

**Cowley College
Board of Trustee Official Minutes**

November 16, 2020

I. Call to Order

A meeting of the Board of Trustees of Cowley College was called to order on November 16, 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
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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. Communications and Public Relations Jim Brown, Title IX/Accessibility Coordinator Cameron Reith, Cross Country Coach
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Guests	Abigail Weathers, November Student of the Month Sarah Werner, Winfield Chamber of Commerce Randy Frazer, City of Arkansas City Josh White, City of Arkansas City Christy Rittle, Citizen Cowley Cross Country Team Cheri Hulse, Agora Architecture Craig Nelson, Conco Construction Laura Lombardi, Citizen
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A. The Invocation was presented by Dr. Steve Abrams

II. Awards and Reports

A. Dr. Rittle provided a College Update

- Dr. Rittle recognized the Men and Women's Cross Country teams for their National championships. Thanked Shane Larson for his work to boost the athletic programs at the College overall.
- Congrats to enrollment team for continuing to increase enrollment in the face of challenges.
- Recognized the stressful work that employees are undertaking with the challenges of COVID -19. Expressed appreciation.
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B. Abigail Weathers was recognized as the November Student of the Month.

C. Student update submitted by Jesse Hernandez, Student Senate President

D. Debbie Phelps presented the results of the Ruffalo Noel Levitz Employee Satisfaction Survey.

III. Public Comment

Sarah Werner with the Winfield Chamber of Commerce presented Dr. Rittle with an award for the College's efforts to mitigate the spread of the COVID-19 virus.

IV. Standing Committee Reports

A. Trustee Finance Subcommittee -

Chair Arnett provided an update of the November 11, 2020 meeting.

1. Budget Analysis Report –

- Chair Arnett reviewed the budget analysis report created by Holly Harper outlining spending and budget cuts for departments throughout the College.

2. The Trustee Finance Subcommittee believes that the College is not in a position to make a final decision to build housing at the Sumner Campus. This project would need to be cost neutral in order to proceed with construction at this time. The committee would be open to moving forward if the fiscal gap can be resolved. Additionally, the Finance subcommittee recommends the College proceed with submitting a letter of interest to be considered for the Department of Energy (DOE) grant opportunity. Chair Arnett requested the Board discuss this topic.

Dr. Steve Abrams introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize Dr. Rittle to meet with city of Wellington and Sumner County officials as well as any potential donors to try and resolve the fiscal gap in the Sumner County housing project.

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.

B. Trustee Policy Subcommittee -

Trustee Graham provided an update of the November 11, 2020 meeting and an overview of the policies presented for a first review.

- 109.00 – At-Will Employment – Classified Staff
- 139.00 – Sexual Harassment Policy
- 214.00 – Scheduling and Cancellation of Classes

V. Consent Agenda

A. Board Minutes -

1. October 19, 2020 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending October 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, October 31, 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 October 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	\$ 298,702.69	\$ 19,562.79	\$ 279,139.90
<u>General Operating Activities</u>				
RCB	Operating Fund	1,986,513.29	7,987.35	1,978,525.94

USB	Federal Grants Fund	14,516.29	0.00	14,516.29
			\$	\$
Total General Operating Activities		\$ 2,001,029.58	7,987.35	1,993,042.23

**Financial Aid Funds/Student Refund Check \$298,702.69 (net \$279,139.90).
General Operating Activities disbursements \$1,986,513.29 (net \$1,978,525.94)
Federal Funds \$14,516.29; for a total written of \$2,001,029.58 (net \$1,993,042.23).**

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 October 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:

- 151.00 – Control of Vehicular Traffic on Campus
- 155.00 – Keys to College Facilities and Equipment
- 156.00 – Whistleblower Policy

F. Personnel Transactions -

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

Staff

- Nicole Murphy, Admissions Representative, at an annual rate of \$36,674, plus staff fringe benefits, effective November 17, 2020
- Austin Pike, Custodian, at an hourly rate of \$11.46, plus staff fringe benefits, effective November 17, 2020

JoLynn Foster 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:

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

VII. Discussion Agenda

- A. 149.00 – Social Networking Policy for Employees – Administration requests approval of the revised 149.00 – Social Networking Policy for Employees.**

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

RESOLVED, that the Board of Trustees approves the Board Policy 149.00 – Social Networking Policy for Employees as presented.

The motion was seconded by Ned Graham, 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.

- B. Arkansas City Neighborhood Revitalization Plan Renewal - Chair Arnett requests the Board discuss the proposed renewal of the Arkansas City Neighborhood Revitalization Plan. Randy Frazer and Josh White from the City of Arkansas City will present the proposed revisions to the plan.**

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

RESOLVED, that the Board of Trustees approves the revised Arkansas City Neighborhood Revitalization Plan as presented.

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

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

Motion carried.

- C. Board Composition - Chair Arnett requested the Board discuss the current Board member composition and the concern with the proportion of non-elected Board members. The Board discussed the proportion of non-elected trustees serving on the Board. David Andreas cited State Statute which gives the Board the right to appoint Trustees to fill vacancies on the Board for the remainder of the unexpired term.**

D. Replacement of Retiring Board Member -
Chair Arnett announced that this would be his last meeting on the Board of Trustees.

The Board will address the vacancy at the December meeting pending a formal resignation letter from Chair Arnett has been received.

VIII. Other Business

IX. Adjournment

With no other business to be considered, Dr. Harold Arnett, Board Chair declared the meeting adjourned at 7:47p.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