

**Cowley College  
Board of Trustee Official Minutes**

**November 15, 2021**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on November 15, 2021, at 6:00pm in the President's Dining Room of the McAtee Dining Center, 206 S. 4<sup>th</sup> Street, Arkansas City, KS.

**Trustees Present**

**Gary Wilson, Chair  
Glennis Zimmerman, Vice Chair  
Dr. Steve Abrams, Trustee  
JoLynn Foster, Trustee  
Ned Graham, Trustee  
Brian Sanderholm, Trustee  
Christopher Swan, Trustee**

**Staff**

**Dr. Dennis C. Rittle, President (via Zoom)  
Tiffany Vollmer, Board Clerk  
David Andreas, Legal Counsel  
Dr. Michelle Schoon, VP of Academic Affairs  
Holly Harper, VP of Finance and Administration  
Paul Erdmann, VP of Information Technology  
Kristi Shaw, VP of Student Affairs  
Debbie Phelps, Exec. Director of Institutional Effectiveness  
Jason O'Toole, Athletic Director (Via Zoom)  
Julie Rhoads, Faculty Liaison  
Rama Peroo, Instit. Communications and Public Relations  
Cameron Reith, Head Coach-Cross Country  
John Tyler, Public Safety Officer**

**Guests**

**Brett Bazil, Trustee Elect  
Bob McGregor, Trustee Elect  
John Haas, Ranson Financial  
Men's Cross Country team  
Gary Jones, Citizen  
Martyna Kowalska, November Student of the Month**

The Invocation was presented by Glennis Zimmerman

**II. Awards and Reports**

**A. Dr. Rittle provided a College Update**

- **Dr. Rittle congratulated the Cowley Collegiate Quiz Bowls for a successful weekend of competition. Zane Hubble finished second overall among individuals and the Cowley B team placed fourth.**
- **Also mentioned the Cowley volleyball and men's soccer teams that are unbeaten and competing at the national championships.**

- Dr. Rittle also provided thanks to Trustees Brian Sanderholm and Ned Graham, who were on the Board that hired him nearly seven years ago, as they prepare to leave the Board in a few months.
  - Lastly, he reminded the Board that the December Board meeting will be held at the Summer Campus in Wellington.
- B. Martyna Kowalska was recognized as the November Student of the Month
- C. Kristi Shaw presented an enrollment, recruitment and retention update
- D. Debbie Phelps presented the 2022-2025 Strategic Plan Institutional Priorities.

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

**RESOLVED**, that the Board of Trustees approved the Institutional Priorities for the 2022-2025 Strategic Plan as follows:

- Priority 1: Focus
- Priority 2: Impact
- Priority 3: Equity
- Priority 4: Relevance
- Priority 5: Community
- Priority 6: Equip

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Nay
Trustee Abrams	Nay	Trustee Graham	Nay
Trustee Foster	Aye		

Motion carried.

### III. Public Comment

### IV. Standing Committee Reports

- A. Trustee Finance Subcommittee –  
Trustee Swan provided an update of the November 10, 2021 meeting.
- B. Trustee Policy Subcommittee -  
Ned Graham provided an update of the November 11, 2021 meeting and an overview of the policies presented for a first review.
- 106.00 – President Emeritus Policy
  - 159.00 – Professional Attire
  - 182.00 – Naming of College Facilities, Programs, and Events

### V. Consent Agenda

- A. Board Minutes -
- October 18, 2021 regular meeting Minutes

**B. Financial Reports –**

Copies of the Financial Reports for the month ending October 31, 2021 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, 2021 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.

<b>Cowley County Community College</b>				
<b>Accounts Payable Check Summary</b>				
<b>October 31, 2021</b>				
<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	\$ 1,602,009.06	\$ 81,030.79	\$ 1,520,978.27
<b><u>General Operating Activities</u></b>				
RCB	Operating Fund	927,986.27	4,075.44	923,910.83
USB	Operating Fund	441,704.69	-	441,704.69
USB	Federal Grants Fund	31,019.13	500.00	30,519.13
Total General Operating Activities		\$ 1,400,710.09	\$ 4,575.44	\$ 1,396,134.65

**Financial Aid Funds/Student Refund Check \$1,602,009.06 (net \$1,520,978.27).  
General Operating Activities disbursements \$1,369,690.96 (net \$1,365,615.52)  
Federal Funds \$31,019.13 (net \$30,519.13); for a total written of \$1,400,710.09 (net \$1,396,134.65).**

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, 2021. 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. Board Policy Approvals -**

The Board conducted the second and final review of the following policies presented for approval:

- 122.00 – Payroll Accounting
- 123.00 – Optional Payroll Deductions
- 136.00 – Accepting of Gifts by Employees
- 245.00 – Professional Activities
- 252.00 – Student Records

**F. Personnel Transactions -**

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

**Resignations:**

- Joseph Hooley, Custodian, effective November 5, 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 Chris Swan and the following votes were cast:

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Abstain	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Abstain		

Motion carried.

**VII. Procurement**

**B. Blackboard Contract Renewal -**

Administration requested Board approval to renew the 5-year contract with Blackboard for the College learning management system software.

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

**RESOLVED**, that the Board of Trustees approves the renewal of the 5-year contract with Blackboard for the College learning management system software, at a cost of \$547,569.67.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

**C. HEERF Eligible Projects – Blackboard Ultra Upgrade -**

Since the start of the COVID-19 pandemic in 2020, it has been a dedicated focus of Cowley College to ensure all faculty and students have access to their course content at a distance regardless of delivery modality. Through the implementation of an institutionalized emergency preparedness plan, we were able to successfully transition all in-person courses to remote learning within our LMS in a short timeframe. We have a continued interest and clear focus on distance learning due to the COVID-19 pandemic. To continue to support students regardless of delivery format, Cowley will use Blackboard to house all course shells for all classes in the event there is a need to once again move in-person courses to an alternative delivery format. Over the next 12-24 months we plan to update our LMS landing page and migrate our current online courses to a new Blackboard Ultra experience, which will propel Cowley forward with a more mobile friendly and modern look to meet the needs of our learners today.

Since COVID, we reduced our department size by eliminating our LMS Admin position. Now, to accomplish this extensive project, we are requesting \$51,480 for the following consulting engagement and conversion services to support the success of this migration:

- a.) \$6,480 consulting engagement to assist with creating the Cowley Ultra Base Navigation landing page.
- b.) \$5,000 Learning Technology Planning consulting engagement to assist with planning a migration to the Ultra course view over the next 12-24 months. This engagement is critical to the next 2 items (Proposal: Pg 3 – Executive Summary):
- c.) Ultra course conversion service engagement with K16 to write a custom script and convert up 100 Cowley courses to Ultra for \$0 (Proposal: Pg. 3 – Executive Summary).
- d.) Ultra course conversion service engagement with K16 to write a custom script and convert up to 1,000 Cowley courses to Ultra for \$40/course, or \$40,000. These dollars will also be used towards faculty training (onsite or virtual) and support during the migration process (Proposal: Pg 3 – Executive Summary).

Quotes:

Vendor	Base Cost	Opt 1	Opt 2	Shipping	Total
Blackboard	\$51,480			N/A	\$51,480

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

**RESOLVED**, that the Board of Trustees approves the Blackboard Ultra upgrade contract, including consulting engagement and conversion services at a cost of \$51,480, using HEERF funding.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye
Trustee Foster	Aye		

Motion carried.

## VII. Discussion Agenda

### A. Certificates of Participation Bids and Approval of Resolution -

Chair Wilson requested the Board approve Resolution No. 111521, authorizing Cowley County Community College to enter into a lease purchase transaction, the proceeds of which will be used to pay the costs of acquiring, constructing, and equipping certain building improvements in Sumner County, Kansas and approving the execution of certain documents in connection therewith.

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

**RESOLVED**, that the Board of Trustees approves Resolution No. 111521, authorizing Cowley County Community College to enter into a lease purchase transaction, the proceeds of which will be used to pay the costs of acquiring, constructing, and equipping certain building improvements in Sumner County, Kansas and approving the execution of certain documents in connection therewith.

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

Chair Wilson	Aye	Trustee Sanderholm	Aye
Vice Chair Zimmerman	Aye	Trustee Swan	Aye
Trustee Abrams	Aye	Trustee Graham	Aye

Trustee Foster

Aye

Motion carried.

**XI. Other Business**

**XII. Adjournment**

With no other business to be considered, Chair Wilson declared the meeting adjourned at 7:00pm.

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

**Tiffany Vollmer  
Board Clerk**