

**Cowley College
Board of Trustees Official Minutes**

November 21, 2022

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on November 21, 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**
- Glennis Zimmerman, Vice Chair**
- Dr. Steve Abrams, Trustee**
- Brett Bazil, Trustee**
- Dr. Alan Marcotte, Trustee**
- Bob McGregor, Trustee**
- David Stanley, 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**
- Paul Erdmann, VP of Information Technology**
- Debbie Phelps, Exec. Director of Institutional Effectiveness**
- Jason O'Toole, Athletic Director**
- Julie Rhoads, Director of Education/Faculty Liaison**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Jan Grace, Sumner Campus Operations**

Guests

- Laura Lombardi, PlaNet Productions**
- Dwayne Corcoran, Cormor Inc.**
- Dwight Corcoran (via Zoom), Cormor Inc.**
- Barry Dicker, Sumner County Citizen**
- John Shelman, Cowley CourierTraveler**
- Zane Hubble, November Student of the Month**

The Invocation was presented by Bob McGregor.

II. Awards and Reports

A. Dr. Smith provided a College Update

- **Informed the Board that members of Cowley College's men's and women's soccer teams were thrilled to provide instruction to special needs individuals in the community.**
- **Dr. Smith also mentioned that a new Dyslexia and Reading partnership with Pittsburg State University is taking shape. The partnership will increase reading skills in the local school districts.**
- **Dr. Smith also visited with Spirit AeroSystems about possible partnerships with Cowley College students.**

- Dr. Smith then praised the work of the Visual and Performing Arts Department in the recent Alumni Art Showcase.
 - He also mentioned the successful FFA and Legislative meetings conducted at the Sumner Campus in Wellington and the main campus in Arkansas City.
 - Lastly, he thanked the Student Services Department for the events they planned to honor Native American Heritage Month.
- B. Zane Hubble was recognized as the November Student of the Month.
- C. Debbie Phelps provided an enrollment, recruitment and retention update and presented the draft of the Strategic Enrollment Management Plan
- D. Thank you to Cowley College from Jagger Turek
- E. Thank you to Cowley College from Allie Harlan
- F. Thank you to Cowley College from Josie Turek
- G. Thank you to Cowley College from Rae Ann Mason
- H. Thank you to Cowley College from Ashton Mason
- I. Thank you to Cowley College from John Henry Theurer
- J. Thank you to Cowley College from Tyler York

IV. Standing Committee Reports

- A. Trustee Finance Subcommittee –
David Stanley provided an overview of the November 14, 2022 meeting.
- B. Trustee Policy Subcommittee
Dr. Alan Marcotte provided an overview of the November 16, 2022 meeting and an overview of the policies presented for a first review.
- 113.00 – Reserve Funds (Revision)
 - 206.00 – Academic Freedom (Revision)
 - 465.00 – Drug and Alcohol Abuse (Revision)

V. Consent Agenda

- A. Board Minutes -
- October 17, 2022 regular Minutes
- B. Financial Reports –
Copies of the Financial Reports for the month ending October 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, October 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				
October 31, 2022				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 118,213.90	\$ 6,518.51	\$ 111,695.39
General Operating Activities				
RCB	Operating Fund	-	-	-
USB	Operating Fund	1,037,990.50	1,177.61	1,036,812.89
USB	Federal Grants Fund	25,573.99	-	25,573.99
Total General Operating Activities		\$ 1,063,564.49	\$ 1,177.61	\$ 1,062,386.88

**Financial Aid Funds/Student Refund Check \$118,213.90 (net \$111,695.39).
General Operating Activities disbursements \$1,037,990.50 (net \$1,036,812.89).
Federal Funds \$25,573.99; for a total written of \$1,063,564.49 (net \$1,062,386.88).**

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 October 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:

- 111.00 – Employee Code of Conduct (Revision)
- 262.00 – Assignment of Grades (Revision)
- 266.00 – Academic Progress (Revision)
- 267.00 – Academic Fresh Start (Delete)

F. Personnel Transactions -

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

Resignations:

- Matthew Nies, International Student Services Coordinator, effective November 4, 2022
- Somsy Sengvixay, Groundskeeper, effective November 8, 2022
- Anthony Rubin, Educational Navigator – Winfield Correctional Facility, effective November 30, 2022

Faculty:

- David Hitzfelder, Electromechanical Maintenance Instructor, at an annual salary of \$48,500, plus fringe benefits, based on classification B of the Faculty Master Agreement, effective November 7, 2022

Staff:

- Alie Raga-Simoes, International Student Services Coordinator, at an annual salary of \$42,892, plus staff fringe benefits, effective November 9, 2022.

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 Dr. Alan Marcotte and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Abstain	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

VI. Procurement

A. Walker Tech Chiller – Tech Capital Outlay Fund -

Last month the Board of Trustees approved the replacement of the boiler system in Walker Tech Building. We are now requesting the replacement of the chiller system in the same building. Both purchases will be made using the Tech Capital Outlay Fund through the State of Kansas.

Vendor	Location	Total
Callabresi Heating & Cooling	Salina, KS	\$215,529.32
Dean E Norris	Wichita, KS	\$170,662.01
Trane Services	Wichita, KS	\$196,489.27

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

RESOLVED, that the Board of Trustees approves the contract with Dean E. Norris to replace the Walker Tech Center Chiller at a cost of \$170,662.01, using Tech Capital Outlay Funds.

The motion was seconded by Bob McGregor and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

B. Snap-On Tools Equipment – Perkins Reserve Grant -

Through the Kansas Board of Regents, the College received an additional grant of \$65,370 to purchase two industrial measurement kits at a cost of \$32,685.32 each.

Vendor	Item	Total
Snap-On Tools	Precision Measurement Kit	\$65,370.00

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

RESOLVED, that the Board of Trustees approves the purchase of two precision measurement kits from Snap-On Tools for a price of \$65,370.00, using Perkins Reserve Grant funds.

The motion was seconded by Bob McGregor and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

VII. Discussion Agenda

- A. Acknowledgement of Trustee Marla Sexson Resignation -**
Chair Wilson requested the Board acknowledge the letter of resignation from Trustee Marla Sexson, effective immediately.
- B. Trustee Vacancy Notice**
In accordance with K.S.A. 71-201(15), Chair Wilson requests the Board authorize the Board Clerk to publish the official notice of a trustee vacancy, as presented. Such vacancy exists by reason of the resignation of Marla Sexson, a former resident of Cowley County, Kansas, and any such applicant must also be a Cowley County resident. Applications may be submitted to the Board Clerk at P.O. Box 1147, Arkansas City, KS 67005, or emailed to: boardclerk@cowley.edu.

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

RESOLVED, that the Board of Trustees authorizes the Board Clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201(15), as presented.

The motion was seconded by Dr. Steve Abrams and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

- C. Introduction of 3D Home Printing Program at the Sumner Campus**
Chair Wilson requests Dr. Smith provide an overview of the proposed 3D home printing program at the Sumner Campus.
- D. December Board Meeting Change**
Dr. Smith requests the Board change their December 12, 2022 regular meeting from 6:00pm to 12:00pm, with the Board Christmas lunch being served prior to the meeting at 11:00am. The meeting will still be held in the President's Dining Room.

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

RESOLVED, that the Board of Trustees approves the time change of the December 12, 2022 Board meeting from

The motion was seconded by Bob McGregor and the following votes were cast:

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Abstain	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

E. Fresh Ideas Dining Services Proposal

Chair Wilson and Dr. Smith request the Board discuss the dining services proposal presented by Fresh Ideas.

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

RESOLVED, that the Board of Trustees authorizes the College to terminate the contract with Great Western Dining Services and begin contract negotiations with Fresh Ideas.

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

Gary Wilson	Aye	Dr. Alan Marcotte	Aye
Glennis Zimmerman	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Brett Bazil	Aye		

Motion carried.

VIII. Adjournment

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:07 pm.



**Tiffany Vollmer
Board Clerk**