

**Cowley College  
Board of Trustees Official Minutes**

**June 16, 2025**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on June 16, 2025 in the President's Dining Room inside the McAtee Dining Center, 206 S. 4<sup>th</sup> Street, Arkansas City, 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 Paul Erdmann, VP of Information Technology Stefani Jones, Director of Student Enrollment and Success Jeff Fluty, Athletic Director Kristi Shaw, Executive Director of Student Services Jon Tyler, Public Safety Officer Hunter Ferguson, Public Relations (via Zoom)</b>
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<b>Guests</b>	<b>Roger Sparks, Spark Music</b>
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The Invocation was presented by Brett Bazil and the College Mission Statement was read by Chair McGregor.

**II. Awards and Reports**

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

**College Update:**

- Closed out the spring academic semester and now in summer session.
  - A total of 818 recipients collectively earned 905 awards, including degrees and certificates during the fall and spring terms of the 2024-2025 academic year.
- Summer hours 7:00 – 5:00 Monday – Thursday
- Summer projects and improvements are in full swing
- Administrative Council retreat held June 3
  - Reviewed the Noel-Levitz Student Satisfaction Inventory
  - Discussed major trends in Higher Education (HLC document)
  - Reviewed Space utilization
  - Proposed Innovative course scheduling

**Enrollment Management Update:**

- Summer enrollment numbers are at 815 head count and 300 FTE, up 19% from last summer
- Fall Enrollment is currently open and trending ahead of the last year enrollment numbers

**Upcoming events**

- June 17 – Sumner Talent Talks – economic development, Sumner Campus
- June 19 – College closed in honor of Juneteenth holiday
- July 11-13 Frozen Junior - Summer Theater production
- July 17 -19 The 25<sup>th</sup> Annual Putnam Co. Spelling Bee – Summer Theater production
- KACC Quarterly meeting August 1 – 2 hosted by Cowley College

**Recognition:**

- Department Chair appointment of Ryan Doom as Humanities Department Chair
- Holly Benton, Business and Social Science Faculty, received the Distinguished educator of Personal Finance award from NextGen Personal Finance (curriculum and educator training)
- Greater Wichita Sports Commission have announced for annual awards. Finalist from Cowley College include Evan Rodriguez, Junior College Male Athlete of the year, and Laura Bonomi, Junior College Female Athlete of the Year. Coach Steven Gream will receive the Gene Stephenson Coach of the Year Award at the June 26 ceremony.

**Attended:**

- Negotiations meeting and typical meetings with KBOR, TEA, Rotary, Chamber, etc.
- May 20 – South Kansas Symphony
- KACC quarterly meeting in Atchison (CFO, Presidents and Trustees)

B. Trustee Shriver and Dr. Schoon provided a recap of the May 29-31 KACC Quarterly meeting held at Highland Community College in Atchison.

**C. Administration Reports**

1. Finance and Administration
2. Academic Affairs
3. Information Technology
4. Institutional Effectiveness
5. Enrollment Management
6. Student Affairs
7. Athletics

F. Thank you to Cowley College from Blake Smith

G. Thank you to Cowley College from Ainsley Carson

**III. Public Comment**

No public comment

**IV. First Executive Session**

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

**RESOLVED**, that the Board of Trustees recess into executive session to discuss faculty professional negotiations, pursuant to the exception related to employer-employee negotiations, for 20 minutes, beginning at 6:16pm and reconvening in open session at 6:36 in the same room. The Board requested J.T. Seitz, Dr. Michelle Schoon, and Holly Harper be present in the executive session.

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 meeting then resumed in open session at 6:36 pm in the same room. No action followed the executive session.

#### **V. 2025-2026 Operating Budget**

Administration requested approval of the 2025-2026 Proposed Operating Budget of \$24,924,257. Approving the proposed operating budget allows the College to begin fiscal year 2025-2026 on July 1, 2025. The 2025-2026 State Appropriation Budget will be on the August 2025 Board of Trustees Agenda. By the August 2025 Board meeting, the College will have all of the County's estimated assessed valuation information to complete the Operating and State Appropriation Budget. Administration will adjust the Operating Budget accordingly.

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

**RESOLVED**, that the Board of Trustees approves the 2025-2026 operating budget of \$24,924,257, as presented.

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.

#### **VI. Standing Committee Reports**

##### **A. Trustee Academic Subcommittee –**

Phil White provided an update of the June 10, 2025 meeting and review of the proposed new course.

##### **1. New Course Approval**

- **SOC6805 – Mental Wellness and Resilience in Helping Professions**

**Purpose and Intent:**

- Developed by a licensed counselor and former paramedic instructor, the course is designed to support mental wellness and resilience in high-stress, human-centered fields.
- Intended for students pursuing careers in helping professions such as emergency services, counseling, social work, education, and healthcare.
- Emphasizes practical application of mental wellness theories, self-care practices, and peer support strategies.

**Rationale for Classification as Sociology:**

- Focuses on interactions between individuals and groups, cultural and sociological stressors, and community-level support mechanisms.
- Addresses sociocultural and multicultural dimensions of stress and wellness, fitting within the broader discipline of sociology rather than psychology.

**Key Topics Covered:**

- Theories of mental wellness, resilience, burnout, moral injury, and critical incident stress.
- Development of personal and professional self-care plans.
- Exploration of sociocultural and multicultural stress factors.
- Training in peer support techniques through role-playing and experiential learning.

**Unique Features:**

- No prerequisites required, making it accessible to a broad range of students.
- Encourages reflective practice and stress reduction strategies aligned with real-world application.
- Designed to foster resilience and emotional intelligence in future helping professionals.

**Phil White introduced and moved the adoption of the following resolution:**

**RESOLVED, that the Board of Trustees approves the new Mental Wellness and Resilience in Helping Professions course as presented.**

**The motion was seconded by Gary Wilson and the following votes were cast:**

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

**Motion carried.**

**B. Trustee Finance Subcommittee –**

**Bob McGregor provided an overview of June 9, 2025 meeting.**

**1. Procurement**

- **Theatre Sound System Upgrade**

**Bid 1: Relevant Audio Visual**

- **Total Cost: \$114,870.00**
- **Equipment: Includes JBL Dual 6.5" Line Array Loudspeakers, JBL 18" Flying Subwoofers, JBL Array Frames, JBL Compact Speakers for front fills, Allen & Heath Audio Matrix Processor, and other components.**
- **Electrical Needs: Requires 12 circuits for PA hangs, 1 circuit for FOH sequencer, and 3 circuits for stage-side rack.**

- **Exclusions:** Does not include electrical work or lift rental.
- **Warranty:** 1-year parts and labor warranty starting upon job completion.
- **Payment Terms:** 50% non-refundable deposit upfront; remainder due upon completion.
- **Installation Scope:** Includes design, installation, commissioning, training, and labor.

#### **Bid 2: Sparks Music**

- **Total Cost:** \$115,170.60
- **Equipment:** Includes JBL SRX906LA Line Array Loudspeakers, JBL SRX915SF Subwoofers, Crown DCi 8x300 Power Amplifier, Lowell Power Sequencing System, and other components.
- **Electrical Needs:** Similar requirements for circuits (12 for PA hangs, 1 sequence)
- **Exclusions:** Does not include electrical work or lift rental.
- **Warranty:** Varies by product (e.g., Crown Amplifiers: 3 years, Lowell Products: 2 years, Cabling: Lifetime).
- **Payment Terms:** 50% upfront; remainder due upon completion.
- **Installation Scope:** Includes rigging, installation, sound analysis, training, and warranty facilitation.

#### **Key Differences:**

- **Cost:** Sparks Music is slightly more expensive (\$115,170.60 vs. \$114,870.00).
- **Warranty:** Sparks Music provides product-specific warranties (e.g., Crown: 3 years, Lowell: 2 years), while Relevant Audio Visual offers a blanket 1-year warranty.
- **Equipment Details:** Sparks Music specifies additional items like Crown DCi 8x300 Power Amplifier and Lowell Power Sequencing System, while Relevant Audio Visual focuses on Allen & Heath components.
- **Scope of Work:** Sparks Music includes sound analysis and equalizer adjustments post-installation, which is not explicitly mentioned in Relevant Audio Visual's bid.

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

**RESOLVED**, that the Board of Trustees approves the theatre sound system upgrade project with Sparks Music at a cost of \$115, 170.60 using Capital Outlay Mill Funds.

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

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

**Motion carried.**

#### **C. Trustee Policy Subcommittee –**

**Gary Wilson provided an update from the June 10, 2025 meeting and first review of the following policies.**

- **101.00 – Mission and Related Statements (revised)**
- **135.00 – Campus Visitors (revised)**

- D. Trustee Sumner County Sales Tax Subcommittee –  
Phil White provided an update from the June 9, 2025 meeting.

## **VII. Consent Agenda**

### **A. Board Minutes -**

- May 19, 2025 regular Minutes

### **B. Financial Reports –**

Copies of the Financial Reports for the month ending May 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, May 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>May 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	\$ 28,702.41	\$ 4,566.40	\$ 24,136.01
		\$ 28,702.41	\$ 4,566.40	\$ 24,136.01
<b><u>General Operating Activities</u></b>				
RCB		5,235.63	0	5,235.63
USB	Operating Fund	2,322,838.40	674.78	2,322,163.62
USB	Federal Grants Fund	5,961.52	-	5,961.52
<b>Total General Operating Activities</b>		<b>\$ 2,334,035.55</b>	<b>\$ 674.78</b>	<b>\$ 2,333,360.77</b>

- **Student Refunds**
  - Financial Aid Funds/Student Refund Check gross \$112,728.92, net \$105,552.44.
- **General Operating Activities**
  - Disbursements gross \$1,334,305.32, net \$1,334,237.26
  - Federal Funds gross and net \$27,473.46
    - Total General Operating Activities gross \$1,361,778.78, net \$1,361,710.72.

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 May 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 transactions for official Board review:

#### **Resignations**

- Brock Buckingham, Associate Head Coach – Baseball, effective June 5, 2025

**Retirement:**

- Roxanna James, Director of Impact, effective September 30, 2025

**Faculty**

- Janine Hageberg, Cosmetology Instructor (Evening Cohort), at an annual salary of \$47,800, plus fringe benefits, based on classification A of the Faculty Master Agreement, effective August 1, 2025
- Angie Resich, Biology/Microbiology Instructor, at an annual salary of \$52,500, plus fringe benefits, based on classification C of the Faculty Master Agreement, effective August 1, 2025
- Dylan Tretbar, Welding Instructor, at an annual salary of \$44,129, plus fringe benefits, based on classification A of the Faculty Master Agreement, effective August 1, 2025

**Instructional Staff**

- Mark Wyckoff, Construction Technology Instructional Staff, at an annual salary of \$45,475, plus staff fringe benefits, effective August 1, 2025

**Staff**

- Brenda Romesburg, Financial Aid Specialist, at an annual salary of \$41,000, plus staff fringe benefits, effective June 9, 2025

**Internal Position Changes**

- Lauren Hughes, from Academic & Student Success Support Specialist, to Academic Department Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective June 1, 2025.

**E. Board Policy Approval -**

- 154.00 – Mail Services (revised)
- 462.00 – Assessment and Placement Criteria (revised)

Gary Wilson 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:

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.

**VIII. Board Appointments**

Chair McGregor requested the Board approve the proposed contract for legal services with J.T. Seitz - Seitz Law Office, LLC as presented.

J.T. Seitz, Legal Counsel, submitted a proposed contract. His retainer fee will be \$833.33 per month and the hourly rate of \$225.00. The term of the contract will be July 1, 2025 through June 30, 2026.

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

**RESOLVED**, that the Board of Trustees approves the contract for legal services with J.T. Seitz of Seitz Law Office, LLC, 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.

#### **IX. Designation of Official Publication and Meeting Dates**

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

**RESOLVED**, that the Board of Trustees utilize the Cowley CourierTraveler for publication of official notices, and accept the official meeting dates as presented.

#### **2025-2026 Board Meeting Dates -**

- Monday, July 21, 2025
  - 1:00 pm-4:30 pm (Work Session) – McAtee Dining Center, Main Campus
  - 6:00 pm (Board Meeting) - McAtee Dining Center, Main Campus
- Monday, August 18, 2025, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, September 15, 2025, 6:00 pm – SEA Center, Mulvane Campus
- Monday, October 20, 2025, 6:00 pm – Short Community Room, Sumner Campus
- Monday, November 17, 2025, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 15, 2025, 6:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 20, 2026, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, February 16, 2026, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 16, 2026, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, April 20, 2026, 6:00 pm – Short Community Room, Sumner Campus
- Monday, May 18, 2026, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 15, 2026, 6:00 pm – McAtee Dining Center, Main Campus

The motion was seconded by David Stanley 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.

#### **X. Designation of Depositories**

K.S.A. 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action and recorded in its Minutes. It was recommended that the College continue to use Union State Bank, RCB Bank, Sunflower Bank/Wichita, and Carson Bank/Mulvane as official depositories, and utilize all qualified institutions in the County for the investment of idle funds.

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

RESOLVED, that pursuant to and in compliance with K.S.A. 9-1401, Union State Bank, RCB Bank, Sunflower Bank/Wichita, and Carson Bank/Mulvane, are hereby designated as the official depositories for funds of Cowley College, and all qualified financial institutions in Cowley County are approved for the investment of idle funds.

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.

#### XI. 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 the President's annual performance evaluation, pursuant to the exception related to non-elected personnel for 20 minutes, beginning at 7:13 p.m. and reconvening in open session at 7:33 p.m. in the same room. The Board requested J.T. Seitz be present in the executive session.

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 meeting then resumed in open session at 7:33 pm in the same room. No action followed the executive session.

#### X. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:49 p.m.



Tiffany Vollmer  
Board Clerk