

**Cowley College
Board of Trustee Official Minutes**

June 15, 2020

A meeting of the Board of Trustees of Cowley College was called to order on June 15, 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
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
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
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Instit. Comm. and Public Relations – by phone
Jenette Hanna, Director of Human Resources
Ian Alumbaugh, Intramural Coordinator/ Dorm Manager
Jon Tyler, Security
Joe Shriver, Bus Driver and Inventory Specialist
Todd Ray, Director of Maintenance and Grounds**

Guests

**Doug Riat, Willdan Group
Kurt Legleiter, Legleiter Video
Stacy Davis, Sumner County Economic Development
Barry Dicker, Tiger Village General Partners, LLC
David Krueger, Tiger Village General Partners, LLC
Laura Lombardi, Tiger Village General Partners, LLC
Jane Cole, Sumner County Economic Development
Michael Bergagnini, Citizen
Sandra Davis, Citizen
Christy Rittle, Citizen
Childress Rittle, Citizen
Daniel Rittle, Citizen
Elizabeth Palmer, Citizen
Dr. Craig Nelson, President and CEO, Conco Construction**

Moment of Silence

Chair Arnett led a moment of silence in recognition of the recent social injustices taking place in our country.

Invocation

The Invocation was presented by Ned Graham.

Approval of Board Minutes

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on May 18, 2020, and the Minutes of the special meeting of the Board of Trustees, conducted on June 1, 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.

Proposed FY 2021 Operating Budget

Administration requests approval of the 2020-2021 Proposed Operating Budget of \$21,973,170. Approving the proposed operating budget allows the College to begin fiscal year 2020-2021 on July 1, 2020. The 2020-2021 State Appropriation Budget will be on the August 2020 Board of Trustees Agenda. By the August 2020 Board meeting, the College will have all of the County's estimated assessed valuation information to shore up the Operating and State Appropriation Budget. The administration will adjust the Operation's budget accordingly.

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

RESOLVED, that the Board of Trustees approves the 2020-2021 Proposed Operating Budget of \$21,973,170, beginning July 1, 2020

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.

Financial Reports

Nancy Burger 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 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.

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 \$357,720.66 (net \$337,561.97). General Operating Activities disbursements \$775,919.05 (net \$766,503.19) Federal Funds \$1,502.09; for a total written of \$777,421.14 (net \$768,005.28). 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 May 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.

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.

Personnel Transactions

1. The bargaining unit for the faculty of Cowley College recognizes that there is great uncertainty in the finances for Cowley College for FY 21 because of the effects of COVID-19. They understand a need to plan for a 10% budget cut in all departments. Therefore, to settle negotiations, they will be asking their members to approve no COLA or other raises except for years of service, as already agreed to. They request that this be true for all employees of the college.

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

RESOLVED, that the Board of Trustees directs that no employee of Cowley College will receive additional compensation except for the following instances: years of service credit, existing contractually obligated increases, additionally assigned duties or promotions, moves on the salary schedule due to additional education, or when stipulated by grant funding, for FY 2021.

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

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

Motion carried.

2. At the May meeting, the Board of Trustees authorized Trustees Zimmerman and Burger to work with Dr. Rittle to revise the Presidential performance evaluation tool, along with input from the full Board. Trustees Zimmerman and Burger request Board approval of the Presidential performance evaluation tool as presented (attached), and to implement its use in the upcoming annual evaluation cycle.

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

RESOLVED, that the Board of Trustees approve the Presidential performance evaluation tool as presented and to implement its use in the upcoming annual evaluation cycle.

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

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

Motion carried.

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

Resignations

- Harty Blackert, Technical Director of Theatre, effective May 29, 2020

Eliminated Positions

- Gaileen Nyugen, LMS Coordinator, effective June 30, 2020

Staff

- Kim Peri, Administrative Assistant to the VP of Academic Affairs, at an hourly rate of \$18.65, plus staff fringe benefits, effective July 1, 2020.

Gary Wilson 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.

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

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

Motion carried.

Designation of Depositories

Kansas Statute annotated 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action and recorded in its Minutes. It is recommended that the College continue to use RCB Bank, Union State Bank, Sunflower Bank/Wichita, and Carson Bank/Mulvane as official depositories, and utilize all qualified institutions in the County for the investment of idle funds.

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

RESOLVED, that pursuant to and in compliance with Kansas Statute annotated 9-1401, RCB Bank, Union State Bank, Sunflower Bank/Wichita and Carson Bank/Mulvane, are hereby designated as the official depositories for funds of Cowley College.

FURTHER RESOLVED, that all qualified financial institutions in Cowley County are approved for the investment of idle funds.

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.

Designation of Official Publication and Meeting Times

The College regularly publishes all required notices in the Cowley CourierTraveler, which is considered the best practice for maintaining communication with the total community college district.

The Board of Trustees will conduct its official monthly meetings on the following dates for 2020-2021:

- Monday, August 10, 2020, 6:00 pm – Winfield Allied Health Center
- Monday, September 21, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, October 19, 2020, 6:00 pm – Short General Education Center, Sumner Campus
- Monday, November 16, 2020, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 14, 2020, 5:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 19, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, February 15, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 15, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, April 19, 2021, 6:00 pm – Wichita Downtown Center
- Monday, May 17, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 21, 2021, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, July 19, 2021, 6:00 pm – Science, Engineering and Academic Center, Mulvane Campus

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

RESOLVED, that the Board of Trustees utilize the Cowley CourierTraveler for publication of official notices, and accept the official meeting dates as presented.

The motion was seconded by Nancy Burger and upon further discussion, The Board opted to amend the original motion with the following Board meeting dates/locations:

- Monday, July 20, 2020, 6:00 pm – Wright Room, Main Campus
- Monday, August 10, 2020, 6:00 pm – Wright Room, Main Campus
- Monday, September 21, 2020, 6:00 pm – Short Community Room, Sumner Campus
- Monday, October 19, 2020, 6:00 pm – Wright Room, Main Campus
- Monday, November 16, 2020, 6:00 pm – Wright Room, Main Campus
- Monday, December 14, 2020, 5:00 pm – Wright Room, Main Campus
- Tuesday, January 19, 2021, 6:00 pm
- Monday, February 15, 2021, 6:00 pm
- Monday, March 15, 2021, 6:00 pm
- Monday, April 19, 2021, 6:00 pm
- Monday, May 17, 2021, 6:00 pm
- Monday, June 21, 2021, 6:00 pm
- Monday, July 19, 2021, 6:00 pm

Dr. Harold Arnett introduced and moved to amend the original motion. The motion to amend was seconded by Nancy Burger and the following votes were cast:

Harold Arnett

Aye

Brian Sanderholm Aye

Glennis Zimmerman	Aye	Nancy Burger	Aye
Ned Graham	Aye	Gary Wilson	Aye

Motion carried.

With no other discussion on this topic, Glennis Zimmerman called the question and the following votes were cast to approve the amended original motion:

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

Motion carried.

Board Reports

- 1. Chair Arnett requested the Board receive a deferred maintenance update from Willdan Group. Doug Riat, Vice President of Business Development provided a brief update.**
- 2. Chair Arnett requested the Board receive a summary report of employees working reduced hours and those who have been laid off due to COVID-19.**
 - Employees on reduced hours – 0**
 - Employees currently laid off – 0**
- 3. Chair Arnett requested the Board have a discussion regarding the live streaming and recording of Board meetings.**

Chair Arnett requested that David Andreas research any legal ramifications of recording/archiving the Board meeting live stream and report back at the July Board meeting with his findings.

- 4. Chair Arnett requests the Board have a discussion regarding the individuals who have submitted letters of interest to fill the two trustee vacancies. The Board scheduled a public forum to interview the trustee candidates on Monday, July 13th at 6:00pm in the Wright Room. Trustees will submit their requested questions the trustee vacancy subcommittee for consideration.**

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

RESOLVED, that the Board of Trustees approve the deadline of June 22, 2020 to receive additional trustee applications.

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

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

Motion carried.

- 5. The trustees want to obtain a more accurate picture of how budget cuts have been and/or are being implemented. This will increase transparency between the college administration and the board and for the public as well. This action demonstrates and reinforces the Cowley core values of Integrity and Accountability.**

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

RESOLVED, The Board of Trustees directs the CFO to prepare a report showing overall, annual, actual program/department budget allocations and expenditures at the Administrative Council level, showing comparative reductions or changes, specifically including the president's budget for fiscal years 2016-2021. This report will also separate overall discretionary spending within each area. This report shall be submitted to the board chair not later than July 31, 2020. (The board chair will work with the CFO to structure the report to assure that it provides the desired information.)

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

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

Motion carried.

- 6. The trustees wish to obtain a more accurate picture of employee turnover under the current administration. This will increase transparency between the college administration and the board and for the public as well. This action pertains to the Cowley core values of People and Accountability.**

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

RESOLVED, that the Board of Trustees table discussion on this topic for a future meeting.

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

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

Motion carried.

7. The trustees want to obtain a more accurate picture of employee morale. This will increase transparency between the college administration and the board and for the public as well.

The Board deferred discussion on this topic until the July Board meeting.

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

RESOLVED, that the Board of Trustees take a 10-minute recess from 7:55pm to 8:05pm.

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

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

Motion carried.

9. Stacy Davis, Director of the Sumner County Economic Development Commission and Barry Dicker with Tiger Village General Partners LLC presented a proposal on a public/private partnership for micro-village housing at the Sumner campus.

First Executive Session

Chair Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session to discuss a confidential proprietary matter pursuant to the exception to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships, to include David Andreas and Dr. Rittle, beginning at 8:13 p.m. and reconvening in open session at 8:43 p.m. in the same room.

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

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

Motion carried.

Second Executive Session

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

RESOLVED, that the Board of Trustees enter into executive session to continue discussion of a confidential proprietary matter pursuant to the exception to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships, to include David Andreas and Dr. Rittle, beginning at 8:47 p.m. and reconvening in open session at 8:57 p.m. in the same room.

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

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

Motion carried.

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

RESOLVED, that the Board of Trustees pursue discussions with Tiger Village Partners, LLC, based on their proposal for student housing at the Sumner Campus.

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

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

Motion carried.

Trustees Gary Wilson and Glennis Zimmerman volunteered to follow up with Tiger Village General Partners, LLC to continue discussion regarding the proposal.

Public Comment

No requests for public comment were made.

Communications

1. Dr. Rittle delivered a College update:
 - Fall classes are expected to be conducted face-to-face and the College is preparing to have students in the dorms.
 - The Ben Cleveland Wellness Center re-opened to the public on Monday, June 15.
 - The Education Center is nearing its one-year anniversary. The Education Center reported a 7.89 percent increase in education enrollment and approximately 24 percent increase in FTE in Early Childhood enrollment from the previous year.

2. Thank you to Cowley College from Tiffany Vollmer and Family of David Miley.

Administrative Reports

1. The Board completed the fifth reading of Policy 105.00 – Board Policy Approval and the second reading of 128.00 – Non Discrimination, Anti-Harassment and Equal Employment Opportunity. Administration requested approval.

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

RESOLVED, that the Board of Trustees approve the revised Board policies 105.00 – Board Policy Approval and 128.00 – Non Discrimination, Anti-Harassment and Equal Employment Opportunity, as presented.

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.

2. The Board completed the first reading of policies 103.00, 108.00, and 216.00 and final approval will be requested at the July Board meeting.
3. Cowley College has engaged with Great Western Dining for the last several years to provide food services for both our main campus and our Sumner location. The College and Great Western Dining have agreed on contracts for each location that will run concurrently. The contract contains a price increase of 2.3%. The price increase will be covered by increased board rates that were approved in February. Both contracts include the State of Kansas non-appropriation clause. Please see the two contracts attached.

Administration requested the Board of Trustees approve the contract for Great Western Dining to provide food services at both the Arkansas City and Sumner locations as prescribed in the respective agreements.

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

RESOLVED, that the Board of Trustees approve the contract for Great Western Dining to provide food services at both the Arkansas City and Sumner locations as prescribed in the respective agreements.

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.

4. Gary Wilson 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 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.

Other Business

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

RESOLVED, that the Board of Trustees direct the Chief Financial Officer to provide the financial report at Board meetings moving forward.

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

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

Motion carried.

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

RESOLVED, that the Board of Trustees begin the Board of Trustee Handbook review process.

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

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

Motion carried.

Third Executive Session

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

RESOLVED, that the Board of Trustees enter into executive session to discuss non-elected personnel, regarding the routine annual presidential performance appraisal, pursuant to the exception for discussion relating to non-elected personnel, beginning at 9:38 p.m. and reconvening in open session at 10:08 p.m. in the same room.

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

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

Motion carried.

Adjournment

With no other business to be considered, Dr. Harold Arnett, Board Chair declared the meeting adjourned at 10:12 p.m.



**Tiffany Vollmer
Board Clerk**