

**Cowley College
Board of Trustees Official Minutes**

July 21, 2025

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 21, 2025 in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

Trustees	Present	Bob McGregor, Chair Dr. Alan Marcotte, Vice Chair Brett Bazil, Trustee Jacinda Shaw-Kinzie, Trustee Joe Shriver, Trustee Gary Wilson, 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. Scott Layton, Interim VP of Academic Affairs 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 Brandon Burke, Director of Dual Enrollment and Partnerships Andy Bohn, Admissions Coordinator/VA Military Advisor Jon Tyler, Public Safety Officer Hunter Ferguson, Public Relations (via Zoom)
Guests		John Shelman, Cowley CourierTraveler Libby Moore, Citizen

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

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

College Update:

- Summer hours 7:00 – 5:00 Monday – Thursday, through July 25
- Summer projects and improvements are in full swing
- Held graduation ceremony at Winfield Correctional Facility for students earning GED diplomas and technical certificates (34 students)
- Cowley College Sumner Campus hosted the Sumner County Talent Talk session in conjunction with the Workforce Alliance, Sumner Economic Development and Cowley College

- Special thanks to all Cowley employees that represented the College at baseball games and the Wellington Wheat Festival.
- Hosted Military Appreciation Night for Wellington Heat and Mulvane Patriots
- Hosted Kansas EMS Association Region 3 Hands-on Workshop using the new Simulation Lab and Anatomage cadaver table at Sumner campus
- Fair season is here

Enrollment Management Update:

- Summer enrollment numbers are at 816 head count and 300 FTE, up 18.3% from last summer
- Fall Enrollment is currently open and trending ahead of the last year enrollment numbers

Attended:

- June 23 – Regional Day of Learning – Apprenticeships, Butler Andover Campus
- June 17 – Sumner Talent Talks – economic development, Sumner Campus
- June 26 – Greater Wichita Sports Commission banquet
- June 30 – Cowley College GED, Welding and Electromechanical program graduation at Winfield Correctional Facility
- July 14 - KJCCC/Region 6 Quarterly meeting
- July 17 – Foundation Board meeting

Upcoming Events:

- August 1 & 2 - KACC Quarterly meeting hosted by Cowley College (Presidents, Trustees and CFOs)
- August 15 – all college Welcome Back day
- August 16 – Dorm Storm
- August 19 – first day of fall semester

B. Administration Reports

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

C. Thank you to Cowley College from Country View Elementary

D. Thank you to Cowley College from Peyton Snively

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Phil White provided an update of the July 15, 2025 meeting and review of the following:

1. CIS Course Procedure Changes

Course	Prerequisite Added	Rationale
CIS 1757 Comptia A+ Practical Applications	CIS 1756 Comptia A+ Essentials	Builds on A+ Essentials; assumes foundational hardware knowledge.
CIS 1758 Cyber Security Analyst, CySa+	CIS 1958 & 1959 Network+ & Security+	Requires strong networking and security knowledge.
CIS 1910 Azure Administrator	CIS 1912 Azure Fundamentals	Easier with Azure basics
CIS 1911 Azure Development	CIS 1912 Azure Fundamentals	Understanding Azure platform helps work in e-cloud ecosystem
CIS 1913 Azure Security Technologies	CIS 1912 Azure Fundamentals	Requires Azure platform and security principles understanding.
CIS 1919 Windows Server Active Directory	CIS 1916 Introduction to Windows Server	Requires basic understanding of Windows server
CIS 1920 Windows Server Advanced Networking	CIS 1916 Introduction to Windows Server	Requires basic understanding of Windows server
CIS 1950 Ethical Hacking	CIS 1958 & 1959 Network+ & Security+	Requires prior knowledge of networks and security tools
CIS 1959 Security+	CIS 1958 Network+	Assumes working knowledge of networking concepts
Course	Recommended Prerequisites Added	Rationale
CIS 1914 Certified Network Defender	CIS 1958 Network+	Understanding networks and security is key before learning defense.
CIS 1917 Network Defense Essentials	CIS 1958 Network+	Helps grasp compliance and identity concepts more quickly.
CIS 1958 Network+	CIS 1756 or CIS 1757 Comptia A+ Essentials or Comptia A+ Practical App	Requires strong networking and security knowledge.

2. Varsity E-Sports Course Procedures
3. AY 2025 Performance Report to the Kansas Board of Regents
4. Memorandum of Agreement with the Workforce Development Board
5. OSHA 10 for Area High Schools
6. New Faculty

B. Trustee Finance Subcommittee –
Joe Shriver provided an overview of July 14, 2025 meeting.

1. Cash on Hand
2. Storm Insurance Update
3. Future Procurement
4. DRAFT State Budget Review

C. Trustee Policy Subcommittee –
Brett Bazil provided an update from the July 15, 2025 electronic review of the following policies.

- 204.00 – Auditing a Class (revised)

D. Trustee Sumner County Sales Tax Subcommittee –
Dr. Alan Marcotte provided an update from the July 14, 2025 meeting.

V. 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 faculty professional negotiations pursuant to the exception related to employer-employee negotiations, for 10 minutes,

beginning at 6:23 pm, and reconvening in open session at 6:33pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, and J.T. Seitz be present in the execute session. No action to follow.

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

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

Motion carried.

The Board then reconvened in open session at 6:33 pm in the same room. No action followed the executive session.

VI. Consent Agenda

A. Board Minutes -

- June 16, 2025 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending June 30, 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, June 30, 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.

Cowley County Community College				
Accounts Payable Check Summary				
June 30, 2025				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
<u>Student Refunds</u>				
USB	Student Refund Checks	\$ 495,935.92	\$ 49,428.63	\$ 446,507.29
		\$ 495,935.92	\$ 49,428.63	\$ 446,507.29
<u>General Operating Activities</u>				
RCB	Operating Fund	13,424.63	-	13,424.63
USB	Operating Fund	2,053,706.85	922.77	2,052,784.08
USB	Federal Grants Fund	47,630.74	-	47,630.74
Total General Operating Activities		\$ 2,114,762.22	\$ 922.77	\$ 2,113,839.45

- Student Refunds
 - Financial Aid Funds/Student Refund Check gross \$495,935.92, net \$446,507.29.
- General Operating Activities
 - Disbursements gross \$2,067,131.48, net \$2,066,208.71
 - Federal Funds gross and net \$47,630.74

- **Total General Operating Activities gross \$2,114,762.22, net \$2,113,839.45.**

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, 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:

2025-2026 Master Agreement Changes

- **College Administration and the Cowley Education Association request approval of the proposed changes to the Faculty Master Agreement. Approving these changes will allow administration and the CEA to finalize the Master Agreement for the 2025-2026 academic year. (See attached)**

Resignations

- **Logan Mansfield, Groundskeeper, effective June 30, 2025**
- **Austin Legg, Assistant Coach – Wrestling, effective July 1, 2025**

Faculty

- **Marlin Burcham, Agriculture Instructor/Program Coordinator, at an annual salary of \$54,600, plus fringe benefits, based on classification E of the Faculty Master Agreement, effective August 1, 2025**
- **Lindsey Estep, Paramedic Instructor Coordinator, at an annual salary of \$47,700, plus fringe benefits, based on classification A2 of the Faculty Master Agreement, effective August 1, 2025**
- **Patrick Metzinger, Non-Destructive Testing (NDT) Instructor, at an annual salary of \$53,500, plus fringe benefits, based on classification CTE B of the Faculty Master Agreement, effective August 1, 2025**

Staff

- **Gus Freeman, Assistant Coach – Baseball, at an annual salary of \$41,000, plus staff fringe benefits, effective July 22, 2025**
- **Anthony “Clay” Galbreath, Maintenance Technician/Groundskeeper, at an hourly rate of \$17.75, plus staff fringe benefits, effective June 30, 2025**

Position Adjustment

- **Holly Harper, Vice President of Finance and Administration to Executive Vice President of Finance and Administration, \$126,612.91 (salary grade 20) to \$ 141,612.91 (salary grade 21), effective August 1, 2025**

E. Board Policy Approval -

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

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:

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

Motion carried.

VII. 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 15 minutes, beginning at 6:35 pm and reconvening in open session at 6:50 pm in the same room. The Board requested J.T. Seitz be present in the executive session. No action to follow.

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	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

The meeting then resumed in open session at 6:50 pm in the same room. No action followed the executive session.

VIII. Third 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 15 minutes, beginning at 6:54 pm and reconvening in open session at 7:09 pm in the same room. The Board requested J.T. Seitz be present in the executive session. Action may follow.

The motion was seconded by Brett Bazil and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 7:09 pm in the same room.

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

RESOLVED, that the Board of Trustees approves the salary increase for Dr. Michelle Schoon, from \$189,000 per year to \$195,000 per year.

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

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

Motion carried.

IX. Other Business

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

RESOLVED, that the Board of Trustees approves the creation of a Board of Trustees Handbook Review Subcommittee consisting of Jacinda Shaw-Kinzie, Phil White, J.T. Seitz, and Tiffany Vollmer.

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

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

Motion carried.

X. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:13 p.m.



Tiffany Vollmer
Board Clerk