

**Cowley College
Board of Trustees Official Minutes**

May 20, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on May 20, 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
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Holly Harper, VP of Finance and Administration
Dr. Rachel Bates, VP of Academic Affairs
Paul Erdmann, VP of Information Technology
Janice Stover, AVP of Instruction and Secondary Partnerships
Debbie Phelps, Executive Director of Institutional Effectiveness
Kristi Shaw, Executive Director of Student Services
Jeff Fluty, Athletic Director
Stefani Jones, Director of Enrollment and Student Success
Dr. Scott Layton, Natural Science Department Chair, CEA President
Dr. Brooke Istas, Natural Science Instructor, CEA Vice-President
Abby Morris, Director of Marketing
Hunter Ferguson, Integrated Communications Strategist
Jon Tyler, Public Safety

Guests

Gary Jones, Citizen
John Shelman, Cowley CourierTraveler
Dr. Kori Gregg, Cowley Foundation President
Josh Albin, Adam Jones Law Firm
J.T. Seitz, Seitz Law Office
Ray Roofing

The Invocation was presented by Phil White and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
News
- **May 4 Commencement**

- Educate the State – signed MOU with Southwestern, Newman University and Friends University, April 30
- Robotics Challenge – Sumner campus, 15 schools with 178 students – April 23 and 24

Awards and Recognition

- 50th Anniversary of the Renn Memorial Library April 16
- Cowley student Bruno Nhavene – Arkansas City Student of the Year
- Men’s Tennis – National Champions
- Community Challenge team (Wellington) – fourth place finish
- Holly Harper recognized as Wichita Business Journal’s *Women Who Lead in Education*

Attended

- Higher Learning Commission Conference – April 13 – 15
 - Peer review training
 - Sessions on accreditation, compliance and regulations
- NC3 National Signing Day – April 18
- Tiger Athletic Banquet – April 24
- Met with student groups – Student Senate and Voices Heard, May 2 and 3
- Meetings, meetings and meetings (TEA, KBOR, KDOC, KACC Presidents, Enrollment Management)
- Winfield Chamber Annual Meeting, May 3
- Presentation to Rotary on new CTE building and Holly Harper toured groups

Enrollment Management Update

- Enrollment for summer is trending up from last summer – starts June 3
- Enrollment for Fall is trending up from last fall
- Focus on dorm improvement and messaging
- Student retention –graduation cords to high school students completing college cert or degree
- Application process – applications are up from last year
- Program specific marketing campaigns
- Last year the college awarded and applied over \$445,000 in scholarships to enrolled Cowley and Sumner students and over \$64,000 in foundation scholarships went to Cowley and Sumner students.
- So far over \$550,000 has be awarded to Arkansas City high graduation seniors for fall 2024.

Events

- Cowley CARES Conference - childcare
- Cowley Mile and lunch for employees, May 10
- Bloom and Shine Mulvane Spring Bash
- Upcoming – KACC quarterly meeting at Butler CC May 31-June 1

B. Jessica Lucas provided a Legislative update

C. Dr. Alan Marcotte provided a recap of the April 12 PTK luncheon and KACC Quarterly meeting.

D. 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

E. Thank you to Cowley College from Dexter High School After Prom

F. Thank you to Cowley College from Udall High School After Prom

G. Thank you to Cowley College from Miah Ellis

- H. Thank you to Cowley College from the Hawkins Family
- I. Thank you to Cowley College from the WCA Robotics Team
- J. Thank you to Cowley College from Winfield Chamber of Commerce
- K. Thank you to Cowley College from the Habitat for Humanity of Arkansas City

III. Naming of College Facilities

In accordance with Policy 182.00 Naming of College Facilities, Programs, and Events and its associated procedure, the Naming Advisory Committee, whose members include:

Brett Bazil	Chairman of the Board of Trustees, Trustee Representative
Dr. Michelle Schoon	Cowley College President
Dr. Kori Gregg	President and CEO of the Cowley Foundation
John Sturd	Cowley Foundation Board Vice-President, Foundation Representative
Daniella Salcedo	2024 Graduate and Student of the Year, Alumni Representative
Dr. Scott Layton	Cowley Education Association President, Faculty Representative
Amy Tharp	Human Resources Coordinator, Staff Representative
Holly Harper	Vice President of Finance and Administration, Administrative Council Representative
Riley Perdue	Student Representative
Tiffany Vollmer	Clerk of the Board of Trustees

Convened on May 14, 2024 to consider the nomination for the substantial gift naming of Cowley College’s new Career Technology Center.

After careful review and consideration, the Naming Advisory Committee voted 10-0 to recommend to the College’s Board of Trustees that the new Career Technology Center be named the Tyler Technical Education Center in recognition of Bob and Gwen Tyler’s significant financial gift to this project.

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

RESOLVED, that the Board of Trustee approve the naming of the new Cowley College Career Technology Center as the Tyler Technical Education Center.

The motion was seconded by Gary Wilson 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.

IV. Public Comment

V. Standing Committee Reports

- A. Trustee Finance Subcommittee –
 Gary Wilson provided and overview of the May 13, 2024 meeting.

B. Trustee Policy Subcommittee –

Brett Bazil provided an update of the May 14, 2024 Meeting where the following policies were reviewed:

- 114.00 – Performance Appraisals (Revision)
- 162.00 – GLBA Information Security (New)
- 164.00 – Cyber Security (New)

Bob McGregor requested policy 114.00 – Performance Appraisals be sent back to committee to add language clarifying that a 90-day evaluation be performed for all new employees.

VI. First Executive Session

Brett Bazil 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 6:34 pm and reconvening in open session at 6:44 pm in the same room. The Board requested David Andreas, Dr. Michelle Schoon, and Dr. Rachel Bates be present in the executive session. Action may follow.

The motion was seconded by Gray Wilson 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.

The meeting then resumed in open session at 6:44 pm in the same room.

VII. Consent Agenda

A. Board Minutes -

- April 15, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending April 30, 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, April 30, 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				
April 30, 2024				
		Total	Total	Net
Bank	Entity	Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
USB	Student Refund Checks	\$ 71,646.32	\$ 10,725.15	\$ 60,921.17
RCB	Student Refund Checks			\$ -
		\$ 71,646.32	\$ 10,725.15	\$ 60,921.17
General Operating Activities				
USB	Operating Fund	1,796,924.84	4,058.84	1,792,866.00
USB	Federal Grants Fund	13,172.45	-	13,172.45
Total General Operating Activities		\$ 1,810,097.29	\$ 4,058.84	\$ 1,806,038.45

Financial Aid Funds/Student Refund Check \$71,646.32 (net \$60,921.17).
General Operating Activities disbursements \$1,796,924.84 (net \$1,792,866.00).
Federal Funds \$13,172.45 for a total written of \$1,810,097.29 (net \$1,806,038.45).

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, 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. Personnel Transactions -

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

Faculty Non-Renewal

- Dr. Andrew Tucker, Precision Agriculture Instructor, effective May 31, 2024

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

Whereas, Dr. Andrew Tucker 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 Dr. Andrew Tucker for the 2024-2025 academic year should be nonrenewed, and that Dr. Andrew Tucker was given written notice on or before the 3rd Friday in May, 2024, of the intent of the Board to non-renew his contract for the 2024-2025 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 Dr. Andrew Tucker as an instructor be nonrenewed for the 2024-2025 academic year; and

The secretary of the board is directed to give written notice in person or by restricted United States mail to Dr. Andrew Tucker of the Board's intent to non-renew this contract for the 2024-2025 academic year.

ADOPTED by the Board of Trustees of Cowley County Community College and Area Vocational Technical School this 20th Day of May, 2024.

Retirements

- Janice Stover, Associate Vice President of Academics and Secondary Partnerships, effective September 6, 2024

Resignations

- Shawne DiMeo, Financial Aid Specialist, effective May 23, 2024
- Carl Bowman, Construction Trades Instructor, effective May 31, 2024
- David Hitzfelder, Electromechanical Maintenance Instructor, effective May 31, 2024
- Sarah Mathews, Accounting Instructor, effective May 31, 2024
- Garret Vickery, NDT Instructor, effective May 31, 2024

Separations

- Stephanie Humphries, Health and Human Services Department Specialist (*position reclassified*), effective May 9, 2024
- Sydney Vanderbilt, Educational Navigator (*Grant-funded position eliminated*), effective June 30, 2024

Staff

- Ainsley Carson, Assistant Athletic Trainer, at an annual salary of \$50,000, plus staff fringe benefits, effective June 1, 2024

Club Sponsor Pay

<u>Name</u>	<u>Club</u>	<u>Pay</u>
Clubs		
• 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	\$600
• Garret Vickery	Skills USA	\$600
• Abigail Green	Creative Writing	\$800
Organizations		
• Janet Davidson	PTK – Sponsor	\$2,000
• Julianna Smarsh	PTK - Sponsor	\$2,000
• Sarah Mathews	DECA	\$1,200
• Holly Benton	DECA	\$600
• Dianne Flickinger	Quiz Bowl	\$1,200
Total Pay		<u>\$13,200.00</u>

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:

Steve Butler	Zack Rozell
Steve Cooper	Pam Smith
Uwe Conrad	Andrew Tucker
Amy McWhirt	Humphrey Wamocho
April Nittler-Beeson	Laura Wollard
Holly Peters	

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 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.

VIII. Procurement

A. Legal Services -

The College sought proposals to retain the services of a firm to provide legal services for the 2024-2025 fiscal year begins July 1, 2024, and ends June 30, 2025. Proposals included provisions for up to four additional automatic annual renewals. A summary of the proposals is listed below:

Vendor	Location	Retainer	Hourly Rate
Adams Jones	Wichita	\$12,000.00	\$275.00
Andreas Law Office	Ark City	\$12,000.00	\$200.00
Seitz Law Office, LLC	Ark City	\$5,000.00	\$225.00

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

RESOLVED, that the Board of Trustees approves J.T. Seitz, Seitz Law Office for legal services beginning July 1, 2024 through June 30, 2025 to include provisions for up to four additional automatic annual renewals.

The motion was seconded by Bob McGregor and the following votes were cast:

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

Motion carried.

A. Flexture Welding Tables – Tech Ed Capital Outlay -

The requested Flexture Welding Tables and 95-piece fixture kit (x3) are for use in the Welding program at each location (Ark City, Mulvane and Wellington). These tables are used in the fabrication process in the welding program, and allow students to have a stable and flat working area. The fixtures allow students to secure pieces in the correct position and orientation for welding and other work, increasing safety in the shop. We solicited quotes from A&W Welding in Ark City, Airgas, and Flexture. A&W stated that they do not carry this item.

Vendor	Location	Tables	Fixturing Kit	Total
Airgas	Wichita	\$17,841.69	\$11,279.31	\$29,121.00
Flexture	Dalton, OH	\$34,362.00	Included	\$34,362.00
A&W Welding	Ark City	No bid	No Bid	No Bid

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

RESOLVED, that the Board of Trustees approves the purchase of three Flexture welding tables from AirGas in the amount of \$29,121.00 using Tech Ed Capital Outlay Funds.

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.

B. Snap-On Zeus Certification Kit – Tech Ed Capital Outlay -

Our automotive department is requesting the purchase of the certification kit used for Nc3 training. Snap-On Tools has provided a sole source letter attached to the quote. This tool will allow students to be Nc3 certified in Shop Keys and Zeus Plus TTT scan tool training. This kit comes with a Storage box (toolbox with cutouts), five scan tools, and attachments. Our current scan tools are limited to 2014 and prior.

Vendor	Location	Item	Shipping	Total
Snap-On Tools	Local Rep	\$49,715.44	included	\$49,715.44

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

RESOLVED, that the Board of Trustees approves the purchase the Zeus Certification Kit from Snap-On Tools in the amount of \$49,715.44 using Tech Ed Capital Outlay funds.

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. Camera Surveillance System for NEW CTE Building – Grant Funds for CTE Building -**
 Our Director of Safety and Security created an RFP for the purchase and installation of cameras and a server in the new CTE building. Included in the RFP was a request for cameras, a video server and installation of the equipment at the new site.

Vendor	Location	Cameras	Video Server	Installation	Total
Accu-Tech	Alpharetta, GA	\$13,223.00	\$1,821.48	NOT AVAILABLE	\$15,044.48
Decker Electric	Wichita, KS	Included	Included	Included	\$43,000.00
Gateway Wireless	Wichita, KS	\$19,056.00	\$4,990.00	\$2,420.00	\$26,466.00
Gateway Wireless (INSTALLATION ONLY)	Wichita, KS	NO BID	NO BID	\$6,372.00	

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Gateway Wireless to purchase and install cameras in the new Tyler Technical Education Center for \$26,466.00 using CTE building grant funds.

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.

- D. Kerr-Technology Building Roof – Capital Outlay Mill -**
 Kerr-Technology Building is the next roof on campus that needs replaced. We have experienced leaks in this space for quite some time and it is now necessary to reroof this space. We worked with The Garland Company to develop and RFP and put the work needed to bid. Below are the results of the bidding process:

BID RESULTS

Cowley College Kerr Technology Building 2024 ROOF PROJECT

BIDDING CONTRACTOR	Certified	Bid Bond	Contractor Base Bid Labor and Non Garland material	Labor and Non Garland Material Fascia and Soffit METAL	Number of Lineal ft included for Soffit and Fascia	Wood Blocking	Insulation Replacement	Corner Fascia - Wood	Garland Material	Total	TOTAL PROJECT	Days to complete	Est. start date
						Price/BF	Price/BF	Price/BF		Garland Material and Contractor labor/non-Garland material	Includes metal		
Diamond / RoofMasters	X	X	\$ 240,500.00	\$ 33,500.00	0'	\$ 12.00	\$ 4.00	\$ 25.00	\$ 142,893.00	\$ 383,393.00	\$ 416,893.00	30	7/1/2024
Martin Roofing	X	X	\$ 269,700.00	\$ 39,000.00	550	\$ 5.00	\$40 sq ft	\$10 lin. Ft	\$150,806.00	\$ 420,506.00	\$ 459,506.00	25	7/22/2024
Wray Roofing	X	X	\$ 234,985.00	\$ 16,670.00	100	\$ 10.00	\$3.50 sq ft	\$ 10.00	\$140,477.00	\$ 375,462.00	\$ 392,132.00	60	6/1/2024
Mahaney													

Bid Opening Witnessed: Rob Powers, Holly Harper, Todd Ray

Date: 4/25/2024

Tallied By: 
Jarrett Thummel
The Garland Company

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Wray Roofing to roof the Kerr Technology Building for \$392,132 using Capital Outlay Mill funds.

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.

IX. Discussion Agenda

- A. Board Meeting Live Stream -
Chair Bazil requested the Board discuss live streaming the Board meetings. The College is able to achieve this objective cost free by simply sending out a public Zoom link. Trustee Shaw-Kinzie suggested Administration reach out to Dak Call at USD 470 to determine their process for live streaming.
- B. Career Technology Center Grand Opening Date -
Chair Bazil requested the trustees mark their calendars for the August 16, 2024 3:00pm-5:00pm Grand Opening of the new Career Technology Center.
- C. Higher Learning Commission (HLC) Site Visit -
Chair Bazil requested the trustees mark their calendars for the November 4-5, 2024 Higher Learning Commission site visit on the main campus. Peer reviewers will request a dinner with the Board of Trustees the evening of November 4.

X. Second Executive Session

Brett Bazil 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 the President’s Annual Evaluation, pursuant to the exception related to non-elected personnel, for 30 minutes, beginning at 7:22 pm and reconvening in open session at 7:52 pm in the same room. The Board requests Dr. Michelle Schoon be present in the last 15 minutes of the executive session. No action will follow.

The motion was seconded by Gary Wilson 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.

The meeting then resumed in open session at 7:52 pm in the same room.

Brett Bazil 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 the President’s Annual Evaluation, pursuant to the exception related to non-elected personnel, for 15 minutes, beginning at 7:52 pm and reconvening in open session at 8:07 pm in the same room. The Board requests Dr. Michelle Schoon be present in the executive session. No action will follow.

The motion was seconded by Gary Wilson 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.

The meeting then resumed in open session at 8:07 pm in the same room.

Brett Bazil 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 the President’s Annual Evaluation, pursuant to the exception related to non-elected personnel, for 10 minutes, beginning at 8:08 pm and reconvening in open session at 8:18 pm in the same room. The Board requests Dr. Michelle Schoon be present in the executive session. No action will follow.

The motion was seconded by Gary Wilson 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.

The meeting then resumed in open session at 8:18 pm in the same room.

XI. Other Business

XI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 8:21 pm.

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

**Tiffany Vollmer
Board Clerk**