

**Cowley College  
Board of Trustees Official Minutes**

**September 16, 2024**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on September 16, 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.

**Trustees Present**

- Brett Bazil, Chair**
- Bob McGregor, Vice Chair**
- Dr. Alan Marcotte, Trustee**
- Jacinda Shaw-Kinzie, Trustee**
- Joe Shriver, Trustee (via Zoom)**
- David Stanley, Trustee**
- Phil White, Trustee**
- Gary Wilson, Trustee**

**Staff**

- 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**
- Debbie Phelps, Executive Director of Institutional Effectiveness**
- Stefani Jones, Director of Student Enrollment and Success**
- Kristi Shaw, Executive Director of Student Services**
- Dr. Scott Layton, Natural Science Department Chair-CEA President**
- Abby Morris, Director of Marketing and Strategic Communications**
- Andy Bohn, Admissions Rep/VA Military Coordinator**
- Bryan McChesney, Systems Administrator**

**Guests**

- Jessi Ritchhart, September Student of the Month**
- John Shelman, Cowley CourierTraveler**
- Gary Jones, Citizen**

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

**II. Awards and Reports**

**A. Dr. Michelle Schoon provided a College update.**

**Awards and Recognition:**

- College hosted a transfer and job fair on August 28
- Suicide prevention week activities were held Sept. 9-13
- Early fall athletic success
- Judging team has 7 students that are participating in two contests during this month
- Received HLC approval for our Prison Education Programs

**Attended:**

- Sept. 7, Mulvane Chamber Dinner

- Sept. 9, Fair Booth
- Enrollment management meetings

**Awards and Recognition:**

- Thanks to all the worked at the Cowley College Kansas State fair booth
- Awarded the thirty-year membership award by the Mulvane Chamber

**Enrollment Management Update:**

- 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
- Fall enrollment numbers – 20<sup>th</sup> day enrollment shows 6.1% increase in fall enrollment.

**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.

**B. Jessi Ritchhart was recognized as the September 2024 Student of the Month.**

**C. Andy Bohn, Admissions Rep./VA Military Coordinator, and Abby Morris, Marketing Director, presented an overview of the Anthology Customer Relations Management (CRM) Software.**

**D. Andy Bohn, Admissions Rep./VA Military Coordinator, presented a military services update.**

**E. 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

- F. Thank you to Cowley College from Carlie Garrison
- G. Thank you to Cowley College Asher and Anna, Burden 4-H
- H. Thank you to Cowley College from Olivia Clapp
- I. Thank you to Cowley College from Katherine Adams, “Spirit of Three”
- J. Thank you to Cowley College from Dr. Steve Abrams
- K. Thank you to Cowley College from Winfield Chamber of Commerce
- L. Thank you to Cowley College from Sarah LaGrone

### **III. Public Comment**

### **IV. Standing Committee Reports**

- A. Trustee Academic Subcommittee -  
Bob McGregor presented a recap of the September 10, 2024 meeting
- B. Trustee Policy Subcommittee –  
Chair Bazil provided a recap of the September 11, 2024 electronic review of the following policies:
  - 1. 408.00 – Student Complaint Policy (New)

### **V. Consent Agenda**

- A. Board Minutes -
  - August 26, 2024 regular Minutes
- B. Financial Reports –  
Copies of the Financial Reports for the month ending August 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, August 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.

Cowley County Community College				
Accounts Payable Check Summary				
August 31, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 3,015.90	\$ 783.90	\$ 2,232.00
RCB	Student Refund Checks			\$ -
		\$ 3,015.90	\$ 783.90	\$ 2,232.00
General Operating Activities				
USB	Operating Fund	3,614,501.40	4,020.64	3,610,480.76
USB	Federal Grants Fund	2,782.46	-	2,782.46
Total General Operating Activities		\$ 3,617,283.86	\$ 4,020.64	\$ 3,613,263.22

Financial Aid Funds/Student Refund Check \$3,015.90 (net \$2,232.00).  
 General Operating Activities disbursements \$3,614,501.40 (net \$3,610,480.76).  
 Federal Funds \$2,782.46 for a total written of \$3,617,283.86 (net \$3,613,263.22).

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 August 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:**

- Scott Camien, Assistant Coach – Baseball, effective September 13, 2024

**Staff:**

- Vance Lee, Assistant Coach – Women’s Basketball, at an annual salary of \$39,762.00, plus staff fringe benefits, effective September 18, 2024

**E. Board Policy Approval –**

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

David Stanley 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 Bob McGregor and the following votes were cast:

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

Motion carried.

**VI. Discussion Agenda**

- A. Sumner County Sales Tax Trustee Subcommittee -**  
Chair Bazil requested three volunteers to serve on a trustee subcommittee for the Sumner County Sales tax.

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

**RESOLVED**, that the Board of Trustees Phil White, Bob McGregor, and Dr. Alan Marcotte to serve on the Sumner County Sales Tax Trustee Subcommittee.

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

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

Motion carried.

- B. Board Handbook Revision – Trustee Subcommittee Alternate -**  
Chair Bazil requested the Board approve a revision to the Board Handbook, appointing the Board Chair, or Board Chair’s designee to serve as the official alternate on the trustee subcommittees in the event one or more of the subcommittee members is unavailable to attend a meeting.

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

**RESOLVED**, that the Board of Trustees approves a revision to the Board handbook, appointing the Board Chair, or Board Chair’s designee to serve as the official alternate on the trustee subcommittees in the event one or more of the subcommittee members is unavailable to attend a meeting.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	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.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer**  
**Board Clerk**