

**Cowley College
Board of Trustees Official Minutes**

March 11, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on March 11, 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 (Via Zoom)**
- Joe Shriver, Trustee**
- Phil White, Trustee**
- Gary Wilson, Trustee**

Staff

- Dr. Michelle Schoon, President**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel**
- Dr. Rachel Bates, VP of Academic Affairs**
- 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**
- Janice Stover, AVP of Instruction and Secondary Partnerships**
- Carissa Honkomp, Application Processor**
- Shae Nichols, Systems Administrator**

Guests

- John Sybrant, Citizen**
- John Shelman, Cowley CourierTraveler**

The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
 - **News**
 - **Awards and Recognition:**
 - **College Quiz Bowl placed 10 at Nationals, congrats to team and sponsors.**
 - **Congratulations to Jamie Hibbs, Education Faculty, who defended her dissertation and is now Dr. Hibbs**
 - **DECA had a successful state competition in Hillsboro and qualify all eight students for the national tournament in Austin, TX**
 - **Kudos to our Wellness Center Staff for the steady increase in usage.**
 - **Attended**
 - **TBC Luncheon**
 - **Feb. 21 transfer and job fair**

- National Wrestling in Council Bluffs, IA
- Meetings, meetings and meetings
- Enrollment Management Update
 - Enrollment for spring is up from last spring
 - March 1 started Summer enrollment.
 - March 18 starts 2nd 8 weeks of semester
 - April 1 is Fall enrollment start
 - Focus on dorm improvement and messaging
 - Student retention
 - Application process
 - Program specific marketing campaigns
- Events
 - March 2, Soccer clinic hosted by the college with 86 young players participating
 - March 28, Gaming Lounge grand opening
 - Wellington Community Challenge
- B. Jessica Lucas provided a Legislative update
- C. 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
- D. Thank you to Cowley College from Arty Hicks, Ark City Chamber of Commerce

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Dr. Alan Marcotte provided an overview of the March 5, 2024 meeting.

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the Construction Technology Certificate A, Certificate B, Certificate C, and Associate of Applied Science as presented.

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

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

Motion carried.

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Carpentry/Construction Trades AAS/CERT A/CERT B/CERT C		Proposed Program Title: Construction Technology AAS/CERT A/CERT B/CERT C	
Current Program Courses	Credits	Proposed Program Courses	Credits
INR3718 – OSHA 10	1	INR3718 – OSHA 10	1
*INR3725 - Introductory Craft Skills (NCCER CORE)	3	**CST3261 Introductory Craft Skills	3
*CST3241 – Basic Carpentry & Construction	4	**CST3262 Construction Basics	3
*CST3242 – Roofing & Framing	3	**CST3265 Carpentry I	4
*CST3243 – Floors, Walls & Ceiling Framing	4	**CST3263 Concrete	5
*CST3244 – Windows, Doors & Stairs	3	<i>Cert A Completion (16 cr.)</i>	
<i>Cert A Completion (18 cr.)</i>			
*CST3235 – Introduction to Site Layout	3	**CST3266 Carpentry II	6
CST3245 – Principles of Plumbing & HVAC	3	CST3245 Principles of Plumbing & HVAC	3
CST3246 – Princ. of Electricity in Construction	3	CST3246 Princ. of Electricity in Construction	3
*CST3238 – Principles of Concrete	3	**CST3249 Intro. to Construction Codes	3
*AGR1285 – Agricultural Structures	3	**CST3274 Workplace Skills	2
*INR3251 – Career & Technical Internship I	1	<i>Cert B Completion (33 cr.)</i>	
*INR3252 – Career & Technical Internship II	1		
*CST3247 Intro. to 3D Construction Tech. (Option)	(5)	**CST3267 Advanced Carpentry & Construct.	6
<i>Cert B Completion (35 cr.)</i>		CST3237 Fundamentals of Crew Leadership	2
*CST3236 Introduction to Construction Equipment	1	<i>Skills Applications or Internship Option (6cr. from the following)</i>	
CST3237 Fundamentals of Crew Leadership	2	**CST3275Carpentry/Construct. Skills App I	3
*CST3239 Concrete Finishing	3	**CST3276Carpentry/Construct Skills App II	3
*CST3240 Principles of Masonry	3	**CST3281 Carpentry/Construct Internship I	3
*AGR1214 Agriculture Construction & Welding	3	**CST3282 Carpentry/Construct Internship II	3
<i>Cert C Completion (47 cr.)</i>		<i>Cert C Completion (47 cr.)</i>	
<i>AAS Gen Ed Requirements (18 cr.)</i>		<i>AAS Gen Ed Requirements (16 - 18 cr.)</i>	
Communications Option (3 cr.) ENG2211/COM2725/INR3735	3	Communications Option (3 cr.) ENG2211/COM2725 or BUS1640	3
Math Option (3 cr.) INR3716/AGR1213 or Higher level Math elective	3	Economics/Math Option (3 cr.) Applied Econ/Micro/Macro or Tech Math	3
PHO6460 Ethics or Alternate Humanities elective	3	PHO6460 Ethics or Alternate Humanities elect	3
LED1448 Intro. to Leadership or alternate Leadership elective	3	Leadership/Business Option (3 cr.) BUS133/BUS1420 or LED1448	3
INR3713 Applied Economics (or alternate ECO Elective ECO6113 or ECO6114)	3	Social Science Option (3 cr.) PSY6711/SOC6811 or ANT6911	3
CAP1516 Intro to Computer Applications (or alternate Computer literacy course)	3	Computer Applications Option (1 – 3 cr.)	1-3
Total Credits in Current Program	65	Total Credits in Revised Program	63-65

CONSTRUCTION TECHNOLOGY
Associate of Applied Science Degree
with Technical Certifications A, B & C Embedded

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS (16-18 hours)					
ENG2211 or BUS1640 or COM2725	Composition I or Business Communication or Interpersonal Communications	3			
PHO6460	Ethics (Humanities Elective)		3		
BUS1311 or BUS1420 or LED1448	Introduction to Business OR Introduction to Management OR Introduction to Leadership			3	
INR3713 or INR3717	Applied Economics (Economics Elective) Technical Mathematics (Math Option)				3
PSY6711 or SOC6811 or ANT6911	Psychology OR Sociology OR Cultural Anthropology				3
CAP1749	Microsoft Excel (recommended) or (Computer Literacy)	1-3			
GENERAL EDUCATION TOTAL 16-18 hours		4-63	3	3	6
TECHNICAL REQUIREMENTS (47 hours)					
INR3718	OSHA 10 (May earn OSHA10 Certificate)	1			
CST3261	Introductory Craft Skills	3			
CST3262	Construction Basics (Pre-req Intro. to Craft Skills)	3			
NOTE: Students may test for NCCER CORE Certification					
CST3265	Carpentry I (Pre-req.: Construction Basics)	4			
CST3263	Concrete		5		
CERTIFICATE A COMPLETION (16 Credits)					
CST3266	Carpentry II		6		
CST3264	Workplace Skills		2		
CST3245	Principles of Plumbing & HVAC			3	
CST3246	Principles of Electricity in Construction			3	
CST3249	Introduction to Construction Codes			3	
CERTIFICATE B COMPLETION (33 Credits) (includes all of Cert A)					
NOTE: Students can test for NCCER GENERAL CARPENTRY CERTIFICATION					
Complete a minimum of 6 credit hours of Skills Applications or Internships					
CST3275	Carpentry/Construction Skills Applications I (3)			3	3
CST3276	Carpentry/Construction Skills Applications II (3)				
CST3281	Carpentry/Construction Internship I (3)				
CST3282	Carpentry/Construction Internship II (3)				
CST3267	Advanced Carpentry and Construction				6
CST3237	Fundamentals of Crew Leadership				2
CERTIFICATE C COMPLETION (47 Credits) (includes all of Cert A & B)					
NOTE: Students can test for NCCER Advanced Carpentry Certification					
TECHNICAL HOURS (47)		11	13	12	11
TOTAL HOURS (63-65)		15-17	16	15	17
<i>Optional Extra Course(s)</i>					
CST3247	Introduction to 3D Construction Principles				5
PSY6720	First Year Experience (FYE)	1			

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

RESOLVED, that the Board of Trustees approves the Milling Technician Certificate C and Associate of Applied Science as presented.

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

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

Motion carried.

Milling Technician (Vocational Certificate C)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
<u>MLL3600</u>	Mechatronic Systems	3			
<u>INR3716</u>	Technical Mathematics (or higher)	3			
<u>MLL3590</u>	Introduction to Milling and Wheat	2			
<u>MLL3591</u>	Introduction to Wheat Cleaning and Tempering	2			
<u>MLL3602</u>	Industrial Electric Power	3			
<u>MLL3592</u>	Wheat Flour Milling I		3		
<u>MLL3601</u>	Electromechanical Technology		3		
<u>MLL3593</u>	Wheat Flour Milling II		3		
<u>MLL3603</u>	Hydraulic & Pneumatic Power		3		
<u>MLL3594</u>	Sanitation and Mill Process Control		2		
<u>MLL3595</u>	Quality Assessment and Flour Additives		2		
MLL3596	Flour Milling Internship or Special Topics in Milling			3	
CERT B COMPLETION (32 hours)					
AGR1255	Fundamentals of Food Science			3	
AGR1260	Applied Entomology & Pest Management			3	
MEC3487	Instrumentation and Control			3	
AGR1257	Ag Business Management			3	
MEC3480	Automation and Controls			3	
TOTAL TECHNICAL HOURS 47		13	16	18	

MILLING TECHNICIAN (Associate of Applied Science Degree)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS					
Basic Skills (3 hours) Choose one from the list below					
LED1448	Introduction to Leadership				3
Communications	Communication Elective				3
AGR1213	AG Computation				3
Economics	Agriculture Economics or Economics Elective				3
Computer Literacy	Computer Applications, MS Word, or MS Excel				3
GENERAL EDUCATION HOURS				15	
TECHNICAL REQUIREMENTS 41 HOURS					
MLL3600	Mechatronic Systems	3			
INR3716	Technical Mathematics (or higher)	3			
MLL3590	Introduction to Milling and Wheat	2			
MLL3591	Introduction to Wheat Cleaning and Tempering	2			
MLL3602	Industrial Electric Power	3			
MLL3592	Wheat Flour Milling I		3		
MLL3601	Electromechanical Technology		3		
MLL3593	Wheat Flour Milling II		3		
MLL3603	Hydraulic & Pneumatic Power		3		
MLL3594	Sanitation and Mill Process Control		2		
MLL3595	Quality Assessment and Flour Additives		2		
AGR1255	Fundamentals of Food Science			3	
AGR1260	Applied Entomology & Pest Management			3	
MEC3487	Instrumentation and Control			3	
AGR1257	Ag Business Management			3	
MEC3480	Automation and Controls			3	
INTERNSHIP/SPECIAL TOPICS 3 HOURS					
MLL3596	Flour Milling Internship OR Special Topics in Milling			3	
TECHNICAL HOURS		13	16	18	0
TOTAL HOURS 62		13	16	18	15

B. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the March 4, 2024 meeting.

C. Trustee Policy Subcommittee –

Brett Bazil provided an overview of the March 5, 2024 meeting and first review of the following policies.

- **111.00 – Employee Code of Conduct (Revision)**
- **155.00 – Keys to College Facilities and Equipment (Revision)**

V. Consent Agenda

A. Board Minutes -

- **February 19, 2024 regular Minutes**

B. Financial Reports –

Copies of the Financial Reports for the month ending February 29, 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, February 29 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				
February 29, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,229,097.80	\$ 9,821.68	\$ 1,219,276.12
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		\$ 1,229,097.80	\$ 9,821.68	\$ 1,219,276.12
General Operating Activities				
USB	Operating Fund	1,432,674.59	960.84	1,431,713.75
USB	Federal Grants Fund	12,776.69	3,210.69	9,566.00
Total General Operating Activities		\$ 1,445,451.28	\$ 4,171.53	\$ 1,441,279.75

Financial Aid Funds/Student Refund Check \$1,229,097.80 (net \$1,219,276.12).

General Operating Activities disbursements \$1,432,674.59 (net \$1,431,713.75).

Federal Funds \$12,776.69 (net \$9,566.00) for a total written of \$1,445,451.28 (net \$1,441,279.75).

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 February 29, 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 –

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

E. Personnel Transactions -

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

Staff:

- Dae'Trell Gordon, Dorm Manager/Assistant to Student Services, at an annual salary of \$28,752, plus staff fringe benefits, effective February 23, 2024
- Zakary Pegorsch, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective March 4, 2024.

Instructional Staff:

- **Daryl Rhodes, Welding Instructor, at an annual salary of \$48,000, plus staff fringe benefits, effective February 1, 2024 (**This is a change in status from contract based to full-time employment.)**

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 Dr. Alan Marcotte and the following votes were cast:

Brett 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. Track Resurfacing and Javelin Runway – Funded through 24-25 Capital Outlay Mill

It is time to resurface the track at the Hafner complex south of town. It has been eight years since this was completed. The resurfacing process should allow us another 8-10 years of usage before the entire track will need to be replaced. We've included work to complete the javelin runway so that Cowley can host meets at this site, including the Regional Championships next Spring. We are asking for approval for this project to begin in July of 2024.

Vendor	Location	Track Resurface	Javelin Runway	Concrete	Total
McConnell & Associates	MO	\$157,754.00	\$20,917.00	\$38,816.00	\$217,487.00
Pro Track and Tennis, Inc	NE	\$145,000.00	\$18,600.00	\$17,000.00	\$180,600.00
United Turf and Track	OK	\$247,000.00	Included	\$105,995.00	\$352,995.00

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

RESOLVED, that the Board of Trustees authorizes the College to contract with McConnell and Associates for the track resurface and javelin runway project at a cost of \$217,487.00, funded through the 2024-2025 Capital Outlay Mill.

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

Brett 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

A. Faculty Professional Leave (Sabbatical) Request

Chair Bazil requested the Board review and discuss the Faculty Professional Leave (Sabbatical) request for Deborah Layton.

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

RESOLVED, that the Board of Trustees approves the Professional Leave (Sabbatical) request for Deborah Layton effective for the fall semester of 2024.

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

Brett 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. Trustee Vacancy

Chair Bazil requested the Board continue the previously tabled discussion on the vacant seat of Marla Sexson.

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

RESOLVED, that the Board of Trustees take up the previously tabled discussion on the vacant seat of Marla Sexson.

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

Brett 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 authorizes the Board Clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201(15), as presented.

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

Brett 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. Executive Session

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session for discussion related to non-elected personnel, regarding the President's employment contract, pursuant to the exception related to non-elected personnel for 30 minutes, beginning at 6:33p.m. and reconvening in open session at 7:03p.m. in the same room. Action may follow. The Board requested David Andreas and Dr. Michelle Schoon be present in the executive session.

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

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

Motion carried.

The meeting then resumed in open session at 7:03p.m. in the same room. No action was taken.

X. Other Business

XI. Adjournment

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



Tiffany Vollmer
Board Clerk