

**Cowley College
Board of Trustees Official Minutes**

July 17, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 17, 2023, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2nd Street, Arkansas City.

Trustees Present

Brett Bazil, Chair
Dr. Steve Abrams, Vice Chair
Dr. Alan Marcotte, Trustee
Bob McGregor, Trustee
David Stanley, Trustee
Gary Wilson, Trustee
Glennis Zimmerman, Trustee

Staff

Dr. Michelle Schoon, President
Tiffany Vollmer, Board Clerk
Holly Harper, VP of Finance and Administration
Debbie Phelps, Executive Director of Institutional Effectiveness
Janice Stover, Interim VP of Academic Affairs
Paul Erdmann, VP of Information Technology
Jeff Fluty, Athletic Director
Rama Peroo, Director of Institutional Communications and Public Relations
Dr. Scott Layton, Natural Science Department Chair, CEA President
Todd Ray, Director of Maintenance and Grounds
Jon Tyler, Campus Safety Officer

Guests

Dr. Kori Gregg, Foundation President
Joe Shriver, Citizen
Kyle Carlson, Citizen
Rep. Bill Rhiley, Kansas Legislator
John Shelman, Cowley CourierTraveler

The Invocation was presented by Dr. Steve Abrams and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College Update.**
- **Informed the Board that Cowley College was recently recognized for its athletic success by finishing fifth in the Daktronics NATYCAA Cup standings. Also, current men's tennis player and national champion Bruno Nhavene was recently named the Junior College Male Athlete of the Year at the 2023 Greater Wichita Sports Commission Banquet.**
 - **Dr. Schoon also mentioned the Summer Theatre being conducted at Cowley and the recent success of Seussical the Musical.**
 - **There was also a Robotics Camp held at the College, while several Cowley employees helped the College have a presence at the Wheat Festival in Wellington, including Sumner Campus Operations Officer Jan Grace.**

- Lastly, Dr. Schoon and Holly Harper, vice president of finance and administration, plan to visit Cloud County Community College to learn more about its Wind Turbine Technology program.
- B. Dr. Kori Gregg provided a Cowley College Foundation update
 - C. Debbie Phelps provided an enrollment, recruitment and retention update.
 - D. Thank you to Cowley College Cowley County 4-H
 - E. Thank you to Cowley College from Macksville High School After Prom
 - F. Thank you to Cowley College from Pawnee Heights High School After Prom
 - G. Thank you to Cowley College from Lowell Elementary PTO

III. Public Comment

IV. Standing Committee Reports

- A. Trustee Finance Subcommittee –
Gary Wilson provided an overview of the July 11, 2023 meeting.
- B. Trustee Policy Subcommittee –
Dr. Alan Marcotte provided an overview of the July 12, 2023 and review of the following policies:
 - 119.00 – Acquisition and Disposal of College Property (Revision)
 - 165.00 – Sick Leave – Full-Time Non-Faculty Employees (Revision)

V. Consent Agenda

- A. Board Minutes -
 - June 20, 2023 regular Minutes
- B. Financial Reports –
Copies of the Financial Reports for the month ending June 30, 2023 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, June 30, 2023 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				
June 30, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 284,016.88	\$ 3,210.54	\$ 280,806.34
RCB	Student Refund Checks	\$ 61.03	\$ 61.03	\$ -
		<u>\$ 284,077.91</u>	<u>\$ 3,271.57</u>	<u>\$ 280,806.34</u>
General Operating Activities				
RCB	Operating Fund			-
USB	Operating Fund	4,407,384.42	60.98	4,407,323.44
USB	Federal Grants Fund	27,840.54	-	27,840.54
	Total General Operating Activities	<u>\$ 4,435,224.96</u>	<u>\$ 60.98</u>	<u>\$ 4,435,163.98</u>

**Financial Aid Funds/Student Refund Check \$284,077.91 (net \$280,806.34).
General Operating Activities disbursements \$4,407,384.42 (net \$4,407,323.44).
Federal Funds \$27,840.54 for a total written of \$4,435,224.96 (net \$4,435,163.98).**

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 June 30, 2023. 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 –

The Board reviewed department updates provided by administration.

E. Personnel Transactions -

Dr. Schoon has authorized the following personnel items for Board review:

Resignations:

- Manuel Raga, Head Coach – Men’s and Women’s Tennis, effective July 20, 2023
- Troy Thrasher, Assistant Coach – Women’s Basketball

Administration:

- Dr. Rachel Bates, Vice President of Academic Affairs, at an annual salary of \$114, 288, plus fringe benefits, effective August 1, 2023

Faculty:

- Laura Wollard, Biology Instructor, at an annual salary of \$63,243, plus fringe benefits, based on classification “D” of the Faculty Master Agreement, effective August 1, 2023

Staff:

- Brittne Burris, Academic Department Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective August 1, 2023
- Cindi Rowe, Academic Department Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective August 1, 2023
- Emily Oesterle, Academic Department Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective August 1, 2023

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 Bob McGregor and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye	Glennis Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

VI. Procurement

A. KBOR Cybersecurity Funds

As requested by the Technical Education Authority (TEA) and the Board of Regents, the Legislature appropriated state funding to improve cybersecurity at the two-year colleges. House Bill 2184 specified that each college receive \$250,000.00 in FY 2024 for this purpose.

As part of the Kansas Cybersecurity Consortium, the community colleges have recommended the use of Tandem Cyber Operations to implement a five-year service agreement. The total agreement will cost \$202,911.03 and include security design services, review of policies and procedures, training, and vulnerability testing and monitoring.

Lastly, the college will need to purchase Malwarebytes Endpoint protection at a cost of \$41,260.00. The software must be purchased through a reseller and JR Microsystems LLC is our vendor of record.

The total expenditures for these two items total \$244,171.03.

Vendor	Type	Total
Tandem Cyber	Cyber Security Operational Services	\$202,911.03
JR Microsystems	Malwarebytes Endpoint Detection	\$41,260.00
	TOTAL	\$244,171.03

1. Administration requested approval to contract with Tandem Cyber Operations for cybersecurity operational services for \$202,911.03.
2. Administration requested approval to purchase Malwarebytes Endpoint Detection from JR Microsystems for \$41,260.00.

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Tandem Cyber Operations for cybersecurity operational services for \$202,911.03.

The motion was seconded by Dr. Alan Marcotte, and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye	Glennis Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

Dr. Alan Marcotte introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the purchase of Malwarebytes Endpoint Detection from JR Microsystems for \$41,260.00.

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye	Glennis Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

VII. 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 Union State Bank, RCB 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.

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

RESOLVED, that pursuant to and in compliance with Kansas Statute annotated 0-1401, Union State Bank, RCB Bank, Sunflower Bank/Wichita and Carson Bank/Mulvane, are hereby designated as the official depositories for funds of Cowley College and all qualified financial institutions in Cowley County are approved for the investment of idle funds

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye	Glennis Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

VIII. Executive Session

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session, for preliminary discussion related to property acquisition, pursuant to the exception for discussion related to property acquisition for 20 minutes, beginning at 6:30 p.m. reconvening in open session at 6:50 p.m. in the same room. The Board requests David Andreas, Dr. Michelle Schoon, Holly Harper, and Todd Ray be present in the executive session.

The motion was seconded by David Stanley and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye	Glennis Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

The meeting then resumed in open session at 6:50 in the same room.

VIII. Other Business

Bob McGregor gave Kudos to David Hays, Vanessa Sawyer, and Cowley partners Kanokla Networks for their work with the recent robotics camps held both on the main campus and on the Sumner campus this summer.

XII. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 6:54 p.m.



Tiffany Vollmer
Board Clerk