

**Cowley College
Board of Trustees Official Minutes**

August 21, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on August 21, 2023, at 6:00pm in the President's Dining Room of the McAtee Dining Center, 206 S. 4th, Arkansas City.

Trustees Present

- Brett Bazil, Chair**
- Dr. Steve Abrams, Vice Chair**
- Dr. Alan Marcotte, Trustee**
- Bob McGregor, Trustee**
- David Stanley, Trustee**
- Gary Wilson, Trustee**

Staff

- Dr. Michelle Schoon, President**
- Tiffany Vollmer, Board Clerk**
- 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**
- Janice Stover, Interim VP of Academic Affairs**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Dr. Scott Layton, Natural Science Department Chair, CEA President**
- Abby Morris, Director of Marketing**

Guests

- Kyle Carlson, Citizen**
- Joe Shriver, Citizen**
- John Shelman, Cowley CourierTraveler**
- Rep. Bill Rhiley, Kansas Legislature**
- Roger Sparks, Citizen**
- Diane Sparks, Citizen**

The Invocation was presented by Bob McGregor and the College Mission Statement was read by Chair Bazil.

II. Revenue Neutral Rate Hearing

In accordance with K.S.A. 79-2988, 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 August 8, 2023 stating the College's intent to exceed the Revenue Neutral Rate, set at 17.762.

Chair Bazil recognized the Cowley County tax payers in attendance and allowed time for comments.

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees adopt a resolution of Cowley County Community College, to levy a property tax rate exceeding the Revenue Neutral Rate; **WHEREAS**, the Revenue Neutral

Rate for Cowley County Community College was calculated at 17.762 mills by the Cowley County Clerk; and WHEREAS, the budget proposed by the Governing Body of Cowley County Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and WHEREAS, the Governing Body held a hearing on August 21, 2023 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and WHEREAS, the Governing Body of Cowley County Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate. NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF Cowley County Community College: Cowley County Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 17.762 mills. This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until further action is taken by the governing body.

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

Brett Bazil	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye

III. 2023-2024 State Appropriations Budget

Administration proposed the State Appropriation Budget for the fiscal year 2023-2024. A notice was published in the Cowley Courier Traveler on August 8, 2023.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$373,864,747 which yields a tax levy of approximately \$6,708,589. The county will notify the College around November 1st, 2023 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 17.943 is the approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 2.00 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 2023-2024 projection:

	<u>Operating</u>	<u>Capital Outlay Mill</u>	<u>Final</u>
2018-2019	19.060	1.25	20.310
2019-2020	19.061	1.25	20.311
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	15.943	2.00	17.943 (pending final calc.)

The Capital Outlay Mill will raise approximately \$747,900 each year (based on the 2023-2024 assessed valuations). These dollars must be spent in the home district (i.e. Cowley County.)

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

RESOLVED, that the 2023-2024 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 Dr. Alan Marcotte and the following votes were cast:

Brett Bazil	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye

IV. Awards and Reports

A. Dr. Michelle Schoon provided a College Update.

- **Mentioned the welcome back in-service event recently held along with the Tiger Blitz Drive and Tiger Skins golf tournament.**
- **Recently traveled to Cloud County Community College with Holly Harper and Chris Cannon to tour their Wind Tech program.**
- **Joined athletic director Jeff Fluty in attending the Jayhawk Conference/Region VI meetings in Kansas City.**
- **The College also had a visible presence at the Cowley County and Sumner County Fairs.**
- **Dr. Schoon also mentioned the letter of thanks from Senator Jerry Moran’s office regarding a recent tour of the Tiger Learning Center.**
- **Introduced the Board to Dr. Rachel Bates, Cowley College’s new vice president of academic affairs.**

B. USMC/AVCA Team Academic Award from the American Volleyball Coaches Association

C. Thank you to Cowley College from Mason Witzke and Tyler York from the Office of Senator Jerry Moran

V. Public Comment

VI. Standing Committee Reports

A. Trustee Academic Subcommittee –

David Stanley provided an overview of the August 15, 2023 meeting.

B. Trustee Finance Subcommittee –

Dr. Steve Abrams provided an overview of the August 14, 2023 meeting.

Dr. Steve Abrams introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees reduce the Board meeting refreshments to water, tea, and coffee only in the President’s Dining Room. The trustees are permitted to go through the Fresh Ideas meal line prior to the Board meeting and the College will be invoiced for the cost.

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

Brett Bazil	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye

Motion carried.

C. Trustee Policy Subcommittee –

Brett Bazil provided an overview of the August 16, 2023 review of the following policies:

- 133.00 – Gifts-In-Kind Acceptance (Revision)
- 145.00 – Pd College Facilities Policy (Revision)
- 453.00 – Fairness in Women’s Sports Act (New)

VII. Consent Agenda

A. Board Minutes -

- July 17, 2023 regular Minutes
- July 27, 2023 work session Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending July 31, 2023 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, 2023 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, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 2,401.41	\$ 790.41	\$ 1,611.00
RCB	Student Refund Checks	\$ 19.05	\$ 19.05	\$ -
		<u>\$ 2,420.46</u>	<u>\$ 809.46</u>	<u>\$ 1,611.00</u>
General Operating Activities				
RCB	Operating Fund			-
USB	Operating Fund	1,686,740.02	105.99	1,686,634.03
USB	Federal Grants Fund	7,187.60	-	7,187.60
	Total General Operating Activities	<u>\$ 1,693,927.62</u>	<u>\$ 105.99</u>	<u>\$ 1,693,821.63</u>

Financial Aid Funds/Student Refund Check \$2,420.46 (net \$1,611.00).

General Operating Activities disbursements \$1,686,740.02 (net \$1,686,634.03).

Federal Funds \$7,187.60 for a total written of \$1,693,927.62 (net \$1,693,821.63).

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 July 31, 2023. 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. Administrative Reports –

The Board reviewed department updates provided by administration.

E. Board Policy Approvals –

- 119.00 – Acquisition and Disposal of College Property (Revision)
- 165.00 – Sick Leave – Full-Time Non-Faculty Employees (Revision)

F. Personnel Transactions -

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

Resignations:

- Butch Rea, Assistant Coach – Baseball/Dorm Manager, effective August 1, 2023

Faculty:

- Zachary Rozell, Carpentry/Construction Trades Instructor, at an annual salary of \$46,306, plus fringe benefits, based on classification “B” of the Faculty Master Agreement, effective August 1, 2023.
- Mason Warren, Biology Instructor, at an annual salary of \$43,836, plus fringe benefits, based on classification “B” of the Faculty Master Agreement. (***This is an amendment to the previous approval from a classification “C” to a “B” based on the Faculty Master Agreement.*)

Instructional Staff:

- Carl Bowman, Advanced Construction Trades instructor, at an annual salary of \$44,129, plus staff fringe benefits, effective August 1, 2023

Staff:

- Scott Camien, Assistant Coach – Baseball/Dorm Manager, at an annual salary of \$28,752, plus staff fringe benefits, effective August 1, 2023
- Lance Jeffers, Assistant Coach – Women’s Basketball, at an annual salary of \$41,200, plus staff fringe benefits, effective August 1, 2023
- Eusebio Plaza, Assistant Coach – Men’s and Women’s Soccer, at an annual salary of \$39,762, plus staff fringe benefits, effective August 1, 2023
- Arianna Raga, Head Coach – Men’s and Women’s Tennis, at an annual salary of \$48,913, plus staff fringe benefits, effective August 7, 2023
- Katie Ryberg, Academic Department Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective August 1, 2023
- Julianna Smarsh, Academic Outreach/Mulvane Site Coordinator, at an annual salary of \$46,000, plus staff fringe benefits, effective August 1, 2023.
- Paige Toon, Academic Department Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective August 1, 2023

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

RESOLVED, that the Board of Trustees approve the consent agenda as presented.

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

Brett Bazil	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye

Motion carried.

VIII. Discussion Agenda

A. Adoption of 2023-2024 Board of Trustees Priorities -

Chair Bazil requests the Board formally adopt their 2023-2024 priorities established at the July 27, 2023 work session, as presented.

Trustees goal setting session:

Strengths:

- Board stability/great board
- Friendly
- Affordable education
- Transferrable
- Committed staff and administrators
- Stable community
- Good programs and course offerings (CJ, etc.)
- Good facilities
- Student life and athletics

Weaknesses:

- Declining enrollment
- Employee turnover
- Ireland Hall challenges with building
- Carnegie Library not owned by College
- Unfilled programs
- Communication
- Not enough tech courses
- Availability and quality of instructors for technical programs

Opportunities:

- Expand student market to outlying counties
- Market to attract students
- Change in labor market due to AI and Robotics
- Additional tech ed programs (electrical, robotics, sustainable energy, AI, etc.)
- Wellington campus
- Business and Industry training
- Plan to increase FTE

- Campus locations close to major transportation routes

Threats:

- KBOR support and merger/affiliation push
- Incoming student preparedness/COVID fallout
- Faculty/employee retention
- Fewer students in service area/decline in population/lower enrollment
- State funding/KBOR involvement/alternate funding sources
- Lack of support by Cowley and Sumner residents
- Societal norms not as favorable to higher education/Tech Ed pushing vs gen ed transfer
- Increased cost of education
- Lack of planning for AI.

Priorities for 2023:

1. Increase input from business and industry (surveys, listening sessions, focus groups)

Supporting information:

- College Workforce and Career Specialists, Greg Butler, has monthly meetings with business and industry and economic development partners in Cowley and Sumner counties in conjunction with the Kansas Workforce Center.
- Each technical education program and each academic department has an advisory group of business stakeholders that meet once a semester.
- The President will initiate public forums, meet with businesses in the college service area and collaborate with Cowley First and Sumner Economic Development.

2. Support the implementation of the Enrollment Management Plan (EMP) through monthly updates

Supporting information:

- The EMP has goals related to new program development, marketing, and new student recruitment
- The Trustees will receive a monthly update on major milestones
- The President will explore new technologies that can lead to programs to support business needs (This was a separate goal and is “in the weeds” for the board)

3. Seek alternate funding sources for operations and program growth

Supporting information:

- Past grants include JIIST grants, Congressional Direct Spending, Kansas Department of Commerce, Perkins Reserve. (over \$400,000 last year)
- The President will seek out grants, business and personal donation to support program needs.

4. Actively communicate the return on investment that the College provides for students and the community

Supporting information:

- EMSI Economic Impact Study – being completed and shared this fall
- Marketing materials currently share “Did you Know”, cost and scholarship information

The President will share the results of the EMSI study to the trustees and work with the marketing

Dr. Steve Abrams introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees formally adopts the 2023-2024 Board priorities established during the July 27, 2023 work session, as presented.

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

Brett Bazil	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Dr. Alan Marcotte	Absent	Gary Wilson	Aye

Motion carried.

VIII. Executive Session

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session, for preliminary discussion related to property acquisition, pursuant to the exception for discussion related to property acquisition for 30 minutes, beginning at 6:41 p.m. reconvening in open session at 7:11 p.m. in the same room. The Board requested David Andreas, Dr. Michelle Schoon, and Holly Harper be present in the executive session.

The motion was seconded by Dr. Steve Abrams and the following votes were cast:

Brett Bazil	Aye	Bob McGregor	Aye
Dr. Steve Abrams	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye

Motion carried.

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

VIII. Other Business

XII. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:12 p.m.



Tiffany Vollmer
Board Clerk