

**Cowley College
Board of Trustees Official Minutes**

February 19, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on February 19, 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, Vice Chair**
- 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**
- 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**
- Kristi Shaw, Executive Director of Student Services**
- 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**
- Chris Cannon, Dept. Chair-Health and Human Services/CTE**
- Jon Tyler, Public Safety**
- Steven Gream, Volleyball Coach**
- Carissa Honkomp, Application Processor**

Guests

- Dr. Kori Gregg, Cowley Foundation President**
- Aigiza Nasyrova, January Student of the Month**
- Bruno Nhavene, February Student of the Month**
- Cowley Women's Volleyball Team**
- Jessica Lucas, Govt' Affairs Liaison (via Zoom)**
- Gary Jones, Citizen**
- Josh Albin, Citizen**
- John Sybrant, Citizen**
- John Shelman, Cowley CourierTraveler**

The Invocation was presented by Gary Wilson and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

1. Awards

- Volleyball Recognition
- James Fry and ACES Open Arms Award from the Chamber

2. Attended

- Data Walk ACT initiative
- KJCCC presidents/athletic directors meeting
- GED/Welding and MEC graduation at Winfield Correctional Facility (Feb. 1)
- Wellington Chamber Banquet
- Donuts and Coffee with Legislators at Capital (Jan. 18) – Trustee Marcotte and Me, Jessica tour
- Athletic Hall of Fame Banquet
- Hosted three listening sessions for community, employee and student feedback on Feb. 15
- Spent two days visiting a college in Illinois as part of a Peer review team with HLC
- Spoke at the PTK induction on Feb. 18

3. Enrollment Management Plan

- Spring enrollment – up .6% from last spring. Significant only because we were down 4% fall to fall
- Decrease in fall semester – more in the 100% online student.
- Part-time enrollment held pretty constant with more decrease in full time
- Increase in new transfers
- Increase in Under 18
- Top four transfer – prenursing, business administration, elementary education, psychology
- Top five career and tech ed – Welding, Medical Coding, NDT, Paramedic, automotive

4. Events

- Math and Science Day Feb. 14
- Spring theater production Feb. 15, 16, 17
- College Quiz Bowl at Nationals next week in Chicago

5. Additional Items

- Policy update – error in nepotism policy. Undated Sept. 2022 but not corrected in the employee handbook
- KACC Trustee/Presidents Survey
- Legislative Post-Audit on athletics – presented Feb. 8

B. Aigiza Nasyrova was recognized as the January 2024 Student of the Month

C. Bruno Nhavene was recognized as the February 2024 Student of the Month

D. Jessica Lucas provided a legislative update via Zoom.

E. Dr. Kori Gregg provided a Cowley Foundation update.

F. 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**

G. Thank you to Cowley College from local 4-H youth

IV. Public Comment

V. Standing Committee Reports

A. Trustee Academic Subcommittee –

Joe Shriver provided an overview of the February 12, 2024 meeting.

B. Trustee Finance Subcommittee –

Phil White provided an overview of the February 13, 2024 meeting.

1. 2024-2025 Tuition, Fees, and Housing Rates

Phil White introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the 2024-2025 Tuition, Fees, and Housing rates as presented.

	Current	Proposed	\$	%
	Fiscal Year	Fiscal Year	Increase	Increase
	2023-2024	2024-2025	(Decrease)	(Decrease)
Tuition (per credit hour)				
Tuition In-District	\$ 70.00	\$ 70.00	\$ -	0.0%
Tuition Out-of-District (In-State)	\$ 80.00	\$ 80.00	\$ -	0.0%
Tuition Oklahoma (Border State)	\$ 90.00	\$ 90.00	\$ -	0.0%
Tuition (Out-of-State)	\$ 130.00	\$ 130.00	\$ -	0.0%
Tuition (International)	\$ 180.00	\$ 180.00	\$ -	0.0%
KS Concurrent Enrollment (High School)	\$ 65.00	\$ 70.00	\$ 5.00	7.7%
OK Concurrent Enrollment (High School)	\$ 85.00	\$ 90.00	\$ 5.00	5.9%
Fees (per credit hour)				
Online Fee	\$ 30.00	\$ -	\$ (30.00)	-100.0%
Technology Fee	\$ 10.00	\$ 25.00	\$ 15.00	150.0%
Activity Fee	\$ 5.00	\$ 5.00	\$ -	0.0%
General Fee	\$ 60.00	\$ 60.00	\$ -	0.0%
Security Fee (per Semester)	\$ 15.00	\$ 15.00	\$ -	0.0%
Housing Application Fee	\$ 25.00	\$ 25.00	\$ -	0.0%
Housing (per year)				
Single 19 Meal Plan	\$ 6,800.00	\$ 7,500.00	\$ 700.00	10.3%
Single 14 Meal Plan	\$ 6,700.00	\$ 7,200.00	\$ 500.00	7.5%
Double 19 Meal Plan	\$ 6,100.00	\$ 6,600.00	\$ 500.00	8.2%
Double 14 Meal Plan	\$ 6,000.00	\$ 6,300.00	\$ 300.00	5.0%
Single NO Meal plan	\$ 4,700.00	\$ 4,900.00	\$ 200.00	4.3%
Double NO Meal Plan	\$ 4,400.00	\$ 4,600.00	\$ 200.00	4.5%
Sumner Campus NO Meal Plan	\$ 5,000.00	\$ 5,200.00	\$ 200.00	4.0%

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.

C. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an overview of the February 14, 2024 meeting and first review of the following policies.

- 255.00 – Withdrawal from Classes (Revision)
- 257.00 – Attendance and Classwork (Revision)
- 258.00 – Class Rosters (Revision)

VI. Consent Agenda

A. Board Minutes -

- January 16, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending January 31, 2024 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, January 31, 2024 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				
January 31, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 4,884.63	\$ 2,304.63	\$ 2,580.00
RCB	Student Refund Checks	\$ 9.00	\$ 9.00	\$ -
		\$ 4,893.63	\$ 2,313.63	\$ 2,580.00
<u>General Operating Activities</u>				
RCB	Operating Fund	-		-
USB	Operating Fund	1,269,341.90	865.21	1,268,476.69
USB	Federal Grants Fund	26,740.84	-	26,740.84
Total General Operating Activities		\$ 1,296,082.74	\$ 865.21	\$ 1,295,217.53

Financial Aid Funds/Student Refund Check \$54,893.63 (net \$2,580.00).

General Operating Activities disbursements \$1,269,341.90 (net \$1,268,476.69).

Federal Funds \$26,740.84 for a total written of \$1,296,082.74 (net \$1,295,217.53).

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 January 31, 2024. 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 –

- No policies up for approval this month.

E. Personnel Transactions -

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

Resignations:

- **Brittnie Burris, Department Specialist – Business and Social Sciences, effective January 26, 2024**

Staff:

- **Zachariah Cooper, Director of Sumner Campus, at an annual salary of \$59,400, plus staff fringe benefits, effective June 3 2024.**
- **Brent Hanna, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective February 5, 2024**
- **Austin Legg, Assistant Coach – Wrestling, at an annual salary of \$39,762, plus staff fringe benefits, effective February 15, 2024**
- **Jesse Stephens, Maintenance Technician, at an hourly rate of \$17.32, plus staff fringe benefits, effective February 12, 2024**
- **Julian White, Custodian, at an hourly rate of \$14.00, plus staff fringe benefits, effective January 25, 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.

VI. Procurement

A. Welding Equipment for new CTE Building – Funded through CTE Project Donation Funds

To accommodate more seats in our welding courses in the new building, we will need to purchase additional welders. We will also need to outfit the new teaching space with welding fume extractors and student welding booths.

Vendor	Weld Booths	Weld Tables	Fume Extractors	Miller Welders	Miller Welding System	Total
Baker Gas	No bid	\$16,800.00	No bid	\$58,633.00	No bid	\$75,433.00
Lampton	\$48,141.47	\$14,801.68	\$52,863.16	\$56,980.42	\$264,000.00	\$436,786.74
Linde	\$50,816.00	\$15,624.00	\$55,800.00	\$56,980.43	\$223,098.63	\$402,319.06

Matheson	\$53,215.92	\$16,405.20	\$57,200.00	\$56,681.40	\$258,300.00	\$441,802.32
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Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the purchase of the CTE building welding equipment from Lampton Welding for \$436,786.74.

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.

B. Iron Worker – Funded through KBOR Capital Outlay Tech Ed Grant Funds

Our CTE department has requested the purchase of an Iron Worker for our welding courses. The department requested bids on a P-65 model as it has more standard workstations than any other ironworker in its class. This includes punching, bending, bar shear, angle shear, round bar shear, and an integrated copper/notcher.

Vendor	Location	Equipment	Shipping	Total
A&W Welding	Ark City, KS	\$51,362.00	\$1,950.00	\$53,312.00
Lampton Welding	Wichita, KS	\$50,105.25	\$1,700.00	\$51,805.25
Pirahna	Rockford, IL	\$50,105.25	\$1,700.00	\$51,805.25

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

RESOLVED, that the Board of Trustees approves the purchase of Iron Worker equipment from Lampton Welding for \$51,805.25.

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.

C. Scissor Lift and Alignment System – Funded through KBOR Capital Outlay Tech Ed Grant Funds

Our Automotive department needs to update our alignment machine with correlating lift at our Mulvane Center. Our current Equipment will only recognize 2018 and older cars and trucks. Replacement of this equipment is a requirement by National Automotive Technicians Education (NATEF) to maintain compliance with our accreditation. This equipment is broken in to two main

components first is the Alignment Machine the other is the correlating scissor lift. Updates to the lift are a wider/safer platform for the cars to be driven on along with more capacity to be able to lift 1-ton trucks. At this time Hunter equipment is the most used in our service area where our students will be placed. Installation and training will be included in the current quote from Hunter Engineering, as well as an extensive warranty.

At the January 16, 2024 meeting, the Board of Trustees approved the purchase of a scissor alignment lift through Snap-On Tools for \$53,058.88 using Capital Outlay Tech Ed Grant Funds. Since then, Administration has gathered additional details, determining that the Snap-On item would not be the best option for the program and that the Hunter option is preferred by the program.

Vendor	Location	Lift	Alignment Kit	Shipping	Total
Snap-On Tools	Wichita, KS	\$24,243.63	\$28,340.25	\$475.00	\$53,058.88
Northern Tool	Wichita, KS	\$31,059.99	Included	Included	\$31,059.99
Hunter	Wichita, KS	\$41,131.69	\$35,687.53	\$3130	\$79,949.22

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

RESOLVED, that the Board of Trustees rescinds the prior approval of the scissor alignment lift through Snap-On Tools made at the January 16, 2024 Board meeting.

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.

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

RESOLVED, that the Board of Trustees approves the purchase of an Alignment System and Scissor Lift from Hunter Engineering for \$79,949.22 funded through 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.

VII. Discussion Agenda

In accordance with K.S.A. 71-201(15), Chair Bazil requested the Board authorize the Board Clerk to publish the notice of a trustee vacancy, as presented. Such vacancy exists by reason of the resignation of Marla Sexson, a former resident of Cowley County, Kansas, and any such applicant must also be a Cowley County resident.

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

RESOLVED, that the Board of Trustees authorizes the Board clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201(15), as presented.

Prior to the motion receiving a second, discussion took place regarding the timeline of the vacancy, why it was not already filled, and the possibility of reducing the size of the Board from seven Cowley County members to six.

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

RESOLVED, that the Board of Trustees eliminate the seventh Cowley County seat.

The motion was seconded by Jacinda-Shaw Kinzie. Upon noting that the previous motion was still on the floor, Joe Shriver withdrew his subsequent motion.

The original motion to post the vacancy died for lack of a second.

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

RESOLVED, that the Board of Trustees tables the discussion on the vacant seat.

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	Nay
Bob McGregor	Nay	Gary Wilson	Nay
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 7:25p.m.



Tiffany Vollmer
Board Clerk