

**Cowley College
Board of Trustees Official Minutes**

July 18, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 18, 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. Randy L. Smith, President**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel**
- 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**
- Joe Clasen, NDT Lead Instructor**
- Janet Davidson, Director of Early Childhood Education**
- Joe Shriver, Lead Bus Driver and Inventory Specialist**
- Jan Grace, Sumner Campus Operations Officer**

Guests

- John Shelman, Cowley CourierTraveler**
- Bill Rhiley, KS House Representative**
- Gary Jones, Citizen**

The Invocation was presented by Bob McGregor.

II. Awards and Reports

- A. Dr. Smith provided a College Update**
 - informed the Board he was recently elected Vice Chair of Cowley-First Economic Development Coordinating Council.
 - Dr. Smith also mentioned the upcoming Cowley Proclamation Day event which will be held August 31. The Kansas Lieutenant Governor, David Toland, will be on hand to read a proclamation. Lastly, Dr. Smith let the Board know he plans to meet with area legislators in the following week.
- A. Kristi Shaw provided an enrollment, recruitment and retention update.**
- B. Foundation Quarterly Report provided by Dr. Kori Gregg, Foundation President**
- C. Thank you to Cowley College from Bishop Carrol High School**
- D. Thank you to Cowley College from Cowley County Mental Health**

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Marla Sexson provided an overview of the July 12, 2022 meeting.

B. Trustee Finance Subcommittee –

Dr. Steve Abrams provided an overview of the July 12, 2022

C. Trustee Policy Subcommittee

Brett Bazil provided an overview of the July 13, 2022 meeting and an overview of the policies presented for a first review.

- 170.00 – Nepotism (Revision)

V. 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 it back to committee for additional edits, then send the revised policy to legal counsel for review.

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.

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

RESOLVED, that the Board of Trustees pull policy 165.00 – Sick Leave Policy – Full-Time Non-Faculty Employees from the consent agenda and send it back to committee for additional edits.

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.

A. Board Minutes -

- June 20, 2022 regular Minutes
- June 22, 2022 special Minutes
- June 23, 2022 special Minutes

- July 6, 2022 special Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending June 30, 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, June 30, 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					
June 30, 2022					
<u>Bank</u>	<u>Entity</u>		Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed
USB	Student Refund Checks		\$ 249,075.56	\$ 4,180.43	\$ 244,895.13
RCB	Student Refund Checks		2,157.81	2,157.81	-
			<u>\$ 251,233.37</u>	<u>\$ 6,338.24</u>	<u>\$ 244,895.13</u>
General Operating Activities					
RCB	Operating Fund		-	-	-
USB	Operating Fund		1,539,637.39	4,175.00	1,535,462.39
USB	Federal Grants Fund		25,953.19	-	25,953.19
	Total General Operating Activities		<u>\$ 1,565,590.58</u>	<u>\$ 4,175.00</u>	<u>\$ 1,561,415.58</u>

Financial Aid Funds/Student Refund Check \$251,233.37 (net \$244,895.13).

General Operating Activities disbursements \$1,539,637.39 (net \$1,535,462.39).

Federal Funds \$25,953.19; for a total written of \$1,565,590.58 (net \$1,561,415.58).

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 June 30, 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:

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

F. Personnel Transactions -

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

Resignations:

- Bryan Faber, Manufacturing Technology Instructor (WCF), effective July 12, 2022

Faculty:

- Evan Dolley, Welding Instructor, at an annual salary of \$42,800, plus fringe benefits, based on classification “A” of the Faculty Master Agreement, effective August 1, 2022

Director/Instructional Staff:

- Sydney Vanderbilt, Educational Navigator, at an annual salary of \$41,049, plus fringe benefits, effective July 19, 2022

Staff:

- Kathleen Phillips, Administrative Assistant to Academic Affairs, at an hourly rate of \$19.00, plus staff fringe benefits, effective July 19, 2022

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

RESOLVED, that the Board of Trustees approve the consent agenda as amended, excluding Board Policies 165.00 and 170.00.

The motion was seconded by Glennis Zimmerman 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.

VI. Procurement

A. Tiger Tech Trailer – JIIST Grant

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 that was approved at the June board meeting for \$39,175.

Bids were solicited from three companies. There are no local companies that can produce this custom trailer.

Vendor	Location	Brand/Model	Size	Time frame	Customization	Total
TrailersPlus Wichita	Augusta, KS	Interstate Trailer	26'	3-5 months	None	\$26,889.00
Millennium Trailers	Indianapolis, IN	Millennium Silver	26'	3-5 months	AC, Electrical, Workbench	\$33,079.52
*SLE equipment	Antioch, TN	Elite style	26'	6-8 weeks	AC, Electrical, workbench	\$31,850.00

Administration requests the approval to purchase the Elite trailer from SLE Equipment for \$31,850.00.

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

RESOLVED, that the Board of Trustees approves the purchase of the Elite Trailer from SLE Equipment at a cost of \$31,850.00 using JIIST Grant funds.

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.

B. The Lodge Parking Lot Resurfacing – Capital Outlay Mill

The Lodge roof replacement was completed this Spring funded through the Capital Outlay Mill. It is now time to repair the parking lot. The College can resurface with asphalt or replace the lot with concrete. Maintenance suggested the lot be replaced with concrete as it has a longer expected life than asphalt. Please see the bids below:

Vendor	Location	Asphalt	Concrete	Lot Markings	Total
Holland Paving	Wichita, KS	\$44,263.50	0.00	\$2,878.37	\$47,141.87
Wells Built LLC	Arkansas City, KS	0.00	\$58,492.00	\$2,836.60	\$61,328.60
Schneider Construction	Arkansas City, KS	0.00	\$76,285.00	Included	\$76,285.00

Administration requests the approval to contract with Wells Built LLC to concrete the parking lot at The Lodge for \$61,328.60.

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Wells Built LLC to concrete the parking lot at the Lodge Dormitory for \$61,328.60

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.

VII. Designation of Depositories

Kansas Statute annotated 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action and recorded in its Minutes. It is recommended that the College continue to use Union State Bank, RCB Bank, Sunflower Bank/Wichita, and Carson Bank/Mulvane as official depositories, and utilize all qualified institutions in the County for the investment of idle funds.

Additionally, Chair Wilson requested the Board authorize the removal of Dr. Dennis C. Rittle and the addition of Dr. Randy L. Smith to all Cowley College bank accounts

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

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

FURTHER RESOLVED, that the Board of Trustees approves the removal of Dr. Dennis C. Rittle and the addition of Dr. Randy L. Smith to all Cowley College bank accounts and transfer of the Union State Bank credit card from Dr. Rittle to Dr. Smith.

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. 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 faculty negotiations, pursuant to the exception related to non-elected personnel for 15 minutes, beginning at 7:23 pm and reconvening at 7:38 pm in the same room with possible action to follow. The Board requested David Andreas, Dr. Randy Smith and Holly Harper be present in the executive session.

The motion was seconded by Glennis Zimmerman 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 7:38 pm in the same room.

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

RESOLVED, that the Board of Trustees approve a 2% pay increase applied to the base for all full time employees for the 2022-2023 year in addition to the \$100 increase to the benefit stipend for all full-time employees.

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.

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 7:38 pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer
Board Clerk**