

**Cowley College
Board of Trustees Official Minutes**

October 16, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on October 16, 2023, at 5:00pm in the Short Community Room of the Short General Education Center, 2208 Davis-White Loop, Wellington, KS 67152.

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 David Andreas, 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 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 Jeff Fluty, Athletic Director Janet Grace, Sumner Campus Operation Officer Tim Kennedy, Admission Representative Buddy Curry, Ag Instructor David Hays, Computer Sciences Instructor
Guests		Phil White, Sumner County Citizen Rep. Bill Rhiley, KS House of Representatives Joe Soria, Sumner County citizen Judy Nusbaum, Sumner County citizen Danetta Cook, Sumner County Treasurer Jill Kuehny, Kanokla Networks Harold Pulley, Sumner County citizen Laura Lombardi, Sumner County citizen

The Invocation was presented by Dr. Alan Marcotte and the College Mission Statement was read by Chair Bazil.

II. 2022-2023 Annual Audit Review

Loyd Group, LLC. has completed the annual audit of all college funds for the year ended June 30, 2023. In performing the audit, the accountants examined the validity of financial transactions according to generally accepted accounting principles and State law. In addition, they have been instructed to apply the standards established by the policies of the Board of Trustees. Holly Harper, VP of Finance and Administration, provided the Management Discussion and Analysis (MDA) and Loyd Group, LLC. will provide the audit findings.

The 2022-2023 Audit may be viewed on the College web site upon approval by the Board of Trustees.

Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the report of the audit of fiscal and management accounting of the college for fiscal year 2022-2023, is hereby approved and the Secretary of the Board is directed to file the report with the official records of the college.

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.

III. Awards and Reports

A. Dr. Michelle Schoon provided a College Update.

- Informed the Board about the recent Professional Development Day held at the College.
- Offered an enrollment update showing Cowley is down 3.2 percent in student headcount and 4.2 percent FTE as of the annual reporting date. There was a slight increase in Cowley and Sumner students enrolling at the College in the fall.
- Dr. Schoon also provided an enrollment management update and discussed the College's involvement with the recent National Night Out event in Arkansas City.
- The College is also preparing to have E-Gaming at its main campus in Arkansas City and Sumner Campus in Wellington, KS.
- Lastly, spring enrollment begins on Tuesday, October 17.

B. Thank you to Cowley College from Anna and Asher Wolfe

C. Thank you to Cowley College from the Burford Theatre Board

D. Thank you to Cowley College from Udall 4-H

E. Thank you to Cowley College from Adam Austin

III. Public Comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Gary Wilson provided an overview of the October 10, 2023 meeting.

1. Carver Park statement of support

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

RESOLVED, that the Board of Trustees supports the Ark City Rec Plex initiative and potential future use of the Carver park property.

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.

B. Trustee Policy Subcommittee –

Chair Bazil provided an overview of the October 11, 2023 review of the following policies:

- 123.00 – Budget (New)
- 454.00 – Name, Image, and Likeness (NIL) (New)

This policy was sent back to committee for additional edits and will be brought forward again at the November meeting.

V. Consent Agenda

A. Board Minutes -

- September 18, 2023 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending September 30, 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, September 30, 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				
September 30, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,282,167.16	\$ 37,852.49	\$ 1,244,314.67
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		\$ 1,282,167.16	\$ 37,852.49	\$ 1,244,314.67
General Operating Activities				
RCB	Operating Fund	-	-	-
USB	Operating Fund	2,795,116.69	7,142.00	2,787,974.69
USB	Federal Grants Fund	25,123.64	-	25,123.64
Total General Operating Activities		\$ 2,820,240.33	\$ 7,142.00	\$ 2,813,098.33

Financial Aid Funds/Student Refund Check \$1,282,167.16 (net \$1,244,314.67).

General Operating Activities disbursements \$2,795,116.69 (net \$2,787,974.69).
Federal Funds \$25,123.64 for a total written of \$2,820,240.33 (net \$2,813,098.33).

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 September 30, 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.

- Finance and Administration
- Academic Affairs
- Information Technology
- Institutional Effectiveness
- Enrollment Management
- Student Affairs
- Athletics
- Faculty Liaison

E. Board Policy Approvals –

- 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)

F. Personnel Transactions -

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

Resignations:

- Janet Grace, Sumner Campus Operations Officer, effective October 17, 2023
- Bryson Reed, Custodian, effective October 13, 2023
- Randy Bramwell, Custodian, effective October 27, 2023

Staff:

- Jesse Milliron, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective October 9, 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	David Stanley	Aye
Dr. Steve Abrams	Aye	Gary Wilson	Aye
Dr. Alan Marcotte	Aye	Glennis Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 5:40 p.m.

Following the formal meeting, The Board held a open community forum for Sumner County residents in attendance in the same room.

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

**Tiffany Vollmer
Board Clerk**