

**Cowley College
Board of Trustees Official Minutes**

September 15, 2025

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on September 15, 2025 at the Mulvane Technical Education Center, 201 Industrial Drive, Mulvane, 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 Kristi Shaw, Executive Director of Student Services Debbie Phelps, Executive Director of Institutional Effectiveness Dr. Brooke Istas, CEA Liaison Jennifer Searle, Director of Marketing Tori Reibenspies, Academic Outreach & Mulvane Site Coordinator Daniel Brookes, CTE Department Chair Tim Walton, Automotive Instructor Dylan Tretbar, Welding Instructor Patrick Metzinger, NDT Instructor
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Guests	Cooper Leonard, September Student of the Month Nathaniel Curran, Student Bill Rhiley, KS House of Representatives Glen Burdue, Citizen Patricia Burdue, Citizen
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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:

- Construction and remodel of LL Galle-Johnson and the Foundation Office almost finished

- Storm damage assessment and claims is ongoing
- State Fair Cowley College booth well attended
- Hosted the Wellington Chamber Coffee on September 4
- Presidents annual report
- Fall athletic team have early success
- Fall employ training
 - Vector training for all employees – FERPA, Title IX & Sexual Harassment, and Bloodborne pathogens
 - Administrative team – Online training through FEMA – Incident Command

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
- CRM (Customer Relationship Management) software is ready for use – Anthology Reach

Attended:

- Paramedic Graduation – Sumner Campus, August 20
- Workforce Alliance of SC Kansas Strategic Planning session, August 26
- Tiger Tailgate, August 26
- Winfield Chamber Coffee hosted by Southwestern College, August 28
- Meeting with William Newton Hospital Interim CEO, Gigi Fergus, September 3
- State Fair – Cowley College booth, September 8
- Sumner County Commission, September 9

B. Cooper Leonard was recognized as the September Student of the Month

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

C. Thank you to Cowley College from Micaiah McMahon

D. Thank you to Cowley College from Matik Tatum

E. Thank you to Cowley College from Luke and Taylor Ahlerich

F. Thank you to Cowley College from Brilee and Westen Pelligrini

G. Thank you to Cowley College from Chris Thornam

H. Thank you to Cowley College from Riley and Anna Eastman

I. Thank you to Cowley College from Sarah LaGrone, K-State Research & Extension

J. Thank you to Cowley College from the Winfield Chamber of Commerce

K. Thank you to Cowley College from Brandi Brenner, KACRAO

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Sumner County Sales Tax Subcommittee

Dr. Alan Marcotte provided an update from the September 9, 2025 meeting.

1. Mulvane Land Donation MOU

The Trustee Sumner County Sales Tax Subcommittee requests the Board authorize Chair McGregor to sign the Mulvane Land Donation MOU.

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

RESOLVED, that the Board of Trustees Authorizes Chair McGregor to sign the Mulvane Land Donation MOU.

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.

B. Trustee Finance Subcommittee –

Joe Shriver provided an update from the September 8, 2025 meeting.

1. Procurement

- **Lincoln Power Wave 300C Advanced – Tech Ed Capital Outlay Funds**

This purchase request is for three (3) Lincoln Power Wave C300 Multiprocessor Welders for our Mulvane location. The Lincoln Power Waves are capable of MIG, Stick, and DC TIG. That means students would have the ability to weld multiple materials, with multiple processes, with just one machine. This would also allow the Mulvane campus to upgrade to newer machines. The older machines that are in use are starting to fail and are very difficult to find parts for.

Vendor	Item	Qty	Price	Total
Airgas	Welder Multi- Process Power Wave 300 C	3	\$14,281.23	\$42,843.69
A & W Welding	Lincoln Powerwave 300	3	\$15,257.89	\$45,773.67
Lampton	Lincoln Powerwave 300	3	\$14,555.00	\$43,665.00

Administration and the Trustee Finance Subcommittee requested approval to purchase the 3 Lincoln Power Wave 300C from Airgas, totaling \$42,843.69, using funds from the Tech Ed Capital Outlay funds. These welders meet the

current operational needs of our growing welding program at a competitive cost and are available for immediate delivery.

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

RESOLVED, that the Board of Trustees approves the purchase of the 3 Lincoln Power Wave 300 C from Airgas, totaling \$42,843.69.

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.

- **Campus Security Vehicle – Insurance and Operating Budget Funds**

This purchase request is to replace the other Campus Safety and Security vehicle that was totaled in the June hail storm.

Administration and the Trustee Finance Subcommittee requested approval of the 2022 Dodge Durango Pursuit to replace the totaled Campus Security vehicle at a cost of \$35,175, using Insurance and Operating Budget Dollars.

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

RESOLVED, that the Board of Trustees approves the purchase of the 2022 Dodge Durango Pursuit to replace the totaled Campus Security vehicle at a cost of \$35,175 using insurance and operating funds.

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.

2. Insurance Update

- **Vehicles**
 - 12 vehicles totaled to date (2 15-passenger vans, 5 minivans, 2 security cars, 1 trailer, 1 MCI bus, 1 President's car)
 - Vehicle insurance settlements to date total \$162,134.22
 - 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)

C. Trustee Academic Subcommittee –

David Stanley provided an update from the September 10, 2025 meeting.

1. New Courses

- South Kansas Symphony III & IV

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

RESOLVED, that the Board of Trustees approves the new South Kansas Symphony III & IV courses as presented.

The motion was seconded by Joe Shriver 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. Course Procedure Updates

- South Kansas Symphony I & II
- Firefighter II

3. Program Reviews

- Health and Human Services (HHS)
- Career and Technical Education (CTE)

D. Trustee Policy Subcommittee –

Brett Bazil provided an update from the September 11, 2025 electronic review of the following policies.

1. 201.00 – Educational Programs (revised)
2. 240.00 – Selection of Professional Employees (revised)

V. Consent Agenda

A. Board Minutes -

- August 18, 2025 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending August 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, August 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				
August 31, 2025				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
<u>Student Refunds</u>		Written	Voided	Disbursed
USB	Student Refund Checks	\$ 8,601.89	\$ 3,036.67	\$ 5,565.22
		\$ 8,601.89	\$ 3,036.67	\$ 5,565.22
<u>General Operating Activities</u>				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	1,008,238.08	1,341.05	1,006,897.03
USB	Federal Grants Fund	327.47	-	327.47
Total General Operating Activities		\$ 1,013,801.18	\$ 1,341.05	\$ 1,012,460.13

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$8,601.89 net \$5,565.22.
- **General Operating Activities**
 - Disbursements gross \$1,013,473.71, net \$1,012,132.66.
 - Federal Funds gross and net \$327.47.
 - Total General Operating Activities gross \$1,013,801.18 net \$1,012,460.13.

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 August 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:

Staff

- Cevin Clark, Groundskeeper, at an hourly rate of \$17.00, plus benefits, effective August 18, 2025
- Emily O'Kelly, Custodian, at an hourly rate of \$13.72, plus benefits, effective September 1, 2025

Internal Position Changes

- Trison Graham, moving from Maintenance Technician I to Assistant Coach – Wrestling, at an annual salary of \$40,954, plus benefits, effective August 16, 2025

E. Board Policy Approval -

- 313.00 – Employment Benefits – Full-time Employees (revised)

Joe Shriver 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.

IX. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:38 p.m.



Tiffany Vollmer
Board Clerk