

**Cowley College
Board of Trustee Official Minutes**

April 20, 2020

A meeting of the Board of Trustees of Cowley College was called to order on April 20, 2020 at 6:00 pm, via teleconference.

Trustees Present Nancy Burger, Vice Chair
Jill Long, Past Chair
Ned Graham
Brian Sanderholm
Gary Wilson
Glennis Zimmerman
Dr. Harold Arnett

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel – by phone
Dr. Michelle Schoon, VP of Academic Affairs
Holly Harper, Interim 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 Instit. Effectiveness
Jason O’Toole, Executive Director of Student Affairs
Jan Grace, Sumner Campus Operations Officer
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Dir. of Instit. Comm. and Public Relations

Guests

Doug Riat, Willdan Group
Jessica Lucas, Government Affairs Liaison
Michael Bergagnini, Citizen

Invocation

The Invocation was presented by Nancy Burger

Approval of Board Minutes

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on March 27, 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
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	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 March 31, 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 Glennis Zimmerman and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

Bills & Claims

Gary Wilson 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 \$201,348.60 (net \$190,049.81). General Operating Activities disbursements \$1,087,534.22 (net \$1,061,725.58) Federal Funds \$12,954.28 (net \$12,709.28); for a total written of \$1,100,488.50 (net \$1,074,434.86). 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 March 31, 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 Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

Communications

- 1) Dr. Rittle delivered a College update:
 - informed the Board that the fiscal year is on track for success and will end on the positive side of zero. The upcoming fiscal year has many unknowns, so the college will continue to be conservative with its budget.
 - The college is set to receive relief dollars from the federal government, but the college will only serve as a custodian of those dollars which are targeted for students.
 - Lastly, he mentioned the recent resignation of Board Chair Bob Juden, who had served more than six years as a member of the Board of Trustees. Demonstrating a successful partnership between the president and the Board of Trustees, Dr. Rittle and Chair Juden had an opportunity to speak about Best Practices in President and Trustee Relationships each of the past three years.

- 2) Kate Pani was recognized as the April Student of the Month. Kate is the daughter of Doug and Gretchen Pani and is from Fulton, Mo. She is a business administration major with a 3.63 GPA. Her college activities include Cowley volleyball and REVERB. Her future plans are to transfer to a 4-yr university to continue volleyball and her studies.

- 3) Jessica Lucas, Government Affairs Liaison, provided a legislative update.

- 4) Thank you to Cowley College from Independence High School after prom committee

- 5) Thank you to Cowley College from William Newton Hospital

Board Reports

- 1) Vice Chair Burger acknowledged the letter resignation from Board Chair, Bob Juden, effective immediately.

- 2) Vice Chair Burger requested the Board authorize the Board Clerk to publish the official notice of trustee vacancy, pursuant to K.S.A. 71-201(15) as presented. Such vacancy exists by reason of the resignation of Bob Juden, a resident of Cowley County, Kansas, and any 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 email to: boardclerk@cowley.edu

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

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

The motion was seconded by Ned Graham, and the following votes were cast:

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

Motion failed.

- 3) Vice Chair Burger requested the Board approve the election of Vice Chair Nancy Burger to the position of Board Chair and approve the election of Past Chair Jill Long to the position of Board Vice Chair for the duration of the current terms of both of these Board offices due to the resignation of former Board Chair Bob Juden.

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

RESOLVED, that the Board of Trustees approve to split the Chair and Vice Chair positions in order to vote on them separately.

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

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

Motion carried.

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

RESOLVED, that the Board of Trustees elect Dr. Harold Arnett to the position of Board Chair for the duration of the current term of the Board office.

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

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

Motion carried.

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

RESOLVED, that the Board of Trustees elect Glennis Zimmerman to the position of Board Vice Chair for the duration of the current term of the Board office.

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

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

Motion carried.

- 4) Vice Chair Burger requests the Board receive a deferred maintenance update from Willdan Group. Doug Riat, Vice President of Business Development will provide a brief update.

- 5) The College currently owns a vacant lot at 311 S. 3rd Street, across from the Webb-Brown Academic building on the main campus. A neighboring homeowner submitted an offer to purchase the 32' x 132' lot at a price of \$750.00. Vice Chair Burger requested the Board authorize her to appoint a 3-member Trustee Property Subcommittee to review the potential sale of the property, and bring a decision back to the May Board meeting.

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

RESOLVED, that the Board of Trustees authorize the sale of the vacant lot at 311 S. 3rd Street, Arkansas City, for the price of \$750.00.

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

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

Motion carried.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their second review of Board Policies 153.00–College Vehicles, 173.00–Bulletin Boards, 240.00–Selection of Professional Employees, and 406.00–Cowley College Student Senate.

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

RESOLVED, that the Board of Trustees approve revised Board Policies 153.00 – College Vehicles, 173.00 – Bulletin Boards, 240.00 – Selection of Professional Employees, and 406.00 – Cowley College Student Senate, as presented.

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

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

Vice Chair Burger requested Board approval to further Table the discussion of Board Policy 105.00 – Board Policy Approval until the regular Board meeting in June to allow time for Administrative Council and various sub-committees to also review Board Policies 103.00 – Board of Control, and 108.00 – Service Area Councils, and send recommendations to the Trustee Policy Sub-committee as these policies also relate to Board policy development.

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

RESOLVED, that the Board of Trustees Table the discussion of Board Policy 105.00 – Board Policy Approval, until the regular Board meeting in June.

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

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

2) Holly Harper, VP of Finance and Administration presented the following item for procurement.

The College Maintenance Director solicited proposals for electrical repairs required by our insurance providers thermographic survey to include cleaning of switch gears and an Arc Flash study. Pricing is over the \$10,000 threshold, and the Administrative Council has approved this item be presented to the Board of Trustees for approval since the amounts exceed the administration’s threshold to purchase. (See attached documentation of all proposals)

- o A&H Electric \$44,138
- o Creek Electric \$37,974
- o Ziegler Electric \$27,876

Administration requested Board of Trustees’ approval to use Ziegler Electric for a price of \$27,876 to meet insurance requirements.

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

RESOLVED, that the Board of Trustees approve the use Ziegler Electric for electrical repairs at a price of \$27,876 to meet insurance requirements.

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

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

- 3) Paul Erdmann, VP of Information Technology, provided the following IT update. The Information Technology Department has submitted a Distance Learning and Telemedicine RUS grant application for the purpose of replacing four aging IDL classrooms, the terms and resolution of which were included in the board report last month. New for the grant this year, and the final piece of documentation we are required to submit, is a letter signed by the chair of our board of trustees that acknowledges Natoma-Paradise USD 399 to be the lead entity of the grant. This means they will be responsible for handling all funds associated with the grant, and the organization we will be submitting purchase invoices to in order to be reimbursed for our portion of grant funds awarded.

Administration requested the Board of Trustees authorize Vice Chair Burger to sign the KAIDE COOPERATIVE AGREEMENT FOR RURAL UTILITIES SERVICE GRANT letter acknowledging Natoma-Paradise USD 399 to be the lead grant entity who we will submit our purchase invoices to in order to be reimbursed from the grant funds.

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

RESOLVED, that the Board of Trustees authorizes Vice Chair Burger to sign the KAIDE COOPERATIVE AGREEMENT FOR RURAL UTILITIES SERVICE GRANT letter following the resignation of Chair Juden.

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

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

- 4) The Transportation Report indicated total mileage of 17,166 for the month ending, March, 2020.

Brian Sanderholm 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.

The motion was seconded by Ned Graham and the following votes were cast:

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

Ned Graham Aye

Motion carried.

Personnel Transactions

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

RESOLVED, that the monthly personnel transactions include a listing of laid off and reduced hour positions, provided that doing so does not violate any employment or privacy laws.

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	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Abstain		

Motion carried.

Public Comment

Tiffany Vollmer, Clerk of the Board, read the written testimony provided by Michael Bergagnini

Other Business

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

RESOLVED, that the Board of Trustees direct administration to develop a formal grievance process for all non-faculty employees.

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	Aye
Jill Long	Nay	Glennis Zimmerman	Aye
Ned Graham	Nay		

Motion carried.

Adjournment

Jill Long 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	Brian Sanderholm	Aye
Nancy Burger	Aye	Gary Wilson	Aye
Jill Long	Aye	Glennis Zimmerman	Aye
Ned Graham	Aye		

Motion carried.

With no other business to be considered, Nancy Burger, declared the meeting adjourned at 7:58 p.m.

**Tiffany Vollmer
Board Clerk**