

**Cowley College
Board of Trustee Official Minutes**

December 14, 2020

I. Call to Order

A meeting of the Board of Trustees of Cowley College was called to order on December 14, 2020 at 6:00pm, via Zoom webinar.

Trustees Present

**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
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
Bryan McChesney, Systems Administrator**

A. The Invocation was presented by Chris Swan.

II. Awards and Reports

A. Dr. Rittle provided a College Update

- Dr. Rittle informed the Board that CFRE International has named Dr. Kori A. Gregg as a Certified Fund Raising Executive (CFRE). Dr. Gregg, the vice president of institutional advancement for Cowley College, joins over 7,200 professionals around the world who hold the CFRE designation.**
- Individuals granted the CFRE credential have met a series of standards set by CFRE International which include tenure in the profession, education, and demonstrated fundraising achievement. They have also passed a rigorous written examination testing the knowledge, skills, and abilities required of a fundraising executive, and have agreed to uphold Accountability Standards and the Donor Bill of Rights.**

- Dr. Rittle then informed the Board that a total of 125 students participated in Cowley College's 97th Commencement exercises Saturday inside W.S. Scott Auditorium. The students included summer 2019 graduates through winter 2020 graduates.

B. Thank you to Cowley College from Holly Harper and Family

C. Thank you to Cowley College from Irving Elementary

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee -

Dr. Steve Abrams provided an update of the December 4, 2020 meeting.

B. Trustee Policy Subcommittee -

Vice Chair Zimmerman provided an update of the December 8, 2020 meeting and an overview of the policies presented for a first review.

- **152.00 – Insurance: Buildings-Vehicles**
- **272.00 – Staff Participation in Student Election**
- **275.00 – Final Examination**
- **279.00 – Adjunct Instructor Examination Policy**

V. Consent Agenda

A. Board Minutes -

November 16, 2020 Regular Board Meeting Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending November 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, November 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.

<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	\$ 132,632.25	\$ 10,057.95	\$ 122,574.30
<u>General Operating Activities</u>				
RCB	Operating Fund	2,275,310.71	266.98	2,275,043.73
USB	Federal Grants Fund	10,996.83	0.00	10,996.83
Total General Operating Activities		\$ 2,286,307.54	\$ 266.98	\$ 2,286,040.56

**Financial Aid Funds/Student Refund Check \$132,632.25 (net \$122,574.30).
General Operating Activities disbursements \$2,275,310.71 (net \$2,275,043.73)
Federal Funds \$10,996.83; for a total written of \$2,286,307.54 (net \$2,286,040.56).**

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 November 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 –

Administrators 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:

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

F. Personnel Transactions -

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

Retirement

- **Mark Phillips, Head Coach – Track and Field, effective February 28, 2021**

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 Dr. Steve Abrams and the following votes were cast:

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

Motion carried.

VI. Procurement

VII. Discussion Agenda

A. Trustee Vacancy Notice –

In accordance with K.S.A. 71-201(15), Vice Chair Zimmerman requests the Board authorize the Board Clerk to publish the official notice of a trustee vacancy, as presented. Such vacancy exists by reason of the resignation of Dr. Harold W. Arnett, a former resident of Cowley County, Kansas, and any such applicant must also be a Cowley County resident. Applications may be submitted to the Board Clerk at P.O. Box 1147, Arkansas City, KS 67005, or email to:

boardclerk@cowley.edu

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

RESOLVED, that the Board of Trustee authorize the Board Clerk to post the trustee vacancy notice, pursuant to K.S.A. 71-201(15), 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
Dr. Steve Abrams	Aye		

Motion carried.

Board Appointments

A. Annual Appointment of Board Clerk, Board Treasurer, and Board Attorney -

According to the Policies adopted by the Board of Trustees and Laws of the State of Kansas, a Secretary, a Treasurer, and an Attorney for the Board shall be appointed each year. These officers may not be members of the Board of Trustees, and serve at the pleasure of the Board.

1. Tiffany D. Vollmer to continue as clerk of the Board, to take effect January 1, 2021 through the regularly scheduled Board meeting in January 2022.
2. Dr. Dennis C. Rittle to continue as Treasurer of the Board, to take effect January 1, 2021 through the regularly scheduled Board meeting in January 2022.
3. David Andreas, Legal Counsel, has submitted a proposed contract (attached). His retainer fee will remain \$400.00 per month and the hourly rate will remain \$200.00. The term of the contract will be January 19, 2021 through the regularly scheduled Board meeting in January 2022.

For said compensation, David W. Andreas agrees to provide all legal services required by the College for dates stated above, excluding:

- Legal action concerning College Bond issues;
- Professional negotiations with College personnel;
- Law suits involving the College of the Board of Trustees; and
- Acquisition of real estate.

JoLynn Foster introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approved the Clerk of the Board, Treasurer, and Board Attorney appointments as presented.

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
Dr. Steve Abrams	Aye		

Motion carried.

VIII. Other Business

The Board will address their election of Board officers at the January meeting by electing a Chair and Vice Chair from the floor rather than via a nominating committee, then ask for volunteers for the remaining positions.

IX. Adjournment

With no other business to be considered, Vice Chair Zimmerman declared the meeting adjourned at 6:40 p.m.



Tiffany Vollmer
Board Clerk