

**Cowley College
Board of Trustees Official Minutes**

September 18, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on September 18, 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**
- Glennis Zimmerman, 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**
- Kristi Shaw, Executive Director of Student Services**
- Jon Tyler, Public Safety Officer**

Guests

- Phil White, Sumner County Citizen**
- Joe Shriver, Citizen**
- John Shelman, Cowley CourierTraveler**
- Rep. Bill Rhiley, Kansas Legislature**
- Gary Jones, Citizen**

The Invocation was presented by Glennis Zimmerman and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College Update.**
- informed the Board that she and Trustee David Stanley recently attended the KACCT meetings held at Cloud County Community College. The duo toured the renewable energy wind farm and Early Childcare Center on the Cloud County campus. They also discussed proposed changes to the Fair Labor Standards Act and the Higher Learning Commission's qualified faculty definition.
 - Dr. Schoon also mentioned that the Enrollment Management team recently met with marketing and athletics to discuss ways to help boost enrollment.

- The College also held activities regarding Suicide Prevention Week, while the Cowley College livestock judging team will participate in a pair of competitions in the upcoming week.
- Dr. Schoon also mentioned a new grant opportunity she is helping with for the Childcare Impact Center. Lastly, Cowley College had a presence at the Kay County and Kansas State Fairs.

- B. Jessica Lucas provided a legislative update.
- C. Thank you to Cowley College from the Mulvane Public Library.
- D. Thank you to Cowley College from the Winfield Chamber of Commerce.
- E. Thank you to Cowley College from the Sumner County Fair Association.
- F. Thank you to Cowley College from KACRAO
- G. Thank you to Cowley College from KACRAO
- H. Thank you to Cowley College from Marmaton Valley High School After Prom
- I. Thank you to Cowley College from Cowley County 4-H.

III. Public Comment

IV. Standing Committee Reports

- A. Trustee Finance Subcommittee –
Bob MCGregor provided an overview of the September 12, 2023 meeting.
- B. Trustee Policy Subcommittee –
Dr. Alan Marcotte provided an overview of the September 13, 2023 review of the following policies:
 - 112.00 – Fringe Benefits – Full-Time Employees (Revision)
 - 124.00 – Retirement Benefits (Revision)
 - 165.00 – Sick Leave – Full-Time Non-Faculty Employees (Revision)
 - 167.00 – Tuition Reimbursement for Full-Time Employees (Delete)
 - 216.00 – Graduation Requirements (Revision)

V. Consent Agenda

- A. Board Minutes -
 - August 21, 2023 regular Minutes
- B. Financial Reports –
Copies of the Financial Reports for the month ending August 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, August 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				
August 31, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 12,671.32	\$ 2,423.00	\$ 10,248.32
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		<u>\$ 12,671.32</u>	<u>\$ 2,423.00</u>	<u>\$ 10,248.32</u>
General Operating Activities				
RCB	Operating Fund			-
USB	Operating Fund	2,561,577.02	10,548.53	2,551,028.49
USB	Federal Grants Fund	24,170.92	-	24,170.92
	Total General Operating Activities	<u>\$ 2,585,747.94</u>	<u>\$ 10,548.53</u>	<u>\$ 2,575,199.41</u>

**Financial Aid Funds/Student Refund Check \$12,671.32 (net \$10,248.32).
General Operating Activities disbursements \$2,561,577.02 (net \$2,551,028.49).
Federal Funds \$24,170.92 for a total written of \$2,585,747.94 (net \$2,575,199.41).**

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, 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 –

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

F. Personnel Transactions -

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

Retirements:

- Jerry “Criss” Kennelley, Custodian, effective January 24, 2024

Resignations:

- Chad Flower, Custodian, effective August 31, 2023
- Dereck Hutchison, Academic Coordinator-Upward Bound, effective September 11, 2023

Staff:

- Paola Medina, Admissions Representative, at an annual salary of \$39, 762, plus staff fringe benefits, effective September 5, 2023
- Brady Matthews, Assistant Coach – Men’s and Women’s Tennis/Dorm Manager, at an annual salary of \$28, 752, plus staff fringe benefits, effective August 21, 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 David Stanley and the following votes were cast:

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

Motion carried.

VI. Procurement

A. W.S. Scott Auditorium Window Replacement

Proposals were requested from three glass companies to replace 26 windows in the hallways of the W.S. Scott Auditorium. The east and west hallways of the gym have no HVAC system and the current windows do not provide proper protection from outside temperatures. These windows are original to the building dating back to 1936. These responses were reviewed by college administration and the Trustee Finance Subcommittee. The proposal results are listed below:

Vendor	Location	Qty	Total
Ark City Glass	Arkansas City, KS	26	39,937.54
Wickham Glass	Bel Aire, KS	26	54,000.00
Vince Erwin Glass	Wellington, KS	N/A	NO BID

Administration requests approval to proceed with Ark City Glass to replace 26 windows in W.S. Scott Auditorium hallways at a price of \$39,937.54.

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

RESOLVED, that the Board of Trustees authorizes the College to proceed with Ark City Glass to replace 26 windows in the W.S. Scott Auditorium hallways at a price of \$39,937.54 using Capital Outlay Mill funds.

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

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

Motion carried.

VII. Discussion Agenda

A. October Board Meeting Time Change – Public Forum

The October 16, 2023 Board of Trustees meeting will take place in the Short Community Room of the Short General Education Center on the Sumner Campus. Chair Bazil requested the Board

approve to move the meeting from 6:00 p.m. to 5:00 p.m. to allow for an open community Q&A forum following the meeting.

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

RESOLVED, that the Board of Trustees adjust the October 16, 2023 Board meeting time from 6:00 p.m. to 5:00 p.m. in the Short Community Room of the Short General Education Center on the Sumner campus.

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

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

Motion carried.

VIII. First 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, regarding the Carnegie library, pursuant to the exception for discussion related to property acquisition for 30 minutes, beginning at 6:25 p.m. reconvening in open session at 6:55 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 Gary Wilson and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 6:55 p.m. in the same room.

IX. Second 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, regarding the Carnegie library, pursuant to the exception for discussion related to property acquisition for 15 minutes, beginning at 6:55 p.m. reconvening in open session at 7:10 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. Alan Marcotte and the following votes were cast:

Brett Bazil	Aye	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye

Dr. Alan Marcotte
Bob McGregor

Aye
Aye

Glennis Zimmerman

Aye

Motion carried.

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

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:10 p.m.

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

**Tiffany Vollmer
Board Clerk**