

**Cowley College  
Board of Trustees Official Minutes**

**May 15, 2023**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on May 15, 2023, at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 206 S. 4<sup>th</sup>, 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**

**Staff**

- Dr. Michelle Schoon, 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**
- Paul Erdmann, VP of Information Technology**
- Abby Morris, Director of Marketing**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Julie Rhoads, Director of Education, Outgoing CEA President**
- Dr. Scott Layton, Natural Science Dept. Chair, Incoming CEA President**
- Brooke Iestas, Natural Science Instructor, incoming CEA Vice President**
- Jon Tyler, Campus Safety Officer**

**Guests**

- Jessica Lucas, Government Affairs Liaison**
- John Shelman, Cowley Courier/Traveler**
- Kyle Carlson, Trustee Candidate**

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.**

- **Informed trustees of the “Did you Know” social media campaign designed to increase awareness of the College by sharing facts on enrollment and scholarships.**
- **Updated the Trustees on the enrollment initiative that waives online fees for summer classes.**
- **Gave a brief update on the summer projects involving renovations and office moves.**
- **Announced that the Wind Energy Technology program passed through the first round of the state approval process for new programs.**
- **Also gave kudos to the Visual and Performing Arts department for a greatly attended alumni concert and also mentioned the centennial film produced by Cowley student Arnau Sagrera.**

- Recent awards include the Bill and Judy Docking Faculty Achievement Award, given to Frank Owens, and the Ben LeClair Staff Excellence Award, given to Jody Arnett.
  - Ended with a follow-up on the spring athletic teams.
- B. Jessica Lucas provided a legislative update.
- C. Debbie Phelps provided an enrollment, recruitment and retention update.
- D. Outgoing CEA President Julie Rhoads introduced 2023-2024 CEA leadership Dr. Scott Layton, President and Brooke Ista, Vice President.
- E. Julie Rhoads presented a Criminal Justice recruitment video.
- F. Thank you to Cowley College from Caldwell Middle School.
- G. Thank you to Cowley College from Lincoln High School After Prom.
- H. Thank you to Cowley College from Glasco High School After Prom.
- I. Thank you to Cowley College from the Mark Phillips Family.
- J. Thank you to Cowley College from Family Life Services.

### **III. Public Comment**

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

- A. Trustee Finance Subcommittee –  
Dr. Steve Abrams provided an overview of the May 8, 2023 meeting.
- B. Trustee Policy Subcommittee  
Gary Wilson provided an update of the May 10, 2023 review of the following policies:
- 131.00 – Reimbursement for Travel (Revision)
  - 161.00 – Requisition and Selection – Non-Faculty Personnel (Revision)
  - 260.00 – Transfer Coursework – (Revision)

### **V. Consent Agenda**

- A. Board Minutes -
- April 17, 2023, 2023 regular Minutes
- B. Financial Reports –  
Copies of the Financial Reports for the month ending April 30, 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, April 30, 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.

<b>Cowley County Community College</b>				
<b>Accounts Payable Check Summary</b>				
<b>April 30, 2023</b>				
		<b>Total</b>	<b>Total</b>	<b>Net</b>
		<b>Check Amount</b>	<b>Check Amount</b>	<b>Check Amount</b>
<b>Bank</b>	<b>Entity</b>	<b>Written</b>	<b>Voided</b>	<b>Disbursed</b>
USB	Student Refund Checks	\$ 60,556.64	\$ 7,038.95	\$ 53,517.69
RCB	Student Refund Checks	\$ 4,928.00	\$ 4,928.00	\$ -
		<u>\$ 65,484.64</u>	<u>\$ 11,966.95</u>	<u>\$ 53,517.69</u>
<b>General Operating Activities</b>				
RCB	Operating Fund	-	-	-
USB	Operating Fund	1,293,333.78	1,870.00	1,291,463.78
USB	Federal Grants Fund	8,889.76	-	8,889.76
<b>Total General Operating Activities</b>		<u>\$ 1,302,223.54</u>	<u>\$ 1,870.00</u>	<u>\$ 1,300,353.54</u>

**Financial Aid Funds/Student Refund Check \$65,484,64 (net \$53,517.69).  
General Operating Activities disbursements \$1,293,333.78 (net \$1,291,463.78).  
Federal Funds \$8,889.76; for a total written of \$1,302,223.54 (net \$1,300,353.54).**

**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 April 30, 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:**

- 134.00 – Campus Conduct (Revision)**
- 138.00 – Political Activity (Revision)**

**F. Personnel Transactions -**

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

**Faculty Non-Renewal:**

- Brian Patterson, Construction Trades Instructor, effective May 31, 2023**

**FINAL ACTION OF THE BOARD OF TRUSTEES:  
NON-RENEWAL OF NON-TENURED FACULTY CONTRACT**

**Whereas, Brian Patterson is currently employed at Cowley County Community College and Area Vocational Technical School and**

**Whereas, the Board of Trustees of Cowley County Community College and Area Vocational Technical School finds that the contract of Brian Patterson for the 2023-2024 academic year should be nonrenewed, and that Brian Patterson should be given written notice on or before the 3<sup>rd</sup> Friday in May, 2023, of the intent of the Board to non-renew his contract for the 2023-2024 academic year;**

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COWLEY COUNTY COMMUNITY COLLEGE AND AREA VOCATIONAL TECHNICAL SCHOOL AS FOLLOWS:**

It is hereby declared to be the intent of the Board of Trustees that the employment contract of Brian Patterson as an instructor be nonrenewed for the 2023-2024 academic year; and

The secretary of the board is directed to give written notice in person or by restricted United States mail to Brian Patterson on or before the 3<sup>rd</sup> Friday in May, 2023, of the Board's intent to non-renew this contract for the 2023-2024 academic year.

**ADOPTED** by the Board of Trustees of Cowley County Community College and Area Vocational Technical School this 15<sup>th</sup> day of May, 2023.

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Board Clerk

**Resignations:**

- Gage Musson, Wellness center Manager, effective May 3, 2023
- Dr. Thomas Weaver, Biology Instructor, effective May 31, 2023

**Faculty:**

- Jamie Hibbs, Education Instructor, at an annual salary of \$63,600, plus fringe benefits, based on classification "F" of the Faculty Master Agreement, effective August 1, 2023.
- Amy Linder, Cosmetology Instructor, at an annual salary of \$50,000, plus fringe benefits, based on classification "A" of the faculty master agreement, effective Aug 1, 2023

**Staff:**

- Jeremiah Brammer, Public Safety Officer, at an hourly rate of \$15.36, plus staff fringe benefits, effective May 8, 2023
- Maya Damron, Admissions Assistant, at an hourly rate of \$15.37, plus staff fringe benefits, effective May 22, 2023
- Shawne Dimeo, Financial Aid Specialist, at an annual salary of \$38,792 plus staff fringe benefits, effective June 1, 2023

**Club Sponsor Pay:**

<u>Name</u>	<u>Club</u>	<u>Pay</u>
<b><u>Clubs</u></b>		
• Brooke Istas	Trap Club	\$800
• Mark Flickinger	Art Club	\$800
• Ryan Doom	Mile Marker Review (Mulvane)	\$800
• Braidon Hughes	Math and Science	\$600
• AJ Ybarra	Math and Science	\$600
• Uwe Conrad	Math and Science (Mulvane)	\$600
• Delayne Dale	Skills USA	\$300
• Garret Vickery	Skills USA	\$300

**Organizations**

• Deborah Layton	PTK - Coordinator	\$1,500*
• Janet Davidson	PTK – Sponsor	\$500*
• Julianna Smarsh	PTK - Sponsor	\$1,000*
• Sarah Mathews	DECA	\$1,200
• Dianne Flickinger	Quiz Bowl	\$1,200
	<b>Total Pay</b>	<b><u>\$10,200.00</u></b>

*\*Already Paid \$1000 in December*

**Requests for Advanced Pay:**

Certain faculty members, who will have completed their contractual obligations at the end of the school year, have requested advance payment of their salaries for June and July. These faculty members are:

Frank Arnold	Elizabeth Peck
Stephen Butler	Holly Peters
Marlys Cervantes	Julie Rhoads
Uwe Conrad	Jennifer Rupp
Steven Cooper	Pam Smith
Brooke Ista	Andrew Tucker
Sarah Mathews	Humphrey Wamocho
Amy McWhirt	Thomas Weaver
April Nittler	Paige Winslow

Bob McGregor 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 Dr. Alan Marcotte and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye		
Bob McGregor	Aye		

Motion carried.

**VI. Procurement**

**A. Fresh Ideas Service Agreement**

Administration requested approval of the Fresh Ideas Dining Services Agreement, including the 2023-2024 price increases as presented.

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

**RESOLVED**, that the Board of Trustees approves the Fresh Ideas Dining Services Agreement, including the 2023-2024 price increases as presented.

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

Brett Bazil	Aye	David Stanley	Aye
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Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye		
Bob McGregor	Aye		

Motion carried.

## VII. Discussion Agenda

### A. Summer Board Planning Session

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

**RESOLVED**, that the Board of Trustees will hold a summer planning session on Thursday, July 27, 2023 from 2:00pm-5:00pm in the Cowley College Education Center.

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		
Bob McGregor	Aye		

Motion carried.

## VIII. Other Business

### A. Chair Bazil requested a special meeting of the Board of Trustees to address a procurement deadline.

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

**RESOLVED**, that the Board of Trustees hold a special meeting on Friday, May 26, 2023 at 12:00pm via Zoom.

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		
Bob McGregor	Aye		

Motion carried.

### B. Trustee McGregor commented on the success of the Robotics Challenge that took place at the Sumner campus in April.

## XII. Adjournment

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

A handwritten signature in black ink, reading "Tiffany Vollmer". The signature is written in a cursive, flowing style with a large initial 'T' and 'V'.

**Tiffany Vollmer**  
**Board Clerk**