

**Cowley College  
Board of Trustee Official Minutes**

**March 15, 2021**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on March 15, 2021, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2<sup>nd</sup> 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**
- Dr. Kori Gregg, VP of Institutional Advancement**
- Paul Erdmann, VP of Information Technology**
- Kristi Shaw, Exec. Director of Enrollment Management**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Jason O'Toole, Exec. Director of Student Affairs**
- Shane Larson, Athletic Director**
- Pam Smith, Faculty Liaison**
- Rama Peroo, Instit. Communications and Public Relations**

**Guests**

- Aaron Etzkorn, Willdan Group**
- Brent Ragsdale, Willdan Group**
- Christy Rittle, Citizen**
- Ian Alumbaugh, Intramural Coordinator/Dorm Manager**

**A. The Invocation was presented by Ned Graham**

**II. Awards and Reports**

- A. Dr. Rittle provided a College Update**
- Face coverings are no longer required outdoors on College property as long as adequate social distancing can be maintained. This excludes athletic facilities per KJCCC guidelines.**
  - Sporting events at the College continue to allow 25% capacity limit, but bottled drinks are now available for sale.**
  - The second round of COVID-19 vaccines will be available to employees on March 24. Over the last four weeks, the college has experienced only one positive recorded case of COVID in the students, faculty and staff population.**

- Commencement ceremonies will take place May 8<sup>th</sup> at 10:00am and 1:00pm in W.S. Scott Auditorium.
- Thanked the Trustee for their generosity in approving the 2%retroactive COLA increase for all full-time and regular part-time employees.
- The newly approved construction trades program has passed approval in the TEA subcommittee and will go forward to the full board March 25<sup>th</sup>.
- Congratulated Track and Field coach Mark Phillips and assistant coach Cameron Rieth. Phillips was recently inducted into the NJCAA Cross Country and Track and Field Coaches Association Hall of Fame as well as being names the Men’s Central Region Coach of the Year, while Rieth was names the Women’s Central Region Coach of the Year.

**B. Deferred Maintenance update from Willdan Group**

**C. Thank you to Cowley College from Liz Shepard**

#### **IV. Public Comment**

#### **V. Standing Committee Reports**

**A. Trustee Finance Subcommittee -**

Chris Swan provided an update of the March 9, 2021 meeting.

**B. Trustee Policy Subcommittee -**

Ned Graham provided an update of the March 9, 2021 meeting and an overview of the policies presented for a first review.

- 271.00 – Financial Arrangements Between Employees and Students
- 463.00 – Access to the Student Center

#### **VI. Consent Agenda**

**A. Board Minutes -**

February 22, 2021 Regular Board Meeting Minutes

**B. Financial Reports –**

Copies of the Financial Reports for the month ending February 28, 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, February 28, 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  
 February 28, 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	\$ 1,349,536.55	\$ 14,138.45	\$ 1,335,398.10
<u>General Operating Activities</u>				
RCB	Operating Fund	843,338.42	1,500.00	841,838.42
USB	Federal Grants Fund	40,915.00	-	40,915.00
Total General Operating Activities		\$ 884,253.42	\$ 1,500.00	\$ 882,753.42

Financial Aid Funds/Student Refund Check \$1,349,536.55 (net \$1,335,398.10).  
 General Operating Activities disbursements \$843,338.42 (net \$841,838.42)  
 Federal Funds \$40,915.00; for a total written of \$884,253.42 (net \$882,753.42).

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 February 28, 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 –**

Administration provided department updates for Board review.

**E. Board Policy Approvals -**

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

- 163.00 – Attendance Policy – Classified Personnel
- 278.00 – Program Discontinuance Policy
- 418.00 – Placement of Follow-up Studies
- 420.00 – Technology Usage by Students and the Community

**F. Personnel Transactions -**

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

**Faculty Non-renewal:**

- Mike Hayden, Faculty-Natural Science, effective May 31, 2021

**RESOLUTION**

WHEREAS, Mike Hayden was initially employed by Cowley County Community College and Area Vocational Technical School on August, 2014 as an instructor; and

WHEREAS, Mike Hayden, is currently employed as an instructor and

WHEREAS, Mike Hayden, is entitled to due process protection at Cowley County Community College and Area Vocational Technical School, pursuant to K.S.A. 72-5436 *et seq.*; and

WHEREAS, Cowley County Community College and Area Vocational Technical School intends that the contract of Mike Hayden for the 2021 academic year should not be renewed for

the reasons set forth below and that Mike Hayden should be given written notice on or before May 1, of the board's intent not to renew that contract for the 2021 academic year;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COWLEY COUNTY COMMUNITY COLLEGE AND AREA VOCATIONAL TECHNICAL SCHOOL:**

**Section 1. That it is hereby declared to be the intent of the Board to nonrenew the employment contract of Mike Hayden, as an instructor at this college for the 2021 academic year;**

**Section 2. That the secretary of the board is hereby authorized and directed to give written notice to Mike Hayden of the board's intent to nonrenew their teaching contract for the 2021 academic year, the written notice to be delivered to Mike Hayden on or before May 1, 2021.**

**Section 3. That the notice contain the following reasons for the board's intent to nonrenew the contract:**

**Failure to complete the minimum degree qualifications for the faculty position based on the faculty Master Agreement. Mike was given a timeline for degree completion that has not been met. Master Agreement indicates a three-year timeframe and Mike was given six years. Administrative Review process was implemented in fall 2019, with follow-up meetings in spring and fall 2020 and in February 2021.**

**Section 4. The notice also advises Mike Hayden that he is entitled to a hearing before a hearing officer in regard to the board's action provided he files written notice of a request for such a hearing with the secretary of the board fifteen (15) days from the date of the notice.**

**ADOPTED by the Board of Trustees of Cowley County Community College and Area Vocational Technical School March 15, 2021.**

**Resignations:**

- **Ben Maxon, Campus Security and Public Safety Officer, effective March 1, 2021**
- **O.B. Walker, Custodian, effective March 19, 2021**

**Staff:**

- **Micah Fry, Workforce and Community Education Assistant/Golden Tigers Coordinator, at an annual salary of \$36,674, plus staff fringe benefits, effective March 16, 2021.**

**Ned Graham 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 Glennis Zimmerman and the following votes were cast:**

<b>Dr. Steve Abrams</b>	<b>Aye</b>	<b>Brian Sanderholm</b>	<b>Aye</b>
<b>JoLynn Foster</b>	<b>Aye</b>	<b>Gary Wilson</b>	<b>Aye</b>
<b>Ned Graham</b>	<b>Aye</b>	<b>Glennis Zimmerman</b>	<b>Aye</b>
<b>Chris Swan</b>	<b>Aye</b>		

**Motion carried.**

## VII. Procurement

### A. Request for Bid – The Lodge Roofing Project

- Administration solicited Request for Proposals recently from vendors to reroof the Lodge Dormitory. The College received bids from two firms, Mahaney Roofing and Bloyer & Sons, Inc. on 03/05/21. The Finance Committee requested further information after reviewing the RFP bid results.

### B. CRRSAA Federal Grant Funding Purchase Request - The College received additional funds related to COVID through the second funding CRRSAA. These funds are to be used by the College to help defray expenses related to the pandemic.

- Content Management Software - Administrative Council has requested to contract with a Content Management System (CMS) to update our main college webpage, Cowley.edu. During the COVID-19 pandemic, the college was required to move all courses to a virtual learning environment. This disruption created the need for more accessible online resources and mobile capability that were not available with our current website. This reliance on distance learning created a need for tools that could adequately replace the approaches and accessibility used in traditional face-to-face classes. This lack of technology greatly impacted our student's ability to learn and communicate in an online environment. An upgrade to our current website is needed to enable the college to provide the tools our students need to navigate and access critical functions and information needed for learning success in this new environment. The CMS request will be the first part of a more extensive website update to continue within the next year to eighteen months. The department spent many weeks reviewing proposals for this service back in 2018 but could not complete the project at that time. The proposal includes ongoing maintenance fees that must be included in the department budget moving forward at approximately \$24,000 annually but will be offset by current costs of \$16,435 that will no longer be needed with the update. Omni Update is the most reputable CMS among all the below bids and was the only company referred to us by six institutions within our community college organization – NCMPR. The department would like to move forward with the updated proposal from OmniUpdate with a price of \$63,500.00. The proposal is attached along with the proposals from 2018 for comparative purposes.

Vendor	Base Cost	Annual Cost	Training	Directory, Calendar	Total
OmniUpdate	\$40,000.00	\$23,500.00	Included	Included	\$63,500.00
Hannon Hill	\$36,000.00	\$8,000.00	\$4,000.00	\$16,000.00	\$64,000.00
Terminal Four	\$30,000.00	\$16,606.00	Included	Included	\$46,606.00

Administration requests the authorization to contract with OmniUpdate to implement a Content Management System at a price of \$63,500.00.

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

**RESOLVED**, that the Board of Trustees authorizes the contract with OmniUpdate to implement a Content Management System at a price not to exceed \$63,500.00.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Aye		

**Motion carried.**

**VIII. Discussion Agenda**

**IX. Other Business**

**X. Adjournment**

**With no other business to be considered, Chair Wilson declared the meeting adjourned at 6:35p.m.**

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer  
Board Clerk**