

**Cowley College
Board of Trustee Official Minutes**

October 19, 2020

I. Call to Order

A meeting of the Board of Trustees of Cowley College was called to order on October 19, 2020 at 6:00pm, in the Wright Room of the Brown Center, 215 S. 2nd, Arkansas City, KS.

Trustees	Present	Dr. Harold Arnett, Chair Glennis Zimmerman, Vice-Chair Dr. Steve Abrams, Trustee 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 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 Steven Gream, Head Coach - Volleyball
Guests		Trevor McDowell, October Student of the Month Caitlin Locket, September Student of the Month Christy Rittle, Citizen

A. The Invocation was presented by Brian Sanderholm

II. Awards and Reports

A. Dr. Rittle provided a College Update

- **recognized Lady Tiger cross country runner Lubna Suied for being named a two-time NJCAA Division II Runner of the Week, as well as Samuel Giles of the men's cross country team and Eva Halacheva of the Lady Tiger volleyball team for being named Cowley College October Male and Female Athletes of the Month.**
- **Dr. Rittle also informed the Board that the Employee Satisfaction Survey has been completed. Dr. Rittle praised the faculty and staff for their very**

high response rate to complete the survey and for the leadership of Debbie Phelps during the data collection phase. Noel-Levitz staff will now process and analyze the survey.

- Dr. Rittle said the college has received six RFPQ submissions for Sumner Campus housing, and the industry visits and tours are going well.
- Lastly, Dr. Rittle has been meeting with local industry to discuss how Cowley can assist their needs. He thanked our industry partners for allowing tours during the pandemic.

B. Caitlin Locket was recognized as the September Student of the Month.

C. Trevor McDowell was recognized as the October Student of the Month.

D. Thank you to Cowley College from the Texas Forensic Nurse Examiners

E. Thank you to Cowley College the Burlingame High School After Prom

F. Thank you to Cowley College from Glennis Zimmerman

G. Thank you to Cowley College from the Wellington Chamber of Commerce

III. Public Comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee -

Trustee Foster provided an update of the October 15, 2020 meeting.

B. Trustee Policy Subcommittee -

Trustee Wilson provided an update of the October 15, 2020 meeting and an overview of the policies presented for a first review.

- 149.00 – Social Networking Policy for Employees
 - Trustee Swan asked what the recourse would be if an employee violated the laws and regulations. Progressive discipline steps will be part of the procedure. The procedure will be included when the policy comes back for a second review.
- 151.00 – Control of Vehicular Traffic on Campus
- 155.00 – Keys to College Facilities and Equipment
- 156.00 – Whistleblower Policy

V. Consent Agenda

A. Board Minutes -

1. September 21, 2020 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending September 30, 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, September 30, 2020 was provided for Board review. Specific information concerning the vendor, purchase order, and cost was provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office.

Cowley County Community College Accounts Payable Check Summary September 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	\$ 1,192,498.63	\$ 5,744.94	\$ 1,186,753.69
General Operating Activities				
RCB	Operating Fund	1,965,596.75	1,099.33	1,964,497.42
USB	Federal Grants Fund	56,042.92	0.00	56,042.92
Total General Operating Activities		\$ 2,021,639.67	\$ 1,099.33	\$ 2,020,540.34

Financial Aid Funds/Student Refund Check \$1,192,498.63 (net \$1,186,753.69). General Operating Activities disbursements \$1,965,596.75 (net \$1,964,497.42) Federal Funds \$56,042.92; for a total written of \$2,021,639.67 (net \$2,020,540.34). 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 September 30, 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:

- 223.00 – Selection of Library Resources
- 224.00 – Use of Library Resources
- 233.00 – College Catalog
- 473.00 – Immunization Policy

F. Personnel Transactions -

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

Resignations:

- Rachel Schmeidler, Admissions Representative – Mulvane, Effective October 16, 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 Glennis Zimmerman, and the following votes were cast:

Dr. Harold Arnett	Aye	Dr. Steve Abrams	Aye
Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

VI. Procurement

A. CARES Act -

The College submitted proposals for CARES Act Direct Aid funds and presented to the County Commission on October 1st. All projects were given approval and will be reimbursed with County CARES Act Direct Aid funds. Projects must be encumbered by November 30, 2020 and completed by December 30, 2020. Administration requests Board approval of the CARES Act procurement items listed below:

- EMS Program Patient Simulators – \$175,000 County approved for reimbursement of two advanced life support patient care simulators approved by the County to provide training to community businesses and healthcare workers. Chris Cannon recommends we purchase the Gaumard model.
 - \$132,749 Gaumard *preferred vendor***
 - \$132,552 CAE
 - \$181,504 Laerdal
- Computer Server Upgrades – \$126,940.50 County approved for reimbursement to increase technological capacity for IT system in light of increased remote student and staff usage. The college will be responsible for 10% of the purchase price
 - \$141,045 ISG Technology (single source to match current IT equipment)

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

RESOLVED, that the Board of Trustees approve the procurement items as presented.

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

Dr. Harold Arnett	Aye	Dr. Steve Abrams	Aye
Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

VII. Discussion Agenda

- A. Board Approval of Full-time Hires -**
Chair Arnett requested the Board discuss the previously tabled topic of Board Policy 161.00 – Requisition and Selection of Classified Personnel, requiring Board approval of all full-time hires.
- B. Location of Board Meetings -**
Chair Arnett requested Board consideration to fold future Board meetings exclusively on the Main Campus, unless a specific purpose exists to hold the meeting at another Cowley College location. The Board came to a consensus to hold future Board meetings at the main campus unless there is a specific purpose to hold a meeting elsewhere. The Board will make an effort to visit our other campus locations during business hours to address concerns of the faculty and staff.
- C. Chair Assignments for Subcommittees -**
Chair Arnett requested a Board discussion regarding Chair assignments for Trustee Subcommittees.

VIII. First Executive Session

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

RESOLVED, that the Board of Trustees enter into an executive session to consult with legal counsel, regarding Board communication with non-elected personnel, pursuant to the exception related to attorney-client privilege, for 15 minutes, beginning at 7:37pm and reconvening in open session at 7:52pm in the same room. The Chair requested Dr. Rittle and David Andreas participate in the executive session.

The motion was seconded by Dr. Steve Abrams and the following votes were cast:

Dr. Harold Arnett	Aye	Dr. Steve Abrams	Aye
Glennis Zimmerman	Aye	Chris Swan	Aye
JoLynn Foster	Aye	Gary Wilson	Aye
Brian Sanderholm	Aye	Ned Graham	Aye

Motion carried.

The meeting then resumed in open session at 7:52pm.

Other Business

Brian Sanderholm introduced a grant opportunity presented to him by Laura Lombardi. This grant is funded through the Department of Energy and would be used to build sustainable housing units at the Sumner or Cowley County campus.

Brian Sanderholm, Gary Wilson and Glennis Zimmerman will meet with Laura Lombardi to explore this opportunity and research the timeline of such a project.

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 JoLynn Foster.

With no other business to be considered, Dr. Harold Arnett, Board Chair declared the meeting adjourned at 8:11 p.m.

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

**Tiffany Vollmer
Board Clerk**