

**Cowley College  
Board of Trustees Official Minutes**

**April 21, 2025**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on April 21, 2025 at 6:00pm in classroom 208 of the Short General Education Center on the Sumner Campus, 2208 Davis-White Loop, Wellington, KS.

<b>Trustees</b>	<b>Present</b>	<b>Bob McGregor, Chair Dr. Alan Marcotte, Vice Chair Brett Bazil, Trustee Jacinda Shaw-Kinzie, Trustee Joe Shriver, Trustee David Stanley, Trustee Gary Wilson, Trustee Phil White, Trustee</b>
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<b>Staff</b>	<b>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 Stefani Jones, Director of Student Enrollment and Success Dr. Scott Layton, Natural Science Dept. Chair - CEA President Daniel Brooks, CTE Dept. Chair Jennifer Searle, Marketing Director Stephanye Edwards, Asst. Athletic Director: Academics and Compliance Tim Kennedy, Admissions Representative Brooke Istas, Natural Science Instructor Hunter Ferguson, Public Relations (via Zoom) Jessica Lucas, Gov't Affairs Liaison (via Zoom)</b>
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<b>Guests</b>	<b>Dr. Kori Gregg, President and CEO, Cowley Foundation Cowley Quiz Bowl Students Hadley O'Toole, March Student of the Month Ashlyn Thomison, April Student of the Month Bill Rhiley, KS House of Representatives Larry Theurer, Sumner County Citizen</b>
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The Invocation was presented by Phil White and the College Mission Statement was read by Chair McGregor.

**II. Awards and Reports**

- A. Dr. Schoon provided a recap of the annual PTK Luncheon and KACC Quarterly Meeting held April 11<sup>th</sup> in Topeka.

- Moving forward, the PTK luncheon will be held regionally throughout the state and will no longer be in conjunction with the quarterly KACC meeting.

**B. Dr. Michelle Schoon provided a College update.**

**College Update**

- Men's Basketball team completed a successful season by competing in the National tournament and making it to the top eight
- Cowley College hosted a NC3 National Signing Day event, with 28 student signing letters of intent to attend Cowley College in a technical education field. NC3 – National Coalition of Certification Centers
- Hosted a site visit by the Dept. of Commerce grant management firm (Witt Obrien) as part of the closeout of the ARPA grant used for the Tyler Technical Education Center
- Eight Cowley employees attended the Higher Learning Commission (HLC) Annual Conference in Chicago, attending sessions on accreditation criteria, student success, higher education best practice, and legal issues in higher education
- Honors and Awards Banquet held on April 9 with Colton Brown receiving the student of year recognition

**Attended**

- Presented as the Key Note speaker at the Eagle Nest, LLC., Women's Conference
- Attended the Cowley County Talent Talk, hosted by Cowley County Economic Development and KansasWorks
- Phi Theta Kappa member induction ceremony
- Commencement and Negotiations meeting
- Typical meetings with KBOR, TEA, Rotary, Chamber, etc.

**Enrollment Management Update**

- Summer and Fall Enrollment are currently open
- Current initiatives of Enrollment Management teams include using the CRM (Customer Relationship Management software) to capture potential students
- Preparing for fair season

**Upcoming events**

- April 22 – Hosting the KJCCC Presidents/athletic directors meeting on campus
- April 23 and 24 – Robotics Challenge at Sumner Campus
- May 10 – Commencement ceremony at 10:00. Please let Tiffany know if you are not planning to attend.
- May 15 – Hosting Chamber Coffee at Tyler Technical Education Center

**C. The Board recognized the State Champion Cowley Quiz Bowl team.**

**D. Hadley O'Toole was recognized as the March Student of the Month.**

**E. Ashlyn Thomison was recognized as the April Student of the Month.**

**F. Jessica Lucas provided a legislative Update.**

**G. Dr. Kori Gregg provided a Cowley Foundation Update.**

**H. 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 the KCCLI Class Ten.
- G. Thank you to Cowley College from the Cowley CTE Department
- H. Thank you to Cowley College from Miss Smith's Kinders
- I. Thank you to Cowley College from Judy Docking

### **III. Public Comment**

No public comment

### **IV. Standing Committee Reports**

- A. Trustee Academic Subcommittee –  
David Stanley provided an update of the April 16, 2025 electronic review of the following Course Procedure changes.
  1. Overview of Changes to Anatomy and Physiology I & II
    - The endocrine system competencies were moved from A & P I to A & P II to balance the body system coverage in each class.
    - The wording on several competencies in both A&P I and II were modified to reflect the language adopted at the Kansas Core Outcomes Group meeting that include updated terminology and additional detail.
    - Some competencies that listed multiple items were separated into individual competencies or improved clarity.
    - Some of the action verbs were updated.
    - An error was corrected to reflect the number of lecture hours for A&P II (2 credit hours, not 3)
- B. Trustee Finance Subcommittee –  
Joe Shriver provided an overview of April 14, 2025 meeting.
- C. Trustee Sumner County Sales Tax Subcommittee -  
Phil White provided an update from the April 14, 2025 meeting.

### **V. Consent Agenda**

- A. Board Minutes -
  - March 10, 2025 regular Minutes
- B. Financial Reports –  
Copies of the Financial Reports for the month ending March 31, 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, March 31, 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.

<b>Cowley County Community College</b>				
<b>Accounts Payable Check Summary</b>				
<b>March 31, 2025</b>				
		<b>Total</b>	<b>Total</b>	<b>Net</b>
		<b>Check Amount</b>	<b>Check Amount</b>	<b>Check Amount</b>
		<b>Written</b>	<b>Voided</b>	<b>Disbursed</b>
<b><u>Student Refunds</u></b>				
USB	Student Refund Checks	\$ 35,161.22	\$ 4,050.83	\$ 31,110.39
		\$ 35,161.22	\$ 4,050.83	\$ 31,110.39
<b><u>General Operating Activities</u></b>				
USB	Operating Fund	1,126,485.21	8,850.76	1,117,634.45
USB	Federal Grants Fund	5,204.20	-	5,204.20
<b>Total General Operating Activities</b>		<b>\$ 1,131,689.41</b>	<b>\$ 8,850.76</b>	<b>\$ 1,122,838.65</b>

- **Student Refunds**
  - Financial Aid Funds/Student Refund Check gross \$35,161.22, net \$31,110.39.
- **General Operating Activities**
  - Disbursements gross \$1,126,485.21, net \$1,117,634.45
  - Federal Funds gross and net \$5,204.20
    - Total General Operating Activities gross \$1,131,689.41, net \$1,122,838.65.

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, 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:**

- Darrell Quick, Maintenance Technician, effective July 31, 2025

**Resignations:**

- Tia Bunch, Nursing Program Coordinator, effective June 30, 2025
- Dakota Brinkley, Welding Instructor, effective July 31, 2025

**Separations:**

- Kayla Wood, Custodian, effective April 1, 2025

**Staff:**

- Marcos Longo Ribeiro, Head Coach – Men's Soccer, at an annual salary of 48,913.00, plus staff fringe benefits, effective April 14, 2025
- Jace Patrick, Maintenance Technician I, at an hourly rate of \$17.85, plus staff fringe benefits, effective April 28, 2025
- Jennifer Sandell, Custodian, at an hourly rate of \$13.33, plus staff fringe benefits, effective April 28, 2025

**E. Board Policy Approvals –**

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

Joe Shriver 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 Phil White and the following votes were cast:

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

Motion carried.

**VI. First Executive Session**

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

**RESOLVED**, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding faculty contracts, pursuant to the exception related to non-elected personnel for 10 minutes, beginning at 7:05 p.m. and reconvening in open session at 7:15 p.m. in the same room. The Board requests Dr. Michelle Schoon, Dr. Rachel Bates, and J.T. Seitz be present in the executive session. No action to follow.

The motion was seconded by Brett Bazil and the following votes were cast:

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

Motion carried.

The Board then reconvened in open session at 7:15 p.m. in the same room, then held a 10-minute recess from 7:15 p.m. to 7:25 p.m.

**VII. Second Executive Session**

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

**RESOLVED**, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding employee compensation, pursuant to the exception related to non-elected personnel for 15 minutes, beginning at 7:25 p.m. and reconvening in open session at 7:40 p.m. in the same room. The Board requests J.T. Seitz be present in the executive session. No Action to follow.

The motion was seconded by Brett Bazil and the following votes were cast:

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

Motion carried.

The Board then reconvened in open session at 7:40 p.m. in the same room.

#### VIII. Third Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding employee compensation, pursuant to the exception related to non-elected personnel for 10 minutes, beginning at 7:41 p.m. and reconvening in open session at 7:51 p.m. in the same room. The Board requests J.T. Seitz be present in the executive session. No Action to follow.

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

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

Motion carried.

The Board then reconvened in open session at 7:51 p.m. in the same room.

#### IV. Other Business

Trustee Shaw Kinzie clarified that if a College board meeting date is changed and falls on a regularly scheduled USD 470 board meeting night, she will absent from the College board meeting. The same will be the case if USD 470 changes their board meeting date, and it falls on a regularly scheduled College board meeting night. She will miss the USD 470 meeting to attend the College board meeting.

#### VII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:54 p.m.



Tiffany Vollmer  
Board Clerk