

**Cowley College
Board of Trustee Official Minutes**

May 20, 2019

A meeting of the Board of Trustees of Cowley College was called to order on May 20, 2019 at 6:00 pm, in the President's private dining room, inside of the McAtee Dining Center, 200 S. 4th Street, Arkansas City, KS

Trustees Present Jill Long - Chair
JoLynn Foster
Ned Graham
Bob Juden
Brian Sanderholm
Gary Wilson
Glennis Zimmerman

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Gloria Walker, VP of Finance and Administration
Dr. Michelle Schoon, VP of Academic Affairs
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP of Information Technology
Kristi Shaw, Executive Director of Enrollment Management
Debbie Phelps, Exec. Director of Instit. Effectiveness (by Zoom)
Jason O'Toole, Executive Director of Student Affairs
Shane Larson, Athletic Director
Rama Peroo, Director of Instit. Comm. And Public Relations
Joe Shriver, Bus Driver/Inventory Specialist
Todd Ray, Director of Maintenance/Grounds/Custodial

Guests

John Nilges, President, Great Western Dining
Robert Rogers, Great Western Dining
Dawn Williams, Great Western Dining
Annaria Barnds, Willdan Group
Stephen Pool, EMSI (by Zoom)
Michael Bergagnini, Citizen

Invocation

The Invocation was presented by Ned Graham

Approval of Board Minutes

Ned Graham introduced and moved the adoption of the following resolution:

RESOLVED, that with the addition of Dr. Kori Gregg being added to the attendance roster, the Minutes of the regular meeting of the Board of Trustees, conducted on April 15, 2019 are hereby adopted and the Board Clerk is directed to file the Minutes with the official records of the College.

The motion was seconded by Bob Juden and carried.

Financial Reports

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

RESOLVED, that the receipt of the Financial Reports for the month ending April 30, 2019 are hereby acknowledged and the Treasurer is directed to file said reports with the financial records of the college for audit, according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Ned Graham and carried.

Bills & Claims

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$146,804.83 (net \$140,788.43). General Operating Activities disbursements include Foundation \$1,454.34; College Operating \$950,948.48 (net \$944,977.03) and Federal Funds \$24,708.39; for a total written of \$977,147.21(net \$969,947.75). 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, 2019. 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.

The motion was seconded by JoLynn Foster and carried.

Communications

1) Dr. Rittle delivered a College update:

- Thanked everyone for the successful Gala on April 25th to honor the Short family.
- Recognized the successful commencement ceremonies held on May 4th. The college estimated roughly 2100 people were in attendance.
- Enrollment is up, and the college is paced to finish higher than last year.
- Budget planning is underway for the new fiscal year. The teams are working hard and Dr. Rittle is proud of their efforts.
- The June Board meeting will be held at the Mulvane site.

- 2) Dr. Rittle provided a legislative update on behalf of Jessica Lucas, Government Affairs Liaison
- 3) Thank you to Cowley College from Oxford After Prom Committee
- 4) Thank you to Cowley College from the Wellington Memorial Auditorium Board
- 5) Thank you to Cowley College from the Larned High School After Prom
- 6) Thank you to Cowley College from the Ashland High School After Prom Committee
- 7) Thank you to Cowley College from the Lyons High School After Prom Committee
- 8) Thank you to Cowley College from the Andale High School After Prom Committee
- 9) Thank you to Cowley College from the Workforce Alliance of South Central Kansas
- 10) Thank you to Cowley College from the Short family
- 11) Thank you to Cowley College from Greg, Irving Elementary student
- 12) Thank you to Cowley College from the ACCA Yearbook Staff
- 13) Thank you to Cowley College from the Bardo family

Board Reports

1) Request for Services – Food Service Agreement with Great Western Dining

The College has worked with Great Western Dining to ensure the Sumner Campus has a food service provider for the Tiger Eatery. The college and Great Western Dining have agreed on two contracts, one for the Sumner Campus and the other for the Arkansas City Campus that will run concurrently. Both contracts include the state of Kansas non-appropriation clause, and provides the college the options to terminate early without penalty.

Administration requested Board of Trustees approval of the contracts for Great Western Dining to provide food service on the Arkansas City Campus and Sumner Campus as prescribed in the respective contracts.

Great Western Dining President, John Nilges, and local manager, Dawn Williams, presented on the menu options at the Sumner Campus.

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

RESOLVED, that the Board of Trustees approves the contracts for Great Western Dining to provide food service on the Arkansas City campus and the Sumner Campus as prescribed in the respective contracts.

The motion was seconded by Bob Juden and carried.

2) Request for Qualification - Deferred Maintenance and Infrastructure Assessment and Improvements

The college solicited Requests for Qualifications (RFQ): Deferred Maintenance and Energy Conservation Audit and five firms responded. All of the firms were interviewed and evaluated by a cross-sectional evaluation committee over a two-day period. After a thorough discussion at the conclusion of the interviews, the committee members were unanimous in ranking Willdan as the firm to lead us in the deferred maintenance and infrastructure assessment and improvement process. The rankings were as follows:

1. Willdan
2. ESP
3. Navitas
4. Schneider Electric
5. Johnson Controls, Inc.

Administration requested the Board of Trustees to approve the hiring of Willdan Group, and for administration to negotiate the contract and scope of work to be performed. Any costs to the college will be funded using the Capital Outlay Mill funds.

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

RESOLVED, that the Board of Trustees approve the hiring of Willdan Group, and for administration to negotiate the contract and scope of work to be performed. Any costs to the College will be funded using the Capital Outlay Mill funds.

The motion was seconded by Glennis Zimmerman and carried.

3) The College recently contracted with EMSI to conduct a study of our stakeholders with data from the fall of 2016. This study measured the level of impact a college education has on our students as well as the financial contribution the college adds to the community at large. Stephen Pool with EMSI provided an overview of the study. The total impact that the College has on our community at large is \$265.5 million.

4) The Transportation and Fleet Services Department responded to a Board request on the feasibility of chartering, leasing/rental, or ownership this past month. The results are as follows:

- Charter estimate – if the college were to charter all this past athletics' season and Gold Tiger's trips, it would have cost roughly \$352,353.90 based on the following:
 - Total Trips to Date – 169
 - Mileage to Date – 64,935
 - Average cost to charter per mile based on above miles - \$5.34
 - Estimated cost of hotel for chartered drivers for only long trips listed below -

\$5,600

This cost includes week-long trips to Cheektowago, NY; Grand Junction, CO; Orlando, FL; Tucson, AZ; Clinton, MS, and Hobbs, NM and include 40+ passenger buses.

- **Rental/lease estimate – rental expenses would utilize the college employees as drivers for 25 and 35 passengers' buses with the rental buses coming from Belton, Mo. The college would have to add two days to the trip for pick up and return if short term rental. Those costs are as follows:**
 - **25 Passenger:**
 - **Daily - \$319/day (Monday - Thursday)**
 - **Weekend (Fri, Sat, & Sun) - \$749**
 - **Monthly - \$3740**
 - **3-Month: \$3390/month**
 - **35 Passenger:**
 - **Daily (Mon - Thurs) - \$449/day**
 - **Weekend (Fri, Sat, & Sun) - \$1049**
 - **Monthly - \$5250**
 - **3-Month: \$4750/month**
 - **Estimated cost to rent three 35-passanger buses per year:**
 - **Rental Expense: \$57,000.00**
 - **Driver Expense: \$82,260.00**
 - **Fuel Expense: \$25,795.24**
 - **Total Expense: \$165,055.24**

There are other things to be considered in lease/rental proposal including how many buses to rent/lease when you have multiple groups needing transportation all at the same time, and thus, overlapping groups; additional buses would be needed.

- **Current transportation and fleet services – the college currently has three larger passenger buses: 2003 Bluebird, 2005 MCI, and 2018 Coachliner incurring the following types of expenses:**
 - **B2 - 2003 Bluebird**
 - **Purchase Date – 8/2012**
 - **Purchase Price - \$139,900**
 - **Life-time-to-date (LTD) Miles – 181,865**
 - **LTD Service - \$95,449.69**
 - **Service this fiscal year - \$14,358.81**
 - **Cost per mile (includes depreciation & LTD Service, does not include fuel) - \$.68/mile**
 - **Trips this fiscal year: 65**
 - **B3 – 2005 MCI**
 - **Purchase Date – 1/2011**
 - **Purchase Price - \$250,000**
 - **LTD Miles – 196,621**
 - **LTD Service - \$151,497.55**
 - **Service this fiscal year - \$26,364.89**
 - **Cost per mile (includes depreciation & LTD Service, does not include fuel) - \$ 1.05/mile**
 - **Trips this fiscal year: 33**
 - **B1 – 2018 Coachliner**

- Purchase Price - \$234,900
- LTD Miles – 29,514
- LTD Service - \$249.04
- Service this fiscal year - \$249.04
- Cost per mile (includes depreciation & LTD Service, does not include fuel) - \$.25/mile (obviously this will change dramatically over the course of time)
- Trips this fiscal year: 71

With this size of fleet, estimated fuel expenses from July 1, 2018 to date is:

- Waldeck's \$15,625.95 (includes some charges for grounds & maintenance, but primarily charges for diesel fuel)
- FinishLine \$10,169.29
- Total \$25,795.24

For current transportation and fleet services, total costs year to date are as follows:

- Fuel: \$25,795.24
- Drivers: \$82,260 (overtime only)
- Bus Repairs: \$40,972.74
- Bus Purchase (Estimated 12-year life span as other buses were purchased used and have been in operation for 7-8 years): \$19,500
- Total: \$168,527.98

In comparison just cost between the three options of charter, rental/lease, and current services, owning and our current operations yields the best value for the college.

- Charter: \$352,352.90
- Rent/Lease: \$165, 055.24+
- Own: \$168,527.98

Currently, Bus 2 and Bus 3 have been repaired and are operating in good condition. Administration recommends the purchase two new buses, similar to Bus 1 – 2018 Coachliner (purchased last year) over the next two fiscal years. One bus would be purchased in the fiscal year 2019-2020 and one in the fiscal year 2020-2021. Administration recommends retaining all three current buses, and using the older buses primarily for routes in the surrounding areas and states. This would allow flexibility in scheduling preventive maintenance and repairs, and potentially eliminate the need to lease/rent buses to cover gaps in trip schedules. When a new bus is purchased, the College would evaluate trading in/selling one or both of the older buses. The department will continue to look for additional qualified part-time drivers to accommodate travel needs.

- 5) Chair Long requested Board approval to add Dr. Dennis Rittle, President, as a designee on all Cowley College accounts at RCB Bank, Union State Bank, Carson Bank, and Sunflower Bank.

Bob Juden Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the addition of Dr. Rittle as a designee on all

Cowley College accounts at RCB Bank, Union State Bank, Carson Bank, and Sunflower Bank.

The motion was seconded by JoLynn Foster and carried.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, Presented a proposal for high speed internet services.

The college solicited Request for Bids for high-speed internet services for the dormitories to replace cable television after surveying dormitory students of their preference. The college solicited both AT&T – DirectTV and Cox Communications for high speed internet and only Cox Communication can provide such services to the college. The purpose of the survey and solicitation was to identify students' preference and to lower the costs of having cable television. Switching from cable television at a monthly cost of \$19,245 for 53 units to high speed internet at \$12,148.50 per month for 273 units results in a monthly savings of \$7,096.50 or 42%.

Administration requested Board of Trustees approval of the service agreement to purchase high-speed internet services from Cox Communication at \$44.50 per unit for 273 units, and for a period of five years. This service agreement also includes the state of Kansas non-appropriation clauses.

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

RESOLVED, that the Board of Trustees approve the agreement to purchase high-speed internet services from Cox Communication at \$44.50 per unit for 273 units, and for a period of five years. This service agreement also includes the state of Kansas non-appropriation clauses.

The motion was seconded by Glennis Zimmerman and carried.

- 2) The Transportation Report indicated total mileage of 34,405 for the month ending, April 2019.

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

RESOLVED, that the actions described in the Board Policies, Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Sumner Campus Operations, Faculty, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by JoLynn Foster and carried.

Personnel Transactions

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

RESOLVED, that President, Dr. Dennis C. Rittle and Chair of the Board of Trustees, Jill Long, are hereby authorized to execute the following personnel transactions as presented.

Club Sponsor Pay

Clubs

| | | |
|--------------------|------------------------------|---------|
| • Diane Flickinger | Quiz Bowl | \$1,200 |
| • Mark Flickinger | Art Club | \$800 |
| • Ryan Doom | Mile Marker Review (Mulvane) | \$800 |
| • Sarah Mathews | DECA | \$800 |
| • Mike Hayden | Math and Science | \$400 |
| • Humphrey Wamocha | Math and Science | \$400 |
| • Uwe Conrad | Math and Science (Mulvane) | \$600 |
| | | (5,000) |

Organizations

| | | |
|---------------------|-------------------------|--------|
| • Marlys Cervantes | Multi-Cultural Scholars | \$1150 |
| • Amy McWhirt | Multi-Cultural Scholars | \$1150 |
| • Deborah Layton | PTK | \$3450 |
| • Scott Layton | PTK | \$3450 |
| • Tiffany Killblane | PTK | \$1500 |

Total Pay \$15,700

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 | Amy McWhirt |
| Stephen Butler | April Nittler |
| Uwe Conrad | Elizabeth Peck |
| Steve Cooper | Jennifer Rupp |
| Janet Davidson | Pamela Smith |
| Michael Hayden | Humphrey Wamocha |
| Sarah Mathews | Shawn White |

Resignations

- John Rhor, Technical Director of Theatre, effective May 31, 2019
- Sterling Terry, Assistant Wrestling Coach, effective July 8, 2019
- Shawn White, Welding Instructor – Mulvane, effective May 14, 2019

Staff

- Tony Gulick, Senior Maintenance Technician, at an hourly rate of \$20.33, plus staff fringe benefits, effective June 11, 2019

- Julia Jarboe, Academic Outreach/Mulvane Site Coordinator, at an annual salary of \$43,500, plus staff fringe benefits, effective May 28, 2019
- Christopher Stearns, Custodian – Sumner Campus, at an hourly rate of \$10.83, plus staff fringe benefits, effective June 3, 2019

The motion was seconded by Gary Wilson and carried.

Public Comment

Other Business

Adjournment

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

RESOLVED, that the Board of Trustee adjourn from the regular meeting.

The motion was seconded by Brian Sanderholm and carried.

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 7:11 pm

Tiffany Vollmer
Board Clerk