

**Cowley College  
Board of Trustee Official Minutes**

**June 18, 2018**

A meeting of the Board of Trustees of Cowley College was called to order on June 18, 2018 at 6:30 pm, in the President's private dining room, McAtee Dining Center, 200 S 4<sup>th</sup> Street in Arkansas City, KS

**Trustees**      Present      JoLynn Foster – Chair  
Nancy Burger  
Ned Graham  
Jill Long  
Brian Sanderholm  
Gary Wilson  
Glennis Zimmerman

**Staff**

Dr. Dennis C. Rittle, President  
David Andreas, Legal Counsel  
Tiffany Vollmer, Board Clerk  
Dr. Gloria J. Walker, VP of Finance and Administration  
Dr. Harold Arnett, VP of Academic Affairs  
Dr. Kori Gregg, VP of Institutional Advancement  
Jason O'Toole, Executive Director of Student Affairs  
Debbie Phelps, Executive Director of Institutional Effectiveness  
Janet Grace, Sumner Campus Operations Officer  
Deborah Layton, Faculty Liaison  
Charity Andrews, Tennis Coach  
Rama Peroo, Director of Instit. Comm. And Public Relations  
Joe Shriver, Bus Driver and Inventory Specialist  
Jon Rhor, Technical Director of Theatre  
Brooke Istas, Math Instructor  
Eddie Andreo, AVP of Distance Learning and Site Management  
Daniel Higdon, Mechatronics Instructor  
Garret Vickery, NDT Instructor  
Tina Grillot, AVP of Business and Industry

**Guests**

Cheri Hulse, Agora Architecture  
Michael Bergagnini, Citizen  
Vicki Jackson, Citizen  
Jeni McGee, AC Daily Bytes  
John Shelman, Cowley CourierTraveler

**Invocation**      The Invocation was presented by Glennis Zimmerman.

**Approval  
Of Board  
Minutes**      Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on May 21, 2018, are hereby adopted and the Board Clerk directed to file the Minutes with the official records of the college.

The motion was seconded by Jill Long, and carried.

### Financial Reports

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports for the month ending May 31, 2018 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 Brian Sanderholm, and carried.

### Bill & Claims

Ned Graham 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 \$74,513.29 (net \$70,366.60). General Operating Activities disbursements include Foundation \$4,004.86; College Operating \$1,789,174.52 (net \$1,780,661.94) and Federal Funds \$6,609.40; for a total written of \$1,799,788.78 (net \$1,791,276.20). 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. 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 Nancy Burger and carried.

### Communications

1) Dr. Rittle delivered a College update:

- The College is preparing for the fall semester with enrollment underway and Summer courses already beginning.
- Preparing for consolidation of Mulvane site from the West building to the Bloomenshine building. We are currently engaged in a lease to own on the building.
- Preparing for the Sumner Campus Ribbon Cutting ceremony on Aug 9, with a Legislator look-in, ribbon cutting and Farm Bureau partnership signing.
- The main campus is preparing for an ROTC presence in the very near future.

- The College will host a KOMA/KORA training to take place in the Wright Room on July 10<sup>th</sup> prior to the Board meeting.
- 2) Dr. Rittle provided a legislative update on behalf of Jessica Lucas.
  - 3) Thank you to Cowley College from Labette County High School.
  - 4) Thank you to Cowley College from Chase High School.
  - 5) Thank you to Cowley College from Central High School.
  - 6) Thank you to Cowley College from Argonia High School.
  - 7) Thank you to Cowley College from Presbyterian Manor.

**Board Reports**

- 1) Dr. Rittle attended the KACCT/COP quarterly meetings on June 1-2 at Kansas City Community College, and the AACCC Advocates in Action conference at the Liaison Capitol Hill in Washington D.C., June 11-12. He provided a brief recap of both conferences. Points of discussion included: the value of two-year schools, simplifying the FAFSA document, bullying, the recent rise in racism, the full restoration of cuts in funding, and continued funding for Senate Bill 155. During the KACCT meeting, Dr. Rittle was nominated as one of three Executive Officers on the Council of Presidents.
- 2) Chair Foster and Dr. Rittle requested an Executive Session immediately preceding Public Comment to discuss non-elected personnel, regarding routine annual performance review, pursuant to the exception for discussions relating to non-elected personnel, and consultation with legal counsel on a matter deemed privileged, pursuant to the exception for attorney-client consultation, for 30 minutes. No action will follow.

Jill Long introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustee approves the Board reports as presented.

The motion was seconded by Nancy Burger and carried.

**Administrative Reports**

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final reading of the Political Activity Policy

Jill Long Introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the new Political Activity Policy.

The motion was seconded by Gary Wilson and carried.

- 2) **Dr. Gloria Walker, VP of Finance and Administration, presented the 2018-2019 Proposed Operating Budget.**

**Administration requested approval of the 2018-2019 Proposed Operating Budget of \$23,691,628.00. Approving the proposed operating budget allows the College to begin fiscal year 2018-2019 on July 1, 2018. The 2018-2019 State Appropriation Budget will be on the August 2018 Board of Trustees agenda. By the August 2018 board meeting, the college will have all the County's estimated assessed valuation information to shore up the Operating and State Appropriation Budget. Administration will adjust the Operation's budget, accordingly.**

**Jill Long Introduced and moved the adoption of the following resolution:**

**RESOLVED**, that the Board of Trustees approves the 2018-2019 proposed operating budget of \$23,691,628 beginning on July 1, 2018.

The motion was seconded by Nancy Burger and carried.

**Chair Foster reviewed and explained the Purchasing and Procurement policy before the Board of Trustees.**

**The following procurement items were presented for approval:**

**Administration requested Board of Trustees' approval to renew the operating lease agreement for the Mulvane Campus located in the Industrial Park for two additional years commencing July 1, 2018 at \$90,000 per year (\$7,500 per month) with the option to renew two additional years. There is not an increase in the annual lease rate of \$90,000.**

**Jill Long Introduced and moved the adoption of the following resolution:**

**RESOLVED**, that the Board of Trustees approves the renewal of the operating lease agreement for the Mulvane Campus located in the Industrial Park for two additional years commencing July 1, 2018 at \$90,000 per year (\$7,500 per month) with the option to renew two additional years.

The motion was seconded by Glennis Zimmerman and carried

**Administration requested Board of Trustees approval to purchase a refurbished NDT X-Ray machine after the current machine failed after trying to repair it. The current machine and software are outdated and any new program software would**

not work on the machine after several attempts to make it work. The old software is no longer supported by the manufacturer. The Career and Technical Department solicited various manufacturers/vendor to receive competitive quotes; however, this particular equipment is specific to the curriculum and thus, only one vendor manufacturers the equipment. Attached is the sole source and proprietary letter therein. The cost includes the manufacturing of the machine, installation to operational, software, and two days of training faculty and staff. It comes with a one-year warranty, and one-year software upgrade. The cost is \$52,181.82, and the college will be responsible for the shipping cost.

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

**RESOLVED, that the Board of Trustees approves the purchase of a refurbished NDT X-Ray machine at a cost not to exceed \$52,181.82, plus shipping.**

**The motion was seconded by Glennis Zimmerman and carried.**

**Administration requested Board of Trustees approval to purchase a new sound system for the Brown Center Theatre. The Visual and Performing Arts Department solicited quotes, and received responses from three vendors: Sparks Music, CDW, and Sweetwater Music Instruments & Pro Audio. The Department recommends the purchase of the new sound system for Sparks Music for a cost of \$46,672.69; although it is the higher cost. Sparks Music's cost includes installation and training cost, in addition to Sparks Music being a local vendor who will provide the annual maintenance on the sound system.**

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

**RESOLVED, that the Board of Trustees approves the purchase of the new sound system for the Brown Theatre from Sparks Music for a cost of \$46,672.69.**

**The motion was seconded by Brian Sanderholm and carried.**

**Administration requested Board of Trustees approval of the purchase from National Bus for the 2018 Ultra Coachliner 51 passenger (Demo) in the amount of \$234,900.00 less \$5,000.00 for the purchase of Bus #4 for a total cost of \$229,900.00. The demo bus has additional options not required by the RFB; however, in the event production was delayed on the newly build bus, as few as, two charters would negate any savings. This purchase will be funded in part from the Transportation Department budget funds leftover from FY 2017-2018 and funds budgeted for FY 2018-19**

**Brian Sanderholm Introduced and moved the adoption of the following resolution:**

**RESOLVED, that the Board of Trustees approve the purchase from National Bus for the 2018 Ultra Coachliner 51 passenger (Demo) in the amount of \$229,900.00**

**The motion was seconded by Gary Wilson and carried.**

The Sumner Campus construction is on-schedule, and within the Guaranteed Maximum Price (\$8,489,000) to date. The contractor and architect requested and administration approved Change Order #6 in the total amount of \$13,439.00. Change Order #6 will not increase the Guaranteed Maximum Price, but will be taken from the Owner's Contingency by reducing the Short Education Building contingency from \$75,000 to \$61,561.00. Administration requested Board of Trustees approval of the above referenced change order #6 in the total amount of \$13,439.00

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

**RESOLVED**, that the Board of Trustees approves the above referenced change order #6 in the total amount of \$13,439.00.

The motion was seconded by Ned Graham and carried.

Administration requested Board approval for surveillance camera equipment to be purchased and installed on the Sumner Campus at a cost of \$18,832.00. Since the Security and Public Safety Department has already executed and Request for Bids in the Fall 2017 to upgrade the college's current security still, the Department solicited a proposal for same type of equipment for the Sumner Campus, which will tie into the college's current upgraded security system. The cost for all cameras, licenses, installation, and mounting hardware is included in the total cost of \$18,832.00.

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

**RESOLVED**, that the Board of Trustees approves the purchase of surveillance camera equipment and installation for the Sumner Campus at a total cost of \$18,832.00

The motion was seconded by Brian Sanderholm and carried.

Administration requested the Board of Trustees' approval to purchase the recommended large equipment for the Sumner Campus and programs to be located therein. The total cost for various equipment is \$460,709.60 plus shipping. The Career and Technical Department has solicited quotes for the academic equipment to be used in the classrooms located on the Sumner Campus. The Career and Technical Department solicited various vendors who manufacture, sell, and/or supply equipment for Welding, Nondestructive Testing, and Mechatronic Programs after consulting with colleagues and advisory committee member of those programs.

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

**RESOLVED**, that the Board of Trustees approves the purchase of the recommended large equipment for the Sumner Campus and programs to be located therein as presented at the meeting, plus shipping.

Dr. Rittle stated that the college has spent \$13.7 million within our local community in the last two years.

The motion was seconded by Gary Wilson and carried.

Administration requested Board of Trustees' approval to hire LG Pike Construction Co, Inc. to relocate various equipment: five (5) manual lathes, (5) manual mills, and one (1) CNC lathe from the machine shop in Walker Technical Building on the Arkansas City Campus to the new Technology and Innovation Building on the Sumner Campus. The Transportation and Inventory Control Department solicited vendors through a request for proposal with specific scope of work. The solicitation process included a pre-proposal conference held on the Sumner Campus on Friday, June 1, 2018 at 9:00 am, which was attended by Joseph Shriver (Transportation and Inventory Control Department), Jan Grace (Campus Operating Officer – Sumner Campus), JD Doesken of Belger Cartage Services, Inc., and Darren Pike of LG Pike Construction. LG Pike Construction was the only vendor who submitted a proposal and it was for a price of \$40,680.00

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

**RESOLVED**, that the Board of Trustees approves approval to hire LG Pike Construction Co, Inc. to relocate various equipment: five (5) manual lathes, (5) manual mills, and one (1) CNC lathe from the machine shop in Walker Technical Building on the Arkansas City Campus to the new Technology and Innovation Building on the Sumner Campus for a price of \$40,680.00

The motion was seconded by Brian Sanderholm and carried.

3) Dr. Harold Arnett, shared an Academic Affairs update.

Administration recommends Board approval of the following Agriculture courses and programs:

Approval of additional AGR (Agriculture) Courses as listed below:

1270	AGR	Crop and Plant Science	4.00	Lec/Lab
1271	AGR	Principles of Animal Science	3.00	Lec
1272	AGR	Animal Science & Industry	1.00	Lab
1273	AGR	Art of Oral Communication	3.00	Lec
1274	AGR	Art of Oral Reasons	1.00	Lec
1275	AGR	Animal & Meat Evaluation	3.00	Lec/Lab
1276	AGR	Livestock Rations	3.00	Lec
1277	AGR	Agriculture Work Experience II	1.00	Lab/Intern

1278	AGR	Principles of Sales in Agriculture	3.00	Lec
1279	AGR	Pasture and Range Management	4.00	Lec/Lab
1280	AGR	Soils for Production	3.00	Lec

Approval of Agriculture – Farm & Ranch Management Programs for the following three awards:

- Farm & Ranch Management - Associate of Applied Science (AAS) – 62 Credit hours (with 4 additional “optional” hours listed)
- Farm & Ranch Management – Vocational Certificate A – 18 Credit hours
- Farm & Ranch Management – Vocational Certificate B – 40 Credit hours (with 4 additional “optional” hours listed)

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

**RESOLVED**, that the Board of Trustees approve the Agriculture course and programs as presented.

The motion was seconded by Jill Long and carried.

The first annual Cowley Summer Symposium took place June 7-8 for online course accessibility for the impaired, attended by roughly 30 faculty members. Cowley employees are making steady progress on the move from the Mulvane West building to the Bloomenshine Building.

- 4) Dr. Kori Gregg, VP of Institutional Advancement, mentioned the marketing efforts to promote enrollment. The Foundation has been visiting businesses and individuals about starting up new scholarships as hundreds of scholarship applications have already been submitted for the fall. Also mentioned was the recent \$150,000 pledge from TECT Aerospace for the Sumner Campus, bringing the total amount in pledges received this year to over \$1,000,000.
- 5) Dr. Kori Gregg, VP of Institutional Advancement, provided an Information Technology report on behalf of Paul Erdmann. Seven Cowley employees attended the Jenzabar Annual Meeting held May 30-June 2 in Nashville. The department is completing wiring projects associated with the move from the Mulvane West building to the Bloomenshine Building. The team is also in the process of moving fiber wire to the tech building of the Sumner Campus.
- 6) Jason O’Toole, Executive Director of Student Affairs provided an enrollment management report on behalf of Kristi Shaw. Cowley’s enrollment is nearly 200 students ahead of where it was a year ago on this same date.
- 7) Debbie Phelps, Executive Director of Institutional Effectiveness, provided an introduction and overview of her background. She and Dr. Rittle have begun the appeal process to have the KHEER spring enrollment report re-opened. Also mentioned was the was the KBOR Data Quality Conference she recently attended.

- 8) Jason O'Toole, Executive Director of Student Affairs, Provided the Board with a housing update. O'Toole also informed the Board that 12 IMPACT students finished the spring semester with a 4.0 GPA, while the Upward Bound summer camp is ongoing. The College will host the upcoming All-American Wrestling camp with nearly 100 wrestlers staying in the dorms during the camp.
- 9) Janet Grace, Sumner Campus Operations Officer, informed the Board of the Cowley sponsored Wellington Heat Baseball game taking place on June 27<sup>th</sup>. Cowley College will once again be the premier sponsor of the Kansas Wheat Festival. Also mentioned was the upcoming Sumner Campus Parent/Student information events.
- 10) Deborah Layton, Faculty Liaison, reported that faculty are attending conferences and professional development over the summer as well as working on presentations for when we return in the fall semester.
- 11) Charity Andrews, Tennis Coach, provided an athletic update on behalf of Shane Larson. The Brian Groves Memorial Golf tournament will take place at Great life Golf in Ark City on June 23<sup>rd</sup>. Cowley Athletics should be among the top-20 community college athletic departments in the nation when the NATYCAA Cup results are released. Also mentioned were the 56 individual athletes who qualified for national academic honors, 18 of which had perfect 4.0 GPA's.
- 12) The Transportation Report indicated total mileage of 34,153 for the month ending, May, 2018.

Jill Long 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 Ned Graham and carried.

**Personnel  
Trans-  
actions**

The following personnel were presented for Board approval:

**Resignations:**

- Kim Peri, Library Assistant, effective June 30, 2018
- Daniel Higdon, Mechatronics Instructor, effective July 31, 2018

**Faculty:**

- Steven Butler, Music Instructor, at an annual salary of \$52,500, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2018
- Krystle Nies, Psychology Instructor, at an annual salary of \$44,900, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2018

**Staff:**

- Katie Boyle, Library Assistant, at an annual salary of \$27,000, plus staff fringe benefits, effective June 19, 2018
- Larry Sauzek, Bus Driver, at an hourly rate of \$15.50, plus staff fringe benefits excluding vacation, effective September 1, 2018

**Proposed Position:**

- International Student Coordinator, full time annual position, at an annual salary in the low to mid-\$30,000's, plus staff fringe benefits.

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

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

The motion was seconded by Brian Sanderholm, and carried.

**Designation Of** Gary Wilson introduced and moved the adoption of the following resolution:

**Depositories** **RESOLVED**, that pursuant to and in compliance with Kansas Statute Annotated 9-1401, 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 Brian Sanderholm and carried.

**Designation Of Official** Jill Long introduced and moved the adoption of the following resolution:

**Publication & Meeting Time** **RESOLVED**, that the College will utilize the Cowley CourierTraveler for the publication of official notices to the public; and

**FURTHER RESLOVED**, that the Board of Trustees accepts the official meeting dates and the additional public meeting dates, as presented:

**2018-2019 Board of Trustee Regular Monthly Meetings**

- Monday, August 13, 2018, 6:00 pm – Winfield location
- Monday, September 17, 2018, 6:00 pm – McAtee Dining Center
- Monday, October 15, 2018, 6:00 pm – Sumner Campus
- Monday, November 19, 2018, 6:00 pm – McAtee Dining Center
- Monday, December 17, 2018, 5:00 pm - McAtee Dining Center
- Tuesday, January 22, 2019, 6:00 pm - McAtee Dining Center
- Monday, February 18, 2019, 6:00 pm - McAtee Dining Center
- Monday, March 18, 2019, 6:00 pm - McAtee Dining Center
- Monday, April 15, 2019, 6:00 pm – Wichita Center
- Monday, May 20, 2019, 6:00 pm – McAtee Dining Center
- Monday, June 17, 2019, 6:00 pm – Mulvane Center
- Monday, July 15, 2019, 6:00 pm – McAtee Dining Center

**Additional 2018-2019 Public Meetings**

- Thursday, August 9, 2018, Sumner Campus Innovation and Technology Center Ribbon Cutting, 12:30 pm – Sumner Campus
- Tuesday, August 28, 2018, Foundation Scholarship Reception, 6:00 pm – Wright Room
- Thursday, November 8, 2018, Natural Science Department Fall Advisory Council, 5:30 pm – President’s Dining Room
- Thursday, November 8, 2018 Foundation Banquet, 6:00 pm – Wright Room
- Thursday, November 15, 2018, Humanities Advisory Council, 6:00 pm – President’s Dining Room
- Saturday, March 23, 2019, Board of Trustee Retreat, 9:00 am – Location TBD
- Tuesday, April 9, 2019, Natural Science Department Spring Advisory Council, 5:30 pm – President’s Dining Room
- Tuesday, April 16, 2019, Honors and Awards Banquet, 6:30 pm – Wright Room
- Tuesday, April 23, 2019, Visual and Performing Arts Advisory Council, 6:00 pm - Wright Room
- Saturday, May 4, 2019, Commencement Exercises, 10:00 am/2:00 pm – W.S. Scott Auditorium

The motion was seconded by Gary Wilson and carried.

**Executive Session**

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

**RESOLVED**, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding routine annual performance review, pursuant to the exception for discussions relating to non-elected personnel, at 8:43pm and reconvening in open session at 9:13pm in the same room.

The motion was seconded by Jill Long, and carried.

The meeting then resumed in open session at 9:13 pm.

**Second  
Executive  
Session**

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

RESOLVED, that the Board of Trustees recess into executive session to consult with legal counsel on a matter deemed privileged, pursuant to the exception for attorney-client consultation, at 9:13pm and reconvening in open session at 9:23pm in the same room.

The motion was seconded by Brian Sanderholm and carried.

The meeting then resumed in open session at 9:23 pm

**Third  
Executive  
Session**

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

RESOLVED, that the Board of Trustees recess into executive session to consult with legal counsel on a matter deemed privileged, pursuant to the exception for attorney-client consultation, at 9:23pm and reconvening in open session at 9:33pm in the same room.

The motion was seconded by Gary Wilson and carried.

The meeting then resumed in open session at 9:33 pm.

**Other  
Business**

**Adjourn-  
ment**

Jill Long introduced and moved the adoption of the following resolution:

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

The motion was seconded by Gary Wilson and carried.

The meeting adjourned at 9:35 pm.

Tiffany Vollmer  
Board Clerk