

**Cowley College  
Board of Trustee Official Minutes**

**February 22, 2021**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on February 22, 2021, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2<sup>nd</sup> Street, Arkansas City, KS.

**Trustees Present**

- Gary Wilson, Chair**
- Glennis Zimmerman, Vice-Chair**
- Dr. Steve Abrams, Trustee**
- JoLynn Foster, Trustee**
- Ned Graham, Trustee (Via Zoom)**
- Brian Sanderholm, Trustee**
- Christopher Swan, 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**
- Jason O'Toole, Exec. Director of Student Affairs**
- Pam Smith, Faculty Liaison**
- Rama Peroo, Instit. Communications and Public Relations**
- Ian Alumbaugh, Dorm Manager/Intramural Coordinator**
- Janet Grace, Sumner Campus Operations Officer**
- Jennie Heersche, Director of Workforce and Community Education**

**Guests**

- Christina Henson, Swindoll, Janzen, Hawk and Loyd, LLC (Via Zoom)**
- Kileigh Peninger, January Student of the Month**
- Audrianna Bruce, February Student of the Month**

**A. The Invocation was presented by Brian Sanderholm.**

**II. Annual Audit Review**

Christina Henson with Swindoll, Janzen, Hawk and Loyd, LLC presented the findings of the annual audit.

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

**RESOLVED**, that the Board of Trustees reviewed the results of the 2019-2020 annual audit, approve the report and instruct the administration to implement the recommendations of the auditor.

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

Dr. Steve Abrams	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

### III. Awards and Reports

#### A. Dr. Rittle provided a College Update

- welcomed Jennie Heersche to the College. Recently hired as the Director of Workforce and Community Education. Her office is located in the lower level of Galle-Johnson Hall.
- Classes and athletics are now in full swing.
- All faculty, staff, and students have combined for zero recorded Covid-19 cases at the present time.
- The Cowley County Health Department will provide Covid-19 vaccinations to more than 100 Cowley College employees on Wednesday, February 24. The College will continue to require face masks and social distancing.

B. Kileigh Peninger was recognized as the January 2021 Student of the Month.

C. Audrianna Bruce was recognized as the February 2021 Student of the Month

D. Thank you to Cowley College from Roxanna James

E. Thank you to Dr. Rittle from the Cowley Housing Staff

F. Thank you to Cowley College from the international Association of Operative Millers

G. Thank you to Cowley College from the Wellington Lion's Club

H. Thank you to Cowley College from Kansas Beats the Virus

### IV. Public Comment

### V. Standing Committee Reports

#### A. Trustee Academic Subcommittee –

Glennis Zimmerman provided an update of the February 15, 2021 meeting and presented new programs for Board approval.

Glennis Zimmerman introduced and moved the adoption of the following resolution:

**RESOLVED, RESOLVED**, that the Board of Trustees approve the new Certificates A, B, and C and the AAS degree in Carpentry/Construction trades as presented.

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

Dr. Steve Abrams	Aye	Gary Wilson	Aye
JoLynn Foster	Aye	Brian Sanderholm	Aye
Chris Swan	Aye	Glennis Zimmerman	Aye

Motion carried.

Glennis Zimmerman introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approve the Certificates A, B, and C and the AAS degree in Electromechanical Maintenance as presented.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Aye		

Motion carried.

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

**RESOLVED**, that the Board of Trustees approve the AAS degree in in Technical Studies as presented.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Aye		

Motion carried.

**B. Trustee Finance Subcommittee -**

JoLynn Foster provided an update of the February 9, 2021 meeting.

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

**RESOLVED**, that the Board of Trustees approve the tuition, fees, and housing rates for the 2021-2022 academic year as presented.

- \$50 per year increase to all housing plans
- \$2 increase per credit hour for high school students
- \$5 increase to the online fee.

The motion was seconded by Chris Swan and the following votes were cast:

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye

Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Aye		

Motion carried.

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

**RESOLVED**, that the Board of Trustees approve a 2% retroactive COLA increase for all full-time and regular part-time employees.

The motion was seconded by Chris Swan and the following votes were cast:

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Aye		

Motion carried.

**C. Trustee Policy Subcommittee -**

Brian Sanderholm provided an update of the February 9, 2021 meeting and an overview of the policies presented for a first review.

- 163.00 – Attendance Policy – Classified Personnel
- 278.00 – Program Discontinuance Policy
- 418.00 – Placement of Follow-up Studies
- 420.00 – Technology Usage by Students and the Community

**VI. Consent Agenda**

**A. Board Minutes -**

January 19, 2021 Regular Board Meeting Minutes

**B. Financial Reports –**

Copies of the Financial Reports for the month ending January 31, 2021 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, January 31, 2021 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 January 31, 2021			Total Check Amount Written	Total Check Amount Voided	Net Check Amount Disbursed
Bank	Entity				
RCB	Student Refund Checks		\$ 81,415.70	\$ 39,188.21	\$ 42,227.49
<b>General Operating Activities</b>					
RCB	Operating Fund		824,766.66	4,050.78	820,715.88
USB	Federal Grants Fund		2,757.00	-	2,757.00
Total General Operating Activities			\$ 827,523.66	\$ 4,050.78	\$ 823,472.88

**Financial Aid Funds/Student Refund Check \$81,415.70 (net \$42,227.49).  
General Operating Activities disbursements \$824,766.66 (net \$820,715.88)  
Federal Funds \$2,757.00; for a total written of \$827,523.66 (net \$823,472.88).**

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 January 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:

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

**F. Personnel Transactions -**

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

**Separation:**

- Ann Edwards, TRiO/IMPACT/SSS Program Specialist, effective February 26, 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:

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Aye		

Motion carried.

**VII. Procurement**

**VIII. Discussion Agenda**

**A. Trustee Data Privacy Agreement –**

Chair Wilson requested the Board discuss the draft Trustee Data Privacy agreement and how it compares to language currently existing in the Board of trustee handbook, after receiving recommendations from Donna Whiteman, attorney with the Kansas Association of Community College Trustees (KASB.)

The Board tabled this discussion until the May Board meeting.

**B. Sumner Campus Housing Property –**

Chair Wilson requested the Board authorize College administration to explore an available property for potential student housing near the Sumner Campus.

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

**RESOLVED**, that the Board of Trustees direct administration to review the available property for Sumner student housing and provide a feasibility report, including cost, back to the March Board meeting.

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

Dr. Steve Abrams	Aye	Brian Sanderholm	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Chris Swan	Nay		

Motion carried.

**IX. Other Business**

Dr. Steve Abrams requested additional clarification to the annual audit results.

**X. Adjournment**

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:06 p.m.



**Tiffany Vollmer  
Board Clerk**