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Cowley College
Board of Trustees Official Minutes

April 17, 2023
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I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on April 17, 2023, at 6:00pm 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
		Debbie Phelps, Executive Director of Institutional Effectiveness
		Janice Stover, Interim VP of Academic Affairs
		Abby Morris, Director of Marketing
		Rama Peroo, Director of Institutional Communications and Public Relations
		Roxanna James, Director, TRiO-Impact
		Julie Rhoads, Director of Education, CEA President
		Jon Tyler, Campus Safety Officer
Guests		**Lillie Dodge, April Student of the Month**
		John Shelman, Cowley CourierTraveler
		Joe Shriver, Citizen

The Invocation was presented by Glennis Zimmerman and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

A. Brett Bazil provided a recap of the Higher Learning Commission Annual Conference held March 24-27 in Chicago.
B. Dr. Michelle Schoon provided a College Update.
   - Mentioned the recent Annual Honors and Awards banquet held in the Earle N. Wright Community Room where Arnau Sagrera-Barnet was named the 2022-2023 Cowley College Student of the Year.
   - She also mentioned the KACCT Conference she attended in Junction City, KS.
   - Also, the Cowley College Cheer team were crowned the Coed National Champions while competing in Galveston, TX.
   - Lastly, she informed the Board that the Cowley A Quiz Bowl team placed third as a team at the state meet with Cowley sophomore Zane Hubble placing first individually.
C. Maycee Wolfenbarger (absent) was recognized as the March student of the Month.

D. Lillie Dodge was recognized as the April Student of the Month.
E. Jessica Lucas provided a legislative update.
F. Debbie Phelps provided an enrollment, recruitment and retention update.
G. Roxanna James presented the annual TRiO-Impact department update
H. Kami Moore provided the Cowley Adult Education Graduation Save the Date
I. Thank you to Cowley College from the Outreach Program
J. Thank you to Cowley College from Mike Sadler, Colby Community College
K. Thank you to Cowley College from the Ark City Chamber of Commerce.

III. Public Comment

IV. Standing Committee Reports

A. **Trustee Academic Subcommittee –**
David Stanley provided an overview of the April 11, 2023 meeting.

David Stanley introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the Software, Security, & Development Program (Software Development/Coding Pathway-Cert. A, Software Development-Cert. B, Networking Pathway-Cert. A, Cyber Security Pathway-Cert. A) and associated new courses as presented.

Software Development/Coding Pathway (Cert A) - 27 Credit Hrs
CIS-1876: C Programming
CIS-1868: Java Programming
CIS-1862: C++ Programming
CIS-1858: Visual Basic Programming
CIS-1864: C# Programming
CIS-1911: Azure Development (AZ-204)
CIS-1902: Introduction to SQL
CIS-1913: AZ-500 - Azure Security Technologies
CIS-1872: Python Programming

Networking Pathway (Cert A) - 27 Credit Hrs
CIS-1958 - Network Plus (prep class for CompTIA Network+)
CIS-1916: Introduction to Windows Server 2019
CIS-1920: Windows Server 2019 Advanced Networking
CIS-1919: Windows Server 2019 Active Directory
CIS-1915: Introduction to Virtualization
CIS-1955 - Cisco CCNA Routing and Switching I
CIS-1956 - Cisco CCNA Routing and Switching II
CIS-1917: Network Defense Essentials (NDE) (prep class for EC-Council NDE)
CIS-1914: Certified Network Defender (CND) (prep class for EC-Council CND)

Cybersecurity Pathway (Cert A) - 27 Credit Hrs
CIS-1958 - Network Plus (prep class for CompTIA Network+)
CIS-1959 - Security Plus (prep class for CompTIA Security+)
CIS-1910: AZ-104 - Azure Administrator Associate
CIS-1912: AZ-900 - Azure Fundamentals
CIS-1918: SC-900 - Security, Compliance, and Identity Fundamentals
CIS-1913: AZ-500 - Azure Security Technologies
CIS-1917: Network Defense Essentials (NDE) (prep class for EC-Council NDE)
CIS-1914: Certified Network Defender (CND) (prep class for EC-Council CND)
CIS-1950 - Ethical Hacking (prep class for EC-Council)
Software Development (Cert B) - 42 Credit Hrs - Additional Classes to Cert A:
CIS-1865 ASP.NET Programming
CIS-1895: Introduction to Oracle
CIS-1896: PL/SQL Programming
CIS1753: Android App Development I
CIS-1767: iOS App Development I

Software Development (Cert B) - 42 Credit Hrs - Additional Classes to Cert A:
CIS-1865 ASP.NET Programming
CIS-1895: Introduction to Oracle
CIS-1896: PL/SQL Programming
CIS1753: Android App Development I
CIS-1767: iOS App Development I

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 –**
Bob McGregor provided an overview of the April 10, 2023 meeting.

C. **Trustee Policy Subcommittee**
Brett Bazil provided an update of the April 13, 2023 virtual review of the following policies:
- **134.00 – Campus Conduct (Revision)**
- **138.00 – Political Activity (Revision)**

V. Consent Agenda

A. **Board Minutes -**
- **March 13, 2023 regular Minutes**

B. **Financial Reports –**
Copies of the Financial Reports for the month ending March 31, 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, March 31, 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.

		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	**Entity**	**Written**	**Voided**	**Disbursed**
USB	Student Refund Checks	$ 95,299.70	$ 3,115.44	$ 92,184.26
RCB	Student Refund Checks	$ 12,958.48	$ 12,958.48	$ -
		$ 108,258.18	$ 16,073.92	$ 92,184.26
General Operating Activities				
RCB	Operating Fund			-
USB	Operating Fund	1,205,738.29	5,575.98	1,200,162.31
USB	Federal Grants Fund	3,985.00	-	3,985.00
Total General Operating Activities		$ 1,209,723.29	$ 5,575.98	$ 1,204,147.31

Cowley County Community College
Accounts Payable Check Summary
March 31, 2023

Financial Aid Funds/Student Refund Check $108,258.18 (net $92,184.26).
General Operating Activities disbursements $1,205,738.29 (net $1,200,162.31).
Federal Funds $3,985.00; for a total written of $1,209,723.29 (net $1,204,147.31).

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, 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:

No policy approvals for April.

F. **Personnel Transactions -**
Dr. Schoon has authorized the following personnel items for Board review:

Resignations:
- Kurt Mount, Custodian, effective March 13, 2023
- David DeAndre, Public Safety Officer, effective April 5, 2023
- Lori Broyles, Admissions Secretary, effective April 28, 2023

Administration:
- **Jeff Fluty, Athletic Director, at an annual salary of $78,000, plus fringe benefits, effective June 1, 2023**

Faculty:
- **Kasey Copeland, Humanities Instructor, at an annual salary of $51,200, plus fringe benefits, based on classification "F" of the Faculty Master Agreement, effective August 1, 2023**
- **Jonathan Fleig, Social Science Instructor, at an annual salary of $47,900, plus fringe benefits, based on classification "C" of the Faculty Master Agreement, effective August 1, 2023.**

Staff:
- **Justice Circle, Head Coach – Wrestling, at an annual salary of $47, 721, plus staff fringe benefits, effective May 1, 2023.**

Gary Wilson 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 Bob McGregor 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. Procurement
A. Wichita Site Lease
Administration requests the Board authorize the College to enter into a lease agreement with Brunswick Properties LLC for the new Wichita site, beginning May 1, 2023 and expiring on June 1, 2028 at the following lease cost:

Wichita Location - 7330 W Maple (1,800 SF)

Offered 5-year lease with lower cost in Years 1-2:

Year 1-2:	**$44,100**
Year 3-4:	**$45,900**
Year 5:	**$47,700**

*Cost includes insurance and taxes, college will be responsible for utilities.

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

RESOLVED, that the Board of Trustees approves the new Wichita site lease with Brunswick Properties, LLC 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

XII. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:37 p.m.

**Tiffany Vollmer
Board Clerk**