

**Cowley College
Board of Trustees Official Minutes**

August 18, 2025

I. Public Budget Hearing (K.S.A. 79-2929)

In accordance with K.S.A. 79-2929, the Board of Trustees shall meet for the purpose of answering and hearing objections of taxpayers relating to the proposed budget, and for the purpose of considering amendments to such proposed budget. In meeting the requirements of this Statute, a notice was published in the Cowley CourierTraveler on July 31, 2025. The public Budget Hearing was held on August 18, 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 David Stanley, Trustee Phil White, Trustee
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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 Brooke Istas, CEA President/Faculty Liaison Jon Tyler, Public Safety Officer Hunter Ferguson, Public Relations
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Guests	John Shelman, Cowley CourierTraveler Tim Nihart, Community Member
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Chair McGregor opened the Public Budget Hearing and recognized any tax payers in attendance. With no public comments being made, Chair McGregor provided closing statements and adjourned the Public Hearing.

II. Call to Order

Chair McGregor called the regular meeting of the Board of Trustees to order. The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair McGregor.

III. Approval of 2025-2026 State Appropriation Budget

Administration presented the State Appropriation Budget for the fiscal year 2025-2026. A notice was published in the Cowley Courier Traveler on July 31, 2025.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$410,097,899 which yields a tax levy of approximately \$6,751,290. The county will notify the College around November 1st, 2025 of the actual amount.

Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval.

The projected Operating Mill Levy of 15.212 is based on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 1.25 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' Operating and Capital Outlay Mill Levies for comparison to the fiscal year 2024-2025:

	<u>Operating</u>	<u>Capital Outlay Mill</u>	<u>Final</u>
2020-2021	19.072	2.00	21.072
2021-2022	18.411	1.988	20.399
2022-2023	17.543	2.00	19.543
2023-2024	15.921	1.998	17.919
2024-2025	15.775	1.25	17.025
2025-2026	15.212	1.25	16.463

The Capital Outlay Mill will raise approximately \$512,728 each year (based on the 2026-2026 assessed valuations). These dollars must be spent in Cowley County.

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

RESOLVED, that the 2025-2026 State Appropriation Budget for Cowley College, officially published in the Cowley CourierTraveler, is hereby adopted, and the fiscal officers of the Board of Trustees are authorized to encumber and expend such funds according to the statutes of the State of Kansas and policies and procedures of the Board of Trustees.

FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the State of Kansas for the purpose of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Jacinda Shaw-Kinzie 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		

Motion carried.

IV. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

College Update:

- Summer projects and improvements are mostly complete

- Key staff and faculty positions have been hired
- Cowley College had KSOK radio spots from 5:00 – 8:00 on August 7, on location at Cowley County Fair
- Planning for State Fair and fall festivals
- Met with KSU regarding Milling Program
- August 19 – first day of fall semester

Enrollment Management Update:

- Fall Enrollment is currently open and trending ahead of the last year enrollment numbers
- Reorganizing Enrollment Management teams and goals for the new year

Attended:

- City of Winfield facilities strategic planning session
- Cowley County Fair Booth and KSOK radio spot 8/3
- Sumner Farm Bureau annual meeting, 8/7
- Workforce Alliance of SC Kansas Board of Directors, 7/23
- Workforce Alliance of SC Kansas Strategic Planning session 8/13
- Meeting with new Principals at USD 470, USD 465, and USD 353
- Hosted the KACC Quarterly meeting (Presidents, Trustees and CFOs), 8/1&2

B. David Stanley provided a recap of the KACC Quarterly meeting, held July 31-August 2 on the Cowley College main campus in Ark City.

C. Administration Reports

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

C. 2025 AVCA Team Academic Award

D. Thank you to Cowley College from Katie English Smith (Steve English Family)

V. Public Comment

No public comment

VI. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an update from the August 11, 2025 meeting.

1. Procurement

- **Sumner Campus Fleet Vehicle**
The Sumner Campus is in need of a smaller fleet vehicle to keep at the site. The College solicited bids and received two options from Raber Ford. One 2025 Ford Escape is available immediately, whereas the second vehicle had to be ordered and will take 8-10 weeks to arrive. Administration and the Finance Subcommittee

requested approval of the 2025 Ford Escape from Raber Ford in Wellington, at a cost of \$27,800, paid from Sumner County Sales Tax Funds, as presented.

- **Criminal Justice Patrol Vehicle**
The Cowley Criminal Justice Student Patrol had two of their patrol vehicles totaled in the recent hail storm. The College solicited bids and received one from the Kansas Highway Patrol Fleet Sales Administration and the Finance Subcommittee request approval to purchase the 2023 Dodge Durango at a cost of \$38,825, using Tech Ed Capital Outlay funds.

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

RESOLVED, that the Board of Trustees approves the purchase of the 2025 Ford Escape fleet vehicle for the Sumner Campus from Raber Ford and the 2023 Dodge Durango Criminal Justice Student Patrol Vehicle from Kansas Highway Patrol Fleet Sales 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		

Motion carried.

2. 25-26 State Appropriation Budget

3. Sales Tax Campaign Funds – Separate Bank Account

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

RESOLVED, that the Board of Trustees authorizes College Administration to move all Sumner County Sales Tax funds to a separate account with Carson Bank in Mulvane.

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	Abstain
Joe Shriver	Aye		

Motion carried.

4. Insurance Update

- **Vehicles**
 - 11 vehicles totaled to date (2 15-passenger vans, 5 minivans, 2 security cars, 1 trailer, 1 MCI bus)
 - Vehicle insurance settlements to date total \$154,771.65
 - Purchased 3 Chrysler Pacifica's from Zeller Motors
 - Purchased 2 15-passenger vans from Stuteville
- **Buildings**
 - Immediate repair: Education Building, Walker-Tech (skylights), Webb-Brown, Wellness Center, Dorms

- Other roof repairs: Brown Center, Tyler Tech, Galle-Johnson, Kerr Tech, Bookstore, Shipping and Receiving
 - Other
 - Hafner outdoor equipment (track surface, jump pads, hurdles, bleachers)
5. Future Procurement
- Welders for Mulvane
 - Additional Criminal Justice Patrol Vehicle

B. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an update from the August 14, 2025 electronic review of the following policies.

1. 300.00 Series HR Policy Numbering
2. 313.00 – Employment Benefits – Full-Time Employees

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

RESOLVED, that the Board of Trustees approves the new 300.00 series HR policy numbering 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		

Motion carried.

C. Trustee Sumner County Sales Tax Subcommittee –

Phil White provided an update from the August 12, 2025 meeting.

1. Sales Tax Campaign Funds – Separate Bank Account
2. Open Forums/ Board Meetings
3. Campaign Strategies

VII. Consent Agenda

A. Board Minutes -

- July 21, 2025 Work Session Minutes
- July 21, 2025 Regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending July 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, July 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.

Cowley County Community College				
Accounts Payable Check Summary				
July 31, 2025				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 72,051.51	\$ 20,407.69	\$ 51,643.82
		\$ 72,051.51	\$ 20,407.69	\$ 51,643.82
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	3,534,389.01	43,816.56	3,490,572.45
USB	Federal Grants Fund	23,104.17	-	23,104.17
Total General Operating Activities		\$ 3,562,728.81	\$ 43,816.56	\$ 3,518,912.25

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$72,051.51 net \$51,643.82.
- **General Operating Activities**
 - Disbursements gross \$3,539,624.64, net \$3,495,808.08.
 - Federal Funds gross and net \$23,104.17.
 - Total General Operating Activities gross \$3,562,728.81 net \$3,518,912.25.

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 July 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

- Dae'trell Gordon, Assistant to Student Services/Dorm Manager, effective July 31, 2025
- Austin Pike, Custodian, effective July 21, 2025

Staff

- Kaylen Artherton, Assistant Coach – Softball, at an annual salary of \$40,954, plus staff benefits, effective August 1, 2025
- Ron Redenius, Bus Driver, at an hourly rate of \$18.54, plus staff benefits, effective August 4, 2025

Internal Position Changes

- Greg Butler, from IMPACT (TRIO) Program Specialist & Advisor to Director of Student Support Services – IMPACT (TRIO Grant), at an annual salary of \$58,615, plus staff benefits, effective September 1, 2025

E. Board Policy Approval -

- 204.00 – Auditing a Class (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 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		

Motion carried.

VIII. Discussion Agenda

Chair McGregor requested the Board discuss and approve the 25-26 Board of Trustee Goals, based on the Higher Learning Commission higher education trends, as presented.

1. Higher Education Trend - Financial Stability and Sustainability

- Items discussed by the trustees
 - *Future of funding of community colleges*
 - *Increase costs associated with facilities and repairs (infrastructure)*
- Goals
 - Promote the Sumner Sales Tax initiative to support facilities and programs in Sumner County
 - Review and support the maintenance schedule for college facilities

2. Higher Education Trend - Teaching, Learning and Faculty

- Items discussed
 - *Challenges in meeting specific needs of students that are enrolling in Cowley College*
 - *How to better utilize the services we currently have at our disposal to assist students (TLC, Accessibility Services, Mental Health, Food Pantry)*
 - *Recruiting and retaining faculty and staff*
- Goals
 - Review policies related to benefits and pay (competitiveness of the college's pay scale using state data)
 - Policy changes to allow for better access to tuition and professional development funds

3. Higher Education Trend - Leadership, turnover and succession planning

- Items discussed
 - *Concern regarding the number of key positions that will be vacated with retirement*
- Goals
 - Review BP161 and AP161b on succession planning

4. Higher Education Trend - The New Landscape of Higher Education

- Items discussed and current topics of Higher Education
 - *Artificial Intelligence and use by students and employees*
 - *Skill-based learning and apprenticeships*

- *Workforce Pell and short-term certs*
- *New business models for educational institutions*
- **Goals**
 - Review policies related to artificial intelligence in the workplace
 - Support apprenticeship initiatives and credential-based certificates
 - Provide input on new degree options

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

RESOLVED, that the Board of Trustees adopts the 2025-2026 Board goals 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		

Motion carried.

IX. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:54 p.m.



Tiffany Vollmer
Board Clerk