



RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on February 17, 2020 are hereby adopted and the Board Clerk is directed to file the Minutes with the official records of the College.

The motion was seconded by Jill Long and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

**Financial Reports**

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports for the month ending February 29, 2020 are hereby acknowledged and the Treasurer is directed to file said reports with the financial records of the college for audit, according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Dr. Harold Arnett and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

**Bills & Claims**

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

RESOLVED, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$1,352,667.01 (net 1,343,595.31). General Operating Activities disbursements include College Operating \$797,030.77 (net \$794,711.19) and Federal Funds \$4,613.42; for a total written of \$801,644.19 (net \$799,324.61). 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 February 29, 2020. 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.

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

<b>Dr. Harold Arnett</b>	<b>Aye</b>	<b>Brian Sanderholm</b>	<b>Aye</b>
<b>Nancy Burger</b>	<b>Aye</b>	<b>Gary Wilson</b>	<b>Aye</b>
<b>Bob Juden</b>	<b>Aye</b>	<b>Glennis Zimmerman</b>	<b>Aye</b>
<b>Jill Long</b>	<b>Aye</b>		

Motion carried.

**Communications**

1) Dr. Rittle delivered a College update:

- Dr. Rittle informed the Board of the cross-sectional team that has been developing and accessing protocols, brain-storming and problem solving scenarios, while working on communication efforts to mitigate the spread of the COVID-19 virus. And continuing to provide quality affordable education to our students. Campus visits are by appointment only. Classes are ongoing and employees are enrolling students for the summer and fall semester.
- Praised the faculty and staff who have all adjusted to a highly fluid situation while keeping student needs a priority.
- A survey was recently sent to eligible Cowley College graduates to determine their preference on a possible alternative to the classic commencement ceremony.
- A virtual student study hall is being conducted via Zoom.
- Lastly, Dr. Rittle informed the Board of COVID-19 related expenses and student billing questions.

Trustee Gary Wilson thanked administration and staff for the excellent job they have done in handling this emergency and fluid situation and suggested the Board approve the COVID-19 actions that have taken place thus far.

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

**RESOLVED**, that the Board of Trustees support and approve of the administrative decisions that have taken place thus far related to the COVID-19 virus.

The motion was seconded by Dr. Harold Arnett and the following votes were cast:

<b>Dr. Harold Arnett</b>	<b>Aye</b>	<b>Brian Sanderholm</b>	<b>Aye</b>
<b>Nancy Burger</b>	<b>Aye</b>	<b>Gary Wilson</b>	<b>Aye</b>
<b>Bob Juden</b>	<b>Aye</b>	<b>Glennis Zimmerman</b>	<b>Aye</b>
<b>Jill Long</b>	<b>Aye</b>		

Motion carried.

2) Hope Strader was recognized as the March Student of the Month. Hope is from Wichita, KS and is the daughter of Steve and Chris Strader. She is a Liberal Arts major with a 3.94 GPA. Her college activities include Media Club, ACES, and Resident Assistant. Her future plans are to transfer to Fort Hays State University to major in Hospitality and Tourism.

3) Student Senate update, provided by Kendal Ray, Student Senate President

- 4) Jessica Lucas, Government Affairs Liaison, provided a legislative update.
- 5) Thank you to Dr. Rittle from Lisa Gott
- 6) Thank you to Dr. Rittle from KayLynn Prough
- 7) Congratulations to Dr. Rittle from Lisa Killian
- 8) Thank you to Dr. Rittle from Hillary Broussard
- 9) Thank you to Administration from Frank Owen

**Board Reports**

- 1) Chair Juden requested the Board receive a deferred maintenance update the Willdan Group. Doug Riat, Vice President of Business Development, provided an overview.
- 2) Dr. Rittle attended the annual PTK Luncheon and KACCT Quarterly meeting at the Ramada Downtown Topeka on March 12<sup>th</sup>. Dr. Rittle provided a brief recap of the meetings.
- 3) At their February meeting, the Board of Trustees moved the April Board meeting to April 13<sup>th</sup> at the Wichita Downtown Center to accommodate College leadership’s attendance at the annual Higher Learning Commission conference in Chicago. Due to COVID-19 developments, the HLC conference has been cancelled and a Sedgwick County Stay-at-Home Order has been enacted. Chair Juden requested that the Board of Trustees approve the April Board meeting to return to its originally scheduled date of April 20<sup>th</sup> at 6:00pm, and that the meeting take place on the main campus in the President’s dining room.

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

**RESOLVED**, that the Board of Trustees approve the April Board meeting to return to its originally scheduled date of April 20<sup>th</sup> at 6:00pm, and that the meeting take place on the main campus in the President’s dining room.

The motion was seconded by Dr. Harold Arnett and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion Carried.

**Administrative Reports**

The following Administrative Reports were reviewed:

1) The Board completed the third review of policy 105.00 – Board Policy Approval.

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

RESOLVED, that the Board of Trustees table the discussion on Board policy 105.00 until the April Board meeting.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Nay	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

The Board completed their final reading of Board policies 135.00 – Soliciting by Vendors and Agents, and 154.00 – College Mail Services. Additionally, the Board completed their first reading of Board Policies 153.00 – College Vehicles, 173.00 – Bulletin Boards, 240.00 – Selection of Professional Employees, and 406.00 – Cowley College Student Senate.

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

RESOLVED, that the Board of Trustees approve the revised Board Policies, 135.00 – Soliciting by Vendors and Agents, and 154.00 – College Mail Services.

The motion was seconded by Nancy Burger and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

2) Paul Erdmann, VP of Information Technology, provided a department update. Several months ago, we learned that the Distance Learning and Telemedicine RUS Grants program has been made available again for 2020. We have been working on plans for replacement of our four dedicated rooms ever since, and it is our desire to be included in the grant application with a consortium of many other Kansas K-12 schools and community colleges.

The Information Technology Department is ready to submit a Distance Learning and Telemedicine RUS grant application for the purpose of replacing four aging IDL classrooms. Part of the submittal requirements of the grant are for board approval, and a letter of acknowledgement from our president that commits the college to a fifteen percent (15%) match of the total amount of awarded funds. Based on our needs, and in consultation with the consortium recommended vendor, we would apply for a grant for nearly \$29,000, which

commits us to a fifteen percent match of \$4,318.89. If the grant is awarded at a lesser amount than our request, the amount of the match will decrease and remain at fifteen percent.

Administration requests Board of Trustees approve to commitment of the 15% match not to exceed \$4,318.89, which will be funded from the Information Technology Department operating budget.

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the commitment of funds and Letter of Support for the Distance Learning and Telemedicine RUS grant, thereby committing Cowley College to a maximum total of \$4,318.89

The motion was seconded by Nancy Burger, and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

- 3) The Transportation Report indicated total mileage of 31,100 for the month ending, February 2020.

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

RESOLVED, that the actions described in the Board Policies, Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Sumner Campus Operations, Faculty, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

Dr. Harold Arnett asked for more detailed information on the status and progress of the partnerships that are mentioned in the administrative reports moving forward.

The motion was seconded by Dr. Harold Arnett and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

Personnel Transactions

Nancy Burger introduced and moved the adoption of the following resolution:

RESOLVED, that President, Dr. Dennis C. Rittle and Chair of the Board of Trustees, Bob Juden, are hereby authorized to execute the following personnel transactions as presented.

**Resignations:**

- Bryan Faber, Manufacturing Technology Instructor, effective at the end of the 2019-2020 contract year.
- Jan Gottschalck, Administrative Assistant to the VP of Academic Affairs, effective March 20, 2020
- Brent Hilliard, Assistant Tennis Coach, effective March 7, 2020
- Landon West, Director of Student Life, effective March 18, 2020

**Administration:**

- Holly Harper, Vice President of Finance and Administration, at an annual salary of \$110,000, plus staff fringe benefits, effective April 1, 2020.

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

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Nay
Bob Juden	Aye	Glennis Zimmerman	Aye
Jill Long	Aye		

Motion carried.

**Public Comment**

Michael Bergagnini provided public comment.

**Adjournment**

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustee adjourn from the regular meeting.

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

Dr. Harold Arnett	Aye	Bob Juden	Aye
Nancy Burger	Aye	Brian Sanderholm	Aye
Ned Graham	Aye	Gary Wilson	Aye

Motion carried.

With no other business to be considered, Bob Juden, Board Chair, declared the meeting adjourned at 7:46 p.m.



Tiffany Vollmer  
Board Clerk