

**Cowley College
Board of Trustee Official Minutes**

January 19, 2021

I. Call to Order

A meeting of the Board of Trustees of Cowley College was called to order on January 19, 2021, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2nd Street, Arkansas City, KS.

Trustees Present
Glennis Zimmerman, Vice-Chair
JoLynn Foster, Trustee
Ned Graham, Trustee
Brian Sanderholm, Trustee
Christopher Swan, Trustee
Gary Wilson, Trustee

Staff
Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel (via Zoom)
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. Communications and Public Relations

Guests
Dr. Annaria Barnds, Willdan Group (Via Zoom)
Garret VanDeventer, December Student of the Month

A. The Invocation was presented by JoLynn Foster.

II. Election of Officers

A. Vice Chair Zimmerman requested nominations from the floor to fill the Chair and Vice Chair positions and volunteers to fill the remaining positions for the 2021 calendar year.

- Brian Sanderholm nominated Gary Wilson for the Board Chair Position.
- Chris Swan Nominated Glennis Zimmerman for the Board Chair Position.

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

RESOLVED, that the nominations for Board Chair cease.

The motion was seconded by Chris Swan and carried 6-0.

With a tie of three votes for Gary Wilson and three votes for Glennis Zimmerman, the Board conducted a tie breaker coin toss, with Gary Wilson being name the winner and the incoming Board Chair for the 2021 calendar year.

- Gary Wilson nominated Glennis Zimmerman for the Vice Chair position.

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

RESOLVED, that the nominations for Vice Chair cease.

The motion was seconded by Gary Wilson and carried 6-0.

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

RESOLVED, that Glennis Zimmerman be selected as Vice Chair for the 2021 calendar year through acclamation.

The motion was seconded by Ned Graham and carried 6-0.

III. Awards and Reports

A. Dr. Rittle provided a College Update

- Congratulated long time College employee Somsy Songvixay for receiving the Tiger Heart Award at last Friday's all employee welcome back in-service.
- Acknowledged the upcoming retirement of long-time track and field head coach Mark Phillips.
- Expressed appreciation of the work done by employees, students, and community members to help Cowley continue to serve its students during this pandemic. Shared a special thanks to Tom Langer and the entire Cowley County Health Department for their continued assistance through the challenges of COVID-19.
- Provided an update on the construction of a Workforce and Community Education workspace in the basement of Galle-Johnson.
- The College recently acquired more than 1,500 Covid-19 test kits to ensure the health and safety of the student-athletes and employees.

B. Garret VanDeventer was recognized as the December 2020 Student of the Month

C. Thank you to Dr. Rittle from Tiffany Bohm, Kansas City Kansas Community College

D. Thank you to Dr. Rittle from Dr. Kori Gregg and family

IV. Public Comment

V. Standing Committee Reports

A. Trustee Finance Subcommittee -

Chris Swan provided an update of the January 12, 2021 meeting. The finance subcommittee does not recommend pursuing the Sumner Campus Housing project at this time. This decision does not preclude the work being done to explore the Department of Energy’s grant opportunity.

B. Trustee Policy Subcommittee -

Brian Sanderholm provided an update of the January 12, 2021 meeting and an overview of the policies presented for a first review.

- 104.00 – Executive Officer
- 222.00 – Instructional Media
- 260.00 – Transfer Coursework
- 474.00 – Communicable Disease

VI. Consent Agenda

A. Board Minutes -

December 14, 2020 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending December 31, 2020 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, 2020 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 2020				
<u>Bank</u>	<u>Entity</u>	Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed
RCB	Student Refund Checks	\$ 164,511.60	\$ 49,359.00	\$ 115,152.60
<u>General Operating Activities</u>				
RCB	Operating Fund	1,270,185.41	480.00	1,269,705.41
USB	Federal Grants Fund	9,646.86	0.00	9,646.86
Total General Operating Activities		\$ 1,279,832.27	\$ 480.00	\$ 1,279,352.27

Financial Aid Funds/Student Refund Check \$164,511.60 (net \$155,152.60).
 General Operating Activities disbursements \$1,270,185.41 (net \$1,269,705.41)
 Federal Funds \$9,646.86; for a total written of \$1,279,832.27 (net \$1,279,352.27).

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, 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.

D. Administrative Reports –

Administration provided department updates for Board review.

E. Board Policy Approvals -

The Board conducted the second and final review of the following policies presented for approval:

- 152.00 – Insurance: Buildings-Vehicles
- 272.00 – Staff Participation in Student Election
- 275.00 – Final Evaluations
- 279.00 – Adjunct Instructor Evaluation Policy

F. Personnel Transactions -

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

Staff:

- Gregory Butler, Workforce and Career Specialist, at an annual salary of \$38,000, plus staff fringe benefits, effective January 20, 2021
- Jennifer Heersche, Director of Workforce and Community Education, at an annual salary of \$60,000, plus staff fringe benefits, effective January 20, 2021

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 JoLynn Foster and the following votes were cast:

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

VII. Procurement

VIII. Discussion Agenda

A. Trustee Vacancy –

Per K.S.A. 71-201(15), a public notice was published in the Cowley CourierTraveler on December 18, 2020 and one letter of interest was submitted by Andrew Stone. He has since withdrawn his letter of interest.

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

RESOLVED, that the Board of Trustees agree to remain a 7-member Board, leaving the open seat vacant until the next election.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

B. Trustee Draft Data Privacy Agreement -

Glennis Zimmerman and JoLynn Foster reviewed the draft Trustee Data Privacy Agreement in comparison to confidentiality language currently existing in the Board handbook. Gary Wilson requested that another attorney with KASB review the draft agreement, with a focus on protecting personnel data rather than normal business operating functions, to determine if it's necessary. The draft agreement will come back for further discussion at the February meeting.

C. Live Streaming –

Since the beginning of the pandemic in March, the College has spent approximately \$2,200 on Live streaming of the Board meetings. An additional option for the public for reviewing the meetings virtually is the Zoom webinar feature which is a service the College already pays for.

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

RESOLVED, that the Board of Trustees begin using the Zoom webinar feature for the public broadcasting of Board of Trustee meetings beginning with the February 2021 meeting.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Nay
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

IX. Other Business

A. Brian Sanderholm requested information on when fans will be allowed to attend athletic events. Athletic Director Shane Larson indicated that the current conference no fan policy will expire on February 5th, when a new decision would be rendered.

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

RESOLVED, that the Board of Trustees approve the remaining slate of trustee officers for the 2021 calendar year, as follows:

A voting delegate to the Kansas Association of Community Colleges Trustees (KACCT) - Chris Swan

An alternate delegate to the Kansas Association of Community College Trustees (KACCT) - Ned Graham

A voting delegate to the Association of Community Colleges Trustees (ACCT) - Vacant

An alternate delegate to the Association of Community College Trustees (ACCT) - Vacant

A Trustee representative for professional negotiations - Glennis Zimmerman

A Trustee representative designated to open bids received for College purchases – Gary Wilson

A Trustee representative to the Cowley College Foundation Association - Chris Swan

A Trustee representative to the Tiger Booster Club – Brian Sanderholm

Three Trustees to serve on the Finance Sub-Committee – JoLynn Foster, Brian Sanderholm, Chris Swan

Three Trustees to serve on the Academic Sub-Committee – Steve Abrams, Glennis Zimmerman, vacant

Three Trustees to serve on the Board Policy Sub-Committee - Ned Graham, Gary Wilson, vacant

X. Adjournment

With no other business to be considered, Vice Chair Zimmerman declared the meeting adjourned at 7:07 p.m.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

Tiffany Vollmer
Board Clerk