

**Cowley College  
Board of Trustees Official Minutes**

**August 26, 2024**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on August 26, 2024 at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 200 S. 4<sup>th</sup> Street, Arkansas City, KS.

<b>Trustees</b>	<b>Present</b>	<b>Brett Bazil, Chair Bob McGregor, Vice Chair Dr. Alan Marcotte, Trustee Jacinda Shaw-Kinzie, Trustee David Stanley, Trustee Phil White, Trustee Gary Wilson, Trustee</b>
-----------------	----------------	--

<b>Staff</b>	<b>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 Stefani Jones, Director of Student Enrollment and Success Kristi Shaw, Executive Director of Student Services Jeff Fluty, Athletic Director Dr. Scott Layton, Natural Science Department Chair-CEA President Abby Morris, Director of Marketing and Strategic Communications Dr. Brooke Istas, Math Faculty</b>
--------------	--

<b>Guests</b>	<b>Ralph Brankle, Citizen Gary Jones, Citizen John Shelman, Cowley CourierTraveler Bill Rhiley, KS Representative</b>
---------------	---

The Invocation was presented by David Stanley 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 met 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 15, 2024 stating the College's intent to exceed the Revenue Neutral Rate, set at 16.919.

Chair Bazil called the official Revenue Neutral Rate Hearing to order and recognized the Cowley County tax payers in attendance and allowed for comments. Upon conclusion of comments, Chair Bazil ended the official RNR hearing and resumed the regular meeting.

### III. Standing Committee Reports

#### A. Trustee Finance Subcommittee Meeting

Vice Chair McGregor provided an overview of the August 19, 2024 meeting.

##### 1. 2024-2025 Proposed Master Agreement Changes

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

**RESOLVED**, that the Board of Trustees approves the proposed changes to the 2024-2025 Master Agreement , as presented.

**Proposed Master Agreement changes for 2024-2025 contract**

**Items tentatively agreed upon by the Cowley Board and The Cowley Education Association 6-20-24**

- **Directors Pay- Article III Section 6a**

**Current Language- Director duties shall be paid at \$2400 a year (with possible load reduction as well) as outlined in a supplemental contract as follows: (list of potential duties mentioned in the MA)**

**Proposed Language- Director duties shall be paid at \$2400- \$3000 a year (with possible load reduction as well) as outlined in a supplemental contract. Compensation will be based on the number of duties required from the list below: (list of potential duties mentioned in the MA)**

- **Overload Pay- Article III Section 6g**

**Current Language- Overload shall be paid at the rate of five hundred seventy-five dollars (\$575.00) per credit hour for Professional Employees in fall and spring semesters, and six hundred dollars (\$600.00) per credit hour for summer.**

**Proposed Language- Overload shall be paid at the rate of six hundred dollars (\$600.00) per credit hour.**

- **Fringe Benefit Allowance- Article III Section 3**

**Current Language- The Board will pay a monthly eight hundred (\$800) fringe benefit allowance to each full time Professional Employee for the 2023-2024 academic year.**

**Proposed Language- The Board will pay a monthly eight hundred and ninety (\$890) fringe benefit allowance to each full time Professional Employee for the academic year.**

- **Salary- Article III Section 1b**

**Current Language- Each professional employee who qualified received a 2.5% increase to his or her final 2022/2023 base salary.**

**Proposed Language- Each professional employee who qualifies will receive a \$2000 increase to their final 2023/2024 base salary.**

- **Wellness Center Benefits- ARTICLE V Section 4**

**Current Language- The College recognizes that instructor health is related to instructor welfare. In support of this, Professional Employees, Professional Employees' spouses, and dependent children age sixteen (16) and over (under the Professional Employee's supervision) shall be allowed to use the Wellness Center during the hours of Wellness Center operations, without cost and without enrolling in a course.**

**Proposed Language- The College recognizes that instructor health is related to instructor welfare. In support of this, Professional Employees, Professional Employees' spouses, and dependent children age fourteen (14) and over (under the Professional Employee's supervision) shall be allowed to use the Wellness Center during the hours of Wellness Center operations, without cost and without enrolling in a course. Professional employees who retire with health insurance benefits as outlined in ARTICLE V Section3 may continue a single membership at the Wellness Center at no cost.**

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

<b>Brett Bazil</b>	<b>Aye</b>	<b>David Stanley</b>	<b>Aye</b>
<b>Dr. Alan Marcotte</b>	<b>Aye</b>	<b>Phil White</b>	<b>Aye</b>
<b>Bob McGregor</b>	<b>Aye</b>	<b>Gary Wilson</b>	<b>Aye</b>

**Motion carried.**

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

**RESOLVED, that the Board of Trustees authorizes Chair Bazil to sign the finalized Master Agreement.**

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

<b>Brett Bazil</b>	<b>Aye</b>	<b>David Stanley</b>	<b>Aye</b>
<b>Dr. Alan Marcotte</b>	<b>Aye</b>	<b>Phil White</b>	<b>Aye</b>
<b>Bob McGregor</b>	<b>Aye</b>	<b>Gary Wilson</b>	<b>Aye</b>

**Motion carried.**

## **2. Revenue Neutral Rate Resolution -**

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

**RESOLVED, that pursuant to K.S.A. 79-2988, the Board of Trustees pass 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 as 16.919 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 26, 2024 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 16.919 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 Bob McGregor and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Abstain
Bob McGregor	Aye	Gary Wilson	Aye

Motion carried.

**3. 2024-2025 State Appropriation Budget -**

Administration proposed the State Appropriation Budget for the fiscal year 2024-2025. A notice was published in the Cowley Courier Traveler on August 15, 2024.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$396,563,727 which yields a tax levy of approximately \$6,751,452. The county will notify the College around November 1<sup>st</sup>, 2024 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 15.775 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 2023-2024:

	<u>Operating</u>	<u>Capital Outlay Mill</u>	<u>Final</u>
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	15.921	1.998	17.919
2024-2025	15.775	1.25	17.025

The Capital Outlay Mill will raise approximately \$495,761 each year (based on the 2024-2025 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 2024-2025 State Appropriations 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 David Stanley and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye

Motion carried.

4. 2024-2025 Amended Operating Budget -

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

**RESOLVED**, that the Board of Trustees approves the 2024-2025 amended operating budget as presented.

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye

Motion carried.

B. Trustee Academic Subcommittee -

Dr. Alan Marcotte provided an update from the August 20, 2024 meeting.

1. New Certificate for IPEDS Reporting -

The Institutional Effectiveness Office and the Trustee Academic Subcommittee request approval of a new General Education Core certificate. This 35-credit hour certificate aligns with the Kansas Board of Regents (KBOR) General Education Common Core designation and includes the course requirements listed in the table below. If approved, the certificate meets the requirements for reporting to the Integrated Post-Secondary Data System (IPEDS) as a Level 2 award. Level 2 awards are Postsecondary awards, corticates or diplomas of 30 or more semester credit hours. The IPEDS approval process requires a formal vote by the Board of Trustees, the College's governing body.

Discipline Area	Credit Hours Required	Cowley Courses Meeting Requirements
English	6	ENG2211, Composition I AND ENG2212 Composition II
Communication	3	COM2711 Public Speaking OR

		COM2725 Interpersonal Communication
Mathematics & Statistics	3	College Level Math Elective (College Algebra or higher)
Natural & Physical Sciences Lab Course	5	Natural & Physical Science Lab Course Electives (BIO, CHM, GEO or PHS)
Social & Behavioral Sciences	6	Social & Behavioral Science Electives (ANT, CRJ, ECO, GEG, MIN, POL, PSY, or SOC)
Arts & Humanities	6	Arts & Humanities Electives (ART, COM, ENG, FOL, HIS< LIT, MUS, PHO, REL, or THE)
Additional Institution Designated Approved General Education Courses	6	Approved General Education Core Electives

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

**RESOLVED**, that the Board of Trustees approves the new General Education Core Certificate as presented.

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye

Motion carried.

**C. Trustee Policy Subcommittee –**

Brett Bazil provided an overview of the August 21, 2024 review of the following policies:

- 111.00 – Employee Code of Conduct (Revision)
- 137.00 – Conflict of Interest (Revision)
- 160.00 – Telecommuting (New)
- 173.00 – Bulletin Boards (Revision)

**IV. Awards and Reports**

A. Dr. Alan Marcotte provided a recap of the August 23-24 KACC meeting held at Kansas City Community College.

B. Dr. Michelle Schoon provided a College update.

**Awards and Recognition:**

- Thanks to all that assisted with the Grand Opening event and the Donor Appreciation dinner
- Thanks to all the worked at the Cowley College fair booth; live remote, trailer and sponsorships.
- Tiger Heart Award – Matt Stone
- Ben LeClair Staff Award – Beverly Frank

**College Update:**

- Tyler Technical Education Center – ongoing needs for faculty and students

- Department of Labor visit - Safety report August 20, most issues noted were signage and documentation.
- Retirement reception for two outstanding employees, Beverly Frank and Janice Stover.

**Attended:**

- July 24, AAR apprenticeship discussion
- July 26, ACHS Principal, Tim Porter
- July 29, Nancy Burger
- August 1, Cowley First Coordinating Council
- August 1, Wellington Superintendent Adam Hatfield
- August 2, Fair Booth
- August 5, WHS Principal Joe Krumpak
- August 6, New Employee Onboarding
- August 9, all college meetings
- August 10 – Dorm Storm
- Enrollment management meetings

**Upcoming Events:**

- State Fair

**Enrollment Management Update:**

- CRM – Software to assist in recruitment and retention of students will be shared at next board meeting
- Current increase of 7% in dorm occupancy with increase in students choosing a single rate room
- Started two new EM groups – scholarships and technical education

**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

**D. Thank you to Cowley College from Ponca City High School**

**E. Thank you to Cowley College from the Henderson Family**

**F. Thank you to Cowley College from Cowley Beef & Bucket Calf members**

**G. Thank you to Cowley College from Heather Bohaty, Derby Superintendent**

**H. Thank you to Cowley College from Ruy Vaz and Micah Fry**

**I. Thank you to Cowley College from Diane Lawrence**

**J. Thank you to Cowley College from Joe and Mindi Shriver**

**V. Public Comment**

**VI. 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 non-elected personnel, regarding personnel transactions, pursuant to the exception related to non-elected personnel, for 10 minutes, beginning at 6:50pm and reconvening in open session at 7:00pm in the same room. The Board requests J.T. Seitz, Dr. Michelle Schoon, Holly Harper and Dr. Rachel Bates be present in the executive session. Action may follow.**

The motion was seconded by David Stanley and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 7:00 pm in the same room.

## VII. Second 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 non-elected personnel, regarding personnel transactions, pursuant to the exception related to non-elected personnel, for 10 minutes, beginning at 7:00pm and reconvening in open session at 7:10pm in the same room. The Board requests J.T. Seitz, Dr. Michelle Schoon, Holly Harper and Dr. Rachel Bates 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	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

The meeting then resumed in open session at 7:10 pm in the same room.

Jacinda Shaw-Kinzie introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees remove the hiring of the Associate Vice President position from the consent agenda.

The motion was seconded by David Stanley and the following votes were cast:

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

Motion carried.

## VII. Consent Agenda

### A. Board Minutes -

- July 15, 2024 regular Minutes



**B. Financial Reports –**

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

Financial Aid Funds/Student Refund Check \$8,972.97 (net \$5,704.09).

General Operating Activities disbursements \$2,494,786.88 (net \$2,485,799.88).

Federal Funds \$33,052.61 for a total written of \$2,527,839.49 (net \$2,518,852.49).

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, 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. Personnel Transactions -**

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

**Resignations:**

- Brandon Burke, Admissions Representative, effective September 2, 2024
- Brady Mathews, Assistant Coach – Men’s and Women’s Tennis, effective August 23, 2024
- Colby Endres, Welding Instructor, effective August 6, 2024
- Lance Jeffers, Assistant Coach – Women’s Basketball, effective August 23, 2024
- Randy Bramwell, Custodian, effective July 30, 2024

**Faculty:**

- Mark Bowling, Carpentry/Construction Trades Instructor, at an annual salary of \$55,527.00, plus fringe benefits, effective August 1, 2024
- Dakota Brinkley, Welding Instructor, at an annual salary of \$44,330.00, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2024

- **Jeremy Durham, Networking/Cyber Security Instructor, at an annual salary of \$50,466, 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, effective August 1, 2024**
- **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**

**Staff:**

- **Bryan Faber, Electromechanical Maintenance Technology Instructor, at an annual salary of \$60,000, plus staff fringe benefits, effective August 21, 2024**
- **Brandon Burke, Director of Dual Enrollment and Partnerships, at an annual salary of \$50,625, plus staff fringe benefits, effective September 3, 2024**
- **Ryan Masterson, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective August 12, 2024**
- **Erin Bohannon, Academic Support Specialist, at an hourly rate of \$16.00, plus staff fringe benefits, effective August 12, 2024**
- **Lauren Hughes, Academic & Student Success Support Specialist, at an hourly rate of \$17.54, plus staff fringe benefits, effective August 5, 2024**
- **Marcel Miasato, Head Coach – Men’s and Women’s Tennis, at an annual salary of \$48,913, plus staff fringe benefits, effective August 5, 2024**
- **Stephanie Miller, Admissions Representative, and an annual salary of \$39,762, plus staff fringe benefits, effective August 5, 2024**
- **Makayla Wood, Custodian, at an hourly rate of \$14.00, plus staff fringe benefits, effective August 5, 2024**
- **Logan Mansfield, Groundkeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective July 30, 2024**
- **Jeremy Fortner, Assistant Athletic Director, at an hourly rate of \$19.12, plus staff fringe benefits, effective July 22, 2024**

**E. Board Policy Approval –**

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

**David Stanley introduced and moved the adoption of the following resolution:**

**RESOLVED, that the Board of Trustees approves the consent agenda as amended.**

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Bob McGregor	Aye	Gary Wilson	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 7:14 pm.



**Tiffany Vollmer  
Board Clerk**