

**Cowley College
Board of Trustees Official Minutes**

December 13, 2021

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on December 13, 2021, at 6:00pm in the Short Community Room of the Short General Education Center, 2208 Davis-White Loop, Wellington, 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 (via Zoom) 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, VP of Student Affairs Debbie Phelps, Exec. Director of Institutional Effectiveness Julie Rhoads, Faculty Liaison
Guests		Christina Henson, Swindoll, Janzen, Hawk and Loyd, LLC Dr. Annaria Barnds, Willdan Group Brett Bazil, Trustee Elect Sumner County Citizens

The Invocation was presented by Brian Sanderholm

II. 2020-2021 Annual Audit Review

Swindoll, Janzen, Hawk and Loyd, LLC. has completed the annual audit of all college funds for the year ended June 30, 2021. In performing the audit, the accountants examined the validity of financial transactions according to generally accepted accounting principles and State law. In addition, they have been instructed to apply the standards established by the policies of the Board of Trustees. Holly Harper, VP of Finance and Administration, will provide the Management Discussion and Analysis (MDA) and Swindoll, Janzen, Hawk and Loyd, LLC. will provide the audit findings.

The 2020-2021 Audit may be viewed on the College web site upon approval by the Board of Trustees.

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

RESOLVED, that the report of the audit of fiscal and management accounting of the college for fiscal year 2020-2021, is hereby approved and the Secretary of the Board is directed to file the report with the official records of the college.

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.

III. Awards and Reports

A. Dr. Rittle provided a College Update

- Dr. Rittle wished the Board a Merry Christmas
- Students have entered winter break, however winter session is set to begin
- PD day taking place tomorrow. Last scheduled day for faculty.
- College closed for winter break next Tuesday
- Ireland hall has finished phase 1 of remediation.
- The bus barn property has been acquired. Putting together the request for proposals.
- The roofing project on the Lodge began today after many months of delayed supply chain.
- The turf project is progressing nicely.
- Ag storage shed is to arrive on December 16th. Hoping to have the construction completed prior to Christmas.
- Sumner housing project is well underway.

B. Dr. Rittle presented plaques and words of appreciation to outgoing Trustees JoLynn Foster, Ned Graham, and Brian Sanderholm

C. Dr. Rittle provided a KACCT Quarterly meeting recap

D. Dr. Annaria Barnds with Willdan Group provided a HEERF Eligible Campus Energy Projects Update.

E. Kristi Shaw provided an enrollment, recruitment and retention update.

F. Jan Grace provided an update on the planning of the Sumner Campus spring Robotics Challenge.

G. Thank you to Cowley College from the NHS Yearbook committee

H. Thank you to Cowley College from the Ark City Christian Academy

I. Thank you to Cowley College from Peggy Musson

IV. Public Comment

Chair Wilson provided a statement to the citizens of Sumner County.

V. Standing Committee Reports

A. Trustee Academic Subcommittee –

Dr. Steve Abrams provided an update of the December 7, 2021 meeting and requested Board approval of the Precision Ag Certificates A, B, C and the Associate of Applied Science (AAS) degree.

PRECISION AGRICULTURE (Certificate A)		
	COURSE NAME	SEMESTER

COURSE NUMBER		1	2	3	4
		TECHNICAL REQUIREMENTS			
AGR1211	AGRICULTURE ORIENTATION	1			
AGR1201	INTRODUCTION TO PRECISION AG	3			
AGR1262	CROP PRODUCTION & MANAGEMENT	4			
AGR1280	SOILS FOR PRODUCTION	3			
AGR1263	COTTON PRODUCTION	4			
AGR1265	WEED SCIENCE	3			
TOTAL TECHNICAL HOURS (18)		18			

**PRECISION AGRICULTURE
(Certificate B)**

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
AGR1211	AGRICULTURE ORIENTATION	1			
AGR1201	INTRODUCTION TO PRECISION AG	3			
AGR1262	CROP PRODUCTION & MANAGEMENT	4			
AGR1280	SOILS FOR PRODUCTION	3			
AGR1263	COTTON PRODUCTION	4			
AGR1265	WEED SCIENCE	3			
AGR1260	APPLIED ENTOMOLOGY AND PEST MANAGEMENT		3		
AGR1204	PRECISION AGRICULTURE SYSTEMS		3		
AGR1259	CROP INSPECTION & MANAGEMENT TECHNIQUES		3		
AGR1200	GLOBAL POSITIONING & GEOGRAPHICAL INFO SYSTEMS		3		
AGR1202	PRECISION HARDWARE & SOFTWARE SYSTEMS		3		
INTERNSHIP					
AGR1248	AGRICULTURAL WORK EXPERIENCE I		1		
TOTAL TECHNICAL HOURS (34)		18	16		

**PRECISION AGRICULTURE
(Certificate C)**

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
AGR1211	AGRICULTURE ORIENTATION	1			
AGR1201	INTRODUCTION TO PRECISION AG	3			
AGR1262	CROP PRODUCTION & MANAGEMENT	4			
AGR1280	SOILS FOR PRODUCTION	3			
AGR1263	COTTON PRODUCTION	4			
AGR1265	WEED SCIENCE	3			
AGR1260	APPLIED ENTOMOLOGY AND PEST MANAGEMENT		3		
AGR1204	PRECISION AGRICULTURE SYSTEMS		3		
AGR1259	CROP INSPECTION & MANAGEMENT TECHNIQUES		3		
AGR1200	GLOBAL POSITIONING & GEOGRAPHICAL INFO SYSTEMS		3		
AGR1202	PRECISION HARDWARE & SOFTWARE SYSTEMS		3		
AGR1207	DATA: COLLECTION & INTERPRETATION			3	
AGR1206	AG ELECTRICAL & ELECTRONIC SYSTEMS			3	
AGR1261	AGRICULTURE CHEMICALS & FERTILIZERS			3	
AGR1205	AG AERIAL SYSTEMS			3	
AGR1203	REMOTE SENSING, MAPPING & MANAGEMENT			3	
INTERNSHIP					
AGR1248	AGRICULTURAL WORK EXPERIENCE I		1		

AGR1277	AGRICULTURAL WORK EXPERIENCE II			1	
TOTAL TECHNICAL HOURS (50)		18	16	16	

**PRECISION AGRICULTURE
(Associate of Applied Science Degree)**

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS					
Basic Skills (12 hours)					
PHO6460	Ethics				3
AGR1213	AGRICULTURAL COMPUTATION				3
AGR1230	AGRICULTURE ECONOMICS (OR AG BUSINESS ELECTIVE)				3
AGR1269 OR INR3760	AGRICULTURE COMMUNICATION OR INDUSTRIAL TECHNICAL WRITING				3
Computer Literacy (3 hours)					
CIS1958	NETWORKING				3
GENERAL EDUCATION HOURS 15					15
TECHNICAL REQUIREMENTS					
AGR1211	AGRICULTURE ORIENTATION	1			
AGR1201	INTRODUCTION TO PRECISION AG	3			
AGR1262	CROP PRODUCTION & MANAGEMENT	4			
AGR1280	SOILS FOR PRODUCTION	3			
AGR1263	COTTON PRODUCTION	4			
AGR1265	WEED SCIENCE	3			
AGR1260	APPLIED ENTOMOLOGY AND PEST MANAGEMENT		3		
AGR1204	PRECISION AGRICULTURE SYSTEMS		3		
AGR1259	CROP INSPECTION & MANAGEMENT TECHNIQUES		3		
AGR1200	GLOBAL POSITIONING & GEOGRAPHICAL INFO SYSTEMS		3		
AGR1202	PRECISION HARDWARE & SOFTWARE SYSTEMS		3		
AGR1207	DATA: COLLECTION & INTERPRETATION			3	
AGR1206	AG ELECTRICAL & ELECTRONIC SYSTEMS			3	
AGR1261	AGRICULTURE CHEMICALS & FERTILIZERS			3	
AGR1205	AG AERIAL SYSTEMS			3	
AGR1203	REMOTE SENSING, MAPPING & MANAGEMENT			3	
INTERNSHIP					
AGR1248	AGRICULTURAL WORK EXPERIENCE I		1		
AGR1277	AGRICULTURAL WORK EXPERIENCE II			1	
TECHNICAL HOURS (50)		18	16	16	
TOTAL HOURS (65)		18	16	16	15

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

RESOLVED, that the Board of Trustees approves the Precision Ag Certificates A, B, C, and the Associate of Applied Science (AAS) degree 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	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

B. Trustee Finance Subcommittee –

JoLynn Foster provided an update of the December 6, 2021 meeting.

C. Trustee Policy Subcommittee -

Ned Graham provided an update of the December 7, 2021 meeting and an overview of the policies presented for a first review.

- 127.00 – Drug-free Workplace
- 165.00 – Sick Leave – Full-Time Non-Faculty Employees
- 166.00 – Vacation – Full-Time Non-Faculty Employees
- 205.00 – Curriculum Development

V. Consent Agenda

A. Board Minutes -

- November 15, 2021 regular meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending November 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, November 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					
November 30, 2021					
Bank	Entity		Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed
RCB	Student Refund Checks		\$ 91,446.63	\$ 15,206.76	\$ 76,239.87
General Operating Activities					
RCB	Operating Fund		187,316.92	-	187,316.92
USB	Operating Fund		994,674.07	7,341.23	987,332.84
USB	Federal Grants Fund		3,551.33	-	3,551.33
Total General Operating Activities			\$ 1,185,542.32	\$ 7,341.23	\$ 1,178,201.09

Financial Aid Funds/Student Refund Check \$91,446.63 (net \$76,239.87).

General Operating Activities disbursements \$1,181,990.99 (net \$1,174,649.76)

Federal Funds \$3,551.33; for a total written of \$1,185,542.32 (net \$1,178,201.09).

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 November 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:

- 106.00 – President Emeritus Policy
- 159.00 – Professional Attire
- 182.00 – Naming of College Facilities, Programs, and Events

F. Personnel Transactions -

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

Resignations:

- Luke Larson, Public Safety Officer, effect December 8, 2021

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

Motion carried.

VII. Procurement

A. Perkins Grant Funds Cosmetology Furniture -

The Cosmetology department requested quotes to update their styling chairs and client mirrors. Our Cosmetology students train in these stations and take clients from our community further into the course.

Vendor	Location	Chairs	Mirrors	Shipping	Total
Marc Daniels Enterprises	GA	\$11,380.00	\$26,326.00	Incl	\$37,706.00
Armstrong McCall	OK	\$10,980.00	\$26,000.00	\$1,700.00	\$38,680.00
AGS Beauty	OR	\$11,745.26	\$37,023.72	Incl	\$48,768.98

The department requests to use Armstrong McCall over the lower bidder Marc Daniels (\$974 difference) because of the following factors:

- Purchase includes a warranty
- Closest of all three vendors
- Rep is onsite every Friday
- Established vendor relationship

- Shortest lead time to receive equipment

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

RESOLVED, that the Board of Trustees approves the purchase the Styling Chairs and Stations from Armstrong McCall for \$38,680.00 through Perkins grant funds.

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.

VII. Discussion Agenda

A. Mulvane Tech Center Lease Renewal -

The current renewed lease on the Mulvane Industrial Technology Building expires June 30, 2022. The College has an option to renew the lease for another 2 years. Administration and the Finance Subcommittee request Board approval to exercise the right to renew the lease for a two-year option term, which will commence on July 1, 2022 and terminate on June 30, 2024 with the basic monthly rent of \$7,500, with all other conditions of the existing lease remaining the same.

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

RESOLVED, that the Board of Trustees approves the renewal of the Mulvane Industrial Technology Center lease for an additional 2-year term.

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. Board of Trustee Handbook Revisions – First Review -

Trustees Foster and Zimmerman were tasked with reviewing the Board of Trustee Handbook and recommending edits to the Board Clerk. The revised draft book was presented for a first review by the Board. Glennis Zimmerman requested Ned Graham's poem be added into the front of the book for the second review.

C. President Emeritus -

Chair Wilson requested Board approval to nominate the honorary title of President Emeritus to former Cowley College President Dr. Patrick J. McAtee.

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

RESOLVED, that the Board of Trustees approves the nomination of the honorary title of President Emeritus to former Cowley College President Dr. Patrick J. McAtee.

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.

XI. Other Business

XII. Adjournment

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



Tiffany Vollmer
Board Clerk