

**Cowley College
Board of Trustees Official Minutes**

December 11, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on December 11 2023, at 6:00pm in the President's Dining Room inside of the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

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**
- David Andreas, Legal Counsel**
- Holly Harper, VP of Finance and Administration**
- Dr. Rachel Bates, VP of Academic Affairs**
- Paul Erdmann, VP of Information Technology**
- Debbie Phelps, Executive Director of Institutional Effectiveness**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Dr. Scott Layton, Natural Science Department Chair, CEA President**
- Jeff Fluty, Athletic Director**

Guests

- Joe Shriver, Trustee Elect**
- Phil White, Trustee Elect (Sumner)**

The Invocation was presented by Glennis Zimmerman and the College Mission Statement was read by Chair Bazil.

III. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
- B. Dr. Michelle Schoon provided a recap of the KACC Quarterly Meeting, held December 1-2 at Seward Community College.**
- C. Dr. Michelle Schoon provided an overview of the recent Economic Impact Study, completed by Lightcast.**
- D. Dr. Michelle Schoon presented plaques of appreciation for outgoing trustees, Dr. Steve Abrams, David Stanley, and Glennis Zimmerman.**
- E. Tevin Manuel with Tandem Cyber Operations provided a College cybersecurity update.**
- F. Thank you to Cowley College from Lorelai, Miss Dexter**
- G. Thank you to Cowley College from Kimberley Carr, Miss Silverdale**
- H. Thank you to Cowley College from Ark City Christian Academy**
- I. Thank you to Cowley College from Madison Swope, Miss Newkirk**
- J. Thank you to Cowley College from Macie Mayberry, Miss Winfield**
- K. Thank you to Cowley College from Emma Badley, Queen Alalah First Runner-up**

III. Public Comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Dr. Steve Abrams provided an overview of the December 4, 2023 meeting.

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

RESOLVED, that the Board of Trustees align the Board attorney appointment with the banking and audit services process, requiring a request for proposals (RFP) every 5 years.

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	Nay
Bob McGregor	Nay		

Motion carried.

B. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an overview of the December 6, 2023 review of the following policies:

- 207.00 – Selection, Adoption, and Ordering of Textbooks (Review only)

V. Consent Agenda

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

RESOLVED, that the Board of Trustees pull the Strategic Plan Year-One Review from the consent agenda for discussion under the discussion agenda.

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	Nay
Bob McGregor	Nay		

Motion carried.

A. Board Minutes -

- November 20, 2023 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending November 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, November 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				
November 30, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 34,448.29	\$ -	\$ 34,448.29
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		\$ 34,448.29	\$ -	\$ 34,448.29
General Operating Activities				
RCB	Operating Fund	-		-
USB	Operating Fund	3,192,469.01	5,533.74	3,186,935.27
USB	Federal Grants Fund	30,248.05	-	30,248.05
Total General Operating Activities		\$ 3,222,717.06	\$ 5,533.74	\$ 3,217,183.32

Financial Aid Funds/Student Refund Check \$34,448.29.

General Operating Activities disbursements \$3,192,469.01 (net \$3,186,935.27).

Federal Funds \$30,248.05 for a total written of \$3,222,717.06 (net \$3,217,183.32).

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, 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.

- Finance and Administration
- Academic Affairs
- Information Technology
- Institutional Effectiveness
- Enrollment Management
- Student Affairs
- Athletics
- Faculty Liaison

E. Board Policy Approvals –

- None

F. Personnel Transactions -

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

Resignations:

- Shawn Cameron, Maintenance Technician, effective December 13, 2023

- Christian Hedrick, Groundskeeper, effective January 5, 2024

Instructional Staff:

- Ed Henderson, Welding Instructor – Winfield Correctional Facility, at an annual salary of \$44,000, plus fringe benefits, effective December 4, 2023

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

RESOLVED, that the Board of Trustees approve the consent agenda as amended, with the removal of the Strategic Plan Year-one Review.

The motion was seconded by Gary Wilson 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. HVAC Controls for Walker Tech Building– Capital Outlay Mill Funds

The college completed a large project recently to upgrade several HVAC systems on campus through the use of COVID grant funds. As grant dollars allowed, we incorporated integrated control systems buildings. Walker Tech Building integration of controls will be needed. Below you will find a quote from Dynamic Control Systems, current vendor supporting our HVAC integration campus-wide, to provide Automated Login DDC systems for Walker Tech Building.

Vendor	Location	Total
Dynamic Control Systems	Wichita, KS	\$49,938.00

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

RESOLVED, that the Board of Trustees approved the purchase of HVAC controls from Dynamic Controls Systems for the Walker Tech Building, at a cost of \$49,938.00, using Capital Outlay Mill funds.

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.

B. HPE Alletra 6030 Network Storage– Capital Outlay Mill Funds

The purchase request is for all necessary hardware and software, professional services to install/configure the equipment, and five (5) years of hardware/software maintenance.

The HPE Alletra 6030 is a combination of hardware and software that will reside in our central server room and provides network-based storage space for campus servers, the student information system and for each user's home directory. This specialized equipment is designed to be accessed over the network and provides the means to compress, index and optimize data storage, thus allowing for quicker saving and retrieval.

The College is seeking replacement of our current HPE Nimble AF1000 network storage because it has been declared end of life (EOL), with the phaseout having already begun, and all support ending October 31, 2024. The chart below shows the various EOL sunset dates.

EOL announcement follows:

Dear Valued HPE Nimble Storage Customer:

This letter is to announce an **update** to the End of Life (EOL) period for the following HPE Nimble Storage base arrays: AF1000, AF3000, AF5000, AF7000, AF9000, CS1000H, CS1000, CS3000, CS5000, CS7000, SF100, and SF300 (collectively, EOL Models). These HPE Nimble Storage EOL Models will continue to be offered by Hewlett Packard Enterprise (HPE) through October 31, 2019, and HPE Nimble Storage will support the HPE Nimble Storage EOL Models hardware and software until the end of engineering support, as referred below. HPE will continue to offer upgrades (controllers, capacity, cache, shelves, networking, etc.) for these base arrays for an additional three years following the base array obsolescence date.

The following timeline and table summarizes the various milestones during this EOL period.

Milestone	Date	Explanation
End of Life Announcement	May 7, 2018	Notification of product entering into End of Life period
Discontinuance	Oct 31, 2019	HPE orders after this date will be fulfilled based on inventory availability
Obsolescence	Oct 31, 2019	Last day to purchase a storage system, subject to inventory availability
End of sale date for Hardware Upgrades¹	Oct 31, 2022	Last day to purchase additional hardware (controllers, capacity, cache, shelves, networking) for EOL models, subject to availability
End of Engineering Support	Oct 31, 2024	Last date of engineering support availability for components and associated versions of Nimble OS
End of Service/Support Life (EOSL)	Oct 31, 2024	HPE Nimble Storage will support Nimble Storage HW and SW until the end of engineering support

Breakdown of the replacement costs:

Vendor	Location	HPE Alettra 6030 w/Cables	Professional Services - Installation	Shipping	Total
ISG (state contract)	Wichita, KS	\$122,120.30	\$7,500	\$156.39	\$129,776.69

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

RESOLVED, THAT THE Board of Trustees approves the purchase of one (1) HPE Alletra 6030 Storage Area Network for a total of \$129,776.69, using Capital Outlay Mill 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.

VII. Discussion Agenda

- A. The Board discussed the Strategic Plan Year-One Recap. Trustee Abrams addressed concerns with specific language within the document.

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

RESOLVED, that the Board of Trustees direct College administration to rework the language to Strategic Priority three sub goals under SMART goal 1, for clarity, and bring a summary of the revised language back to the Board.

The motion was seconded by Gary Wilson 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.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 8:01 p.m.



Tiffany Vollmer
Board Clerk