

**Cowley College
Board of Trustees Official Minutes**

January 17, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on January 17, 2023, at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City.

Trustees Present

Brett Bazil, Chair
Dr. Alan Marcotte, Trustee
Bob McGregor, Trustee
David Stanley, Trustee
Glennis Zimmerman, 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
Julie Rhoads, Director of Education/Faculty Liaison
Rama Peroo, Director of Institutional Communications and Public Relations
Jenette Hanna, Director of Human Resources
Jon Tyler, Campus Security

Guests

John Shelman, Cowley Courier Traveler
Felipe Mentz, December Student of the Month
Ann Bazil, Citizen

The Invocation was presented by Dr. Alan Marcotte.

II. Awards and Reports

A. Dr. Smith provided a College Update

- Thanked the committee for its work organizing a successful Professional Development Day and In-Service event.
- Informed the Board of his meetings with area legislators regarding developments across the state.
- Dr. Smith also shared that the Golden Tigers program has more than 300 individuals enrolled in classes. The Golden Tigers offer classes at its main campus in Arkansas City and its Sumner Campus in Wellington.
- A Job Fair featuring more than 20 area employers will be held Wednesday, January 18, from 3-6 p.m. inside the Earle N. Wright Community Room.
- Lastly, Dr. Smith informed the Board of a possible merger between Fort Hays State University and other technical colleges in Kansas.

B. Felipe Mentz was recognized as the December Student of the month.

C. Debbie Phelps provided an enrollment, recruitment and retention update

D. Jessica Lucas provided a legislative update.

III. Public Comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the January 10, 2023 meeting.

B. Trustee Policy Subcommittee

Trustee Marcotte provided an overview of the January 11, 2023 meeting and an overview of the policies presented for a first review.

- 401.00 – Student Advisory Council (Revision)

V. Consent Agenda

A. Board Minutes -

- December 12, 2022 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending December 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, December 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 | | | | |
| December 31, 2022 | | | | |
| | | Total | Total | Net |
| Bank | Entity | Check Amount | Check Amount | Check Amount |
| | | Written | Voided | Disbursed |
| USB | Student Refund Checks | \$ 47,748.56 | \$ 3,872.93 | \$ 43,875.63 |
| RCB | Student Refund Checks | \$ - | \$ - | \$ - |
| | | <u>\$ 47,748.56</u> | <u>\$ 3,872.93</u> | <u>\$ 43,875.63</u> |
| General Operating Activities | | | | |
| RCB | Operating Fund | 2,613.00 | - | 2,613.00 |
| USB | Operating Fund | 1,449,073.96 | 1,763.13 | 1,447,310.83 |
| USB | Federal Grants Fund | 4,059.95 | - | 4,059.95 |
| Total General Operating Activities | | <u>\$ 1,455,746.91</u> | <u>\$ 1,763.13</u> | <u>\$ 1,453,983.78</u> |

Financial Aid Funds/Student Refund Check \$47,748.56.

General Operating Activities disbursements \$1,451,686.96 (net \$1,449,923.83).

Federal Funds \$4,059.95); for a total written of \$1,455,746.91 (net \$1,453,983.78).

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 December 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:

- 407.00 – Student Organizations (Revision)
- 411.00 – Student Travel (Revision)
- 424.00 – Student Housing (Revision)
- 452.00 – Varsity Athletics (Revision)

F. Personnel Transactions -

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

Resignations:

- Robin Graves, Humanities and Communication Department Specialist, effective January 3, 2023
- Jennie Heersche, Director of Workforce and Community Education, effective January 6, 2023
- Laura Fleming, Tiger Deli Manager, effective January 6, 2023

Staff:

- Dawn Simpson, Student Accessibility Coordinator, at an annual salary of \$40,000, plus staff fringe benefits, effective January 5, 2023.
- Matthew Thomas, Education Navigator, at an annual salary of \$45,000, plus staff fringe benefits, effective

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 Bob McGregor and the following votes were cast:

| | | | |
|-------------------|-----|-------------------|-----|
| Brett Bazil | Aye | David Stanley | Aye |
| Dr. Alan Marcotte | Aye | Glennis Zimmerman | Aye |
| Bob McGregor | Aye | | |

Motion carried.

VI. Procurement

A. Bus Barn Concrete Approach -

The bus barn construction is now complete except for the concrete entrance and approach to the building that needs to be poured so the buses can enter and exit from 5th street. The College received three bids for this project.

| Vendor | Location | Total |
|------------------------|-------------------|-------------|
| Arthur Contreras | Arkansas City, KS | \$42,540.00 |
| Schneider Construction | Arkansas City, KS | \$45,672.00 |
| Wells Built | Arkansas City, KS | \$53,856.00 |

Administration requested Board approval to contract with Wells Construction to pour the concrete entrance and approach to the bus barn at a cost of \$53,856.00.

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

RESOLVED, that the Board of Trustees approves the contract with Wells Construction to pour the concrete entrance and approach to the bus barn at a cost of \$53,856.00.

The motion was seconded by Dr. Alan Marcotte and the following votes were cast:

| | | | |
|-------------------|-----|-------------------|-----|
| Brett Bazil | Aye | David Stanley | Aye |
| Dr. Alan Marcotte | Aye | Glennis Zimmerman | Aye |
| Bob McGregor | Aye | | |

Motion carried.

VII. Discussion Agenda

A. Juneteenth Holiday College Closure -

June 19th is now a federally recognized holiday, with the majority of the other Kansas community colleges closed in recognition of this day. Dr. Smith requests Board approval to adjust the 2022-2023 academic calendar, allowing College closure in observation of Juneteenth.

Additionally, the June Board meeting is currently scheduled for Monday, June 19th. As a result of College closure for the Juneteenth holiday, Dr. Smith requests Board approval to move the June Board meeting to Tuesday, June 20th.

David Stanley introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the change to the current 2022-2023 Academic Calendar allowing for College closure on June 19th in observation of the Juneteenth holiday. Additionally, the Board approves the change in the June Board meeting date from June 19th to June 20th, 2023.

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

| | | | |
|-------------------|-----|-------------------|-----|
| Brett Bazil | Aye | David Stanley | Aye |
| Dr. Alan Marcotte | Aye | Glennis Zimmerman | Aye |
| Bob McGregor | Aye | | |

Motion carried.

B. Wichita Downtown Center Lease -

The current lease of our Wichita Downtown Center location will terminate on June 30, 2023. The College was given the option to renew the lease for one additional year. Administration and the

Trustee Finance Subcommittee recommend forgoing the 1-year extension, and instead begin looking for alternative storefront locations for the Wichita site.

Administration and the Trustee Finance Subcommittee requested the Board authorize the College to provide notice of lease termination for the Wichita Downtown Center site, effective June 30, 2023.

Dr. Alan Marcotte introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize the College to provide notice of a lease termination for the Wichita Downtown Center location, effective June 30, 2023.

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

| | | | |
|-------------------|-----|-------------------|-----|
| Brett Bazil | Aye | David Stanley | Aye |
| Dr. Alan Marcotte | Aye | Glennis Zimmerman | Aye |
| Bob McGregor | Aye | | |

Motion carried.

VIII. Board Appointments

- A. Annual Appointment of Board Clerk, Board Treasurer, and Board Attorney - According to the policies adopted by the Board of Trustees and laws of the State of Kansas, a Secretary, a Treasurer, and an Attorney for the Board shall be appointed each year. These officers may not be members of the Board of Trustees, and serve at the pleasure of the Board.
1. Tiffany D. Vollmer to continue as clerk of the Board, to take effect January 17, 2023 through the regularly scheduled Board meeting in January 2024.
 2. Dr. Steve Abrams to continue as Treasurer of the Board, to take effect January 17, 2023 through the regularly scheduled Board meeting in January 2024.
 3. David Andreas, Legal Counsel, has submitted a proposed contract (attached). His retainer fee will remain \$400.00 per month and the hourly rate will remain \$200.00. The term of the contract will be January 17, 2022 through the regularly scheduled Board meeting in January 2024.

For said compensation, David W. Andreas agrees to provide all legal services required by the College for dates stated above, excluding:

- Legal action concerning College Bond issues;
- Professional negotiations with College personnel;
- Law suits involving the College of the Board of Trustees; and
- Acquisition of real estate.

David Stanley introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the Clerk of the Board, Treasurer, and Board Attorney appointments for 2023 as presented.

Bob McGregor seconded the motion and the following votes were cast:

Brett Bazil
Dr. Alan Marcotte
Bob McGregor

Aye
Aye
Aye

David Stanley
Glennis Zimmerman

Aye
Aye

Motion carried.

IX. Other Business

Bob McGregor requested clarification on our background checking process when hiring faculty. He stressed the importance of verifying faculty credentials are in fact legitimate prior to hire.

X. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:02pm.



Tiffany Vollmer
Board Clerk