

**Cowley College
Board of Trustees Official Minutes**

June 17, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on June 17, 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**
- David Stanley, 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**
- 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**
- Stefani Jones, Director of Enrollment and Student Success**
- Dr. Scott Layton, Natural Science Department Chair, CEA President**
- Zach Cooper, Director of Sumner Campus**
- Dr. Brooke Istas, Natural Science Instructor - CEA Vice-President**
- Abby Morris, Director of Marketing**
- Hunter Ferguson, Integrated Communications Strategist**
- Daniel Brooks, Machine Tool Instructor – CTE Department Chair**
- Meredith Mahoney, Anthropology Instructor – Business and Social Science Department Chair**
- Jon Tyler, Public Safety**

Guests

- Gary Jones, Citizen**
- John Shelman, Cowley CourierTraveler**
- J.T. Seitz, Seitz Law Office**

The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.
Awards and Recognition:**

- Welcome to Zachariah Cooper, Director of Sumner Campus. Zach has a Bachelor's Degree in Agricultural Education from Kansas State University and a Master's degree in Career Technical Education from Pittsburg State University.
- New Department Chairs-
 - Business and Social Science: Meredith Mahoney (2018). Meredith has as strong background in public and higher education. She has worked at several colleges, museums, and non-profits where she developed and delivered courses and programs in ethics and anthropology. She serves as a liaison between Cowley College and the Etzanoa archaeology project, so when she is not in the classroom you might find her working on public archaeology projects with Cowley students and the community.
 - Career and Technical Education: Daniel Brooks (2017). Currently teaches machining technology but has also taught mechatronics and automotive.
- Cowley College was awarded a JIIST – Jobs for Innovative Industry Skills Training Grant (Dept. of Commerce) for \$41,044 with matching funds provided by the college. The grant will support new welding booths at the Sumner Campus.
- Thank you to David Andreas for his 27 years of service as Legal Counsel for Cowley College (July 1997).

Attended:

- May 30 – June 1, Presidents/KACC quarterly meeting in Andover, hosted by Butler College
 - Audits, budget, legislative updates, KBOR and curriculum updates
- June 5 - Higher Ed Legal Issues Webinar through ACCT
- June 6 – Chamber Coffee hosted by USD470
- June 6 – GED graduation
- HLC Peer review training on Correspondence and Distance Education
- June 12 – Cowley County Farm Bureau to discuss collegiate farm bureau chapter
- June 13 – Winfield Correctional Facility Graduation - 18 welding and 8 electromechanical maintenance certificate students. 10 GED students

Upcoming Events:

- June 27 – Senator Moran will be on campus at 9:00 to tour the new Tyler Technical Education Center

Enrollment Management Update:

- Presentation by Stefani Jones, Director of Enrollment Management and Student Success, and Abby Morris, Director of Marketing

B. Dr. Alan Marcotte provided a recap of the May 31-June 1 PTK KACC Quarterly meeting.

C. 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 Cedar Vale After Prom

F. Thank you to Cowley College from Norwich Project Prom

G. Thank you to Cowley College from Blackwell High School Students

III. Public Comment

IV. 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 faculty professional negotiations, pursuant to the exception related to employer-employee negotiations for 10 minutes, beginning at 6:51pm and reconvening in open session at 7:01 pm in the same room. The Board requested David Andreas, Dr. Michelle Schoon, and Holly Harper be present in the executive session. No action to follow.

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

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

Motion carried.

The meeting then resumed in open session at 7:01 pm in the same room.

V. 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 faculty professional negotiations, pursuant to the exception related to employer-employee negotiations for 10 minutes, beginning at 7:01pm and reconvening in open session at 7:11 pm in the same room. The Board requested David Andreas, Dr. Michelle Schoon, and Holly Harper be present in the executive session. No action to follow.

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

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

Motion carried.

The meeting then resumed in open session at 7:11 pm in the same room.

VI. 2024-2025 Operating Budget

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

RESOLVED, that the Board of Trustees approves the proposed 2024-2025 operating budget of \$24,821,587, beginning July 1, 2024.

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

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

Motion carried.

VII. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the June 10, 2024 meeting.

1. .75 Capital Outlay Mill Renewal

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

RESOLVED, that the Board of Trustees approves resolution 2024-001 for the renewal of the .75 Capital Outlay Mill Levy (COM) for a period of five years, beginning on January 1, 2025, to provide funds for capital projects. Eligible projects must occur in Cowley County.

RESOLUTION TO LEVY TAX AND CREATE CAPITAL OUTLAY FUND

WHEREAS, the Board of Trustees of Cowley College, State of Kansas, is authorized by law, to wit: K.S.A. 71-501 and K.S.A. 79-5040, et seq., to make an annual tax levy for a period of time not to exceed five (5) years upon all taxable tangible property in the community college district for the purposes specified in said law;

WHEREAS, said Board of Trustees has determined to exercise authority vested in it by said law;

WHEREAS, the Board of the College does hereby determine that the current tax levy of 0.75 mills, for the above stated purposes, shall be renewed for a period of five (5) years beginning on July 1, 2024.

RESOLUTION No. 2024-01

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Cowley College that a 0.75 mill levy be authorized annually for a period of five (5) years, and a special building fund be created for the purposes of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisitions of real property for use as building sites or for educational programs.

BE IT FURTHER RESOLVED, that a 0.75 mill levy will raise approximately \$301,000 each year (based on current assessed valuations) producing an aggregate amount of approximately \$1,505,000 for the five (5) year period.

THIS IS TO CERTIFY that the above resolution was duly adopted by the Board of Trustees of Cowley College, State of Kansas, at its regular meeting on this 17th, day of June 2024.

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

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

Motion carried.

2. Mulvane Industrial Technology Center Lease Renewal

The current renewed lease on the Mulvane Industrial Technology Building expires June 30, 2024. The College has the option to move to a 4-year lease with the option to renew the lease for two (2) additional periods of two (2) years each. The monthly rent will increase by \$500 per month to \$8,000 per month, and a 2% rent escalation will be applied to the lease starting in 2025.

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

RESOLVED, that the Board of Trustees approves the renewal of the Mulvane Industrial Technology Center Lease per the proposed new terms, as presented.

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

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

Motion carried.

B. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an update of the June 12, 2024 Meeting where the following policies were reviewed:

- 114.00 – Performance Appraisals (Revision)
- 165.00 – Sick Leave – Full-Time Non-Faculty Employees (Revision)
- 433.00 – Satisfactory Academic Performance for Federal Aid Recipients (Revision)

VIII. Consent Agenda

A. Board Minutes -

- May 20, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending May 31, 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, May 31, 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				
May 31, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 43,836.13	\$ 4,776.50	\$ 39,059.63
RCB	Student Refund Checks			\$ -
		<u>\$ 43,836.13</u>	<u>\$ 4,776.50</u>	<u>\$ 39,059.63</u>
General Operating Activities				
USB	Operating Fund	2,647,628.15	27,239.69	2,620,388.46
USB	Federal Grants Fund	26,061.94	-	26,061.94
Total General Operating Activities		<u>\$ 2,673,690.09</u>	<u>\$ 27,239.69</u>	<u>\$ 2,646,450.40</u>

Financial Aid Funds/Student Refund Check \$43,836.13 (net \$39,059.63).
 General Operating Activities disbursements \$2,647,628.15 (net \$2,620,388.46).
 Federal Funds \$26,061.94 for a total written of \$2,673,690.09 (net \$2,646,450.40).

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 May 31, 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. Board Policy Approval –

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

E. Personnel Transactions -

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

Separations

- Joe Clasen, Technical Education Workforce Liaison, effective May 30, 2024 (*position reclassified*)

Faculty

- Alison Nittler, Accounting Instructor, at an annual salary of \$47,300, plus fringe benefits, based on classification “C” of the faculty Master Agreement, effective August 1, 2024
- Bethany Stewart, Business Instructor, at an annual salary of \$52,500, plus fringe benefits, based on classification “C” of the faculty Master Agreement, effective August 1, 2024

Staff

- Jared McGuire, Winfield Corrections Program/Winfield Site Coordinator, at an annual salary of \$44,000, plus staff fringe benefits, effective June 10, 2024
- Cindi Rowe, Financial Aid Specialist, at an hourly rate of \$19.12, plus staff fringe benefits, effective June 3, 2024

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:

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

Motion carried.

IX. Procurement

A. Laundry Equipment for Housing – Auxiliary Funds

The college sought to purchase laundry equipment for student housing, specifically washers and dryers, to be maintained in-house by maintenance staff. Currently, the College is under an expensive lease agreement with Jetz Equipment, which incurs substantial costs annually. We notified Jetz Equipment that we intend to terminate our agreement effective July 31, 2024. By purchasing our own equipment, we can significantly reduce long-term expenses and gain greater control over maintenance and repair schedules, thereby improving service reliability and satisfaction for our students. This strategic investment not only promises cost savings but also enhances operational efficiency and asset management within our housing facilities.

Vendor	Location	Washers	Dryers	Total
Commercial Laundry Sales and Service	Wichita, KS	\$49,675.00	\$11,325.00	\$61,000.00
Jetz Service	Kansas City, MO	\$15,187.84	\$15,264.12	\$30,451.96
Lowe’s	Derby, KS	\$15,187.84	\$15,264.12	\$30,451.96
Menards	Wichita, KS			\$31,092.92

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

RESOLVED, that the Board of Trustees approves the purchase of laundry equipment from Jetz Service in the amount of \$30,451.96 using auxiliary funds.

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

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

Motion carried.

X. Board Appointments

A. Appointment of Board Attorney -

Chair Bazil 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 \$416.67 per month and the hourly rate of \$225.00. The term of the contract will be July 1, 2024 through June 30, 2025. The agreement may be renewed for an additional four (4) years as determined by the Board and upon further written agreement by both parties.

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 Bob McGregor and the following votes were cast:

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

Motion carried.

XI. Designation of Official Publication and Meeting Times

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.

- Monday, July 15, 2024, 6:00 pm – Short Community Room, Sumner Campus
- Monday, August 26, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, September 16, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, October 21, 2024, 6:00 pm – SEA Center, Mulvane Campus
- Monday, November 18, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 16, 2024, 5:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 21, 2025, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, February 17, 2025, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 10, 2025, 6:00 pm – Winfield Allied Health Center
- Monday, April 21, 2025, 6:00 pm – Short Community Room, Sumner Campus
- Monday, May 19, 2025, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 16, 2025, 6:00 pm – McAtee Dining Center, Main Campus

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

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

Motion carried.

XII. Designation of Depositories

Kansas Statute annotated 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 Kansas Statute Annotated 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 David Stanley and the following votes were cast:

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

Motion carried.

XIII. Third 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 the President's contract, pursuant to the exception related to employer - employee negotiations, for 20 minutes, beginning at 8:00pm and reconvening in open session at 8:20 pm in the same room. The Board requests Dr. Michelle Schoon be present in the executive session. Action may follow.

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

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

Motion carried.

The meeting then resumed in open session at 8:20 pm in the same room.

XIV. Fourth Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss the President's contract, pursuant to the exception related to employer - employee negotiations, for 10 minutes,

beginning at 8:21pm and reconvening in open session at 8:31pm in the same room. The Board requests Dr. Michelle Schoon be present in the executive session. Action may follow.

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

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

Motion carried.

The meeting then resumed in open session at 8:31pm in the same room.

XV. Other Business

XVI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 8:34 pm.



Tiffany Vollmer
Board Clerk