

**Cowley College
Board of Trustee Official Minutes**

August 10, 2020

A meeting of the Board of Trustees of Cowley College was called to order on August 10, 2020 at 6:00pm, in the Wright Community Room inside of the Brown Center, 215 S. 2nd Street in Arkansas City.

Trustees **Present** **Dr. Harold Arnett – Chair**
JoLynn Foster, Trustee
Ned Graham, Trustee
Brian Sanderholm, Trustee
Christopher Swan, Trustee
Gary Wilson, Trustee
Glennis Zimmerman, Trustee

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
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
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Instit. Comm. and Public Relations
Ian Alumbaugh, Intramural Coordinator/ Dorm Manager
Jenette Hanna, HR Director
Bryan McChesney, Systems Administrator
Tina Grillot, AVP of Workforce and Community Education

Guests

Kurt Legleiter, Legleiter Video
Roger Sparks, Citizen
Diane Sparks, Citizen
Sandra Davis, Citizen
Sid Regnier, Citizen
John Shelman, Cowley CourierTraveler
Dale White, Citizen
Roberta White, Citizen
Kanyon Gingher, Citizen
Michael Bergagnini, Citizen
Christy Rittle, Citizen
Kyle Blasdel, Conco
Patty Neises, Foundation Board Member
Nancy Talbert, Citizen
Ed Crittenden, Citizen

Invocation

The Invocation was presented by JoLynn Foster.

Approval of Board Minutes

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on July 20, 2020, 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 Chris Swan and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

2020-2021 State Appropriation Budget

Administration proposed the State Appropriation Budget for the fiscal year 2020-2021. Notices were published in the Cowley Courier Traveler on July 24th upon approval of the Board of Trustees at their July 20th meeting.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$277,225,943 which yields a tax levy of approximately \$5,830,680. The county will notify the College around November 1st, 2020 of the actual amount.

Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval.

The projected Operating Mill Levy of approximately 19.032 is approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 2.00 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' operating mill levies for comparison to the fiscal year 2020-2021 projection:

2015-2016 final levy 18.915
2016-2017 final levy 18.990
2017-2018 final levy 19.048
2018-2019 final levy 19.060
2019-2020 final levy 19.060
2020-2021 final levy 19.032 (*pending final calculation*)

The Capital Outlay Mill will raise approximately \$207,821 each year (based on the 2020-2021 assessed valuations).

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

RESOLVED, that the 2020-2021 State Appropriation Budget for Cowley College, officially published in the Cowley CourierTraveler, is hereby adopted, and the fiscal officers of the Board of Trustees are

authorized to encumber and expend such funds according to the statutes of the State of Kansas and policies and procedures of the Board of Trustees.

FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the State of Kansas for the purpose of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

Financial Reports

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

RESOLVED, that the receipt of the Financial Reports is 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 Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion 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 \$58,612.16 (net \$43,677.81).
General Operating Activities disbursements \$1,217,582.94 (net \$1,217,157.66)
Federal Funds \$15,607.30; for a total written of \$1,233,190.24 (net \$1,232,764.96).

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 July 31, 2020. 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.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

Public Comment

- **Sid Regnier addressed the Board regarding the proposed purchase of the Carnegie Library.**
- **Dale White addressed the Board regarding the proposed purchase of the Carnegie Library.**
- **Michael Bergagnini addressed the Board regarding the proposed purchase of the Carnegie Library.**
- **Roger Sparks addressed the Board regarding the proposed purchase of the Carnegie Library.**
- **Ed Crittenden addressed the Board regarding the proposed purchase of the Carnegie Library**
- **Paul Erdmann addressed the Board regarding the proposed purchase of the Carnegie Library**
- **Kristi Shaw addressed the Board regarding the proposed purchase of the Carnegie Library.**

Communications

1. **Dr. Rittle delivered a College update:**
 - **Students have begun arriving on campus and the College is preparing for Dorm Storm and weekend open enrollment August 15-16.**
 - **A full slate of face-to-face classes will begin August 18 with social distancing guidelines in place.**
 - **The Theatre Department will conduct “9 to 5” August 20-22 in the Robert Brown Theatre. Face coverings, social distancing, and best practices in personal hygiene will be in place for those attending the production.**
 - **Thanked the Board for a successful Board Workshop.**
 - **Lastly, he thanked the COVID-19 task force members as well as the faculty, staff, students, Trustees, and community members.**
2. **Thank you to Cowley College from Project Prom Board**
3. **Thank you to Dr. Rittle from Little River After Prom**
4. **Thank you to Cowley College from Sedan After Prom**

Executive Session

Chair Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session for preliminary discussion related to property acquisition, regarding the Carnegie Library, pursuant to the exception for preliminary

discussion related to property acquisition, beginning at 6:49 p.m. and reconvening in open session at 7:09 p.m. in the same room. Action may follow. Dr. Rittle and David Andreas attended the executive session.

The motion was seconded by Chris Swan and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

The meeting then resumed in open session at 7:09 p.m. in the same room.

Board Reports

1. Chair Arnett requested the Board review and discuss the proposed Carnegie Library contract as presented and approved by legal counsel.

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

RESOLVED, that the Board of Trustees approve the amended contract to purchase the Carnegie Library, and direct the Chair to sign the contract where indicated.

The motion failed for lack of a second.

Chris Swan introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees rescind the previous decision to purchase the Carnegie Library.

The motion was seconded by Ned Graham.

Before the formal vote was taken, Roger and Diane Sparks asked to address the Board resulting in the rescinding of the offer being considered.

Upon the rescinding on the contract, Chris Swan withdrew his motion and Ned Graham withdrew his second.

2. Chair Arnett requested the Board discuss filling the vacant seat of former Trustee Nancy Burger.

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

RESOLVED, that the Board of Trustees postpone the decision to fill the vacant trustee seat another 30 days, and focus on finding someone from the Winfield area to fill the seat.

The motion was seconded by JoLynn Foster and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
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Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

- Chair Arnett requested the Board have a discussion regarding the Trustee Affirmation of Service Agreement.

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

RESOLVED, that the Board of Trustees rescind the current Board of Trustees Affirmation of Service Agreement.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

- Chair Arnett requested the Board receive a summary report of employees working reduced hours and those who have been laid off due to COVID-19.
 - Employees on reduced hours – 0
 - Employees currently laid off – 0

Administrative Reports

- The Board completed the second reading of Policies 144.00 – Services of the Bookstore, 150.00 – Employee Complaint Policy, and 471.00 – Health Services. Administration requested approval.

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

RESOLVED, that the Board of Trustees approve revised Board policies 144.00 – Services of the Bookstore, 150.00 – Employee Complaint Policy, and 471.00 – Health Services, as presented.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

2. The Board completed the first reading of policies 121.00, and 475.00, and final approval will be requested at the September Board meeting.

3. The legal purchase of the Mulvane SEA Center (former Bloomenshine) building occurred on July 31, 2020. The College received two roof replacement bids after posting the Request for Proposal in January of this year.
 - Buckley Roofing Co. Inc bid \$142,770.00 using Carlisle SynTec Systems
 - Manhaney Group Inc bid \$121,950.00 using Carlisle SynTec Systems

Administration requested Board of Trustees approval to contract with Mahaney Group Inc. for a proposed price of \$121,950.00 to reroof the SEA Center. The project will be paid with Sumner County sales tax funds.

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

RESOLVED, that the Board of Trustees approve the contract with Mahaney Group Inc for a proposed price of \$121,950.00 to reroof the Mulvane SEA Center.

The motion was seconded by Glennis Zimmerman and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

4. Dr. Michelle Schoon presented the proposal for the addition of the Aircraft Maintenance – Powerplant program, including a certificate A, certificate C, and Associate of Applied Science degree.

This program is designed to support our local industry partners who deal in aircraft engines and components by training/retraining our local workforce and by building a talent pipeline by establishing a high school career pathway that is supported by Perkins and Excel in CTE.

Aviation Mechanic– Powerplant						
COURSE NUMBER	COURSE NAME	SEMESTER				
		1	2	3	4	5
TECHNICAL REQUIREMENTS						
FAA General Curriculum						
AMG 3350	Math & Physics for Aviation	3				
AMG 3351	Aircraft Drawings	3				
AMG 3352	Basic Electricity for Aviation	3				
AMG 3353	Basic Science for Aviation	4				
AMG 3354	Federal Aviation Regulations		3			
AMG 3355	Materials & Processes for Aviation		3			

		13	6	0	0	
CERT A	HOURS 19	13	6	0	0	
FAA Powerplant Curriculum						
AMP 3361	Engine Inspection & Instrument Systems		3			
AMP 3370	Reciprocating Engines		3			
AMP 3371	Turbine Engines & Auxiliary Power		3			
AMP 3360	Engine Electrical Systems & Fire Protection			3		
AMP 3362	Fuel Systems & Metering I			3		
AMP 3363	Fuel Systems & Metering II			3		
AMP 3364	Ignition & Starting Systems			3		
AMP 3367	Lubrication Systems			3		
AMP 3365	Induction, Cooling & Exhaust Systems I				3	
AMP 3366	Induction, Cooling & Exhaust Systems II				3	
AMP 3368	Propellers & Fans I				3	
AMP 3369	Propellers & Fans II				3	
		0	9	15	12	
CERT C	CERT A plus HOURS 55	13	15	15	12	
Associate of Applied Science						
English/Communications Option:						3
ENG2211	Composition I 3 hours or					
COM2725	Interpersonal Communications 3 hours					
Humanities Option:						3
PHO6460	Ethics 3 hours (or Humanities Elective)					
Leadership Option:						3
LED1448	Introduction to Leadership 3 hours (or Leadership Elective)					
		0	0	0	0	9
AAS	CERT C plus HOURS 64	13	15	15	12	9

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

RESOLVED, that the Board of Trustees approve the addition of the Aircraft Maintenance – Powerplant Program.

The motion was seconded by Chris Swan and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

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

RESOLVED, that the actions described in Board Policies, Finance and Administration, Academic Affairs, Institutional Advancement, Information Technology, Enrollment Management, Institutional Effectiveness, Student Affairs, Summer Campus Operations, Faculty, Athletic, 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 the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

Personnel Transactions

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

Separations:

- John Popchoke, Custodian, effective July, 20, 2020
- Shelly Huffman, Registrar Secretary, effective July 28, 2020
- Jeremy Mount, Maintenance Technician, effective July 31, 2020

Resignations:

- Lana Almeida Da Silva, Assistant Volleyball Coach/Dorm Manager, effective July 20, 2020

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

RESOLVED, that the President and Chair of the Board of Trustees, are hereby authorized to execute the following personnel transactions as presented.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Chris Swan	Aye
Glennis Zimmerman	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Ned Graham	Aye
Brian Sanderholm	Aye		

Motion carried.

Adjournment

With no other business to be considered, Dr. Harold Arnett, Board Chair declared the meeting adjourned at 8:28 p.m.



Tiffany Vollmer
Board Clerk