

**Cowley College
Board of Trustee Official Minutes**

May 18, 2020

A meeting of the Board of Trustees of Cowley College was called to order on May 18, 2020 at 6:00pm, in the Wright Community Room inside of the Brown Center, 215 S. 2nd Street in Arkansas City.

Trustees **Present** **Dr. Harold Arnett – Chair**
Glennis Zimmerman
Ned Graham
Brian Sanderholm
Nancy Burger
Gary Wilson

Staff

Dr. Dennis C. Rittle, President
Jody Arnett, Proxy – Board Clerk
David Andreas, Legal Counsel – by phone
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, Executive Director of Student Affairs
Jan Grace, Sumner Campus Operations Officer – by phone
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Instit. Comm. and Public Relations – by phone
Bryan McChesney, Systems Administrator
Brooke Istas, Faculty
Jenette Hanna, Director of Human Resources
Ian Alumbaugh, Intramural Coordinator/ Dorm Manager
Jon Tyler, Security
Chase Poovey, Security

Guests

Jessica Lucas, Government Affairs Liaison
Kurt Legleiter
Michael Bergagnini, Citizen
Kanyon Gingher, Citizen
Mel Kuhn, Citizen
Christy Rittle, Citizen
Childress Rittle, Citizen
Elizabeth Moore, Citizen
Brandon Every, Citizen

Moment of Silence

Chair Arnett initiated a moment of silence in honor of David Miley, father of Board Clerk, Tiffany Vollmer

Invocation

The Invocation was presented by Gary Wilson.

Approval of Board Minutes

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on April 20, 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 Glennis Zimmerman, and the following votes were cast:

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

Motion carried.

Financial Reports

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

RESOLVED, that the receipt of the Financial Reports is 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 Gary Wilson and the following votes were cast:

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

Motion carried.

Bills & Claims

Ned Graham 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 \$353,394.80(net \$334,668.86).
General Operating Activities disbursements \$737,123.22 (net \$736,429.54)
Federal Funds \$12,585.14(net \$12,585.14); for a total written of \$749,708.36 (net \$749,014.68). 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 April 30, 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 Brian Sanderholm, and the following votes were cast:

Dr. Harold Arnett	Aye	Brian Sanderholm	Aye
Glenn Zimmerman	Aye	Nancy Burger	Aye
Ned Graham	Aye	Gary Wilson	Aye

Motion carried.

Communications

- 1) Dr. Rittle delivered a College update:**
 - Dr. Rittle expressed the sorrow of the Board on the passing of Board Clerk Tiffany Vollmer’s father, David Miley. “We wish her and her family comfort and peace.”**
 - Congratulated the 2020 graduates. “You have demonstrated courage to be a Cowley Tiger and we look forward to celebrating your accomplishments at the December Commencement ceremonies.”**
 - Informed the Board of the Capital Outlay Mill handouts in the Board packet. Cowley has one of the lower mill levies in the state, and even with the increase, is still lower than in 1998.**
 - Spoke on the Community Appreciation Tuition Scholarship (CATS) that is currently ongoing in May. There were a total of 20 sections with 194 unduplicated students. Ninety-five students were from Cowley County and 53 from Sumner County. A total of 88 percent of the students enrolled in the initiative were from Kansas.**
 - Provided an enrollment update. “We continue in the face of challenges to make students our focus.”**
 - Praised the faculty for meeting the challenges brought by the COVID situation.**
 - Expressed appreciation to former Trustee Jill Long for her service to the Board and mentioned accomplishments achieved during her tenure.**
 - Thanked Jody Arnett for filling in for Tiffany Vollmer as Board Clerk during Monday’s meeting.**

- 2) Jessica Lucas provided a legislative update and presented a proposal for a three-year extension of her contract as the Government Affairs Liaison.

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

RESOLVED, that the Board of Trustees approve the proposal from Jessica Lucas for a three-year extension as the Governor Liaison for Cowley College.

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

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

Motion failed.

Public Comment

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

RESOLVED, that the Board of Trustees replace its current “Guidelines for Public Comment” with the procedure shown below:

Guidelines for Public Comment

All official Board meetings are open to the public except executive sessions, which are convened in compliance with state law. However, participation in the meetings is not required by state law. The Cowley College Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the Agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President or Board Chairperson at least 72 hours in advance of the meeting, in order that items may be placed on the Agenda. In accordance with time requirements, the Chairman reserves the right to limit comments both in content and length of presentation.

1. No comments will be heard on matters which are not on the Agenda without the consent of the Board.
2. Persons wishing to speak shall identify themselves to the Board Clerk and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than three minutes without specific consent of the Board or Chairperson.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairperson reserves the right to limit the number of speakers.
6. Comments must be conveyed in a respectful and civil manner.
7. The Board reserves the right to withhold response or action based on public comment.

8. The Chairperson reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.
9. Any person acting in such a way as to disrupt the Board proceedings may be removed from the meeting place.

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

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

Motion carried.

Board Reports

1. Willdan Group was unable to provide a report in the meeting
2. The proposal from Jessica Lucas for the renewal of her contract was previously discussed and brought to vote during Communications.
3. Dr. Harold Arnett discussed the summary report of employees working reduced hours and those laid off due to COVID-19.
4. Acknowledged the letter of resignation from Trustee Jill Long.
5. Brandon Every, citizen, spoke and requested the Board rescind the Capital Outlay Mill levy increase approved at the February meeting. Chair Arnett requested and heard information regarding how signatures were obtained. Kanyon Gingher, citizen, spoke to how the pandemic affected their efforts. Mike Bergagnini, citizen, indicated he had gone to 158 houses and obtained 147 signatures. The Board discussed how the funds would be used, referring to the Memorandum from Holly Harper. Mel Kuhn, citizen, was asked to speak regarding replacement of the Boiler in the Walker Technology Building. He indicated new boiler technology is more efficient, however, if you maintain the boiler it will last indefinitely.

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

RESOLVED, that the Board of Trustees rescind the 0.75 mill levy approved at the February meeting.

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

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

Motion failed.

6. A revised president's evaluation form was presented. Dr. Rittle indicated a new form generally does not become effective until the upcoming evaluation year. Glennis Zimmerman and Nancy Burger both indicated their support of further review.

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

RESOLVED, that the Board of Trustees adopt the President's Evaluation Form as presented for immediate use.

The motion was seconded by Ned Graham. However, after further discussion, Gary Wilson withdrew his motion, and Ned Graham withdrew his second.

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

RESOLVED that the Board of Trustees authorizes Trustee Nancy Burger and Trustee Glennis Zimmerman to work with Dr. Rittle to revise the presidential performance evaluation along with input from the Board.

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

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

Motion carried.

7. Dr. Arnett requested the Board authorize notice of the two trustee vacancies. Glennis Zimmerman questioned usage of the word "application" where no application exists. Ned Graham suggested a notice in the paper, receive letters of interest, then look at and pick the best ones. Gary Wilson indicated he had been contacted by two individuals with interest in serving. Nancy Burger indicated a process was necessary. She felt when she was appointed to the Board she was not well received. Dr. Arnett requested a sub-committee be formed to develop a process for filling the vacancies. Ned Graham agreed to serve as Chairman with Glennis Zimmerman and Nancy Burger as members. Dr. Arnett requested a rough draft be provided in two weeks.

Gary Wilson 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 two (2) trustee vacancies, pursuant to K.S.A. 71-201(15) as presented.

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

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

Motion carried.

8. Discussion of Board member officer appointments was tabled until appointment of the two new board members.
9. Dr. Arnett requested a whistleblower policy be created which would be different than the employee grievance process.

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

RESOLVED, that the Board of Trustees direct College administration to create a whistleblower policy to be brought back to the regular October Board meeting.

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

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

Motion carried.

Administrative Reports

1. The Board completed the second reading of Policy 146.00 – Accessibility Statement; Policy 204.00 – Auditing a Class; and Policy 417.00 – Academic Advising System.

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

RESOLVED, that the Board of Trustees approve revised Board Policies 146.00 – Accessibility Statement, 204.00 – Auditing a Class, and 417.00 – Academic Advising System as presented.

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

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

Motion carried.

2. The Board completed the first reading of Policy 128.00 – Non-Discrimination, Anti-Harassment, and Equal Employment Opportunity.
3. Dr. Arnett recognized the importance and indicated his appreciation of the reports provided for the Board by all administrators and gave special acknowledgement to the College's online program. All administrators were asked if they had further

information or clarification to provide the Board regarding their reports. Debbie Phelps advised the Board that Tableau, our dashboard provider, had requested her participation in a blog as they were impressed with the accessibility we had provided during the COVID situation. She will provide Dr. Rittle a link for the article “Planning for Crisis” to forward to the Board.

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

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

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

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

Motion carried.

Personnel Transactions

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

RESOLVED, that the President and Chair of the Board of Trustees, are hereby authorized to execute the following personnel transactions as presented.

Club Sponsor Pay

<u>Name</u>	<u>Club</u>	<u>Pay</u>
<u>Clubs</u>		
• Mark Flickinger	Art Club	\$800
• Ryan Doom	Mile Marker Review (Mulvane)	\$800
• Michael Hayden	Math and Science	\$600
• AJ Ybarra	Math and Science	\$600
• Uwe Conrad	Math and Science (Mulvane)	\$600
• Marlys Cervantes	Multi-Cultural Scholars	\$1,150
• Amy McWhirt	Multi-Cultural Scholars	\$1,150
<u>Organizations</u>		
• Deborah Layton	PTK – Coordinator	\$1,000
• Jennifer Rupp	PTK – Sponsor	\$3,000
• Melinda Neal	PTK – Sponsor	\$3,000

• Sarah Mathews	DECA	\$1,200
• Dianne Flickinger	Quiz Bowl	\$1,200
Total Pay		<u>\$15,100.00</u>

Requests for Advanced Pay

- Certain faculty members, who will have completed their contractual obligations at the end of the school year, have requested advance payment of their salaries for June and July. These faculty members are:

Frank Arnold	Michael Hayden
Stephen Butler	Sarah Mathews
Marlys Cervantes	Amy McWhirt
Uwe Conrad	Elizabeth Peck
Stephen Cooper	Pamela Smith
Janet Davidson	Humphrey Wamocho
Bryan Terry	

Resignations

- Lisa McClure, Accounts Receivable Specialist/Cashier, effective April 29, 2020
- Martin Shaffer, Faculty – Physics, effective at the conclusion of the 2019-2020 contract year

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

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

Motion carried.

Other Business

Brian Sanderholm asked about the roof inspection. Holly Harper indicated Mahaney Roofing did the inspection and was working with our insurance to be compensated. Dr. Arnett asked about the amount of money to be received and Holly indicated approximately \$120,000 in storm damage that was not just for roofing, it included damage at the track and lightning damage to the networking equipment at the Hafner Center.

Public Comment

Michael Bergagnini, citizen, expressed his happiness with the new guidelines for public comment.

Adjournment

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

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

The motion was seconded by Brian Sanderholm, and Dr. Arnett requested the Board members stand to signal their approval of the vote to adjourn. The following votes were cast:

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

With no other business to be considered, Dr. Harold Arnett, Board Chair declared the meeting adjourned at 8:47p.m.

**Jody Arnett
Board Clerk Proxy**