

**Cowley College
Board of Trustees Official Minutes**

September 19, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on September 19, 2022, at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City.

Trustees Present

- Gary Wilson, Chair**
- Dr. Steve Abrams, Trustee**
- Brett Bazil, Trustee**
- Dr. Alan Marcotte, Trustee**
- Bob McGregor, Trustee**
- Marla Sexson, Trustee**
- David Stanley, Trustee**

Staff

- Dr. Randy L. Smith, President**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel**
- Holly Harper, VP of Finance and Administration**
- Paul Erdmann, VP of Information Technology**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Jason O'Toole, Athletic Director**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Dr. Scott Layton, Faculty, Chair, Natural Science**
- Janet Davidson, Director of Early Childhood Education**
- Jon Tyler, Public Safety Officer**

Guests

- Gary Jones, Citizen**
- John Shelman, Cowley Courier Traveler**
- Bill Rhiley, KS Representative**
- Arnau Segura, September Student of the Month**

The Invocation was presented by Marla Sexson.

II. Awards and Reports

A. Dr. Smith provided a College Update

- **Dr. Smith informed the Board of the upcoming fall musical *The Addams Family*, which will be held October 14-15 in the Robert Brown Theatre.**
- **Also mentioned his opportunity to speak at the Veteran's Quilts of Honor event in Wellington.**
- **The fundraising for the new Technical Center is going well and is a little over halfway to its goal.**
- **Mentioned his recent discussion with the administration at Southwestern College and Pittsburgh State University regarding potential pathways and collaborations.**
- **Lastly, the College recently received a \$64,000 grant for its Adult Education program at its Winfield Center.**

B. Arnau Sagrera Barnet was recognized as the September 2022 Student of the Month

- C. Brett Bazil provided a KACCT Quarterly Update
- D. Debbie Phelps provided an enrollment, recruitment and retention update on behalf of Kristi Shaw.
- E. Jessica Lucas provided a Legislative report
- F. Thank you to Cowley College from the Sumner County Fair Association
- G. Thank you to Cowley College from the Winfield Chamber of Commerce
- H. Thank you to Cowley College from Mark and Nanette Potter
- I. Thank you to Cowley College from Logan Kuchar
- J. Thank you to Cowley College from Emma and Lyla Wiest
- K. Thank you to Cowley College from Faith Hadden
- L. Thank you to Cowley College from USD 470
- M. Thank you to Cowley College from Jacee Theurer
- N. Thank you to Cowley College from Jocelyn Brown
- O. Thank you to Cowley College from Kelly Theurer
- P. Thank you to Cowley College from Aidan Beesley
- Q. Thank you to Cowley College from Landon Kuchar
- R. Thank you to Cowley College from Laney, Allie, and Grant Meeker
- S. Thank you to Cowley College from Carson Lucas
- T. Thank you to Cowley College from Cadie Thomson
- U. Thank you to Cowley College from Alivia Bacon
- V. Thank you to Cowley College from Agora Architecture
- W. Thank you to Cowley College from LJ Cullens
- X. Thank you to Cowley College from Heather Bohaty, Superintendent, Derby Schools
- Y. Thank you to Cowley College from Courtlyn Cullens
- Z. Thank you to Cowley College from Loren Kuchar
- AA. Thank you to Dr. Smith from Ms. Harper

III. Public Comment

IV. Standing Committee Reports

- A. Trustee Finance Subcommittee –
David Stanley provided an overview of the September 13, 2022
- B. Trustee Policy Subcommittee
Dr. Alan Marcotte provided an overview of the September 14, 2022 meeting and an overview of the policies presented for a first review.
 - 148.00 – Identity Theft Protection (Revision)
 - 170.00 - Nepotism (Revision)
 - 250.00 - Admission (Revision)
 - 260.00 – Transfer Coursework (Revision)

V. Consent Agenda

- A. Board Minutes -
 - August 22, 2022 regular Minutes
- B. Financial Reports –
Copies of the Financial Reports for the month ending August 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, August 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				
August 31, 2022				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 300.00	\$ -	\$ 300.00
RCB	Student Refund Checks	-	-	-
		<u>\$ 300.00</u>	<u>\$ -</u>	<u>\$ 300.00</u>
General Operating Activities				
RCB	Operating Fund	-	-	-
USB	Operating Fund	1,549,815.92	32,731.22	1,517,084.70
USB	Federal Grants Fund	1,540.52	-	1,540.52
Total General Operating Activities		<u>\$ 1,551,356.44</u>	<u>\$ 32,731.22</u>	<u>\$ 1,518,625.22</u>

Financial Aid Funds/Student Refund Check \$300.00.

General Operating Activities disbursements \$1,549,815.92 (net \$1,517,084.70).

Federal Funds \$1,540.52; for a total written of \$1,551,356.44 (net \$1,518,625.22).

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 August 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:

- 159.00 – Professional Attire (Revision)
- 170.00 – Nepotism (Revision)
- 259.00 Student Review of Confidential Records (Revision)

F. Personnel Transactions -

Dr. Smith has authorized the following personnel items for Board review:

Instructional Staff:

- Christian Hedrick, Welding Instructor, at an annual salary of \$45,000, plus fringe benefits, effective August 22, 2022.

Staff:

- Kansas Mumford, Maintenance Technician, at an hourly rate of \$17.00, plus staff fringe benefits, effective September 19, 2022.

- Marcos Longo Ribeiro, Assistant Coach – Soccer/Dorm Manager, at an annual salary of \$28,050, plus staff fringe benefits, effective September 19, 2022.

Gary Wilson 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 Bob McGregor and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye		

Motion carried.

VI. Procurement

A. Brown Center North Entrance Repair -

The Brown Center north entryway on the upper and lower levels of the building need repairs. Four contractors reviewed the site and blueprints to provide options for repair. All contractors will perform exterior masonry work including replacement of the lintel above the entrance as well as caulking the expansion joint. Two contractors provided the bids below:

Vendor	Location	Base Bid	Option	Total
Mid-Continental Restoration Co, Inc.	Tulsa, OK	\$99,362.00	\$9,000.00	\$108,362.00
Farha Construction	Wichita, KS	\$131,100.00	N/A	\$131,100.00

Both companies provided different ways to repair the entrance beyond the lintel repair.

- Mid-Continental:
 - new drainage for the stairway
 - replace control joint sealant around windows
 - repair 40SF of concrete on stairway
 - apply sealed epoxy to repaired stairway
 - apply sealed epoxy coating to ADA ramp
- Farha:
 - repouring of concrete stairs
 - replacement of 600SF of ADA ramp
 - install new handrails

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

RESOLVED, that the Board of Trustees approves the contract with Mid-Continental Restoration Co, Inc. at a cost of \$108,362.00.

Gary Wilson	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye

Dr. Alan Marcotte Aye

Motion carried.

VII. Discussion Agenda

A. New Athletic Programs

Chair Wilson and Dr. Smith requested Board approval for the College to begin the application process to add sanctioned golf and rodeo programs.

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

RESOLVED, that the Board of Trustees approves the addition of Golf and Rodeo as Cowley College Athletic programs and authorize the President to make application to the NJCAA and the NIRA with plans to start competition in the Fall of 2023.

The motion was seconded by David Stanley and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye		

Motion carried.

VIII. 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 institutional advancement staffing, pursuant to the exception for discussion relating to non-elected personnel for 30 minutes, beginning at 6:48 pm and reconvening in open session at 7:23 pm with no action to follow. The Board requests David Andreas, Dr. Randy Smith, and Janet Davidson be present in the executive session.

The motion was seconded by Brett Bazil and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye		

Motion carried.

The meeting then resumed in open session at 7:23 pm in the same room.

IX. Second Executive Session

Dr. Steve Abrams 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 institutional advancement staffing, pursuant to the exception for discussion relating to non-elected personnel for 30 minutes, beginning at 7:23 pm and reconvening in open session at 7:53 pm with no action to follow. The Board requests David Andreas and Dr. Randy Smith, be present in the executive session.

The motion was seconded by Brett Bazil and the following votes were cast:

Gary Wilson	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	Marla Sexson	Aye
Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye		

Motion carried.

The meeting then resumed in open session at 7:53pm in the same room.

XII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:53 pm.



Tiffany Vollmer
Board Clerk