

**Cowley College
Board of Trustees Official Minutes**

May 16, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on May 16, 2022, at 6:00pm in President's Dining Room inside the McAtee Dining Center, 206 S. 4th, 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. 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**
- Kristi Shaw, VP of Student Affairs**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Jason O'Toole, Athletic Director**
- Julie Rhoads, Faculty Liaison**
- Abby Morris, Director of Marketing**

Guests

- John Shelman, Cowley CourierTraveler**

The Invocation was presented by Glennis Zimmerman.

II. Awards and Reports

A. Dr. Rittle provided a College Update

- **Thanked the Board members who were able to attend the 99th commencement ceremonies on May 7th.**
- **Mentioned the article being written by Barbara Shelly, journalist with the Kansas Leadership Center, which discusses the value of community colleges in Kansas. Barbara and her photographer were recently on campus to interview Dr. Rittle for the article.**
- **Tennis is competing for a national championship in Tyler, TX this week entering the tournament as the #1 team in the nation, while baseball begins its quest to win Region VI this week with their first game taking place Tuesday evening against Butler Community College in Manhattan, KS. Should the team win the tournament, they will win an automatic bid to the JUCO world series in Grand Junction, Colorado at the end of May.**
- **The residential housing project continues on the Sumner Campus, with an expected opening date in the fall of 2022. Recent delays in the delivery of windows have presented challenges, but this should not be a factor for the opening of the housing units.**

- Additionally, Dr. Rittle mentioned the College 2022-2025 Strategic Plan which is due to begin this fall.
- Lastly, Dr. Rittle mentioned the McAtee Dining Center which is to be under construction for HVAC system, etc. during May 31st – July

B. Jessica Lucas provided a legislative report.

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

D. Debbie Phelps presented the 2022-2025 Strategic Plan Overarching Goals

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

RESOLVED, that the Board of Trustees approves the Overarching Goals for the 2022-2025 Strategic Plan.

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

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

Motion carried.

E. Thank you to Cowley College from Pawnee Heights After Prom Committee

F. Thank you to Cowley College from Norwich After Prom Committee

G. Thank you to Cowley College from Udall After Prom Committee

H. Thank you to Cowley College from Larned After Prom Committee

I. Thank you to Cowley College from West Elk After Prom Committee

J. Thank you to Cowley College from Andale After Prom Committee

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Bob McGregor provided an overview of the May 10, 2022 meeting.

The Trustee Academic Subcommittee requested approval of the following new courses and revised program.

1. New Course Approval

- ANT6921 – Archaeology Field School (2 cr.) Non-Tiered
- WEL3636 – Welding Math & Layout (3 cr) Non-Tiered
- WEL3637 - Fabrication & Welding Techniques (3 cr.) - Tiered
- WEL3638 – Welding Materials Inspection & Testing (3 cr.) - Tiered

2. Revised Program Approval

- Welding Cert A
- Welding Cert C
- Welding A.A.S degree

WELDING TECHNOLOGY (Certificate A)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
INR3718	OSHA 10	1			
INR 3717	Print Reading	3			
WEL3622	GMAW (Gas Metal Arc Welding/Structural)	3			
WEL3613	SMAW (Shielded Metal Arc Welding/Structural)	3			
WEL3615	Basic Welding Processes	3			
WEL3636	Welding Math & Layout		3		
TECHNICAL HOURS (16)		13	3		

WLEDING TECHNOLOGY (Certificate C)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
INR3718	OSHA 10	1			
INR 3717	Print Reading	3			
WEL3622	GMAW/Structural (Gas Metal Arc Welding/Structural)	3			
WEL3613	SMAW/Structural (Shielded Metal Arc Welding/Structural)	3			
WEL3615	Basic Welding Processes	3			
WEL3636	Welding Math & Layout		3		
WEL3623	GTAW (Gas Tungsten Arc Welding/Structural)		3		
WEL3637	Fabrication & Welding Techniques		3		
WEL3620	Gas Welding Processes		3		
WEL3638	Welding Materials Inspection & Testing			3	
WEL3633	GMAW/Pipe (Gas Metal Arc Welding/Pipe)			3	
WEL3632	SMAW/Pipe (Shielded Metal Arc Welding/Pipe)			3	
WEL3635	Arc Welding Processes			3	
WEL3642	GTAW/Pipe (Gas Tungsten Arc Welding/Pipe)				3
WEL3645	Special Alloy Welding				3
INR3713	Applied Economics				3
WEL3640	Advanced Welding Processes				3
TECHNICAL HOURS (49)		13	12	12	12

WELDING TECHNOLOGY (Associate of Applied Science Degree)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS					

Basic Skills (12 hours)					
ENG2211 or COM2725 or INR3735	Composition I or Interpersonal Communications Industrial Technical Writing (Communication Elective)		3		
PHO6460	Ethics (Humanities elective)				3
BUS1311	Introduction to Business				3
INR3716	Technical Mathematics (or higher level)			3	
Computer Literacy (3 hours)					
CAP1516	Computer Applications or Computer Literacy*	3			
GENERAL EDUCATION TOTAL (15)		3	3	3	6
TECHNICAL REQUIREMENTS					
INR3718	OSHA 10	1			
INR 3717	Print Reading	3			
WEL3622	GMAW/Structural (Gas Metal Arc Welding/Structural)	3			
WEL3613	SMAW/Structural (Shielded Metal Arc Welding/Structural)	3			
WEL3615	Basic Welding Processes	3			
WEL3636	Welding Math & Layout		3		
WEL3623	GTAW (Gas Tungsten Arc Welding/Structural)		3		
WEL3637	Fabrication & Welding Techniques		3		
WEL3620	Gas Welding Processes		3		
WEL3638	Welding Materials Inspection & Testing			3	
WEL3633	GMAW/Pipe (Gas Metal Arc Welding/Pipe)			3	
WEL3632	SMAW/Pipe (Shielded Metal Arc Welding/Pipe)			3	
WEL3635	Arc Welding Processes			3	
WEL3642	GTAW/Pipe (Gas Tungsten Arc Welding/Pipe)				3
WEL3645	Special Alloy Welding				3
INR3713	Applied Economics				3
WEL3640	Advanced Welding Processes				3
TECHNICAL HOURS (49)		13	12	12	12
TOTAL HOURS (64)		16	15	15	18

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

RESOLVED, that the Board of Trustees approves the revised Certificate A, Certificate C, and the Associate of Applied Science in Welding, as presented.

The motion was seconded by Gary Wilson, and the following votes were cast:

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

Motion carried.

- B. Trustee Finance Subcommittee –**
Dr. Steve Abrams provided an overview of the May 11, 2022 meeting.
- C. Trustee Policy Subcommittee –**
Brett Bazil provided an overview of the May 10, 2022 meeting and an overview of the policies presented for a first review.
- 142.00 – Access to College Facilities (Revision)
 - 170.00 – Nepotism (Revision)
- D. Trustee Ad Hoc Business Plan Committee –**
Gary Wilson provided an overview of the May 11, 2022 meeting.

V. Consent Agenda

- A. Board Minutes -**
- April 18, 2022 regular meeting Minutes
- B. Financial Reports –**
Copies of the Financial Reports for the month ending April 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, April 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 April 30, 2022			Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed
Bank	Entity				
USB	Student Refund Checks		\$ 104,313.82	\$ 4,701.00	\$ 99,612.82
RCB	Student Refund Checks		3,925.00	826.40	3,098.60
			<u>\$ 108,238.82</u>	<u>\$ 5,527.40</u>	<u>\$ 102,711.42</u>
General Operating Activities					
RCB	Operating Fund		14.00	-	14.00
USB	Operating Fund		1,126,454.57	798.00	1,125,656.57
USB	Federal Grants Fund		2,618.80	-	2,618.80
	Total General Operating Activities		<u>\$ 1,129,087.37</u>	<u>\$ 798.00</u>	<u>\$ 1,128,289.37</u>

**Financial Aid Funds/Student Refund Check \$108,238.82 (net \$102,711.42).
General Operating Activities disbursements \$1,126,468.57 (net \$1,125,673.57).
Federal Funds \$2,618.80; for a total written of \$1,129,087.37 (net \$1,128,289.37).**

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 April 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:

- 134.00 – Reporting of Fraud (Delete)
- 138.00 – Political Activity (Revision)
- 143.00 – Technology Usage by Employees (Revision)
- 263.00 – Student Appeal of Course Grades (Revision)
- 280.00 – Credit Hour Definition (Revision)
- 433.00 – Satisfactory Academic Progress for Federal Aid Recipients (Revision)

F. Personnel Transactions -

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

Resignations:

- Eddie Andreo, AVP for Distance Learning, effective June 10, 2022
- Kyle Hays, Humanities Instructor, effective July 31, 2022

Faculty:

- Nicholas DiMeo, English Instructor, at an annual salary of \$48,270, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2022.
- Rick Squires, Welding Instructor, at an annual salary of \$52,224.29, plus fringe benefits, based on classification “A” of the Faculty Master Agreement, effective August 1, 2022
- Dr. Andrew Tucker, Precision Ag Instructor, at an annual salary of \$54,500, plus fringe benefits, based on classification “G” of the Faculty Master Agreement, effective August 1, 2022.

Club Sponsor Pay:

<u>Name</u>	<u>Club</u>	<u>Pay</u>
<u>Clubs</u>		
• Mark Flickinger	Art Club	\$800
• Ryan Doom	Mile Marker Review (Mulvane)	\$800
• Braidon Hughes	Math and Science	\$600
• AJ Ybarra	Math and Science	\$600
• Uwe Conrad	Math and Science (Mulvane)	\$600
<u>Organizations</u>		
• Deborah Layton	PTK - Coordinator	\$1,000
• Jennifer Rupp	PTK – Sponsor	\$3,000
• Julianna Smarsh	PTK - Sponsor	\$1,000
• Sarah Mathews	DECA	\$1,200
• Dianne Flickinger	Quiz Bowl	\$1,200

Total Pay

\$10,080.00

Requests for Advanced Pay:

Certain faculty members, who will have completed their contractual obligations at the end of the school year, have requested advance payment of their salaries for June and July. These faculty members are:

Frank Arnold	Sarah Mathews
Stephen Butler	Amy McWhirt
Marlys Cervantes	April Nittler
Uwe Conrad	Elizabeth Peck
Steven Cooper	Holly Peters
Janet Davidson	Jennifer Rupp
Brooke Istas	Pam Smith
Bob Moffatt	Humphrey Wamocho

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

RESOLVED, that the Board of Trustees approve the consent agenda as amended.

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

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

Motion carried.

VI. Procurement

A. Welding Equipment (Tech Ed Capital Outlay Grant)

Administration requested the approval to purchase 15 welders from A& W Welding at a cost of \$52,050.00 from Tech Ed Capital Outlay Funds.

Vendor	Location	Brand/Model	Base cost	Shipping	Total
A&W Welding	Ark City, KS	Miller Multimatic 220	\$52,050.00	\$0.00	\$52,050.00
Gretchen Int. Inc.	Wichita, KS	Everlast Lightning MTS 275	\$37,500.00	\$1,500.00	\$39,000.00
Lampton Welding	Wichita, KS	Miller Multimatic 220	\$52,343.10	\$0.00	\$52,343.10

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

RESOLVED, that the Board of Trustees approves the purchase of 15 welders from A&W Welding at a cost of \$52,050.00 paid from Tech Ed Capital Outlay funds.

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

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

Motion carried.

VII. Discussion Agenda

A. Acknowledgement of Trustee Chris Swan Resignation

Chair Wilson requests the Board acknowledge the letter of resignation from Christopher Swan, effective immediately.

B. Trustee Vacancy Notice

In accordance with K.S.A. 71-201(15), Chair Wilson requests the Board authorize the Board Clerk to publish the official notice of a trustee vacancy, as presented. Such vacancy exists by reason of the resignation of Christopher Swan, a former resident of Cowley County, Kansas, and any such applicant must also be a Cowley County resident. Applications may be submitted to the Board Clerk at P.O. Box 1147, Arkansas City, KS 67005, or email to: boardclerk@cowley.edu.

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

RESOLVED, that the Board of Trustees authorizes the Board Clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201 (15), as presented.

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

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

Motion carried.

C. June and July Board Meeting Location

Due to the replacement of the McAtee Dining Center HVAC unit, there will be no air conditioning in the McAtee Dining Center for the June 20th and July 18th Board meeting. Chair Wilson requests the Board move their June and July regular meeting location to the Wright Room.

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

RESOLVED, that the Board of Trustees approves to move their June and July regular Board meetings to the Wright Room.

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

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

Motion carried.

D. S&Y Industries Tax Exemption Request

S&Y Industries is requesting exemption on tangible personal property, land, and building related to improvements located at 724 Industrial Road, Winfield, KS.

Public notice is hereby given pursuant to K.S.A. 1990 Supp. 79-251 (b) that the Governing body of the City of Winfield, Cowley County, Kansas, will conduct a public hearing on Monday, May 16, at 5:30pm in the Community Council Room, City Hall, 200 East Ninth, Winfield, Kansas. The Governing Body will not adopt a resolution authorizing the granting of such exemption until said public hearing has been concluded.

IX. First 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 6:41 pm and reconvening at 6:56 pm in the same room with no action to follow. The Board requested Dr. Rittle, Holly Harper and David Andreas be present in the executive session.

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

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

Motion carried.

The meeting then resumed in open session at 6:56 pm in the same room.

X. Second 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 the College presidential search, pursuant to the exception related to non-elected personnel for 30 minutes, beginning at 7:00 pm and reconvening at 7:30 pm in the same room. Action may follow. The Board requested David Andreas, Tiffany Vollmer, and Jenette Hanna be present in the executive session.

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

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

Motion carried.

The meeting then resumed in open session at 7:30 pm.

XI. Third Executive Session

Dr. Steve Abrams 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 the College presidential search, pursuant to the exception related to non-elected personnel for 30 minutes, beginning at 7:30 pm and reconvening at 7:40 pm in the same room. Action may follow. The Board requested David Andreas, Tiffany Vollmer, and Jenette Hanna be present in the executive session.

The meeting then resumed in open session at 7:40 pm in the same room.

XII. Other Business

XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:57 pm.

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

**Tiffany Vollmer
Board Clerk**