

**Cowley College
Board of Trustee Official Minutes**

May 17, 2021

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on May 17, 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 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 Ian Alumbaugh, Intramural Coordinator/Dorm Manager Donnie Jackson, Head Coach – Men's Basketball
Guests		Christy Rittle, Citizen

A. The Invocation was presented by Ned Graham

II. Awards and Reports

A. Dr. Rittle provided a College Update

- informed the Trustees of recent awards given at the College. Stefani Jones was the recipient of the Ben LeClair Staff Excellence Award; Dr. Scott Layton was named the recipient of the Bill and Judy Docking Faculty Achievement Award; and Jordan Swaggert and Reise Holt were named scholarship recipients from the Cowley Education Association.
- The second cohort for Cowley Leaders at Work (CLAW) was recently completed.
- The first cohort of the Mechatronics Pathway had nine graduates at the Winfield Correctional Facility.
- Dr. Rittle also introduced new men's head basketball coach Donnie Jackson, who was in attendance to meet the Trustees.
- He also mentioned the successful Robotics Challenge that was held for middle schoolers at the Sumner Campus.

- B. Thank you to Cowley College from Central Plains High School After Prom
- C. Thank you to Cowley College from Larned After Prom
- D. Thank you to Cowley College from Sedan After Prom

IV. Public Comment

V. Standing Committee Reports

A. Trustee Academic Subcommittee –
 Dr. Steve Abrams provided an update of the May 10, 2021 meeting.

B. Trustee Finance Subcommittee -
 JoLynn Foster provided an update of the May 11, 2021 meeting.

1. Athletic Turf -

The Trustee Finance Subcommittee recommended the Board approve the athletic turf project using Sprinturf for the turf at a cost of \$938,800 and Double E Construction for the dirt work at a cost of \$794,400, funded from reserves.

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

RESOLVED, that the Board of Trustees approves the athletic turf project using Sprinturf for the turf at a cost of \$938,800 and Double E Construction for the dirt work at a cost of \$794,400, funded from reserves.

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.

2. The Lodge Roof Replacement -

The Trustee Finance Subcommittee recommended the Board approve Bloyer and Sons, Inc. to complete a full replacement of the lodge roof at a cost of \$402,325.

		Phase Costs			
	Full Replacement	Phase 1	Phase 2	Phase 3	Phase Total
Mahaney	482,000	161,000	173,000	166,000	500,000
Bloyer	402,325	142,170	124,265	155,260	421,695

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

RESOLVED, that the Board of Trustees approves Bloyer and Sons, Inc. to complete a full replacement of the Lodge roof at a cost of \$402,325.

The motion was seconded by Chris Swan 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.

3. Construction Trades Facility Remodel -

The Trustee Finance Subcommittee recommends the Board authorize the Finance subcommittee to review and approve the guaranteed maximum price (GMP) from Conco Construction and their affiliates, and to execute said contract. Current estimations indicate the cost of the project should not exceed \$130,000. The Trustee Finance Subcommittee and College administration request the appointment of Conco Construction as the general contractor for this project based on exclusion number 4, letter f of policy 132.00 – Purchasing Policy in order to meet construction deadlines for the fall 2021 start of classes.

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

RESOLVED, that the Board of Trustees authorizes the Finance Subcommittee to review and approve the guaranteed maximum price (GMP) from Conco Construction and their affiliates, and to execute said contract. Current estimations indicate the cost of the project should not exceed \$130,000. The Trustee Finance Subcommittee and College administration request the appointment of Conco Construction as the general contractor for this project based on exclusion number 4, letter F of policy 132.00 – Purchasing Policy in order to meet construction deadlines for the fall 2021 start of classes.

The motion was seconded by Dr. 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.

4. New Bus Storage –

This item will be temporarily delayed to focus priority on the construction trades remodel project.

C. Trustee Policy Subcommittee -

Gary Wilson provided an update of the May 10, 2021 meeting and an overview of the policies presented for a first review.

- 157.00 – Student Account Bad Debt Write-Off Policy
- 412.00 – Payment of Tuition and Fees

VI. Consent Agenda

A. Board Minutes -

**April 19, 2021 Regular Board Meeting Minutes
 May 12, 2021 Special Board Meeting Minutes**

B. Financial Reports –

Copies of the Financial Reports for the month ending April 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, April 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 April 30, 2021			Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed
<u>Bank</u>	<u>Entity</u>				
RCB	Student Refund Checks		\$ 589,789.45	\$ 9,625.92	\$ 580,163.53
<u>General Operating Activities</u>					
RCB	Operating Fund		1,311,435.19	1,116.85	1,310,318.34
USB	Federal Grants Fund		6,870.36	-	6,870.36
Total General Operating Activities			\$ 1,318,305.55	\$ 1,116.85	\$ 1,317,188.70

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, 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 – 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)

F. Personnel Transactions -

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

Resignations:

- Jennifer Anderson, Director of Adult Education, effective July 2, 2021

- Mindy Blatchford, Financial Aid Specialist, effective June 2, 2021
- Stephanie Hopper, Admissions Representative, effective June 30, 2021.
- Eric Nitsche, Assistant Coach-Men's Basketball, effective May 24, 2021
- Bryanna Ramsey, Coordinator of Enrollment and Bookstore Services-Wichita Downtown Center, effective May 3, 2021.

Faculty:

- Braidon Hughes, Physics Instructor, at an annual salary of \$44, 395, based on classification C of the Faculty Master Agreement, plus fringe benefits, effective August 1, 2021
- Gregory Mink, Math Instructor, at an annual salary of \$47,600 plus fringe benefits, based on classification C of the Faculty Master Agreement, effective August 1, 2021.
- Brian Patterson, Carpentry/Construction Trades Instructor, at an annual salary of \$57,500, plus fringe benefits, based on classification C of the Faculty Master Agreement, effective August 1, 2021.

Staff:

- Alejandra Acosta, Admissions Representative – Bilingual, at an annual salary of \$37,407, plus staff fringe benefits, effective May 18, 2021
- Peyton Cravens, Director of Student Life, at an annual salary of \$51,822, plus staff fringe benefits, effective June 16, 2021
- Arianna Raga, Assistant Coach – Tennis/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective June 1, 2021
- Jordyn Rice, Admissions Representative – Wellington, at an annual salary of \$37,407, plus staff fringe benefits, effective May 18, 2021.
- Susan Silliman, Adult Education Instructional Staff, at an annual salary of \$37, 407, plus staff fringe benefits, effective May 18, 2021

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
• Michael Hayden	Math and Science	\$600
• AJ Ybarra	Math and Science	\$600
• Uwe Conrad	Math and Science (Mulvane)	\$600
• Marlys Cervantes	Multi-Cultural Scholars	\$1,150
• Amy McWhirt	Multi-Cultural Scholars	\$1,150
<u>Organizations</u>		
• Deborah Layton	PTK - Coordinator	\$1,000
• Jennifer Rupp	PTK – Sponsor	\$3,000
• Melinda Neal	PTK - Sponsor	\$3,000
• Sarah Mathews	DECA	\$1,200
• Dianne Flickinger	Quiz Bowl	\$1,200

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	Meredith Mahoney
Steve Butler	Sarah Mathews
Marlys Cervantes	Amy McWhirt
Uwe Conrad	April Nittler
Steven Cooper	Elizabeth Peck
Janet Davidson	Holly Peters
Michael Hayden	Pam Smith
Brooke Istas	Humphrey Wamocho

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 Ned Graham 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. NDT CR X Ray System -

Administration requested Board approval to purchase the NDT CR X-Ray System through Carestream NDT at a cost of \$51,300 using Perkins Grant funds.

Vendor	Base Cost	Opt 1	Opt 2	Shipping	Total
Rcon NDT	78,900.00				78,900.00
Caresteam NDT	51,300.00				51,300.00
Venture Technical Sales & Service	190,000.00				190,000.00

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

RESOLVED, that the Board of Trustees approve the purchase of the NDT CR X-Ray System through Carestream at a cost of \$51,300 to be paid through Perkins Grant funds.

The motion was seconded by Chris Swan, 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. Trustee Election – Vacant Seats -

Chair Wilson requested the Board discuss the value and rewards of being a trustee at Cowley College in light of the four trustee seats which are up for re-election in the November election.

B. Board Work Session -

Chair Wilson requested the Board schedule their summer work session based on the available dates below.

- Saturday, July 10 – 9:00am - 12:00pm (preferred)
- Friday, July 23 – 9:00am – 12:00pm (back-up)

The Board will hold their summer work session on Saturday, July 10 from 9:00am-12:00pm in the President’s Dining Room inside the McAtee Dining Center.

C. Board Meeting Location Change -

Chair Wilson requested the Board discuss moving the Board meetings to the President’s Dining Room in the McAtee Dining Center.

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

RESOLVED, that the Board of Trustees change its meeting location to the President’s Dining Room inside of the McAtee Dining Center beginning with the June 21, 2021 meeting.

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 6:56 p.m.



Tiffany Vollmer
Board Clerk