

**Cowley College
Board of Trustees Official Minutes**

March 13, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on March 13, 2023, at 12:00pm in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City.

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, Interim President**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel**
- Holly Harper, VP of Finance and Administration**
- Stefani Jones, Executive Director of Enrollment Management**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Holly Peters, Faculty – Social Science**
- Jenette Hanna, Director of Human Resources**
- Stephanye Edwards, Athletic Advisor and Compliance Officer**
- Carissa Honkomp, Admissions Application Processor**
- Bryan McChesney, Systems Administrator**
- Micah Fry, Community Education Coordinator**

Guests

- John Shelman, Cowley CourierTraveler**
- Joe Shriver, Citizen**

The Invocation was presented by Dr. Steve Abrams and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College Update.**
 - **Dr. Schoon spoke of the website redesign that launched on Monday.**
 - **Also provided an update on the search for a new athletic director. The College has received over 20 applications and hopes to narrow down the candidate list to conduct interviews after Spring Break.**
- B. Jessica Lucas provided a legislative update.**
- C. Stefani Jones provided an enrollment, recruitment and retention update.**
- D. Thank you to Cowley College from WPS AVID Department.**
- E. Thank you to Cowley College from Shane and Lori Broyles.**
- F. Thank you to Cowley College from the 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 7, 2023 meeting.

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

RESOLVED, that the Board of Trustees approves the Wind Turbine Technology Certificate A and related courses as presented.

WIND TECHNOLOGY (Technical Certificate A)		
COURSE NUMBER	COURSE NAME	CREDIT HOURS
TECHNICAL REQUIREMENTS		
WND3660	Introduction to Wind Energy	3
WND3662	Field Safety and Experience	3
WND3661	Wind Technical Systems	3
INR3718	OSHA 10	1
MEC3483	Fluid Power	3
MEC3484	Principles of Electricity	3
MEC3492	Programmable Logic Controllers	3
TOTAL HOURS		19

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.

B. Trustee Finance Subcommittee –

Gary Wilson provided an overview of the March 7, 2023 meeting.

V. Consent Agenda

A. Board Minutes -

- February 20, 2023 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending February 28, 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, February 28, 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				
February 28, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,257,774.11	\$ 13,621.29	\$ 1,244,152.82
RCB	Student Refund Checks	\$ 1,700.51	\$ 1,700.51	\$ -
		\$ 1,259,474.62	\$ 15,321.80	\$ 1,244,152.82
General Operating Activities				
RCB	Operating Fund	128.00	-	128.00
USB	Operating Fund	1,082,308.69	1,702.63	1,080,606.06
USB	Federal Grants Fund	14,709.85	-	14,709.85
	Total General Operating Activities	\$ 1,097,146.54	\$ 1,702.63	\$ 1,095,443.91

Financial Aid Funds/Student Refund Check \$1,259,474.62 (net \$1,244,152.82).
 General Operating Activities disbursements \$1,082,436.69 (net \$1,080,734.06).
 Federal Funds \$14,709.85; for a total written of \$1,097,146.54 (net \$1,095,443.91).

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 28, 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.

E. Board Policy Approvals –

The Board conducted the second and final review of the following policies presented for approval:

- 101.00 – Mission and Related Statements (Revision)
- 126.00 – Weapons Policy (Revision)
- 432.00 – Financial Aid (Revision)
- 433.00 – Satisfactory Academic Progress Policy for Federal Aid Recipients (Revision)
- 453.00 – Substance Abuse for Intercollegiate Athletics (Delete)

F. Personnel Transactions -

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

Resignations:

- Courtney Peterson, Financial Aid Specialist, effective February 21, 2023

Staff:

- Tammie Hedrick, Academic Department Specialist – Humanities, at an hourly rate of \$15.37, plus staff fringe benefits, effective March 20, 2023.

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

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

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. Discussion Agenda

A. Presidential Appointment -

Chair Bazil recommended the Board approve the appointment of Dr. Michelle Schoon as the Cowley College President.

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

RESOLVED, that the Board of Trustees approves the appointment of Dr. Michelle Schoon as the Cowley College President and authorizes the Chair to sign the employment agreement as presented.

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.

VII. Other Business

Gary Wilson thanked Dr. Schoon for her service and offered her congratulations and support.

XII. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 12:48 p.m.



Tiffany Vollmer
Board Clerk