

**Cowley College
Board of Trustee Official Minutes**

September 21, 2020

I. Call to Order

A meeting of the Board of Trustees of Cowley College was called to order on September 21, 2020 at 6:00pm, in the Short Community Room of the Short General Education Center on the Sumner Campus, 2208 Davis-White Loop, Wellington KS.

Trustees Present

**Glennis Zimmerman, Vice-Chair
JoLynn Foster, Trustee
Ned Graham, Trustee
Brian Sanderholm, Trustee
Christopher Swan, Trustee
Gary Wilson, Trustee**

Staff

**Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel (via 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
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Instit. Communications and Public Relations
Jenette Hanna, HR Director**

Guests

Bill Rhiley, KS State Representative

A. The Invocation was presented by Gary Wilson

II. Awards and Reports

A. Dr. Rittle provided a College Update

- Congratulated Dr. Michelle Schoon for being named to the Wichita Business Journal's list of Women Who Lead in Education**
- Thanked employees for their strides to reduce enrollment losses in the face of the pandemic**
- Mentioned the Employee Appreciation luncheon held Friday, September 18 at all Cowley College locations**
- Thanked the COVID team and the County Health Department for their efforts to minimize the spread of COVID-19 on campus and in the greater**

community. Thanked the Trustees for their support in the decisions made by Administration and the COVID-19 team

- B. The September Student of the Month, Caitlin Lockett, will be recognized at the October Board meeting.
- C. Jesse Hernandez submitted a written student update report
- D. Debbie Phelps provided an update on the KBOR AY Collection
- E. Debbie Phelps provided a follow-up to the C.A.T.S. initiative
- F. Thank you to Cowley College from the Winfield Chamber of Commerce
- G. Thank you to Cowley College from Lowell Elementary School
- H. Thank you to Cowley College from Jon Milges, USD 619 BOE
- I. Thank you to Cowley College from the Shriver Family
- J. Thank you to Cowley College from JoLynn Foster and Family

III. Public Comment

IV. Standing Committee Reports

- A. Trustee Academic Subcommittee -
Trustee Zimmerman provided an update of the September 15, 2020 meeting.
- B. Trustee Policy Subcommittee -
Trustee Graham provided an update of the September 15, 2020 meeting and an overview of the policies presented for a first review.
 - 223.00 – selection of Library Resources
 - 224.00 – Use of Library Resources
 - 233.00 – College Catalog
 - 473.00 – Immunization Policy

V. Consent Agenda

- A. Board Minutes -
 - 1. August 8, 2020 Board Work Session Minutes
 - 2. August 10, 2020 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending August 31, 2020 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, August 31, 2020 is provided for the Board member designee for review. Specific information concerning the vendor, purchase order, and cost is provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office, and will be presented at the meeting upon request of a member of the Board of Trustees.

Supplemental information concerning purchases should be requested prior to the meeting, in order for the Business Office to provide more accurate details. Reference to the listing of the Bills and Claims should be made by page number and vendor name.

Cowley County Community College Accounts Payable Check Summary August 2020				
<u>Bank</u>	<u>Entity</u>	<u>Total Check Amount Written</u>	<u>Total Check Amount Voided</u>	<u>Net Check Amount Disbursed</u>
RCB	Student Refund Checks	\$ 29,100.72	\$ 13,214.38	\$ 15,886.34
General Operating Activities				
RCB	Operating Fund	1,356,646.77	2,219.35	1,354,427.42
USB	Federal Grants Fund	6,152.47	0.00	6,152.47
Total General Operating Activities		\$ 1,362,799.24	\$ 2,219.35	\$ 1,360,579.89

Financial Aid Funds/Student Refund Check \$29,100.72 (net \$15,886.34). General Operating Activities disbursements \$1,356,646.77 (net \$1,354,427.42) Federal Funds \$6,152.47; for a total written of \$1,362,799.24 (net \$1,360,579.89). 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 August 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:

- 121.00 – Personnel Records
- 475.00 – College TB Testing Policy

F. Personnel Transactions -

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

Staff:

- **James “Shawn” Cameron, Maintenance Technician, at an hourly rate of \$14.75, plus staff fringe benefits, effective September 22, 2020.**
- **Brianna Hand, Academic Department Specialist – Upward Bound, at an hourly rate of \$14.51, plus staff fringe benefits, effective September 22, 2020.**
- **Joseph Hooley, Custodian, at an hourly rate of \$11.46, plus staff fringe benefits, effective September 22, 2020.**
- **Suvanah Perdue, Department Secretary – Registrar, at an hourly rate of \$14.51, plus staff fringe benefits, effective September 22, 2020.**
- **Bryson Pond, Custodian, at an hourly rate of \$11.46, plus staff fringe benefits, effective September 22, 2020.**

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 Chris Swan, and the following votes were cast:

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

VI. Procurement

An RFPQ was released on Friday, September 18, 2020 for Sumner Campus housing. Proposals will be due by October 19, 2020 and will be reviewed by the committee the week of November 9th.

VII. Discussion Agenda

A. Remaining Trustee Vacancy –

The Board Clerk has received no additional letters of interest for the remaining trustee vacancy.

Trustee Wilson suggested the Board verbally cast their votes of the two remaining trustee candidates to fill the vacancy.

Trustee Wilson selected Dr. Steve Abrams; JoLynn Foster selected Dennis K. Shurtz; Chris Swan selected Dr. Steve Abrams; Glennis Zimmerman selected Dr.

Steve Abrams; Ned Graham selected Dennis K. Shurtz; Brian Sanderholm selected Dr. Steve Abrams. (4-2)

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

RESOLVED, that the Board of Trustees appoint Dr. Steve Abrams to fill the remainder of the term vacated by Nancy Burger. Dr. Abrams will be seated at the October Board meeting and his term will expire in January of 2024.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

B. Fill of Trustee Committee Vacancies -

Vice Chair Zimmerman requested volunteers to fill the Trustee Committee vacancies. Trustee volunteers were established as follows.

1. Cowley Foundation Representative (1 vacancy) – JoLynn Foster
2. Trustee Finance Subcommittee (2 Vacancies) – JoLynn Foster, Chris Swan
3. Trustee Academic Subcommittee (1 Vacancy) – Dr. Steve Abrams
4. Trustee Policy Subcommittee (1 Vacancy) – Brian Sanderholm

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

RESOLVED, that the Board of Trustee approve the trustee committee representatives as assigned.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

C. Board Approval of Full-time Hires -

Vice Chair Zimmerman requested the Board discuss the current Board Policy 161.00 – Requisition and Selection of Classified Personnel, requiring Board approval of all full-time hires prior to beginning work.

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

RESOLVED, that the Board of Trustees table discussion on this topic until the October Board meeting.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

- D. Employee Social Media Policy -**
Chris Swan requested the Board discuss the current Board Policy 149.00 – Social Networking Policy for Employees.

College administration is currently reviewing policy 149.00 and the associated procedure. Administration will bring the policy forward to the Board should it require any revisions.

- E. Board Handbook Review Committee -**
Vice Chair Zimmerman requested the Board appoint a committee to review the Board handbook.

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

RESOLVED, that the Board of Trustees appoint Glennis Zimmerman and JoLynn Foster to the Board Handbook Review Committee.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

- F. 2021-2023 Winfield Neighborhood Revitalization Plan Renewal -**
Vice Chair Zimmerman requested the Board renew the proposed revisions to the Winfield Neighborhood Revitalization Plan. Changes to the revised plan include:

1. The Commission requested a new addition: Rehabilitation/alteration of all structures built 40 years or more before issuance of a 2021-2023 Building Permit. It is located on page 4 of the Plan under Area 4-Residential Properties and Area 5-Commercial/Industrial Properties
2. Residential (Non-Historic) Rehabilitation/Alteration term and percentage of rebate was amended from 7yrs/75% to 5yrs/100%. Using per \$1,000 of new Appraised Value x 11.5% x est. 180 mills (all agencies) = est. tax value; the 5yrs/100% rebate is about \$5 less than the 7yrs/75% rebate and puts the new value on the rolls 2 years earlier
3. Residential (Non-Historic) New Construction Multi-Family-2 or more dwelling units was amended from 7yrs/75% to 7yrs/90%

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

RESOLVED, that the Board of Trustees approve the renewal of the Winfield Neighborhood Revitalization Plan as presented.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

VIII. First Executive Session

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

RESOLVED, that the Board of Trustees enter into an executive session to discuss non-elected personnel, regarding department flow, pursuant to the exception related to non-elected personnel, for 20 minutes, following a 5-minute recess, beginning at 7:35 pm and reconvening in open session at 7:55 pm in the same room. Dr. Rittle, Dr. Michelle Schoon, and David Andreas (via phone) will participate in the executive session.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

IX. Second Executive Session

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

RESOLVED, that the Board of Trustees enter into an executive session to discuss non-elected personnel, regarding the finalizing of proposed annual goals, pursuant to the exception related to non-elected personnel, for 10 minutes, beginning at 7:58 pm and reconvening in open session at 8:08 pm in the same room. Dr. Rittle and David Andreas (via phone) will participate in the executive session.

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

Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

Other Business

Trustee Wilson shared concerns regarding the recent handling of asbestos removal at a College owned property. Any surrounding homeowners should always be notified prior to such work being performed.

Adjournment

With no other business to be considered, Glennis Zimmerman, Board Vice Chair declared the meeting adjourned at 8:12 pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

Tiffany Vollmer
Board Clerk