

**Cowley College
Board of Trustee Official Minutes**

June 17, 2019

A meeting of the Board of Trustees of Cowley College was called to order on June 17, 2019 at 6:00 pm, in room 128 of the Science, Engineering and Academic Center on the Cowley College Mulvane Campus at 430 E. Main St., Mulvane.

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
Debbie Phelps, Exec. Director of Instit. Effectiveness
Janet Grace, Sumner Campus Operations Officer
Shane Larson, Athletic Director
Dr. Scott Layton, Faculty, Department Chair – Natural Science
Bryan McChesney, Systems Administrator
Joe Shriver, Bus Driver/Inventory Specialist
Julia Jarboe, Mulvane Site Coordinator
Dr. Chad Killblane, Faculty - Chemistry, Mulvane
Ryan Doom, Faculty – Humanities and Communications, Mulvane
Uwe Conrad, Faculty- Natural Science, Mulvane

Guests

Heather Morgan, Executive Director, KACCT
Jessica Lucas, Government Affairs Liaison
Michael Bergagnini, Citizen
Tiffany Killblane, Citizen
Rebekah Coleman, Student

Invocation

The Invocation was presented by Nancy Burger

Approval of Board Minutes

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

RESOLVED, that the amended Minutes of the regular meeting of the Board of Trustees, conducted on May 20, 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 Ned Graham and carried.

2019-2020 Proposed Operating Budget

Administration requested approval of the 2019-2020 Proposed Operating Budget of \$22,633,549. Approving the proposed operating budget allows the College to begin fiscal year 2019-2020 on July 1, 2019. The 2019-2020 State Appropriation Budget will be on the August 2019 Board of Trustees Agenda. By the August 2019 Board meeting, the College will have all of the County's estimated assessed valuation information to shore up the Operating and State Appropriation Budget. Administration will adjust the Operation's budget accordingly.

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

RESOLVED, that the Board of Trustee approves the 2019-2020 Proposed Operating Budget of \$22,633,549, beginning July 1, 2019

The motion was seconded by JoLynn Foster 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 May 31, 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 Bob Juden and carried.

Bills & Claims

Glennis Zimmerman 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 \$40,777.29 (net \$39,871.29). General Operating Activities disbursements include Foundation \$161,377.02; College Operating \$1,311,796.28 (net \$1,310,764.33) and Federal Funds \$10,419.17 (net \$9,227.16); for a total written of \$1,483,592.47 (net \$1,481,368.51). 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 May 31, 2018. 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 Gary Wilson and carried.

Communications

- 1) Dr. Rittle delivered a College update:
 - Summer enrollment has closed out and we are up on our FTE by 8%.
 - The College is currently sitting with only \$200,000 in bad debt, whereas in the past, it was common to have nearly \$1.2 million.
 - Thanked the employee teams for all of their work to increase efficiencies and thanked the Mulvane faculty for hosting the Board meeting.
 - A grand opening celebration for the new Cowley Education Center will take place on August 8th.
 - The Sumner Campus hosted a Flag Dedication Ceremony
 - Kansas Lt. Governor Rogers will be visiting campus on July 8th for a listening tour.
 - Introduced Heather Morgan, Executive Director of the Kansas Association of Community College Trustees.
- 2) Heather Morgan, Executive Director of the Kansas Association of Community College Trustees, shared introductions and a state funding update.
- 3) Jessica Lucas, Government Affairs Liaison, provided a Legislative Update
- 4) Thank you to Cowley College from Central High School After Prom Committee
- 5) Thank you to Cowley College from Burlington High School After Prom Committee
- 6) Thank you to Cowley College from Presbyterian Manor Dick Metz Golf Tournament
- 7) Thank you to Dr. Rittle from Stephanie Joiner, Barton Community College
- 8) Thank you to Dr. Rittle from Brad Spielman, Des Moines Area Community College

Board Reports

- 1) Dr. Rittle attended the KACCT/COP quarterly meetings on June 7-8 at Barton Community College in Great Bend, KS. He provided a brief recap of the meetings.
 - Worked on Vision 20/30.
 - Worked on the state budget
 - Was nominated for the Vice President seat on the Council of Presidents.
- 2) Chair Long and Dr. Rittle requested an executive session at this time to discuss nonelected personnel, regarding the routine annual Presidential performance appraisal and Presidential contract, pursuant to the exception for discussion relating to nonelected personnel, for 45 minutes, following a 10 minute recess. Dr. Rittle did not participate in the executive session due to inherent conflicting interests.

Nancy Burger introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session at this time to discuss non-elected personnel, regarding the routine annual Presidential performance appraisal and Presidential contract, pursuant to the exception for discussion relating to non-elected personnel, for 45 minutes, following a 10-minute recess, beginning at 7:50 p.m. and reconvening in open session at 8:35 p.m. Dr. Rittle did not participate in the executive session due to inherent conflicting interests.

The motion was seconded by Bob Juden and carried.

The Board then reconvened in open session at 8:35 p.m.

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

RESOLVED, that the Board of Trustees authorize Chair Long to finalize an updated contract with President Rittle no later than June 30, 2019. Upon finalization of the contract, it will be made available to requests from the public.

The motion was seconded by Bob Juden and carried.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, requested approval under procurement.

The College solicited Request for Quotes (RFQ): $\frac{3}{4}$ Ton 4x4 Maintenance Truck to replace the 1997 van due to the cost of replacing the engine. The specifications included the truck having under 29,000-30,000 miles, $\frac{3}{4}$ ton, and a 4-wheel drive. An additional specification included a side access topper that one of the dealerships added to their quote. The Maintenance Department desired the Foust Topeka truck because it meets their needs and the price is nearly \$600.00 less than Kline Motors. Foust Topeka added the side access topper at no increase in bid price.

Administration requested Board of Trustees' approval to purchase the maintenance truck from Foust Topeka at a price not to exceed \$25,900

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

RESOLVED, that the Board of Trustees approves the purchase of the maintenance truck from Foust Topeka at a price not to exceed \$25,900.

The motion was seconded by Gary Wilson and carried.

Additionally, Dr. Gloria Walker and Joe Shriver provided an update on the transportation and fleet department and introduced the preventative maintenance schedule for the College fleet.

- 2) The Transportation Report indicated total mileage of 26,012 for the month ending, May 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, Summer 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 Brian Sanderholm and carried.

Personnel Transactions

Gary Wilson 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.

Staff Compression Study Findings

- The cross-sectional staff compression study committee requested Board approval of its recommended actions
 - Implement the salary adjustment applying the 85% comparison of the mid-range model to full-time non-faculty staff in the amount of \$133,460, effective retroactive on June 1, 2019 to allow for July 1, 2019 COLA application.
 - Set aside a sum of money not to exceed \$120,000 to make additional compensation adjustments to full-time non-faculty staff members in order to further address the compensation inadequacies and compression (e.g. years of service, years in position, etc.) The dollars are recommended to be added in two annual installments to full-time non-faculty staff members' compensation spanning a two-year period in fiscal years 2021 and 2022 (i.e. July 1, 2020-June 30, 2021 and July 1, 2021-June 30, 2022).
 - The dollars are separate from the standard cost-of-living adjustments made each year to address the compensation inadequacies within the full-time non-faculty staff members of Cowley College.

Faculty

- Daniel Brooks, Machine Tool Instructor, at an annual salary of \$46,150.44, based on classification A2 of the Faculty Master Agreement, plus fringe benefits, effective August 1, 2019.
- Holly McWilliams, Business and Computer Applications Instructor, at an annual salary of \$47,365, based on classification C of the Faculty Master Agreement, plus fringe benefits, effective August 1, 2019

Staff

- Harty Blackert, Technical Director of Theatre, at an annual salary of \$44,000, plus staff fringe benefits, effective August 1, 2019
- Anthony Rubin, Adult Education Instructor, at an annual salary of \$35,000, plus staff fringe benefits, effective June 18, 2019

The motion was seconded by Ned Graham and carried.

Designation of Depositories

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

RESOLVED, that pursuant to and in compliance with Kansas Statute annotated 0-1401, RCB Bank, Union State Bank, Sunflower Bank/Wichita and Carson Bank/Mulvane, are hereby designated as the official depositories for funds of Cowley College.

FURTHER RESOLVED, that all qualified financial institutions in Cowley County are approved for the investment of idle funds.

The motion was seconded by JoLynn Foster and carried.

Designation of Official Publication and Meeting Times

Nancy Burger introduced and moved the adoption of the following resolution:

RESOLVED, that the College shall utilize the Cowley CourierTraveler for the publication of official notices to the public; and

FURTHER RESOLVED, that the Board of Trustees accepts the officials meeting dates and additional public meeting dates, as presented below.

2019-2020 Board of Trustee Regular Monthly Meetings

- Monday, August 12, 2019, 6:00 pm – Winfield Allied Health Center
- Monday, September 16, 2019, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, October 21, 2019, 6:00 pm – Short General Education Center, Sumner Campus
- Monday, November 18, 2019, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 16, 2019, 5:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 21, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, February 17, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 16, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, April 20, 2020, 6:00 pm – Wichita Downtown Center
- Monday, May 18, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 15, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, July 20, 2020, 6:00 pm – Science, Engineering and Academic Center, Mulvane Campus

In addition to the above dates, the Board of Trustees recognizes the following additional public meeting dates:

Additional 2019-2020 Public Meeting Dates

- Monday, July 8, 2019, time TBD, Kansas Lieutenant Governor Listening Tour – Location TBD
- Thursday, August 8, 2019, 3:00 pm, Cowley Education Center Grand Opening – 215 West Chestnut, Arkansas City
- Monday, September 23, 2019, 6:00 pm, Trustee Candidate Open Forum – Wright Room
- Tuesday, October 1, 2019, 6:00 pm, Cowley Foundation Scholarship Reception - Wright Room
- Friday, October 4, 2019, 7:00 pm, Cowley Foundation Dinner Theatre – Wright Room
- Thursday, November 7, 2019 6:00 pm, Cowley Foundation Annual Banquet – Wright Room
- Thursday, November, 14, 2019, 6:00 pm, Humanities and Communications Advisory Council – Wright Room
- Tuesday, November 21, 2019, 5:00 pm, Natural Science Advisory Council – Wright Room
- Wednesday, December 4, 2019, 12:00 pm, Visual and Performing Arts Advisory Council – Wright Room
- Saturday, March 21, 2020, 9:00 am, Board of Trustee Retreat – Location TBD
- Friday, March 27, 2020, 7:00 pm, Cowley Foundation Dinner Theatre – Wright Room
- Thursday, April 2, 2020, 5:30 pm, Natural Science Advisory Council – Wright Room
- Tuesday, April 14, 2020, 6:30, Honors and Awards Banquet – Wright Room
- April 2020 (exact date TBD), Athletic Banquet – Agri-Business Building
- Tuesday, April 28, 2020, 5:00 pm, Visual and Performing Arts Advisory Council – Wright Room
- Saturday, May 2, 2020, 10:00 am and 1:00 pm, Commencement – W.S. Scott Auditorium
- Saturday, May 16th, 2020, 4:30 pm, Duck Dash – Spring Hill Farms

The motion was seconded by Gary Wilson.

Public Comment

Mulvane student, Rebekah Coleman, addressed the Board regarding the bowling program.

Other Business

Adjournment

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

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

The motion was seconded Nancy Burger and carried.

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 8:53 p.m.

Tiffany Vollmer
Board Clerk