

**Cowley College
Board of Trustees Official Minutes**

April 15, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on April 15, 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**
- Bob McGregor, Vice Chair**
- Dr. Alan Marcotte, Trustee**
- Jacinda Shaw-Kinzie, Trustee**
- Joe Shriver, Trustee**
- Phil White, Trustee**
- Gary Wilson, Trustee**

Staff

- Dr. Michelle Schoon, President (via Zoom)**
- Tiffany Vollmer, Board Clerk**
- David Andreas, Legal Counsel**
- Holly Harper (via Zoom)**
- Paul Erdmann, VP of Information Technology**
- Janice Stover, AVP of Instruction and Secondary Partnerships**
- Jeff Fluty, Athletic Director**
- Dr. Scott Layton, Natural Science Department Chair, CEA President**
- Abby Morris, Director of Marketing**
- Lynlea Bartlett, Director of Housing**
- Hunter Ferguson, Integrated Communications Strategist**
- Jon Tyler, Public Safety**

Guests

- Stanley Cochran, Citizen**
- David Stanley, Citizen**
- Charles Jennings, Citizen**
- Journey Catlett, March Student of the Month**
- Stellar Young, April Student of the Month**
- Voices Heard Student Club**
- Gary Jones, Citizen**
- Libby Moore, Citizen**

The Invocation was presented by Dr. Alan Marcotte and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

Awards and Recognition:

- **Roxanna James – MOKANE Hall of Fame award – TRiO MOKANNE Hall of Fame, recognizing her unwavering dedication, exemplary leadership, and outstanding service to the MOKANNE. Chapter. This prestigious recognition not only celebrates her individual**

achievements but also shines a spotlight on the excellence of our program at Cowley College.

- Mark Flickinger – Oil Painters of America National Convention, wet paint competition, plenair division first place winner of digital article package valued at \$6,000.
- Military Friendly Gold Status – two years in a row. Clean VA audit.
- Hosted Humphrey fellows – four students from various countries.
- Debbie Phelps elected vice chair of the AIR (association for institutional research) board of directors for 2024-2025
- Congratulations to all of our students receiving awards at the Honors and Awards Banquet. Daniela Salcedo was the Student of the Year

Attended:

- April 6 Volleyball ring ceremony
- Spoke at Ark City Girls event
- March 29 all-college meeting
- March 25 Docking Lecture series in Leadership and luncheon with Juliet Garcia
- March 20 TBC luncheon
- NJCAA Basketball tournament in Hutchinson
- Kansas Court of Appeals meet and greet
- Gaming lounge grand opening
- CTE high school faculty day
- Presented Lunch Bites – state of the College and Winfield Chamber
- PTK Awards luncheon and KACC meeting
- Rotary and Chamber events
- KDOC and KBOR meetings

Enrollment Management Update:

- Current enrollment spring – up slightly
 - FTE 1,487 up from 1,477 (+10) Head Count 2,195 up from 2,184 last spring (+11)
- Fall enrollment opened April 1
- Hosted enrollment open house
- CTE high school faculty day

Events:

- April 15 – 19 What Were You Wearing exhibit
- April 16 – 50-year celebration Renn Memorial Library
- April 23 – voice recital
- April 24 – Athletic Banquet
- April 30 – Spring music concert
- May 4 – Commencement

B. Jessica Lucas provided a Legislative update

C. Journey Catlett was recognized as the March Student of the Month

D. Stellar Young was recognized as the April Student of the Month

E. 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

III. Public Comment

The Voices Heard student club addressed the Board on Diversity Month awareness.

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Bob McGregor provided an overview of the April 10, 2024 meeting.

1. Program Approvals

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

RESOLVED, that the Board of Trustees approves the Office Specialist Certificate A, and AAS as presented.

Office Specialist Certification (Technical Certificate A)			
COURSE NUMBER	COURSE NAME	SEMESTER	
		1	2
TECHNICAL REQUIREMENTS			
ACC1111	Fundamentals of Accounting OR ACC1162 Financial Accounting	3 (or 4)	
BUS 1640	Business Communications	3	
COM1722	Microsoft Word	3	
BUS1311	Introduction to Business	3	
BUS1420	Introduction to Management		3
ACC1130	QuickBooks		3
COM2725	Interpersonal Communications		3
CAP1749	Microsoft Excel		3
CAP1553	Microsoft PowerPoint		1
CAP1556	Productivity Applications		1
TOTAL TECHNICAL HOURS 26		12	14
Revisions: February 2024			
<u>Program of Study</u>			

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: OFFICE MANAGEMENT (AAS)		Proposed Program Title: OFFICE SPECIALIST AAS/CERT A	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
REQUIRED COURSES: 29 HOUR(S)		REQUIRED COURSES: 34 HOUR(S)	

CAP1722 MICROSOFT WORD	3	CAP1722 MICROSOFT WORD	3
CAP1749 MICROSOFT EXCEL	3	CAP1749 MICROSOFT EXCEL	3
CAP1752 MICROSOFT ACCESS	3	CAP1752 MICROSOFT ACCESS	3
ACC1120 PAYROLL ACCOUNTING	2	ACC1120 PAYROLL ACCOUNTING	2
ACC1130 ACCOUNTING WITH QUICKBOOKS	3	ACC1130 ACCOUNTING WITH QUICKBOOKS	3
*BUS1315 PERSONAL FINANCE	3	** BUS1311 INTRO. TO BUSINESS (Now required course)	3
BUS1330 BUSINESS MATHEMATICS	3	BUS1330 BUSINESS MATHEMATICS	3
BUS1425 HUMAN RESOURCE MANAGEMENT	3	BUS1425 HUMAN RESOURCE MANAGEMENT	3
BUS1640 BUSINESS COMMUNICATIONS	3	BUS1640 BUSINESS COMMUNICATIONS	3
ACCOUNTING OPTION: ACC1111 FUNDAMENTALS OF ACCOUNTING OR ACC1150 ACCOUNTING I	3	ACCOUNTING OPTION: ACC1111 FUND/ OF ACCOUNTING OR **ACC1162 FINANCIAL ACCOUNTING (new)	3-4
		**CAP1533 MICROSOFT POWERPOINT (new)	1
PROGRAM ELECTIVE OPTIONS: 15 HOUR(S)	15	**CAP1556 PRODUCTIVITY APPLICATIONS (new)	1
*ACC1150 ACCOUNTING I		** BUS1420 INTRO. TO MANAGEMENT (Now required course)	3
*ACC1160 ACCOUNTING II			
BUS1430 INTRO. TO MARKETING		(CERT A highlighted in blue = 26 hours)	
*BUS1311 INTRO. TO BUSINESS			
BUS1350 BUSINESS LAW		PROGRAM ELECTIVE OPTIONS: (13 HOURS)	13
*BUS1420 INTRO. TO MANAGEMENT		ACC1111 FUND/ OF ACCOUNTING (3 hrs.) OR **ACC1162 FINANCIAL ACCOUNTING (4 hrs.) If not used above (new)	
ECO6113 PRINC.OF MACROECONOMICS		BUS1315 PERSONAL FINANCE (3 hrs.)	
ENG2212 COMPOSITION II		BUS1430 INTRO TO MARKETING (3 hrs.)	
GENERAL ED REQUIREMENTS (18 HRS)	18	BUS1350 BUSINESS LAW (3 hrs.)	
ENG2211 ENGLISH COMPOSITION I		ECO6113 PRINC.OF MACROECONOMICS (3 hrs.)	
PHO6460 ETHICS		ENG2212 COMPOSITION II (3 hrs.)	
ECO6114 MICROECONOMICS			
COM2725 IPC <u>OR</u> ENG2212 COMPOSITION II		GENERAL ED REQUIREMENTS (15 HRS)	15
PSY6711 GENERAL PSYCHOLOGY <u>OR</u> ECO6113 MACROECONOMICS		Same except eliminate Computer Apps	
*CAP1516 COMPUTER APPLICATIONS		Note: COM2725 IPC (Required on CERT A) (3 hrs.)	
Total Credits in Current Program	62	Total Credits in Revised Program	62

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.

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

RESOLVED, that the Board of Trustees approves the Accounting Assistant Certificate A, Certificate B, and AAS as presented.

**Accounting Assistant Certification
(Vocational Certificate A)**

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2		
TECHNICAL REQUIREMENTS					
ACC1111	Fundamentals of Accounting or Financial Accounting T► \$	3-4			
BUS1330	Business Communications T►	3			
CAP1749	Microsoft Excel	3			
BUS 1311	Introduction to Business \$ (If continuing for Cert B take Semester 1)		3		
BUS1640	Accounting with <u>Quickbooks</u> \$		3		
ACC1120	Payroll Accounting \$		2		
TOTAL TECHNICAL HOURS 17		9-10	8		

Revisions: February 2024

**Accounting Assistant Certification
(Vocational Certificate B)**

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	
TECHNICAL REQUIREMENTS					
ACC1111	Financial Accounting \$	4			
BUS 1640	Business Communications	3			
CAP1749	Excel	3			
BUS1311	Introduction to Business \$	3			
ACC1120	Payroll Accounting \$		2		
ACC1130	Accounting with QuickBooks \$		3		
BUS1350	Business Law		3		
BUS1330	Business Math or Higher-Level College Math		3		
ACC1165	Managerial Accounting			3	
PHO6460	Ethics			3	
COM2725	Interpersonal Communications			3	
TOTAL TECHNICAL HOURS 33		13	11	9	

Pre-Requisites may be required for certain classes

Revisions: February 2024

**Accounting Assistant
(Associate of Applied Science Degree)**

COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS (15 hours)					
<u>ENG2211</u>	Composition I	3			
<u>PHO6460</u>	Ethics			3	
<u>PSY6711</u>	General Psychology			3	
<u>SOC6811</u>	Principles of Sociology		3		
<u>COM2725</u>	Interpersonal Communications			3	
GENERAL EDUCATION HOURS		3	3	9	0
TECHNICAL REQUIREMENTS (27 hours)					
<u>ACC1162</u>	Financial Accounting	4			
<u>BUS1311</u>	Introduction to Business	3			
<u>BUS1330</u>	Business Mathematics or Higher-Level College Math		3		
<u>ACC1130</u>	Accounting with QuickBooks		3		
<u>ACC1165</u>	Managerial Accounting			3	
<u>ACC1120</u>	Payroll Accounting		2		
<u>CAP1749</u>	Microsoft Excel	3			
<u>BUS1640</u>	Business Communications	3			
<u>BUS1350</u>	Business Law		3		
TECHNICAL HOURS		13	11	3	0
TECHNICAL ELECTIVES (Choose 20 hours with Advisor approval)					
<u>BUS1315</u>	Personal Finance (3 hours)				
<u>BUS1430</u>	Introduction to Marketing (3 hours)				
<u>CAP1722</u>	Microsoft Word (3 hours)				
<u>CAP1556</u>	Productivity Applications (1 hour)				
<u>CAP1553</u>	Microsoft PowerPoint (1 hour)				
<u>CAP1752</u>	Microsoft Access (3 hours)				
<u>ECO6114</u>	Principles of Microeconomics (3 hours)				
<u>BUS1420</u>	Introduction to Management (3 hours)				
<u>ACC1111</u>	Fundamentals Accounting (3 hours)				
<u>BUS1425</u>	Human Resource Management (3 hours)				
TOTAL HOURS 62					

Depending on skill level and assessment scores, students may be required to take the necessary basic skill or prerequisite courses prior to enrolling in the program.

Revised: February 2024

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: ACCOUNTING CLERK (AAS)		Proposed Program Title: ACCOUNTING ASSISTANT AAS	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
REQUIRED COURSES: 44 HOUR(S)		REQUIRED TECHNICAL COURSES: 27 HRS	
ACC1111 FUNDAMENTALS OF ACCOUNTING	3	**ACC1162 FINANCIAL ACCOUNTING	4
ACC1120 PAYROLL ACCOUNTING	2	ACC1120 PAYROLL ACCOUNTING	2
ACC1130 ACCOUNTING WITH QUICKBOOKS	3	ACC1130 ACCOUNTING WITH QUICKBOOKS	3
*ACC1150 PRINCIPLES OF ACCOUNTING I	3	CAP1749 MICROSOFT EXCEL	3
*ACC1160 PRINCIPLES OF ACCOUNTING II	3	BUS1640 BUSINESS COMMUNICATIONS	3
BUS 1311 INTRO. TO BUSINESS	3	BUS 1311 INTRO. TO BUSINESS	3

BUS1315 PERSONAL FINANCE	3	**ACC1165 MANAGERIAL ACCOUNTING	3
BUS1330 BUSINESS MATHEMATICS	3	BUS1330 BUSINESS MATHEMATICS (or Higher Level College Math course)	3
BUS1425 HUMAN RESOURCE MANAGEMENT	3	BUS1350 BUSINESS LAW	3
BUS1430 INTRO. TO MARKETING	3		
BUS1640 BUSINESS COMMUNICATIONS	3	PROGRAM ELECTIVE OPTIONS: (SELECT COURSES TO MEET 20 HOURS)	20
CAP1749 MICROSOFT EXCEL	3	ACC1111 FUND/ OF ACCOUNTING 3 hrs	
CAP1752 MICROSOFT ACCESS	3	BUS1315 PERSONAL FINANCE (3 hrs)	
ECO6114 PRINC. OF MICROECONOMICS	3	BUS1425 HUMAN RESOURCE MANGMNT 3 hrs	
		BUS1430 INTRO TO MARKETING (3 hrs)	
		** BUS1420 INTRO. TO MANAGEMENT	
		ECO6114 PRINC.OF MICROECONOMICS (3 hrs)	
		**CAP1722 MICROSOFT WORD	
GENERAL ED REQUIREMENTS (18 HRS)		CAP1752 MICROSOFT ACCESS	
ENG2211 ENGLISH COMPOSITION I	3	**CAP1553 MICROSOFT POWERPOINT (1 hr)	
PHO6460 ETHICS	3	**CAP1556PRODUCTIVITY APPLICATION (1hr)	
COM2725 IPC	3	GENERAL ED REQUIREMENTS (15 HRS)	15
PSY6711 GENERAL PSYCHOLOGY	3	SAME as current except eliminate CAP1516/1517	
SOC6811 PRINCIPLES OF SOCIOLOGY	3		
CAP1516 COMPUTER APPLICATIONS OR CAP1517 ADV. COMPUTER APPLICATIONS	3		
Total Credits in Current Program	62	Total Credits in Revised Program	62

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 Finance Subcommittee –
Phil White provided and overview of the April 8, 2024 meeting.**

V. Consent Agenda

A. Board Minutes -

- **March 11, 2024 regular Minutes**

B. Financial Reports –

Copies of the Financial Reports for the month ending March 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, March 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				
March 31, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 102,086.01	\$ 15,341.93	\$ 86,744.08
RCB	Student Refund Checks	\$ 4.00	\$ 4.00	\$ -
		<u>\$ 102,090.01</u>	<u>\$ 15,345.93</u>	<u>\$ 86,744.08</u>
General Operating Activities				
USB	Operating Fund	2,822,622.57	11,239.08	2,811,383.49
USB	Federal Grants Fund	8,088.43	-	8,088.43
Total General Operating Activities		<u>\$ 2,830,711.00</u>	<u>\$ 11,239.08</u>	<u>\$ 2,819,471.92</u>

Financial Aid Funds/Student Refund Check \$102,090.01 (net \$86,744.08).
 General Operating Activities disbursements \$2,822,622.57 (net \$2,811,383.49).
 Federal Funds \$8,088.43 for a total written of \$2,830,711.00 (net \$2,819,471.92).

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 March 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 –

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

E. Personnel Transactions -

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

Resignations:

- Stephanie Hopper, Admissions Recruiter, effective April 12, 2024

Retirements:

- Beverly Frank, Academic Department Specialist – Career and Technical Education, effective July 31, 2024

Bob McGregor 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 Joe Shriver 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. Trustee Vacancy

In accordance with K.S.A. 71-201 (15), a notice was published in the Cowley Courier Traveler for the vacancy of Marla Sexson on November 26, 2022 and again on March 14, 2024.

Applications were received for the vacancy by the following Cowley County residents:

- Stanley Cochran, Arkansas City, KS
- Charles Jennings, Arkansas City, KS
- David Stanley, Arkansas City, KS

Chair Bazil provided each candidate the opportunity to make introductions to the Board.

Jacinda Shaw-Kinzie introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees table the trustee vacancy appointment until at least the May Board meeting.

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

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

Motion failed.

Jacinda Shaw-Kinzie introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees appoint Stanley Cochran to fill the remainder of the vacant trustee seat.

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

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

Motion failed.

Jacinda Shaw-Kinzie introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees appoint Charles Jennings to fill the remainder of the vacant trustee seat.

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

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

Motion failed.

Jacinda Shaw-Kinzie introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees appoint David Stanley to fill the remainder of the vacant trustee seat.

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

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

Motion carried.

Legal Counsel suggested restating the motion to include the statutory reference and the trustee's name that vacated the open seat.

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

RESOLVED, that pursuant to K.S.A. 71-201 (15) the Board of Trustees appoint David Stanley to fill the vacant seat of Marla Sexson, a term expiring in January 2026.

The motion was seconded by Bob McGregor.

Prior to the vote, the Board suggested instead amending the previous motion to include the statutory reference and Marla Sexson's name.

Jacinda Shaw-Kinzie introduced and moved the adoption of the following amended resolution:

RESOLVED, that pursuant to K.S.A. 71-201 (15) the Board of Trustees appoint David Stanley to fill the vacant seat of Marla Sexson, a term expiring in January 2026.

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

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

Motion carried.

B. Summer Board Planning Session

Chair Bazil requested the Board consider the following dates for the Summer Board Planning Session.

- June 5, 2024 – 1:00pm-5:00pm
- June 7, 2024 – 8:00am-12:00pm
- July 10, 2024 – 1:00pm-5:00pm

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

RESOLVED, that the Board of Trustees set the summer Board planning session for July 10, 2024 from 1:00pm-5:00pm.

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.

C. President's Annual Evaluation Reminder

Chair Bazil reminded the trustees to complete Dr. Schoon's annual evaluation forms and return them in a sealed envelope to the Board Clerk by May 1.

X. Other Business

Joe Shriver expressed concerns with holding the Board meeting on a date when the majority of administrators were out of the office attending a conference. The Board should have discussed rescheduling for a different date.

XI. Adjournment

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

RESOLVED, that the Board of Trustees adjourn from the regular meeting.

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.

With no other business to be discussed, the Chair declared the meeting adjourned at 7:32pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer
Board Clerk**