

**Cowley College
Board of Trustees Official Minutes**

July 15, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 15, 2024 at 6:00pm in the Short Community Room of the Short General Education Center, 2208 Davis-White Loop, Wellington, 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**

Staff

- 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**
- Kristi Shaw, Executive Director of Student Services**
- Jeff Fluty, Athletic Director**
- Zach Cooper, Director of Sumner Campus**
- Tim Kennedy, Admissions Representative-Sumner Campus**
- Lynda Soria, Office Assistant-Sumner Campus**
- Brett Stone, Public Safety Officer**
- Steve Anderson, Custodian**

Guests **Joe Soria, Wellington Mayor**

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.

Awards and Recognition:

- **J. T Seitz, new legal counsel – July 1**
- **Thanks to all that assisted with the Wheat Festival events**
- **Midwest Moos appreciation night and Wellington Heat Military Appreciation night**

College Update:

- **Tyler Technical Education Center – moving in and preparing for classes**

Attended:

- **June 20 – Chamber Lunch Bites – State of Strother Field**
- **June 26 – Educate the State Interview/podcast – iHeart Radio**

- June 27 - Cowley Foundation Board Meeting
- July 9 – Mulvane Chamber Coffee Talk – hosted by Cowley College Mulvane
- KBOR, SCOPS, COPS
- Enrollment management meetings
- Correctional Facility PEP approval meetings

Upcoming Events:

- July 25 – Tiger Enrollment Day
- August 10 – Dorm Storm
- August 13 – First day of Fall semester
- August 16 – Grand Opening and donor appreciation dinner

Enrollment Management Update:

- CRM – Software to assist in recruitment and retention of students

B. 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

C. Thank you to Cowley College from Sedan After Prom Committee

D. Thank you to Cowley College from the Patricia “Pat” Brown Family

E. Thank you to Cowley College from USD 470 Mindcraft Camp

F. Thank you to Cowley College from Micah Fry

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 15 minutes, beginning at 6:07 pm and reconvening in open session at 6:22 pm in the same room. The Board requested J.T. Seitz, Dr. Michelle Schoon, Holly Harper, and Dr. Rachel Bates be present in the executive session. No action to follow.

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		

Motion carried.

The meeting then resumed in open session at 6:22 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 8 minutes, beginning at 6:22 pm and reconvening in open session at 6:30 pm in the same room. The Board requested J.T. Seitz, Dr. Michelle Schoon, Holly Harper, and Dr. Rachel Bates be present in the executive session. No action to follow.

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		

Motion carried.

The meeting then resumed in open session at 6:30 pm in the same room.

VI. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the July 8, 2024 meeting.

1. Consideration to Exceed the Revenue Neutral Rate

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

RESOLVED, that the Board of Trustees approves exceeding the Revenue Neutral Rate (RNR.)

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		

Motion carried.

B. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an update of the July 9, 2024 Meeting where the following policies were reviewed:

- 124.00 – Retirement Benefits (Revision)
- 167.00 – Artificial Intelligence in the Workplace (Revision)
- 401.00 – Student Affairs Council (Revision)

VII. Consent Agenda

A. Board Minutes -

- June 17, 2024 regular Minutes
- July 10, 2024 work session Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending June 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, June 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				
June 30, 2024				
		Total	Total	Net
Bank	Entity	Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
USB	Student Refund Checks	\$ 234,753.71	\$ 5,443.25	\$ 229,310.46
RCB	Student Refund Checks			\$ -
		<u>\$ 234,753.71</u>	<u>\$ 5,443.25</u>	<u>\$ 229,310.46</u>
General Operating Activities				
USB	Operating Fund	3,271,463.96	6,303.93	3,265,160.03
USB	Federal Grants Fund	47,207.01	-	47,207.01
Total General Operating Activities		<u>\$ 3,318,670.97</u>	<u>\$ 6,303.93</u>	<u>\$ 3,312,367.04</u>

Financial Aid Funds/Student Refund Check \$234,75.71 (net \$229,310.46).

General Operating Activities disbursements \$3,271,463.96 (net \$3,265,160.03).

Federal Funds \$47,207.01 for a total written of \$3,318,670.97 (net \$3,312,367.04).

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 June 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. Board Policy Approval –

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

E. Personnel Transactions -

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

Resignations:

- Roybell Baez, Assistant Coach – Men’s Basketball, effective July 5, 2024
- Brent Hanna, Groundskeeper, effective June 24, 2024

- Arianna Raga, Head Coach – Men’s and Women’s Tennis, effective July 31
- James Wood, Wind Energy Technology Instructor, effective July 12, 2024
- Zakary Pegorsch, Groundskeeper, effective June 24, 2024

Faculty:

- Daryl Rhodes, Welding Instructor, at an annual salary of \$58,000, plus fringe benefits, based on classification “A” of the faculty Master Agreement, effective August 1, 2024
- Samy Perez, NDT Instructor, at an annual salary of \$46,500, plus fringe benefits, based on classification “A” of the faculty Master Agreement, effective August 1, 2024

Staff:

- Jessica Dorman, Technical Education Support Specialist, at an hourly rate of \$17.54, plus staff fringe benefits, effective July 15, 2024
- Reginald Scurry, Assistant Coach – Men’s Basketball, at an annual salary of \$39,762, plus staff fringe benefits, effective August 1, 2024

Phil White 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 Jacinda Shaw-Kinzie 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		

Motion carried.

VIII. Discussion Agenda

A. Adoption of 2024-2025 Board of Trustees Focus Statements

Chair Bazil requested the Board formally adopt their 2024-2025 focus statements established at the July 10, 2024 work session, as presented.

Cowley College provides:

1. Dual enrollment opportunities to area high schools to increase student credentials.
2. Flexible learning opportunities to all ages and interest groups for holistic learning.
3. Responsible spending to be good stewards of local resources
4. Short-term certificates to students for quicker entry to workforce.
5. General education transfer programs to students to enhance community and area economy
6. Technical training to business partners to have a trained workforce
7. Career exploration to students to help with future career goals.
8. Housing and student events to enrich lives and safety.
9. A diverse campus atmosphere to students and community.
10. Top notch athletic programs for college and community pride

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

RESOLVED, that the Board of Trustees approves the 2024-2025 Board of Trustees Focus Statements 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		

Motion carried.

B. Sumner Campus Undeveloped Land Use

Zach Cooper, Director of Sumner Campus presented options for the use of undeveloped land on the Sumner Campus.

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

RESOLVED, that the Board of Trustees authorizes Zach Cooper to pursue the development of honey bee hives and pollinator research for community and educational purposes utilizing the undeveloped land on the Sumner Campus.

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		

Motion carried.

IX. 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 15 minutes, beginning at 7:27 pm and reconvening in open session at 7:42 pm in the same room. The Board requests Dr. Michelle Schoon be present in the executive session. Action will follow.

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		

Motion carried.

The meeting then resumed in open session at 7:42 pm in the same room.

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

RESOLVED, that the Board of Trustees authorizes Chair Bazil to finalize and sign the President's employment contract based on the agreed upon terms.

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		

Motion carried.

XV. Other Business

XVI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:44 pm.



**Tiffany Vollmer
Board Clerk**