

**Cowley College
Board of Trustees Official Minutes**

March 10, 2025

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on March 10, 2025 at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 200 S. 4th Street, Arkansas City, KS.

Trustees	Present	Bob McGregor, Chair Dr. Alan Marcotte, Vice Chair Brett Bazil, Trustee Joe Shriver, Trustee David Stanley, Trustee Gary Wilson, Trustee Phil White, Trustee
Staff		Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk J.T. Seitz, 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 Jeff Fluty, Athletic Director Stefani Jones, Director of Student Enrollment and Success Dr. Scott Layton, Natural Science Dept. Chair - CEA President Hunter Ferguson, Public Relations (via Zoom) Jessica Lucas, Gov't Affairs Liaison (via Zoom) Jon Tyler, Public Safety Officer Carissa Honkomp, Application Processor
Guests		Brianna Lee, February Student of the Month

The Invocation was presented by David Stanley and the College Mission Statement was read by Chair McGregor.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

College Update

- Hosted a Higher Learning Commission site visit at the Winfield Correctional facility as part of the Prison Education Program approval process.
- Career and Technical Education Department hosted a celebration for students and community for National CTE month (February)
- Cowley Wrestling and Cowley Indoor Track and Field competed at Nationals March 7 & 8
- Spring Theatre performance of Murder on the Orient Express will be March 13 – 15, 7:30

- Budget season

Attended:

- Served on a HLC review panel as a peer reviewer
- Attended the Transfer and Job Fair hosted by Kansas Works, Cowley Economic Development Partnership and Cowley College
- Tiger Booster Club Luncheon
- Commencement and Negotiations meeting
- Typical meetings with KBOR, TEA, Rotary, Chamber, etc.

Enrollment Management Update:

- Summer Enrollment has started and Fall enrollment starts April 1
- Current initiatives of Enrollment Management teams include marketing “middle” programs and encouraging high school graduates to complete FAFSA for this year to attend summer classes

B. Brianna Lee was recognized as the February 2025 Student of the Month.

C. Jessica Lucas provided a legislative update.

D. Administration Reports

1. Finance and Administration
2. Academic Affairs
3. Information Technology
4. Institutional Effectiveness
5. Enrollment Management
6. Student Affairs
7. Athletics
8. Faculty Liaison

F. Thank you to Cowley College from Kevin Blackwell, Neosho County Community College

G. Thank you to Cowley College from Keith Stone, Independence Community College

H. Thank you to Cowley College from the Arkansas City Police Department

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Dr. Alan Marcotte provided an update of the March 4, 2025 meeting and requested approval of the following:

1. Course Procedure Updates/New Course Approvals:

Kansas Board of Regents Prerequisite Changes

- MTH 4419 – Contemporary Math
- MTH 4420 – College Algebra
- MTH 4421 – College Algebra with Review
- MTH 4423 – Elementary Statistics
- CHM 4211 – General Organic and Biological Chemistry
- ENG 2211 – Comp 1

Kansas Core Outcomes Group Course Changes

- CHM 4250 – Organic Chem I
- CHM 4251 – Organic Chem II
- CIS 1841 – C++
- CIS 1842 – C#
- CIS 1844 – JAVA
- CIS 1845 – Python
- CIS 1847 – C

Humanities Course Changes

- COM 2725 – Interpersonal Communications

New Course for Business Data Analytics

- CIS 1863 – Data Mining

New Artificial Intelligence Courses Based on Advisory Feedback

- CIS 1879 – Prompt Engineering
- CIS 1875 - Natural Language Processing
- CIS 1861 – Artificial Intelligence Programming

New Kansas Board of Regents Courses for Statewide Articulation

- CIS 1867 – Object Oriented Programming
- CIS 1869 – Data Structures
- CIS 1873 – Logic and Critical Thinking
- CIS 1871 – Discrete Structures
- MTH 4417 – Contemporary Math with Review
- MTH 4422 – Elementary Statistics with Review

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

RESOLVED, that the Board of Trustees approves course procedure updates/new courses as presented.

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

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

B. Trustee Finance Subcommittee –

Gary Wilson provided an overview of March 3, 2025 meeting.

1. Fleet Activity Bus Financing – Operating Budget (Transportation)

The bus was selected at the February 2025 board meeting. The bid from Master's Transportation for a 2022 Glaval Legacy bus for \$174,900 was chosen. We

submitted requests to all local banks for financing options within 36-42 months.

Please see the responses we received below:

	Community National		RCB Bank		Union State Bank	
Term	Interest Rate	Monthly Payment	Interest Rate	Monthly Payment	Interest Rate	Monthly Payment
36 months	5.99%	\$5,320.01	4.92%	\$5,235.63	4.97%	\$5,240.31
40 months	5.99%	\$4,838.78	4.92%	\$4,749.78	4.97%	\$4,754.43
42 months	5.99%	\$4,626.40	4.92%	\$4,541.63	4.97%	\$4,546.28

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

RESOLVED, that the Board of Trustees authorizes the College to enter into a lease with RCB Bank to purchase the 2022 Glaval Legacy activity bus at a rate of 4.92% for 36 months

The motion was seconded by Joe Shriver and the following votes were cast:

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

2. **Cyber Security Network Refresh – State Cyber Security Funds**
College Administration and the Finance Subcommittee requested approval to contract with ISG Technology for the Aruba Network Refresh, at a cost of \$195,675.26 using State Cyber Security funds.

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

RESOLVED, that the Board of Trustees authorizes the college to contract with ISG Technology for the Aruba Network Refresh , at a cost of \$195,675.26 using State cyber security funds.

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

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

C. Trustee Policy Subcommittee -

Brett Bazil provided a recap of the March 5, 2025 meeting and review of the following policies:

- 223.00 – Selection of Library Resources (delete)
- 224.00 – Library Services (revision)

D. Trustee Sumner County Sales Tax Subcommittee -
Phil White provided an update from the March 3, 2025 meeting.

V. Consent Agenda

A. Board Minutes -

- February 17, 2025 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending February 28, 2025 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, February 28, 2025 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				
February 28, 2025				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
<u>Student Refunds</u>				
USB	Student Refund Checks	\$ 1,693,766.17	\$ 8,297.93	\$ 1,685,468.24
		\$ 1,693,766.17	\$ 8,297.93	\$ 1,685,468.24
<u>General Operating Activities</u>				
USB	Operating Fund	1,279,171.48	334.86	1,278,836.62
USB	Federal Grants Fund	7,135.71	-	7,135.71
Total General Operating Activities		\$ 1,286,307.19	\$ 334.86	\$ 1,285,972.33

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$1,693,766.17, net \$1,685,468.24.
- **General Operating Activities**
 - Disbursements gross \$1,279,171.48, net \$1,278,836.62
 - Federal Funds gross and net \$7,135.71
 - Total General Operating Activities gross \$1,286,307.19, net \$1,285,972.33.

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 February 28, 2025. 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. Personnel Transactions -

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

Retirements:

- Dr. Scott Layton, Natural Science Instructor-Department Chair, effective June 1, 2025
- Deanna Harp, Financial Aid Specialist, effective July 10, 2025

E. Board Policy Approval –

- 248.00 – Compensation for Sponsors of Clubs and Organizations

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 Brett Bazil and the following votes were cast:

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

VI. Other Business

No other business

VII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:57 pm.



Tiffany Vollmer
Board Clerk