I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 18, 2022, at 6:00pm in Wright Room of the Brown Center, 215 S. 2nd, Arkansas City, KS.

Trustees Present
Gary Wilson, Chair
Glennis Zimmerman, Vice Chair
Dr. Steve Abrams, Trustee
Brett Bazil, Trustee
Bob McGregor, Trustee
Marla Sexson, Trustee

Staff
Dr. Randy L. Smith, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Michelle Schoon, VP of Academic Affairs
Holly Harper, VP of Finance and Administration
Kristi Shaw, VP of Student Affairs
Debbie Phelps, Exec. Director of Institutional Effectiveness
Jason O’Toole, Athletic Director
Julie Rhoads, Faculty Liaison
Rama Peroo, Director of Institutional Communications and Public Relations
Joe Clasen, NDT Lead Instructor
Janet Davidson, Director of Early Childhood Education
Joe Shriver, Lead Bus Driver and Inventory Specialist
Jan Grace, Sumner Campus Operations Officer

Guests
John Shelman, Cowley CourierTraveler
Bill Rhiley, KS House Representative
Gary Jones, Citizen

The Invocation was presented by Bob McGregor.

II. Awards and Reports

A. Dr. Smith provided a College Update
   • informed the Board he was recently elected Vice Chair of Cowley-First Economic Development Coordinating Council.
   • Dr. Smith also mentioned the upcoming Cowley Proclamation Day event which will be held August 31. The Kansas Lieutenant Governor, David Toland, will be on hand to read a proclamation. Lastly, Dr. Smith let the Board know he plans to meet with area legislators in the following week.

B. Kristi Shaw provided an enrollment, recruitment and retention update.
C. Foundation Quarterly Report provided by Dr. Kori Gregg, Foundation President
D. Thank you to Cowley College from Bishop Carrol High School
E. Thank you to Cowley College from Cowley County Mental Health
III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –
   Marla Sexson provided an overview of the July 12, 2022 meeting.

B. Trustee Finance Subcommittee –
   Dr. Steve Abrams provided an overview of the July 12, 2022

C. Trustee Policy Subcommittee
   Brett Bazil provided an overview of the July 13, 2022 meeting and an overview of the policies
   presented for a first review.
   • 170.00 – Nepotism (Revision)

V. Consent Agenda

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

RESOLVED, that the Board of Trustees pull policy 170.00 – Nepotism from the Consent Agenda and
send it back to committee for additional edits, then send the revised policy to legal counsel for review.

The motion was seconded by Bob McGregor and the following votes were cast:

<p>| | | | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Wilson</td>
<td>Aye</td>
<td>Brett Bazil</td>
<td>Aye</td>
</tr>
<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
<td>Bob McGregor</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
<td>Marla Sexson</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion carried.

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

RESOLVED, that the Board of Trustees pull policy 165.00 – Sick Leave Policy – Full-Time Non-Faculty
Employees from the consent agenda and send it back to committee for additional edits.

The motion was seconded by Brett Bazil and the following votes were cast:

<p>| | | | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Wilson</td>
<td>Aye</td>
<td>Brett Bazil</td>
<td>Aye</td>
</tr>
<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
<td>Bob McGregor</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
<td>Marla Sexson</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion carried.

A. Board Minutes -
   • June 20, 2022 regular Minutes
   • June 22, 2022 special Minutes
   • June 23, 2022 special Minutes
B. Financial Reports –
Copies of the Financial Reports for the month ending June 30, 2022 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, 2022 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, 2022                   |

<table>
<thead>
<tr>
<th>Bank</th>
<th>Entity</th>
<th>Total Check Amount Written</th>
<th>Total Check Amount Voided</th>
<th>Net Check Amount Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB</td>
<td>Student Refund Checks</td>
<td>$249,075.56</td>
<td>$4,180.43</td>
<td>$244,895.13</td>
</tr>
<tr>
<td>RCB</td>
<td>Student Refund Checks</td>
<td>2,157.81</td>
<td>2,157.81</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$251,233.37</td>
<td>$6,338.24</td>
<td>$244,895.13</td>
</tr>
</tbody>
</table>

Financial Aid Funds/Student Refund Check $251,233.37 (net $244,895.13).
General Operating Activities disbursements $1,539,637.39 (net $1,535,462.39).
Federal Funds $25,953.19; for a total written of $1,565,590.58 (net $1,561,415.58).

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, 2022. 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:
- 115.00 – Staff Development Policy (Revision)
- 118.00 – Guidelines for Classified Staff Reduction in Force (RIF) (Revision)
- 165.00 – Sick Leave Policy – Full-time Non-faculty Employees (Revision)
- 170.00 – Nepotism (Revision)
- 216.00 – Graduation Requirements (Revision)

F. Personnel Transactions -
Dr. Smith has recommended the following personnel items for Board approval:
Resignations:
• Bryan Faber, Manufacturing Technology Instructor (WCF), effective July 12, 2022

Faculty:
• Evan Dolley, Welding Instructor, at an annual salary of $42,800, plus fringe benefits, based on classification “A” of the Faculty Master Agreement, effective August 1, 2022

Director/Instructional Staff:
• Sydney Vanderbilt, Educational Navigator, at an annual salary of $41,049, plus fringe benefits, effective July 19, 2022

Staff:
• Kathleen Phillips, Administrative Assistant to Academic Affairs, at an hourly rate of $19.00, plus staff fringe benefits, effective July 19, 2022

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

RESOLVED, that the Board of Trustees approve the consent agenda as amended, excluding Board Policies 165.00 and 170.00.

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

<table>
<thead>
<tr>
<th>Gary Wilson</th>
<th>Aye</th>
<th>Brett Bazil</th>
<th>Aye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
<td>Bob McGregor</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
<td>Marla Sexson</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion carried.

VI. Procurement

A. Tiger Tech Trailer – JIIST Grant
The College was awarded a matching JIIST (Jobs and Innovative Industry Skills Training) grant from the State of Kansas for $50,000. The grant will be used to purchase a trailer that will be customized to create a mobile learning lab that can travel to various locations and schools. The matching portion from the College will be the purchase of a truck to pull the large trailer that was approved at the June board meeting for $39,175.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Brand/Model</th>
<th>Size</th>
<th>Time Frame</th>
<th>Customization</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TrailersPlus Wichita</td>
<td>Augusta, KS</td>
<td>Interstate Trailer</td>
<td>26’</td>
<td>3-5 months</td>
<td>None</td>
<td>$26,889.00</td>
</tr>
<tr>
<td>Millennium Trailers</td>
<td>Indianapolis, IN</td>
<td>Millennium Silver</td>
<td>26’</td>
<td>3-5 months</td>
<td>AC, Electrical, Workbench</td>
<td>$33,079.52</td>
</tr>
<tr>
<td>*SLE equipment</td>
<td>Antioch, TN</td>
<td>Elite style</td>
<td>26’</td>
<td>6-8 weeks</td>
<td>AC, Electrical, workbench</td>
<td>$31,850.00</td>
</tr>
</tbody>
</table>

Administration requests the approval to purchase the Elite trailer from SLE Equipment for $31,850.00.
Gary Wilson introduced and moved the adoption of the following resolution:
RESOLVED, that the Board of Trustees approves the purchase of the Elite Trailer from SLE Equipment at a cost of $31,850.00 using JIIST Grant funds.

The motion was seconded by Marla Sexson and the following votes were cast:

- Gary Wilson: Aye
- Glennis Zimmerman: Aye
- Dr. Steve Abrams: Aye
- Brett Bazil: Aye
- Bob McGregor: Aye
- Marla Sexson: Aye

Motion carried.

B. The Lodge Parking Lot Resurfacing – Capital Outlay Mill

The Lodge roof replacement was completed this Spring funded through the Capital Outlay Mill. It is now time to repair the parking lot. The College can resurface with asphalt or replace the lot with concrete. Maintenance suggested the lot be replaced with concrete as it has a longer expected life than asphalt. Please see the bids below:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Asphalt</th>
<th>Concrete</th>
<th>Lot Markings</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holland Paving</td>
<td>Wichita, KS</td>
<td>$44,263.50</td>
<td>0.00</td>
<td>$2,878.37</td>
<td>$47,141.87</td>
</tr>
<tr>
<td>Wells Built LLC</td>
<td>Arkansas City, KS</td>
<td>0.00</td>
<td>$58,492.00</td>
<td>$2,836.60</td>
<td>$61,328.60</td>
</tr>
<tr>
<td>Schneider Construction</td>
<td>Arkansas City, KS</td>
<td>0.00</td>
<td>$76,285.00</td>
<td>Included</td>
<td>$76,285.00</td>
</tr>
</tbody>
</table>

Administration requests the approval to contract with Wells Built LLC to concrete the parking lot at The Lodge for $61,328.60.

Bob McGregor introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorizes the College to contract with Wells Built LLC to concrete the parking lot at the Lodge Dormitory for $61,328.60

The motion was seconded by Brett Bazil and the following votes were cast:

- Gary Wilson: Aye
- Glennis Zimmerman: Aye
- Dr. Steve Abrams: Aye
- Brett Bazil: Aye
- Bob McGregor: Aye
- Marla Sexson: Aye

Motion carried.

VII. 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. It is recommended that the College continue to use Union State Bank, RCB Bank, Sunflower Bank/Wichita, and Carson Bank/Mulvane as official depositories, and utilize all qualified institutions in the County for the investment of idle funds.

Additionally, Chair Wilson requested the Board authorize the removal of Dr. Dennis C. Rittle and the addition of Dr. Randy L. Smith to all Cowley College bank accounts.
Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that pursuant to and in compliance with Kansas Statute annotated 0-1401, Union State Bank, RCB Bank, Sunflower Bank/Wichita and Carson Bank/Mulvane, are hereby designated as the official depositories for funds of Cowley College and all qualified financial institutions in Cowley County are approved for the investment of idle funds.

FURTHER RESOLVED, that the Board of Trustees approves the removal of Dr. Dennis C. Rittle and the addition of Dr. Randy L. Smith to all Cowley College bank accounts and transfer of the Union State Bank credit card from Dr. Rittle to Dr. Smith.

The motion was seconded by Marla Sexson and the following votes were cast:

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th></th>
<th>Aye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Wilson</td>
<td>Aye</td>
<td>Brett Bazil</td>
<td>Aye</td>
</tr>
<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
<td>Bob McGregor</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
<td>Marla Sexson</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion carried.

VIII. 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 faculty negotiations, pursuant to the exception related to non-elected personnel for 15 minutes, beginning at 7:23 pm and reconvening at 7:38 pm in the same room with possible action to follow. The Board requested David Andreas, Dr. Randy Smith and Holly Harper be present in the executive session.

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

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th></th>
<th>Aye</th>
</tr>
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<tbody>
<tr>
<td>Gary Wilson</td>
<td>Aye</td>
<td>Brett Bazil</td>
<td>Aye</td>
</tr>
<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
<td>Bob McGregor</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
<td>Marla Sexson</td>
<td>Aye</td>
</tr>
</tbody>
</table>

Motion carried.

The meeting then resumed in open session at 7:38 pm in the same room.

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

RESOLVED, that the Board of Trustees approve a 2% pay increase applied to the base for all full time employees for the 2022-2023 year in addition to the $100 increase to the benefit stipend for all full-time employees.

The motion was seconded by Bob McGregor and the following votes were cast:

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th></th>
<th>Aye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Wilson</td>
<td>Aye</td>
<td>Brett Bazil</td>
<td>Aye</td>
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<tr>
<td>Glennis Zimmerman</td>
<td>Aye</td>
<td>Bob McGregor</td>
<td>Aye</td>
</tr>
<tr>
<td>Dr. Steve Abrams</td>
<td>Aye</td>
<td>Marla Sexson</td>
<td>Aye</td>
</tr>
</tbody>
</table>
Motion carried.

XII. Other Business
Glennis Zimmerman requested a survey be sent to all full-time employees following the open forum asking for strengths and weaknesses of each presidential candidate.

XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:38 pm.

Tiffany Vollmer
Board Clerk