

**Cowley College
Board of Trustees Official Minutes**

June 20, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on June 20, 2022, at 6:00pm in Wright Room of the Brown Center, 215 S. 2nd, 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**
- Rama Peroo, Director of Institutional Communications and Public Relations**

Guests

- John Shelman, Cowley CourierTraveler**

The Invocation was presented by Bob McGregor.

II. Awards and Reports

- A. Dr. Rittle provided a College Update**
 - **Mentioned the employee evaluations and department budgets had been completed.**
 - **Deferred maintenance projects and work on the McAtee Dining Center are underway.**
 - **More than 100 individuals came out to show their support for the naming of the Mark A. Phillips Track and Field.**
 - **Lastly, thanks to the RISE Cowley Grant, Cowley College has received funds to help with upgrades in the Nelson Student Center.**
- B. Jessica Lucas provided a legislative report.**
- C. Kristi Shaw provided an enrollment, recruitment and retention update.**
- D. Brett Bazil provided a recap of the KACCT Quarterly Meeting held June 3-4 at Colby Community College**
- E. Thank you to Cowley College from South Central High School After Prom**
- F. Thank you to Cowley College from Sedan High School After Prom**

III. Public Comment

IV. 2022-2023 Proposed Operating Budget

The Trustee Finance Subcommittee requested approval of the 2022-2023 Proposed Operating Budget of \$24,834,769 exceeding the Revenue Neutral Rate (RNR). Approving the proposed operating budget allows the College to begin fiscal year 2022-2023 on July 1, 2022. The 2022-2023 State Appropriation Budget will be on the August 2022 Board of Trustees Agenda. By the August 2022 Board meeting, the College will have all of the County's estimated assessed valuation information to shore up the Operating and State Appropriation Budget. The administration will adjust the Operation's budget accordingly.

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

RESOLVED, that the Board of Trustees approves the 2022-2023 proposed operating budget of \$24,834,769, with the intent to exceed the Revenue Neutral Rate (RNR), beginning July 1, 2022.

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.

V. Standing Committee Reports

A. Trustee Finance Subcommittee –

Glennis Zimmerman provided an overview of the June 13, 2022 meeting.

B. Trustee Policy Subcommittee –

Brett Bazil provided an overview of the June 14, 2022 meeting and an overview of the policies presented for a first review.

- 115.00 – Professional Development Policy (Revision)
- 118.00 – Guidelines for Staff Reduction in Force (RIF) (Revision)
- 165.00 – Sick Leave Policy – Full-time Non-faculty Employees (Revision)
- 216.00 – Graduation Requirements (Revision)

C. Trustee Ad Hoc Business Plan Committee –

Dr. Steve Abrams provided an overview of the June 13, 2022 meeting.

VI. Consent Agenda

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

RESOLVED, that the Board of Trustees pull policy 170.00 – Nepotism from the Consent Agenda and send back to committee to consider additional edits.

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.

A. Board Minutes -

- May 16, 2022 regular meeting Minutes
- May 23, 2022 special meeting Minutes
- June 1, 2022 special meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending May 31, 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, May 31, 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				
May 31, 2022				
<u>Bank</u>	<u>Entity</u>	<u>Total Check Amount Written</u>	<u>Total Check Amount Voided</u>	<u>Net Check Amount Disbursed</u>
USB	Student Refund Checks	\$ 51,339.65	\$ 125.00	\$ 51,214.65
RCB	Student Refund Checks	3,425.00	3,425.00	-
		<u>\$ 54,764.65</u>	<u>\$ 3,550.00</u>	<u>\$ 51,214.65</u>
General Operating Activities				
RCB	Operating Fund	-	-	-
USB	Operating Fund	1,293,143.57	1,622.68	1,291,520.89
USB	Federal Grants Fund	24,066.41	-	24,066.41
	Total General Operating Activities	<u>\$ 1,317,209.98</u>	<u>\$ 1,622.68</u>	<u>\$ 1,315,587.30</u>

Financial Aid Funds/Student Refund Check \$54,764.65 (net \$51,214.65).

General Operating Activities disbursements \$1,293,143.57 (net \$1,291,520.89).

Federal Funds \$24,066.41; for a total written of \$1,317,209.98 (net \$1,315,587.30).

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, 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:

- 142.00 – Access to College Facilities (Revision)
- 170.00 – Nepotism (Revision)

F. Personnel Transactions -

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

Resignations:

- Crystal Hunt, Administrative Assistant to the Vice President of Academic Affairs, effective June 3, 2022.

Instructional Staff:

- Verlan Willhaus, Welding/Construction Trades Instructional Staff (Winfield Correctional Facility), at an annual salary of \$49,500, plus staff fringe benefits, effective August 1, 2022.

President Annual Performance Evaluation:

- Dr. Rittle submitted his annual evaluation to the Board of Trustees. The Board recognizes that in doing so, Dr. Rittle has satisfied the obligations of his contract. Chair Wilson recommends the Board forgo meeting with Dr. Rittle in executive session due to his recent resignation.

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

RESOLVED, that the Board of Trustees approve the consent agenda as amended, excluding Board Policy 170.00 – Nepotism.

The motion was seconded by Dr. Steve Abrams 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.

VII. Procurement

A. Truck Purchase

The College was awarded a matching JIIST (Jobs and Innovative Industry Skills Training) grant from the State of Kansas for \$50,000. The grant will be used to purchase a trailer that will be customized to create a mobile learning lab that can travel to various locations and schools. The matching portion from the College will be the purchase of a truck to pull the large trailer. The truck can also be used in our CTE programs as an automotive vehicle when not on tour if they are less than 10 years old. The operating budget for CTE and Academics will be used for this purchase.

Bids were solicited beginning on 05/03/22 and sent to all local dealerships. The bids were expanded to the Wichita market on 05/31/22. The only bids received were from our local dealership, Zeller Motors.

Vendor	Location	Brand/Model	Mileage	Total
Zeller Motors	Ark City, KS	2015 Dodge Ram	127K	\$39,175.00
Zeller Motors	Ark City, KS	2020 Dodge Ram	62K	\$48,778.00
Zeller Motors	Ark City, KS	*2013 Chevy Silverado	118K	\$35,252.00

*2013 model does not qualify to be used in our CTE program as it is older than 10 years

Administration requested the approval to purchase the 2015 Dodge Ram from Zeller Motors at a cost of \$39,715.00.

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

RESOLVED, that the Board of Trustees approves the purchase of the 2015 Dodge Ram from Zeller Motor at a cost of \$39,715.00.

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.

VIII. Designation of Official Publication and Meeting Dates

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

RESOLVED, that the Board of Trustees utilize the Cowley CourierTraveler for publication of official notices, and accept the official meeting dates as presented.

The Board of Trustees will conduct its official monthly meetings on the following dates for 2022-2023:

- Monday, July 18, 2022, 6:00 pm – Wright Room, Main Campus
- Monday, August 22, 2022 6:00 pm – McAtee Dining Center, Main Campus
- Monday, September 19, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, October 17, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, November 21, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 12, 2022, 5:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 17, 2023 6:00 pm – McAtee Dining Center, Main Campus
- Monday, February 20, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 13, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, April 17, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, May 15, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 19, 2023, 6:00 pm – McAtee Dining Center, Main Campus

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.

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 College presidential search, pursuant to the exception related to non-elected personnel for 15 minutes, beginning at 7:03 pm and reconvening at 7:18 pm in the same room with no action to follow. The Board requested David Andreas, Jenette Hanna and Tiffany Vollmer 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 7:18 pm in the same room.

X. Second Executive Session

Glennis Zimmerman 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 10 minutes, beginning at 7:18 pm and reconvening at 7:28 pm in the same room. No action to follow. The Board requested David Andreas, Jenette Hanna, Dr. Rittle and Tiffany Vollmer 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 7:28 pm.

XI. Third Executive Session

Glennis Zimmerman 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 10 minutes, beginning at 7:30 pm and reconvening at 7:40 pm in the same room. No action to follow. The Board requested David Andreas, Jenette Hanna, Dr. Rittle and Tiffany Vollmer be present in the executive session.

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

XII. Other Business

Glennis Zimmerman requested a survey be sent to all full-time employees following the open forum asking for strengths and weaknesses of each presidential candidate.

XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:46 pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is fluid and cursive, with the first name being more prominent.

**Tiffany Vollmer
Board Clerk**