

**Cowley College
Board of Trustee Official Minutes**

August 12, 2019

A meeting of the Board of Trustees of Cowley College was called to order on August 12, 2019 at 6:00 pm, in room 102 of the Cowley College Winfield Allied Health Center, 1406 E. 8th Ave., Winfield, KS.

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

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Gloria Walker, VP of Finance and Administration
Dr. Michelle Schoon, VP of Academic Affairs
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP of Information Technology
Debbie Phelps, Exec. Director of Instit. Effectiveness
Jan Grace, Sumner Campus Operations Officer
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Dir. of Instit. Communications and Public Relations
Joe Shriver, Bus Driver/Inventory Specialist
Todd Shepherd, Business and Social Science Dept. Chair
Mark Flickinger, Visual and Performing Arts Dept. Chair
Buddy Curry, Career and Technical Education Dept. Chair
Dr. Tina Grillot, Assoc. VP of Workforce and Community Education
Todd Ray, Director of Maintenance and Grounds
Chris Cannon, Health and Human Services Department Chair

Guests

Michael Bergagnini, Citizen
John Shelman, News Media
Dr. Anaria Barnds, Willdan Group
Justin Berwinkle, Wildan Group
Sandra Davis – Elite Advertising
Melissa Curry, Citizen

Invocation

The Invocation was presented by Gary Wilson

Approval of Board Minutes

Glennis Zimmerman 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 15, 2019 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 JoLynn Foster and carried.

State Appropriation Budget

Administration proposed the State Appropriation Budget for the fiscal year 2019-2020. Notices were published in the Cowley Courier Traveler upon approval of the Board of Trustees.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$277,448,609 which yields a tax levy of approximately \$5,288,276. The county will notify the College around November 1st, 2019 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 19.06 is approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 1.250 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 2019-2020 projection:

- 2014-2015 final levy 18.795
- 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 (*pending final calculation*)

The Capital Outlay Mill will raise approximately \$346,944 each year (based on the 2019-2020 assessed valuations).

- Michael Bergagnini addressed the Board regarding the State Appropriation Budget.

Bob Juden Introduced and moved the adoption of the following resolution:

RESOLVED, that the 2019-2020 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 Nancy Burger and carried.

Financial Reports

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

RESOLVED, that the receipt of the Financial Reports for the month ending July 31, 2019 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 Bob Juden and carried.

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

RESOLVED, that the Board of Trustees direct Dr. Walker to conduct a cost based study on the direct and indirect costs of the Cowley College Mulvane, Winfield and Wichita sites to include tuition revenues by facility. This information will be provided back to the Board of Trustees at the November meeting.

The motion was seconded by Glennis Zimmerman and carried.

Bills & Claims

Nancy Burger 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 \$0. General Operating Activities disbursements include Foundation \$0; College Operating \$934,373.89 (net \$934,132.77) and Federal Funds \$0; for a total written of \$934,373.89 (net \$934,132.77). 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, 2019. 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 Ned Graham and carried.

Communications

1) Dr. Rittle delivered a College update:

- Special thanks to Chris Cannon and Cheryl Shepherd for arranging the preparations for the Board meeting
- The college has a nice blend of students this fall semester, with students from 41 different nations. The state would like to see greater diversity in the student body and will be providing funding towards this initiative.
- Tomorrow kicks off the start of the 16-week semester.
- The Short General Education Center in Wellington and new Education Center in Ark City are now open for business.
- There are already 15 students signed up to take part in the new registered apprenticeship with TECT Aerospace.
- The Lieutenant Governor Lynn Rogers toured the main campus in Ark City on Monday and had an opportunity to visit with numerous instructors, staff members, and students.

2) Congratulations to Coach Steven Gream from the American Volleyball Coaches Association

3) Thank you to Cowley College from the Ark City Tumbleweeds

Board Reports

1) Chair Long and Dr. Rittle requested the Board receive a deferred maintenance update from Willdan Group. Dr. Annaria Barnds, Business Development Engineer, and Doug Riat, VP of Business Development, provided an update.

The Board of Trustees approved Willdan as the vendor to provide the deferred maintenance services and investment grade audit of the college's facilities. Additionally, the Board of Trustees directed the administration to negotiate the scope of work and the contract to completed the identified work. At the July 15th, 2019 Board of Trustees' meeting, Willdan presented Phase 1 of the Investment Grade Audit (IGA) for select campus facilities and provided the Board a summary of primary deferred maintenance needs and Willdan's approach to addressing those needs. In accordance with the Board's prior directives, Willdan respectfully requests the College enter into the Investment Grade Audit, Design Service Agreement, with the contingency fee of \$45,000.

Chair Long and Dr. Rittle requested Board approval to proceed with a contingency contract for Phase II at a price of \$45,000. The Capital Outlay Fund will cover the costs of the Deferred Maintenance project. See attached Willdan Report.

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

RESOLVED, that the Board of Trustees approves proceeding with a contingency contract with Willdan Group for Phase II at a price of \$45,000. The Capital Outlay Fund will cover the costs of the Deferred Maintenance project.

The motion was seconded by Brian Sanderholm and carried.

- 2) Chair Long and Dr. Rittle request Board approval to increase the employee benefits stipend from \$540 per month to \$640 per month for all full time employees to address the sharp increases in the employee healthcare insurance premiums. Because the amount of the stipend is prescribed in Board Policy 112.00, Administration will bring forward a proposed Board Policy change to reconcile this adjustment.

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

RESOLVED, that the Board of Trustees approves the increase to the employee benefits stipend from \$540 per month to \$640 per month for all full time employees.

The motion was seconded by Nancy Burger and carried.

- 3) Within the Interlocal Agreement adopting the City's 2018-2020 Winfield Neighborhood Revitalization Plan is the provision for an annual review. During the August 15, 2019 Work Session, the Winfield City Commission will review current plan activities and discuss any 2018-2020 Plan modifications or extensions it may or may not have. The Work Session will be held at 4:00 pm in the Community Council Room of City Hall, 200 E. 9th, Winfield. The Board of Trustees are invited to attend the Work Session to provide input. Each of the other entities have been notified and their input requested. Attached, please find the spreadsheets showing those properties that have taken advantage of the Plan and their eligible tax rebates.

- 4) Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into an executive session related to non-elected personnel, regarding an employee's status, pursuant to the exception for discussion relating to non-elected personnel, beginning at 7:13 pm, and reconvening in open session at 7:28 pm in the same location.

The motion was seconded by Brian Sanderholm and carried.

The meeting then reconvened in open session at 7:28 pm.

- 5) Chair Long and Dr. Rittle requested the Board receive a program review update for the following programs:

- Business and Social Sciences – Todd Shepherd presented the program review
- Visual and Performing Arts – Mark Flickinger presented the program review
- Career and Technical Education – Buddy Curry presented the program review

Administrative Reports

The following Administrative Reports were reviewed:

- 1) Dr. Gloria Walker, VP of Finance and Administration, presented the following items under procurement.

The college solicited Request for Price/Bid Quotes (RFQ): Motor Coach to add to the current fleet of motor vehicle to lessen the wear and tear of the current fleet of motor coaches, and potentially replace the Bluebird LTC40 Tour Bus. The specifications delineated in the Scope of Work included the following:

- Minimum of 50+ passenger capacity
- No older than 2018
- Less than 10,000 miles
- Engine not less than 300 HP
- Diesel Engine with 100 or above gallon fuel tank/DEF tank
- Air Brakes
- Air conditioning, 3 compressors, cab separate, (2) passenger with no less than 165,000 BTU
- Not less than 300 AMP alternator/or dual alternators
- Back-up Camera
- Programmable fast-idle control
- Engine block heater
- Luggage compartment w/exterior door
- Rear air suspension
- Allison automatic 2500 PTS

The College received bids/quotes from five vendors and a total of 10 quotes as follows:

Vendor	Price	50+ Pass	2018+	<10,000 miles	300 + HP	Luggage Compartment w/exterior Door
Alliance 1	\$323,287	56	2015	3487	450	477 cubic ft.
Alliance 2	\$348,152	56	2017	6635	450	477 cubic ft.
Alliance 3	\$312,246	38	2017	6956		276 cubic ft.
American	\$215,500	43			300	
CoachMasters	\$316,500	54	2014	255+	425+	573 cubic ft.
National 1	\$243,550	52	2020	new	300	355 cubic ft.
National 2	\$229,650	52	2020	new	300	355 cubic ft.
National 3	\$269,400	52	2020	new	300	422 cubic ft.
National 4	\$256,900	52	2020	new	300	422 cubic ft.
Provost	\$560,000	56	new	new	435	

The selection committee consisted of administrators, faculty, staff, and a board member. Each member of the committee received all the bids for their own review, and the committee convened to evaluate each bid. The committee was unanimous in selecting National 3. National 3 provides the best value including meeting all the minimum qualifications of the scope of work.

Pending Board approval of the purchase of the bus, the Vice President of Finance and Administration will research financing options and present these options for Board consideration and approval at a subsequent Board meeting.

Administration requested Board of Trustee approval to research financing options to purchase of the National 3 Motor Coach.

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

RESOLVED, that the Board of Trustees authorize College Administration to purchase National 3 Motor Coach, pending the research of financing options. Findings will be shared with the Board of Trustees at a subsequent Board meeting.

The motion was seconded by Brian Sanderholm and carried.

2) **The Transportation Report indicated total mileage of 13,208 for the month ending, July 2019**

Glennis Zimmerman 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 JoLynn Foster and carried.

Personnel Transactions

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

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

Master Agreement

- The 2019-2020 Master Agreement between the Cowley College Education Association and the Board of Trustees (attached) is recommended for approval.

Staff Years of Service Pay Adjustments

- In recognition of the value and institutional knowledge long term staff employees provide to students, institutional departments, and the advancement of the College core values, staff will receive additional compensation for each service milestone outlined in the chart below. The years of service credit will be implemented as a stipend, not subject to Cost-of-Living increases, by the following procedure:

Years of service will be calculated based on July 1 of each fiscal year. The department of Human Resources will oversee the calculation of the total full-time, continuous years of Cowley service for each full-time staff member.

Years of Service			
	# EES	Payout	Total
3 through 4	23	\$ 400.00	\$ 9,200.00
5 through 9	21	\$ 800.00	\$ 16,800.00
10 through 14	18	\$ 1,400.00	\$ 25,200.00
15 through 19	6	\$ 2,000.00	\$ 12,000.00
20 and beyond	17	\$ 2,800.00	\$ 47,600.00
	85		
		Total	\$ 110,800.00

The years of service credit will be phased in over a two-year period with half of the listed amounts being applied in the 2020-2021 fiscal year and the full amounts in the 2021-2022 fiscal year.

Resignations

- Eric Smith, Military Services Coordinator, effective August 9, 2019
- Candy Russel, Natural Science Department Secretary, effective August 16, 2019

Faculty

- Jim Ailey, Automotive Instructor, at an annual salary of \$55,000, plus fringe benefits, based on classification B of the faculty Master Agreement, Effective August 13, 2019

Staff

- Tori Beltz, Assistant Softball Coach/Dorm Manager, at an annual salary of \$24,500, plus staff fringe benefits, effective August 13, 2019
- Andrew Bohn, Admissions Representative, at an annual salary of \$35,955, plus staff fringe benefits, effective August 13, 2019
- Katie Coble, Maintenance Technician, at a pay rate of \$14.64 per hour, plus staff fringe benefits, effective August 13, 2019

The motion was seconded by Bob Juden and carried.

Public Comment

Other Business

Adjournment

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

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

The motion was seconded Brian Sanderholm and carried.

With no other business to be considered, Jill Long, Board Chair, declared the meeting adjourned at 8:38 p.m.

**Tiffany Vollmer
Board Clerk**