

**Cowley College
Board of Trustees Official Minutes**

December 15, 2025

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on December 15, 2025 in the President's Dining Room, inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS 67005

| | | |
|-----------------|----------------|--|
| Trustees | Present | Bob McGregor, Chair Dr. Alan Marcotte, Vice Chair Brett Bazil, Trustee Jacinda Shaw-Kinzie, Trustee Joe Shriver, Trustee David Stanley, 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 (via Zoom) Dr. Scott Layton, Interim VP of Academic Affairs Paul Erdmann, VP of Information Technology Kristi Shaw, Executive Director of Student Services Dr. Brooke Istas, CEA Liaison |
| Guests | | John Shelman, Cowley Courier/Traveler |

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

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

Recent College Activities:

- Aspen Narrative submitted on Dec. 9. Way to go team!
- KSOK Radio spot
- Behind the Stripes Podcast
- Emporia State/Community College articulation agreement signing and educational event with Legislature
- Fall sports – Volleyball and Men's and Women's Soccer all made to semifinals
- Hosted employee Thanksgiving lunch
- KBOR fall census certification Nov. 29
- 12 days of Christmas goodies and Employee Holiday Party

Strategic Enrollment Management:

- Website changes to make navigation easier.
- Reviewing marketing materials

- Promoting reverse transfer to students that are leaving in spring
- High School Survey results

Attended:

- Fall Musical – Twelfth Night
- Ribbon cutting – AC walking trail
- Usual meetings with KBOR, TEA, Chamber, etc.

- B. Trustee Shriver provided a recap of the KACC Quarterly meeting held December 5-6 at Garden City Community College.
- C. Jessica Lucas provided a legislative update.
- D. Administration Reports
1. Finance and Administration
 2. Academic Affairs
 3. Information Technology
 4. Enrollment Management
 5. Student Affairs
 6. Athletics
 7. Faculty Liaison
- F. Thank you to Cowley College from Lauren Howerton
- G. Thank you to Cowley College from Hailey Wilson
- H. Thank you to Cowley College from Delaney Colquhoun
- I. Thank you to Cowley College from Katie Siole
- J. Thank you to Cowley College from Hadley Musson

III. Public Comment

No public comment

IV. Standing Committee Reports

- A. Trustee Finance Subcommittee –
- Gary Wilson provided an update from the December 8, 2025 meeting.
1. FY 2024 Audit Approval
Administration and the Finance Subcommittee request approval of the FY 2024 Audit as presented.

Gary Wilson 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 2024-2025, 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 Joe Shriver and the following votes were cast:

| | | | |
|---------------------|-----|---------------|-----|
| Bob McGregor | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte | Aye | David Stanley | Aye |
| Brett Bazil | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye | | |

Motion carried.

2. Procurement - Mulvane Welding Booths
Welding Equipment for Mulvane Campus – Perkins Reserve Grant Funds
and Operating Budget.

A Request for Proposal (RFP) for Welding Equipment was published on 11/17/25 with proposals due on 12/05/25. The table below outlines the bids received in response to the RFP. The intent of this purchase is to standardize welding equipment across all locations, maintaining consistency for training, instruction, and maintenance.

The college was awarded a Perkins Reserve Grant to expand the welding lab at our Mulvane Campus, providing \$55,203 in funding. The college will cover the required matching funds through its operating budget.

| Item No. | Qty | Description of Product | DEPCO | Lampton |
|----------|-----|--|---------------------|---------------------|
| 1 | 16 | Lincoln Electric XCUSTOM 5'x5' Weld Booths | \$41,140.00 | \$108,997.44 |
| 2 | 16 | Lincoln Electric/K5248-3 Weld Table with Post 47" Wide | \$16,000.00 | included |
| 3 | 8 | Lincoln Electric Booth mounted Dual Arm Fume Extractors | \$47,736.00 | included |
| | | Installation of Weld Booths, Tables, and Fume Extractors | \$12,800.00 | Not included |
| | | TOTAL COST | \$117,676.00 | \$108,997.44 |

DEPCO submitted a bid with an alternative product, Clean Air Industries Bolt-Together Booths and Fume Dog Extractors. Product sheets are attached at tend end of the bid sheets.

Administration requested the approval to purchase welding equipment from Lampton Welding Supply for \$108,997.44 to support the expansion of the Mulvane Campus welding lab and maintain the same type of equipment in each of our locations.

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

RESOLVED, that the Board of Trustees approves the purchase of the welding equipment from Lampton Welding Supply for \$108,997.44 using the Perkins Reserve Grant and Capital Outlay mill Funds.

The motion was seconded by Jacinda Shaw-Kinzie and the following votes were cast:

| | | | |
|---------------------|-----|---------------|-----|
| Bob McGregor | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte | Aye | David Stanley | Aye |
| Brett Bazil | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye | | |

Motion carried.

B. Trustee Academic Subcommittee –
David Stanley provided an update from the December 9, 2025 virtual meeting

1. Paramedic Courses Update

Academic Affairs has proposed adding language to the prerequisites for Paramedic courses to allow flexibility for Bridge Program students while maintaining sequential requirements for regular students. This change would enable concurrent courses for Bridge students and reduce overall program time.

Catalog Description:

EMS5682 – Paramedic 2 (12 hrs)

Prerequisites: EMS5681 Paramedic 1 and selection into the Paramedic program
OR selection into the Paramedic Bridge Program.

This is the second course of the paramedic technical curriculum and continues to prepare the student for progression through the program. The student will develop more complex depth and comprehensive breadth in the principles and practice of paramedic-level patient care.

Catalog Description:

EMS5683 – Paramedic 3 (12 hrs)

Prerequisite: EMS5682 Paramedic 2 and selection into the Paramedic program **OR** selection into the Paramedic Bridge Program.

Catalog Description:

EMS5684 – Paramedic 4 (12 hrs)

Prerequisite: EMS5683 Paramedic 3 and selection into the Paramedic program **OR** selection into the Paramedic Bridge Program.

C. Trustee Policy Subcommittee –

Brett Bazil provided an update from the November 12, 2025 review of the following policies.

1. 214.00 – Scheduling, Assignment, and Cancellation of Classes (revised)

V. Consent Agenda

A. Board Minutes -

- November 17, 2025 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending November 30, 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, November 3, 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 | | | | |
| November 30, 2025 | | | | |
| | | Total | Total | Net |
| | | Check Amount | Check Amount | Check Amount |
| <u>Student Refunds</u> | | Written | Voided | Disbursed |
| USB | Student Refund Checks | \$ 73,634.39 | \$ 10,388.00 | \$ 63,246.39 |
| | | \$ 73,634.39 | \$ 10,388.00 | \$ 63,246.39 |
| <u>General Operating Activities</u> | | | | |
| RCB | Operating Fund | 5,235.63 | - | 5,235.63 |
| USB | Operating Fund | 2,338,561.82 | 8,032.88 | 2,330,528.94 |
| USB | Federal Grants Fund | 4,386.64 | - | 4,386.64 |
| Total General Operating Activities | | \$ 2,348,184.09 | \$ 8,032.88 | \$ 2,340,151.21 |

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$73,634.39 net \$63,246.39.
- **General Operating Activities**
 - Disbursements gross \$2,343,797.45 net \$2,335,764.57.
 - Federal Funds gross and net \$4,386.64.
 - Total General Operating Activities gross \$2,348,184.09 net \$2,340,151.21.

The Executive 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 November 30, 2025. The Executive 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:

Retirements:

- Stefani Jones, Director of Student Enrollment, effective June 1, 2026

Administration:

- Dr. Ryan Burkett, Executive Director of Institutional Effectiveness, at an annual salary of \$77,216, plus benefits, effective January 6, 2026
- Dr. Scott Layton, Vice President of Academic Affairs, at an annual salary of \$123, 331, plus benefits, effective January 1, 2026

E. Board Policy Approval -

1. 144.00 – Services of the Bookstore (Review)
2. 151.00 – Control of Vehicular Traffic on Campus (Revised)
3. 153.00 – College Vehicles (Revised)
4. 216.00 – Graduation Requirements (Revised)
5. 250.00 - Admission (Revised)
6. 403.00 – Student Code of Conduct (Revised)
7. 475.00 – College TB Testing Policy (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 Brett Bazil and the following votes were cast:

| | | | |
|---------------------|-----|---------------|-----|
| Bob McGregor | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte | Aye | David Stanley | Aye |
| Brett Bazil | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye | | |

Motion carried.

VI. Discussion Agenda

A. Board Handbook Revisions (Second Review)

Chair McGregor requested the Board complete their second reading of the revised Board of Trustee Handbook and provide feedback and any additional requested edits.

Trustees provided feedback regarding the added presidential succession plan.

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

RESOLVED, that the Board of Trustees table the Board of Trustee handbook discussion until the January Board meeting to give trustees additional time to review the proposed edits.

The motion was seconded by Jacinda Shaw-Kinzie and the following votes were cast:

| | | | |
|---------------------|-----|---------------|-----|
| Bob McGregor | Aye | Joe Shriver | Aye |
| Dr. Alan Marcotte | Aye | David Stanley | Aye |
| Brett Bazil | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye | | |

Motion carried.

VII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:41 p.m.



Tiffany Vollmer
Board Clerk