

**Cowley College
Board of Trustees Official Minutes**

January 16, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on January 16, 2024 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. Alan Marcotte, Trustee**
- Bob McGregor, Trustee**
- Jacinda Shaw-Kinzie, Trustee**
- Joe Shriver, Trustee**
- Phil White, Trustee**
- Gary Wilson, Trustee**

Staff

- Dr. Michelle Schoon, President**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel (Via Zoom)**
- 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**
- Stefani Jones, Director of Student enrollment and Success**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Dr. Scott Layton, Natural Science Department Chair, CEA President**
- Jeff Fluty, Athletic Director**
- Abby Morris, Director of Marketing**
- Jon Tyler, Public Safety**
- Lynlea Bartlett, Director of Housing**

Guests

- Dr. Kori Gregg, Cowley Foundation President**
- Emma Badley, December Student of the Month**
- Josh Albin, Citizen**

The Invocation was presented by Phil White and the College Mission Statement was read by Chair Bazil.

II. Election of Officers

Chair Bazil requested nominations for Board Chair for the 2024 calendar year.

Bob McGregor nominated Brett Bazil as Board Chair. Gary Wilson seconded the nomination.

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

RESOLVED, that the nominations for Board Chair cease.

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

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

Chair Bazil requested nominations for Board Vice-Chair.

Gary Wilson nominated Bob McGregor for Board Vice-Chair. Dr. Alan Marcotte seconded the nomination.

Joe Shriver introduced and moved the adoption of the following resolution:

RESOLVED, that the nomination for Board Vice-Chair cease.

The motion was seconded by Phil White and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

Chair Bazil requested volunteers to fill the remaining Board officer positions.

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

RESOVLED, that the Board of Trustees approve the Chair, Vice-Chair and Slate of Officers for the 2024 calendar year, as presented.

A Chairman, who shall: Brett Bazil

- preside at all meetings of the Board;
- sign all warrants ordered by the Board to be drawn by the Treasurer;
- call special meetings of the Board;
- perform any other duty required by law or assigned by the Board.

A Vice-Chairman, who shall perform the duties of the Chairman in the absence of the Chairman or in the event of his inability to serve: Bob McGregor

A voting delegate to KACCT (Kansas Association of Community College Trustees): Dr. Alan Marcotte

An alternate delegate to KACCT (Kansas Association of Community College Trustees): Joe Shriver

A Trustee representative for professional negotiations: Bob McGregor

A Trustee representative designated to open bids: Gary Wilson

A Trustee representative to the Cowley College Foundation: Jacinda Shaw-Kinzie

A Trustee representative to the Tiger Booster Club: Jacinda Shaw-Kinzie

Three Trustees to serve on the Finance Sub-Committee:

Bob McGregor
Phil White
Gary Wilson

Three Trustees to serve on the Academic Sub-Committee:

Dr. Alan Marcotte

Bob McGregor

Joe Shriver

Three Trustees to serve on the Board Policy Sub-Committee:

Brett Bazil

Dr. Alan Marcotte

Gary Wilson

The motion was seconded by Bob McGregor and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

III. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.
- B. Emma Badley was recognized as the December 2023 Student of the Month.
- C. Jessica Lucas provided a legislative update.
- D. Administration provided department updates:
 - 1. Finance and Administration
 - 2. Academic Affairs
 - 3. Information Technology
 - 4. Institutional Effectiveness
 - 5. Enrollment Management
 - 6. Student Affairs
 - 7. Athletics
 - 8. Faculty Liaison
- E. Thank you to Cowley College from the Oxford Chamber of Commerce
- F. Thank you to Cowley College from USD 462-Central

IV. Public Comment

V. Standing Committee Reports

- A. Trustee Finance Subcommittee –
Gary Wilson provided an overview of the January 8, 2024 meeting.
- B. Trustee Academic Subcommittee –
 - Dr. Alan Marcotte provided an overview of the January 10, 2024 meeting.

VI. Consent Agenda

- A. Board Minutes -

- December 11, 2023 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending December 31, 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, December 31, 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				
December 31, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 59,317.28	\$ 1,601.19	\$ 57,716.09
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		\$ 59,317.28	\$ 1,601.19	\$ 57,716.09
<u>General Operating Activities</u>				
RCB	Operating Fund	-		-
USB	Operating Fund	1,552,967.03	480.00	1,552,487.03
USB	Federal Grants Fund	2,161.78	-	2,161.78
Total General Operating Activities		\$ 1,555,128.81	\$ 480.00	\$ 1,554,648.81

Financial Aid Funds/Student Refund Check \$59,317.28 (net \$57,716.09).

General Operating Activities disbursements \$1,552,967.03 (net \$1,552,487.03).

Federal Funds \$2,161.78 for a total written of \$1,555,128.81 (net \$1,554,648.81).

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 December 31, 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. Board Policy Approvals –

- 207.00 – Selection, Adoption, and Ordering of Textbooks

E. Personnel Transactions -

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

Resignations:

- Ben Kritsonis, Assistant Coach – Wrestling, effective December 30, 2023
- Jesse Milliron, Groundskeeper, effective December 22, 2023

Instructional Staff:

- Dakota Brinkley, Welding Instructor, at a monthly rate of \$4,000, effective January 1, 2024.

Staff:

- **Greg Butler, TRiO Program Advisor, at an annual salary of \$42,000, plus staff fringe benefits, effective January 1, 2024**

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

RESOLVED, that the Board of Trustees approves the consent agenda as presented.

The motion was seconded by Bob McGregor and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

VII. Procurement

- A. Ti Training System Recon Expanded Screens – KBOR Capital Outlay Tech Ed Grant Funds**
The purchase request is for the criminal justice department to purchase two Recon Screen additions for the existing Ti Training simulator. This addition will be part of the new CTE tech education building and make an even more impressive and educational 180-degree surround experience for the student. Many facilities with simulator-based training systems are expanding to 180-degree and 360-degree setups for enhanced training capabilities. To move to a more wrap-around and realistic experience, we have two options at Cowley: move to a different company or use what we already have to expand. It is far more financially feasible to stay with the existing company, Ti Training, out of Golden, Colorado, and add to what we currently have than to start over. A sole Source letter establishes that any other company cannot add to the system.

The system is used for training our criminal justice students to grow their decision-making capabilities and understanding of the use of force. It is utilized in several capacities and classes, including Interview and Report Writing. We have a relationship with Ti Training that has been going on for over 10 years and we have always received technical support from them in a friendly and timely manner. The system has also proven very instrumental in student recruitment. We currently have a mobile version that is taken to recruitment and community events throughout the year. This system has become a staple in our department, and it is time for expansion.

Vendor	Location	SimX VR x4	Support items	Shipping	Total
Ti Training	Colorado USA	\$48,500.00	\$2,800.00	\$1,500.00	\$52,800.00

Administration requested approval to purchase two interactive Recon system screens to add to the exiting simulator to include training for \$52,800.00.

Bob McGregor introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the purchase of two interactive recon system screens to add to the existing simulator to include training for \$52,800.00 using KBOR Capital Outlay Tech Ed Grant funds.

The motion was seconded by Gary Wilson and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

B. Scissor Alignment Lift – KBOR Capital Outlay Tech Ed Grant Funds

Our automotive department must replace our scissor lift at our Mulvane location. The scissor lift replacement is part of a requirement by National Automotive Technicians Education (NATEF) to maintain compliance with our accreditation. Snap-on Tools is the current vendor used in the automotive shops and will maintain compatibility with other equipment.

Vendor	Location	Lift	Certification Kit	Shipping	Total
Snap-On Tools	Local	\$24,243.63	\$28,340.25	\$475.00	\$53,058.88

Administration requested approval to purchase a Scissor Lift from Snap-On Tools for \$53,058.88.

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

RESOLVED, that the Board of Trustees approves the purchase of a scissor lift from Snap-On Tools for \$53,058.88 using KBOR Capital Outlay Tech Ed Grant funds.

The motion was seconded by Jacinda Shaw-Kinzie and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

VIII. Board Appointments

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 might 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 17, 2024 through the regularly scheduled Board meeting in January 2025.
2. **Gary Wilson** to be appointed as Treasurer of the Board, to take effect January 17, 2024 through the regularly scheduled Board meeting in January 2025.

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 16, 2024 through June 30, 2024.

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;
- Lawsuits involving the College of the Board of Trustees; and
- Acquisition of real estate.

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

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

The motion was seconded by Bob McGregor and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:03 p.m.



Tiffany Vollmer
Board Clerk