

**Cowley College
Board of Trustees Official Minutes**

November 20, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on November 20 2023, at 6:00pm in the President's Dining Room inside of the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

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**
- Janice Stover, AVP of Academic and Secondary Partnerships**
- 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**
- Lynlea Bartlett, Director of Housing**
- Ali Nittler, Assistant Athletic Director**
- Peyton Snively, Director of Student Life**
- Dr. Brooke Istas, Math Faculty**
- Cameron Reith, Head Coach – Cross Country**
- Jon Tyler, Campus Safety and Security**

Guests

- John Shelman, Cowley Courier/Traveler**
- Joe Shriver, Trustee Elect**
- John Sybrant, Citizen**
- Gary Jones, Citizen**
- Daniella Salcedo, November Student of the Month**
- Kinzie Pappan, September Student of the Month**
- Ndack Mbengue, October Student of the Month**

The Invocation was presented by Gary Wilson and the College Mission Statement was read by Chair Bazil.

III. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

- Informed the Board that the admissions office mailed out more than 2,000 letters to area high school students informing them of enrollment at Cowley College.
- Also, the Marketing Department is looking at how to better market the College to area middle school students.
- The College is participating in the Apply Kansas Initiative and had excellent participation from employees and students at the recent Arkalalah festivities.
- She also informed the Board of her recent meeting at Kansas State University and with Bethany College president Elizabeth Mauch.
- Also mentioned the successful start to the Quiz Bowl season for the Cowley Collegiate Quiz Bowl team.
- The College was recently informed they are the recipients of a Kansas Board of Regent Technology Grant worth \$20,900.
- Dr. Schoon also thanked the Trustees for attending the advisory council meetings.
- Congratulated the Cowley College volleyball team on their recent national title and all fall sports for qualifying for nationals.
- Congratulated Mathematics instructor Dr. Brooke Istas for successfully defending her Dissertation.

B. Recognized the Women’s Cross Country team for their recent national title.

C. Recognized Kinzie Pappan as the September Student of the Month.

D. Recognized Ndack Mbengue as the October Student of the Month.

E. Recognized Daniela Salcedo as the November Student of the Month

F. Lynlea Bartlett, Ali Nittler, and Peyton Snively presented a Student Pantry update.

G. Thank you to Cowley College from the AC Tumbleweeds.

H. Thank you to Cowley College from the Augusta High School Counselors.

I. Thank you to Cowley College from Janet Grace.

J. Thank you to Cowley College from Katherine Brewster.

K. Thank you to Cowley College from Hadley O’Toole, Miss Arkansas City.

L. Thank you to Cowley College from Jacee Theurer, Miss Ashton.

M. Thank you to Dr. Schoon from Dr. Elizabeth Mauch, Bethany College President.

N. Thank you to Cowley College from Whitney Phipps, Mulvane Education Foundation.

III. Public Comment

John Sybrant addressed the Board regarding partisan politics and the Board of Trustees.

IV. 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 faculty contracts, pursuant to the exception for discussion related to non-elected personnel for 20 minutes, beginning at 6:39 p.m. and reconvening in open session at 6:59 p.m. in the same room. The Board requests David Andreas, Dr. Michelle Schoon, Dr. Rachel Bates, and Holly Harper be present in the executive session. Action may follow.

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 6:59 p.m. in the same room.

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

RESOLVED, that the Board of Trustees accepts the resignation and mutual agreement of separation of full time faculty member, Joe Clasen, NDT Instructor and CTE Department Chair, effective November 6, 2023.

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.

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

RESOLVED, that the Board of Trustees accepts the resignation and mutual agreement of separation of full time faculty member, Evan Dolley, Welding Instructor – Sumner Campus, effective December 15, 2023.

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.

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

RESOLVED, that the Board of Trustees accepts the resignation and mutual agreement of separation of full time faculty member, Todd Shepherd, Business and Social Science Instructor and Department Chair, effective December 31, 2023.

FURTHER RESOLVED, that the Board of Trustees authorizes the Chair to sign the Separation Agreement 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.

Gary Wilson moved to approve the consent agenda as presented, and Bob McGregor seconded the motion. The motion was then withdrawn upon realization that the Board first needed to hear standing committee reports.

V. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the November 13, 2023 meeting.

B. Trustee Policy Subcommittee –

Chair Bazil provided an overview of the November 13, 2023 review of the following policies:

- 123.00 – Budget (New)

VI. Consent Agenda

A. Board Minutes -

- October 16, 2023 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending October 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, October 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				
October 31, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 152,875.15	\$ 13,263.97	\$ 139,611.18
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		\$ 152,875.15	\$ 13,263.97	\$ 139,611.18
General Operating Activities				
RCB	Operating Fund	-	-	-
USB	Operating Fund	1,161,703.44	14,850.41	1,146,853.03
USB	Federal Grants Fund	4,959.13	-	4,959.13
Total General Operating Activities		\$ 1,166,662.57	\$ 14,850.41	\$ 1,151,812.16

Financial Aid Funds/Student Refund Check \$152,875.15 (net \$139,611.18).

General Operating Activities disbursements \$1,161,703.44 (net \$1,146,853.03).

Federal Funds \$4,959.13 for a total written of \$1,166,662.57 (net \$1,151,812.16).

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 October 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.

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

E. Board Policy Approvals –

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

F. Personnel Transactions -

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

Resignations:

- Madison Meyer, Impact Advisor, effective October 23, 2023

Faculty:

- Lance Turner, Humanities Instructor, at an annual salary of \$52,000, plus fringe benefits, based on classification “E” of the Faculty Master Agreement, effective January 1, 2024

Staff:

- Brianna Hand, Academic Coordinator – Upward Bound, at an annual salary of \$37,760, plus staff fringe benefits, effective December 1, 2023
- Joe Clasen, Technical Education Workforce Liaison, at an annual salary of \$35,000, plus staff fringe benefits, effective November 6, 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.

VII. Procurement

- A. SimX Virtual Reality EMS Simulation Software – KBOR Capital Outlay Tech Ed Grant Funds -**
The purchase request is for four SimX Virtual Reality EMS Patient Simulation Software licenses for 3 years each. This number will allow the placement of sets at our Wichita, Winfield, Wellington and Mulvane campuses for use in the EMR, EMT, AEMT and Paramedic programs. The SimX VR System is a proprietary software-based platform for conducting realistic medical training. It is designed for effectiveness in a wide variety of settings and for a wide variety of types of practice, from combat lifesaver and first responder to high acuity in-hospital care. The key technical innovation underlying the SimX VR System is its adaptive clinical “case” framework, which allows for the use of any patient, any environment, any tools, and any skill level without requiring the training case to be programmed from the ground up. In order to facilitate maximum utility, the platform is fully multiplayer, making team training a standard feature of SimX VR. In addition, when combined with the standard SimX VR hardware package, the platform is fully portable and can be used anywhere with access to standard electrical power. SimX VR will allow Cowley EMS students to practice patient care for a wide variety of patients, including adult, geriatric, pediatric, and neonatal/OB patients experiencing many different presentations such as medical emergencies, trauma injuries, overdose, cardiac arrest, and more, all in the safety and comfort of a classroom setting.

The EMS faculty reviewed several different VR systems in 2022 and 2023 prior to making this purchase recommendation. Other systems considered included VRPatients, MedCognition, and Acadicus. None of these systems met the needs of the EMS program, and were all similarly priced to SimX for much less product usefulness.

Vendor	Location	SimX VR x4	Support items	Shipping	Total
SimX (sole source)	California USA	\$52,324	\$0	\$0	\$52,324

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

RESOLVED, that the Board of Trustees approves the purchase of four (4) SimX VR licenses for \$52,324 through Capital Outlay Tech Ed Grant 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	Glenn Zimmerman	Aye
Bob McGregor	Aye		

Motion carried.

VIII. Discussion Agenda

- A. 2024-2026 Winfield Neighborhood Revitalization Plan Interlocal Agreement**
Chair Bazil requests the Board adopt the 2024-2026 Winfield Neighborhood Revitalization Plan Interlocal Agreement. The new plan contains no changes from the previously approved plan.

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

RESOLVED, that the Board of Trustees adopts the 2024-2026 Winfield Neighborhood Revitalization Plan Interlocal Agreement as presented.

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.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:21 p.m.



**Tiffany Vollmer
Board Clerk**