

**Cowley College
Board of Trustee Official Minutes**

April 19, 2021

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on April 19, 2021, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2nd Street, Arkansas City, KS.

Trustees	Present	Gary Wilson, Chair Glennis Zimmerman, Vice-Chair (Via Zoom) 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 Brooke Istas, Math Instructor/Trap Club Sponsor Ian Alumbaugh, Intramural Coordinator/Dorm Manager
Guests		Trap Club Students Keely Solida, March Student of the Month Shelby White, April Student of the Month Christy Rittle, Citizen

A. The Invocation was presented by Chris Swan

II. Awards and Reports

- A. Dr. Rittle provided a College Update
- Dr. Rittle informed the Trustees of the recent Good Neighbor Award won by James Fry as well as the recent selection by the Wichita Business Journal of Dr. Kori Gregg as a Woman Who Leads in Education.
 - Dr. Rittle also provided a CAATS Initiative update as well as an enrollment update. "Cowley College continues to buck the trend nationally and are flat, to up a little bit in enrollment from this time last year."
 - Dr. Rittle also shared information on the Kansas Promise and the College's work with GE Aviation to create an Aviation Mechanics Program in the Fall of 2022.

- He also praised the work done by the Cowley College coaches as every athletic program currently competing is nationally ranked.
 - Also mentioned the upcoming Visual and Performing Arts performance of Cinderella, April 22-24 in the Robert Brown Theatre.
 - Dr. Rittle informed the Board that Cowley College students Trevor McDowell and Audrianna Bruce were named Outstanding Students of Arkansas City in 2020 and 2021, respectively.
 - Lastly, he mentioned there are zero recorded Covid-19 cases among Cowley's faculty, staff, and students.
- B. Keely Solida was recognized as the March Student of the Month.
- C. Shelby White was recognized as the April Student of the Month
- D. The Cowley Trap Club was recognized for their performance at the ACUI Collegiate Clay Target Championships
- E. Thank you to Cowley College from The Smith and Harp families
- F. Thank you to Cowley College from the Lyons Prom Committee

IV. Public Comment

V. Standing Committee Reports

- A. Trustee Academic Subcommittee –
Glennis Zimmerman provided an update of the March 23, 2021 meeting.
- B. Trustee Finance Subcommittee -
Dr. Steve Abrams provided an update of the April 12, 2021 meeting.
1. Athletic Turf -
The Trustee Finance Subcommittee recommended the Board advise administration to obtain bids to turf the athletic fields (ex. soccer, softball, baseball) to be shared at a future meeting.
 2. The Lodge Roof Repair and Future Student Housing -
The Trustee Finance Subcommittee recommended the Board advise administration to obtain bids to patch The Lodge roof and pursue designs for the construction of replacement student housing on the main campus to be shared at a future meeting.
- The Board provided consent to direct administration to gather data and quotes to temporarily patch the roof and gather bids and designs for new construction.
3. Construction Trades Facility Remodel/Bus Storage -
The Trustee Finance Subcommittee recommended the Board advise administration to obtain bids for the designing and renovation of the existing bus barn facility to convert into a construction trades learning lab space. Administration will continue to develop plans to house existing buses following the renovation of the existing bus barns to be shared at future meeting.
 4. Steve Abrams and Chris Swan recommended setting a trustee retreat/vision casting session to plan for future housing/CTE center.
- C. Trustee Policy Subcommittee -
Gary Wilson provided an update of the April 12, 2021 meeting and an overview of the policies presented for a first review.

- 106.00 – Request for Professional Services-Athletic Related Injuries (Delete Policy)
- 110.00 – Assignment/Use of Employee Work Area
- 130.00 – Crisis Management/Workplace Violence
- 184.00 – Bloodborne Pathogens Exposure Control
- 202.00 – Organization of Instructional Division
- 264.00 – Credit for Previous Military Service
- 265.00 – Credit for Prior Learning
- 269.00 – Academic Honors (Review Only)

VI. Consent Agenda

A. Board Minutes -

March 15, 2021 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending March 31, 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, March 31, 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 March 31, 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	\$ 119,920.42	\$ 8,511.19	\$ 111,409.23
General Operating Activities				
RCB	Operating Fund	1,400,432.68	30,122.72	1,370,309.96
USB	Federal Grants Fund	15,561.57	715.00	14,846.57
Total General Operating Activities		\$ 1,415,994.25	\$ 30,837.72	\$ 1,385,156.53

Financial Aid Funds/Student Refund Check \$119,920.42 (net \$111,409.23).

General Operating Activities disbursements \$1,400,432.68 (net \$1,370,309.96)

Federal Funds \$15,561.57 (net \$14,846.57); for a total written of \$1,415,994.25 (net \$1,385,156.53).

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 March 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 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:

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

F. Personnel Transactions

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

Faculty Non-renewal:

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

**FINAL ACTION OF THE BOARD OF TRUSTEES:
NONRENEWAL OF NONTENURED FACULTY CONTRACT**

WHEREAS, on the 15th day of March, 2021, the Board of Trustees of Cowley College, Cowley County, Kansas, by resolution duly adopted, took action to notify Mike Hayden of the Board's intent to nonrenew his contract as faculty for the 2021-2022 academic year; and

WHEREAS, the Clerk of the Board of Trustees gave written notice to Mike Hayden on the 16th day of March, 2021 that it was the intent of the Board of Trustees to nonrenew his contract for the 2021-2022 academic year; and

WHEREAS, after extensive consideration and thorough discussion, the Board has determined that this matter should be resolved as follows:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COWLEY COLLEGE, COWLEY COUNTY, KANSAS;

Section 1: That the contract of Mike Hayden be nonrenewed for the 2021-2022 academic year;

Section 2: That the Clerk of the Board of Trustees give, personally or by United State mail, Mike Hayden a signed copy of this resolution.

ADOPTED by the Board of Trustees of Cowley College, Cowley County, Kansas, this 19th day of April, 2021

By: _____

ATTEST:

Board Clerk

Separations:

- **Bryan Cales, Custodian, effective April 2, 2021**

Staff:

- **Madison Meyer, TRiO Program Specialist, at an annual salary of \$30,775, plus staff fringe benefits, effective April 20, 2021.**
- **Darci Sampson, Director of Accounting, at an annual salary of \$62,000 plus staff fringe benefits, effective April 20, 2021.**
- **Lena Spencer, Director of Financial Aid, at an annual rate of \$54,000, plus staff fringe benefits, effective April 20, 2021.**
- **Brett Stone, Public Safety and Security Coordinator/Sumner Campus Officer, at an hourly rate of \$16.28, plus staff fringe benefits, effective April 20, 2021.**

G. Election of Officers

Chair Wilson has recommended approval of the following changes to the Board Officer positions.

- **Trustee Sanderholm moves from Finance Subcommittee to Academic Subcommittee**
- **Trustee Abrams appointed to Finance Subcommittee**

Revised slate of Board officers:

A Chairman, who shall: Gary Wilson

- **preside at all meetings of the Board;**
- **sign all warrants ordered by the Board to be drawn by the Treasurer;**
- **call special meetings of the Board;**
- **perform any other duty required by law or assigned by the Board.**

A Vice-Chairman, who shall perform the duties of the Chairman in the absence of the Chairman or in the event of his inability to serve. Glennis Zimmerman

A voting delegate to KACCT: Chris Swan

An alternate delegate to KACCT: Ned Graham

A voting delegate to ACCT: Vacant

An alternate delegate to ACCT: Vacant

A Trustee representative for professional negotiations: Glennis Zimmerman

A Trustee representative designated to open bids: Gary Wilson

A Trustee representative to the Cowley College Foundation: Chris Swan

A Trustee representative to the Tiger Booster Club: Brian Sanderholm

Three Trustees to serve on the Finance Sub-Committee:

Dr. Steve Abrams
Chris Swan
JoLynn Foster

Three Trustees to serve on the Academic Sub-Committee:

Glennis Zimmerman
Dr. Steve Abrams
Brian Sanderholm

Three Trustees to serve on the Board Policy Sub-Committee:

Ned Graham
Gary Wilson

Chris Swan 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 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.

VII. Procurement

A. CRRSAA Federal Grant Funding Purchase Request(s) - 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.

- **Ventilator Simulator – Our Health and Human Services Department is requesting the purchase of a Respi Sim ASL 5000 ventilator simulator capable of simulating patients from neonatal to adult. The ASL 5000 can breathe spontaneously even while being ventilated and used with any ventilator and any ventilator mode. The ASL 5000 comes with a long list of features that will optimize simulation training scenarios, including airway resistance, lung compliance, and spontaneous effort parameters. It also can hold PEEP at any clinically relevant level. This will allow paramedic students to train In Situ with real field ventilators to treat COVID-19 patients. The ASL 5000 will be incorporated into the EMS program equipment inventory and used for EMT, Paramedic, and Difficult Airways courses (EMS, ACLS).**

Ingmar is a sole source vendor for this product, so only one bid was obtained.

Vendor	Base Cost	Opt 1	Opt 2	Shipping	Total
Ingmar Medical ASL 5000 Respi Sim	\$68,950.00			\$800.00	\$69,750.00

Administration requests Board approval to purchase the Ingmar Respi Sim for \$69,750.00 using CRRSAA Federal Grant dollars.

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

RESOLVED, that the Board of Trustees approve the purchase of the Ingmar Respi Sim for \$69,750.00 using CRRSAA Federal Grant dollars.

The motion was seconded by Steve Abrams, 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.

- **HVAC Filtration System** - One of our goals at Cowley is to ensure the physical safety of our students on campus. To that end, we have been working to keep our facilities as safe and clean as possible by updating our HVAC systems on campus to include UV lights to clean the air that is pushed through our systems. We are requesting to place ionizers in our large teaching buildings to finish the remainder of the campus filtration system. Ionizers purify/scrub and sanitize the air. These systems can help reduce allergens, stop the reproduction of COVID and other bacteria which will help the health of our air in the buildings year-round. One last benefit is that the system will help clean the duct work, equipment and saves money on energy over the life cycle of the equipment. (Walker Tech, Webb Brown and the Brown Center)

Vendor	Base Cost	Opt 1	Opt 2	Shipping	Total
CM3 Mechanical	115,655.00				115,655.00
Dean E Norris	114,937.75				114,937.75

Administration requests Board approval to use Dean E Norris for the HVAC Filtration System at a cost of \$114,937.75 using CRRSAA Federal Grant dollars.

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

RESOLVED, that the Board of Trustees approve to use Dean E Norris for the HVAC Filtration System at a cost of \$114,937.75 using CRRSAA Federal Grant dollars. Steve Abrams requested periodic reports on the air quality.

The motion was seconded by Brian Sanderholm, 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

A. Nomination for Honorary naming of College Facility -

In accordance with Board Policy 182.00 – naming of College Facilities, Programs and Events, a naming Advisory Committee convened on April 6, 2021 to consider the nomination for the honorary naming of Cowley College’s track and Field Complex for Mark A. Phillips, Cowley College Long-time Head Track and Field men’s and Women’s coach. After careful review and discussion, the Naming Advisory Committee has voted 9-0 to recommend to the Board of Trustee that the Cowley College Track and Field Complex be named the Mark A. Phillips Track and Field Complex, in honor of Coach Phillips’ distinguished and meritorious service to Cowley College.

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

RESOLVED, that the Board of Trustees approve the naming of the Cowley College Track and Field Complex as the Mark A. Phillips Track and Field Complex.

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.

IX. Other Business

X. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:11p.m.



Tiffany Vollmer
Board Clerk