

**Cowley College  
Board of Trustee Official Minutes**

**June 21, 2021**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on June 21, 2021, at 6:00pm in the President's Dining Room of the McAtee Dining Center, 206 S. 4<sup>th</sup> Street, Arkansas City, KS.

**Trustees Present**

**Gary Wilson, Chair**  
**Glennis Zimmerman, Vice-Chair**  
**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 (via Zoom)**  
**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**  
**Abby Morris, Marketing Director**  
**Ian Alumbaugh, Intramural Coordinator/Dorm Manager**  
**Jon Tyler, Public Safety Officer**

**Guests**

**Christy Rittle, Citizen**  
**Brett Bazil, Trustee Candidate**

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

**II. Awards and Reports**

**A. Dr. Rittle provided a College Update**

- mentioned the college signed an agreement with WSU Tech to offer a paramedic cohort in Wichita.
- The college has also agreed to recent partnerships with Skyline and Conco Construction in support of the new construction trades program set to start in August on the Main Campus.
- Summer enrollment has gotten off to a strong start and summer camps are underway and will continue through July.

- B. Thank you to Cowley College from Little River After Prom
- C. Thank you to Cowley College from Roxanna James

**III. Public Comment**

**IV. 2021-2022 Proposed Operating Budget**

- A. Administration requested approval of the 2021-2022 Proposed Operating Budget of \$21,973,170. Approving the proposed operating budget allows the College to begin fiscal year 2021-2022 on July 1, 2021. The 2021-2022 State Appropriation Budget will be on the August 2021 Board of Trustees Agenda. By the August 2021 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.

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

**RESOLVED**, that the Board of Trustees approves the 2021-2022 Proposed Operating Budget of \$23,317,010 beginning July 1, 2021.

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.

**V. Standing Committee Reports**

- A. Trustee Finance Subcommittee -  
Chris Swan provided an update of the June 7 and June 14, 2021 meetings.
- B. Trustee Policy Subcommittee -  
Gary Wilson provided an update of the June 14, 2021 meeting and an overview of the policies presented for a first review.
  - 132.00 – Purchasing Policy
  - 137.00 – Conflict of Interest
  - 242.00 – Selection of Department Chairperson
  - 244.00 – Field Trips and Special Presentations

**VI. Consent Agenda**

- A. Board Minutes -  
May 17, 2021 Regular Board Meeting Minutes

**B. Financial Reports –**

Copies of the Financial Reports for the month ending May 31, 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, May 31, 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  
May 31, 2021**

<u>Bank</u>	<u>Entity</u>	<u>Total Check Amount Written</u>	<u>Total Check Amount Voided</u>	<u>Net Check Amount Disbursed</u>
RCB	Student Refund Checks	\$ 237,747.27	\$ 10,342.05	\$ 227,405.22
<b><u>General Operating Activities</u></b>				
RCB	Operating Fund	947,649.84	1,639.27	946,010.57
USB	Federal Grants Fund	11,052.36	-	11,052.36
Total General Operating Activities		<u>\$ 958,702.20</u>	<u>\$ 1,639.27</u>	<u>\$ 957,062.93</u>

**Financial Aid Funds/Student Refund Check \$237,747.27 (net \$227,405.22).  
General Operating Activities disbursements \$947,649.84 (net \$946,010.57)  
Federal Funds \$11,052.36; for a total written of \$958,702.20 (net \$957,062.93).**

Additionally, the Vice President of Finance and Administration 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, 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:

- 157.00 – Student Account Bad Debt Write-off
- 412.00 – payment of Tuition and Fees

**F. Personnel Transactions -**

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

**Director:**

- Kami Moore, Director of Adult Education, at an annual salary of \$51, 822, plus staff fringe benefits, effective June 22, 2021

**Staff:**

- Roybell Baez, Assistant Coach - Men's Basketball, at an annual salary of \$39,000, plus staff fringe benefits, effective June 22, 2021
- Marcos Meza, Custodian, at an hourly rate of \$11.69, plus staff fringe benefits, effective June 22, 2021
- Courtney Peterson, Financial Aid Specialist, at an annual salary of \$35,000, plus staff fringe benefits, effective June 28, 2021
- T. Parker Ray, Assistant Coach – Track and Field, at an annual salary of \$37,407, plus staff fringe benefits, effective June 22, 2021
- Cameron Reith, Head Coach – Track and Field, at an annual salary of \$50,000, plus staff fringe benefits, effective June 22, 2021

Glennis Zimmerman 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. Website Redesign and Development (HEERF II Funds)**

Cowley.edu website has not been redesigned since 2013 aside from minor visual and text updates to key pages. The Board of Trustees previously approved the purchase of OmniUpdate, a content management system (CMS), that will allow web edits to be made by key departments across the institution using the designated-predesign software. This will require the entire site to have a new wire frame infrastructure that is creative and elevates our brand principles.

The redesign will include program selectors that present our educational product all while creating story-telling around the Cowley College strategic initiatives. A primary goal for this web redesign project is to improve the mobile experience for our students and provide the accessibility they need. The vendors listed below have assured us that the new website on launch day will be fully compliant with the current accessibility requirements for public college websites. The re-engineered design will better reflect the progressive innovation of our institution and be scalable to incorporate future technologies.

With the project we are also able to create strategy to prioritize the website around our key stakeholders and target audience members which will require some acclamation in the post-launch stage. The project team will work closely to identify the best timeline for launching that will ease all users into the new site. This project affects the greater college which will make the widespread change a challenge but also allow each area more control over their area of expertise.

The marketing department engaged the National Council for Marketing and Public Relations – District 5, to identify schools who recently completed web redesign projects. Those that replied provided their vendor partner names, a budget range and a copy of their RFP. The Cowley marketing department posted the RFP on the college website and solicited the partners recommended by the NCMPR schools as well as the vendor partners recommended by OmniUpdate (CMS vendor).

A shared governance committee, comprised of various departments around the college, reviewed the proposals and interviewed the top three candidates listed below. iFactory had great project management, strong community college referrals, and matched our strategic initiatives. Inside New City has worked on major university websites and would also be a strong fit for this project. P’unk Avenue unfortunately doesn’t have the past experience with integration of our existing academic catalog that could result in future costs for this project.

Vendor	Base Cost	Opt 1	Opt 2	Shipping	Total
iFactory (1)	\$179,722				\$179,722
Inside New City (2)	\$148, 500 - \$165, 500				\$148, 500 - \$165,500
P’unk Avenue	\$169,500				\$169,500

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

RESOLVED, that the Board of Trustees approves the use of iFactory as a website redesign and development partner for \$179,722 to be paid through HEERF II 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

#### IX. Designation of Official Publication and Meeting Times

##### A. 2021-2022 Official Publication and Board of Trustee Meeting Dates

The College regularly publishes all required notices in the Cowley CourierTraveler, which is considered the best practice for maintaining communication with the total community college district.

The Board of Trustees will conduct its official monthly meetings on the following dates for 2021-2022:

- Monday, August 23, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, September 20, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, October 18, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, November 15, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 13, 2021, 5:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 18, 2022, 6:00 pm – McAtee Dining Center, Main Campus

- Monday, February 21, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 14, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, April 18, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, May 16, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 20, 2022, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, July 18, 2022, 6:00 pm – McAtee Dining Center, Main Campus

Dr. Steve Abrams 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 motion was seconded by Gary Wilson, 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.

#### X. 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 the routine annual Presidential performance appraisal, pursuant to the exception for discussion relating to non-elected personnel for 30 minutes, beginning at 6:37pm and reconvening in open session at 7:07pm. in the same room, with no action to follow. The Board requested David Andreas be present in the executive session.

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.

The meeting resumed in open session at 7:07pm in the same room.

#### XI. Second 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 the routine annual Presidential performance appraisal, pursuant to the exception for discussion relating to non-elected personnel for 40 minutes, beginning at 7:07pm and reconvening in open session at 7:47pm. in the same room. Action may follow. The Board requested David Andreas be present in the executive session.

The meeting resumed in open session at 7:47pm in the same room.

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

**RESOLVED**, that the Board of Trustees approve the automatic renewal of Dr. Rittle's contract for one year.

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.

## XII. Third 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 the non-elected personnel regarding faculty contractual negotiations pursuant to the exception for discussion relating to non-elected personnel for 10 minutes, beginning at 7:49pm and reconvening in open session at 7:59pm in the same room, with no action to follow. The Board requested Dr. Rittle, Holly Harper, and David Andreas be present in the executive session.

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.

The meeting resumed in open session at 7:59pm in the same room.

## XII. Other Business

### XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:59pm.



Tiffany Vollmer  
Board Clerk