board Retreat in August and the recent tour of the Construction Trades facility.**

- The College will close on property at the Sumner Campus later this week and a meeting is planned with Conco Construction the following week.
  - Dr. Rittle also mentioned Second Eight-Week classes are now underway.
  - Arkalalah will keep the College hopping next week with Dodgeballalah on Thursday and Queen Alalah coronation on Friday, October 29 at 7:30 p.m. in the Robert Brown Theatre.
  - The College was also fortunate to host the KACRO Conference on its main campus. The conference brought 51 high schools and more than 300 students to the main campus.
  - Lastly, he congratulated the Cowley College volleyball team (30-0), which recently moved to No.1 in the latest NJCAA Division II rankings after defeating previously top-ranked Iowa Central Community College.
  - Recognized the life of former trustee and retired College CFO, Sid Regnier
- B. Shanna Nichols was recognized as the September Student of the Month.
- C. Dawson Crawley was recognized as the October Student of the Month.
- D. Liz Shepard presented a Centennial Celebration update.
- E. Dr. Kori Gregg submitted a Cowley Foundation quarterly update.
- F. Thank you to Cowley College from Debi Clark with Big Brothers Big Sisters

### III. Public Comment

### IV. Standing Committee Reports

- A. Trustee Academic Subcommittee –  
Trustee Abrams provided an update of the October 12, 2021 meeting.
- B. Trustee Policy Subcommittee -  
Chair Wilson provided an update of the October 12, 2021 meeting and an overview of the policies presented for a first review.
- 122.00 – Payroll Accounting
  - 123.00 – Optional Payroll Deductions
  - 136.00 – Accepting of Gifts by Employees
  - 245.00 – Professional Activities
  - 252.00 – Student Records

### V. Consent Agenda

- A. Board Minutes -
- September 20, 2021 regular meeting
  - September 23, 2021 vision casting
- B. Bills and Claims -  
A list of the Bills and Claims for the month ending, September 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**  
**September 30, 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 | \$ 1,325,805.06                           | \$ 14,507.99                             | \$ 1,311,297.07                           |
| <b>General Operating Activities</b>       |                       |   |  |   |
| RCB                                       | Operating Fund        | 1,338,629.98                              | 13,330.80                                | 1,325,299.18                              |
| USB                                       | Federal Grants Fund   | 23,707.66                                 | -  | 23,707.66                                 |
| <b>Total General Operating Activities</b> |                       | <b>\$ 1,362,337.64</b>                    | <b>\$ 13,330.80</b>                      | <b>\$ 1,349,006.84</b>                    |

Financial Aid Funds/Student Refund Check \$1,325,805.06 (net \$1,311,297.07).  
 General Operating Activities disbursements \$1,338,629.98 (net \$1,325,299.18)  
 Federal Funds \$23,707.66; for a total written of \$1,362,337.64 (net \$1,349,006.84).

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 September 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.

**C. Administrative Reports –**

The Board reviewed department updates provided by administration.

**D. Board Policy Approvals -**

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

- 140.00 – Exemption from Alcohol Policy
- 147.00 – Records Retention
- 183.00 – House Policies
- 253.00 – Registration and Enrollment
- 254.00 – Adding/Dropping a Class
- 274.00 – Late Registration Fee Payment
- 410.00 – Refund of Tuition and Fees

**F. Personnel Transactions -**

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

**Resignations:**

- Autumn Huerter, Admissions Representative – Wichita Downtown Center, effective October 18, 2021

**Staff:**

- Laura Cordero, Admissions Representative-Wichita, at an annual salary of \$38,032, plus staff fringe benefits, effective October 19, 2021
- Stephanie Humphries, Academic Department Specialist-Health and Human Services, at an hourly rate of \$15.06, plus staff fringe benefits, effective October 19, 2021

Ned Graham introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approve the consent agenda as presented, excluding Financial Reports.

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

|                    |     |                |     |
|--------------------|-----|----------------|-----|
| Chair Wilson       | Aye | Trustee Swan   | Aye |
| Trustee Abrams     | Aye | Trustee Graham | Aye |
| Trustee Sanderholm | Aye |                |     |

Motion carried.

## VI. Financial Reports

Chair Wilson requested the Board pull Financial Reports from the consent agenda for discussion.

Copies of the Financial Reports for the month ending September 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. Holly Harper provided a brief overview of the financial reports.

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

**RESOLVED**, that the Board of Trustees approves the Financial Reports as presented.

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

|                    |     |                |     |
|--------------------|-----|----------------|-----|
| Chair Wilson       | Aye | Trustee Swan   | Aye |
| Trustee Abrams     | Aye | Trustee Graham | Aye |
| Trustee Sanderholm | Aye |                |     |

Motion carried.

## VII. Procurement

### A. Ireland Hall Remediation -

Chair Wilson requested the Board review the attached bids for the cleaning, disinfecting and sealing of the 2<sup>nd</sup> and 3<sup>rd</sup> floors of Ireland Hall on the main campus.

Current Board policy and procedure 132.00 for purchasing states that the Board will generally obtain and review three bids; however, due to the urgency of this project, and the degree of skills required to complete it, Chair Wilson recommended the Board proceed with the two bids provided.

| Vendor                  | Base Cost        | Opt 1 | Opt 2 | Shipping | Total            |
|-------------------------|------------------|-------|-------|----------|------------------|
| Retana Construction     | \$               |       |       |          | \$               |
| iSi Industrial Services | \$90,000-110,000 |       |       |          | \$90,000-110,000 |

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

**RESOLVED**, that the Board of Trustees vary from Board policy 132.00, allowing for only two bids for Ireland Hall remediation.

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

|                    |     |                |     |
|--------------------|-----|----------------|-----|
| Chair Wilson       | Aye | Trustee Swan   | Aye |
| Trustee Abrams     | Aye | Trustee Graham | Aye |
| Trustee Sanderholm | Aye |                |     |

Motion carried.

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 for the phase 1 cleaning and disinfecting of the 2<sup>nd</sup> and 3<sup>rd</sup> floors of Ireland Hall at a cost of \$35,600

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

|                    |     |                |     |
|--------------------|-----|----------------|-----|
| Chair Wilson       | Aye | Trustee Swan   | Aye |
| Trustee Abrams     | Aye | Trustee Graham | Aye |
| Trustee Sanderholm | Aye |                |     |

Motion carried.

## **VII. Discussion Agenda**

- A. Sale of Lease Purchase Agreement Certificates of Participation -**  
Chair Wilson requested the Board approve Resolution No. 101821 authorizing the sale of Lease Purchase Agreement Certificates of Participation for the Sumner Campus housing project.

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

**RESOLVED**, that the Board of Trustees approves Resolution No. 101821 as amended, authorizing the offering for sale of Lease Purchase Agreement Certificates of Participation, Series 2021, of Cowley County Community College, Cowley County, Kansas.

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

|                    |     |                |     |
|--------------------|-----|----------------|-----|
| Chair Wilson       | Aye | Trustee Swan   | Aye |
| Trustee Abrams     | Aye | Trustee Graham | Aye |
| Trustee Sanderholm | Nay |                |     |

Motion carried.

- B. December Board Meeting Location Change to Sumner Campus –**  
Chair Wilson requested the Board hold their December 13<sup>th</sup> meeting at the Sumner Campus in Wellington.

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

**RESOLVED, that the Board of Trustees moves the location of the December 13<sup>th</sup> Board meeting to the Sumner Campus in Wellington.**

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

|                    |     |                |     |
|--------------------|-----|----------------|-----|
| Chair Wilson       | Aye | Trustee Swan   | Aye |
| Trustee Abrams     | Aye | Trustee Graham | Aye |
| Trustee Sanderholm | Aye |                |     |

Motion carried.

#### **XI. Other Business**

Trustee Sanderholm requested an update on the on the baseball turf project. Soccer is completed, and the turf company would now like to lay the turf on both baseball and softball at the same time.

Bus 2 is being repaired and we're currently waiting on parts.

#### **XII. Adjournment**

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:26 pm.



**Tiffany Vollmer  
Board Clerk**