



OFFICE OF THE PRESIDENT
DR. MICHELLE SCHOON

DATE: April 9, 2024

TO: Board of Trustees/Employees/News Media/Public

FROM: Dr. Michelle Schoon, President

RE: April 15, 2024 Board of Trustees Regular Board Meeting Notice

The Cowley College Board of Trustees will hold their regular monthly meeting on Monday, April 15, 2024 at 6:00 p.m. in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City, KS.

The AGENDA for the meeting may be accessed by visiting the following link after 5:00 p.m. on Friday, April 12, 2024 :

<https://cowley.edu/agenda>

MS: tv

pc: News Media



Meeting of the Board of Trustees
Cowley College

April 15, 2024

AGENDA

| | | |
|--|---------------------------------------|---------------|
| I. Call to Order | Brett Bazil, Chair | Pg. 4 |
| A. Invocation | Dr. Alan Marcotte, Trustee | |
| B. College Mission Statement | Brett Bazil, Chair | |
| II. Awards and Reports | Dr. Michelle Schoon, President | Pg. 5 |
| A. College Update | Dr. Michelle Schoon | Pg. 5 |
| B. Legislative Update | Jessica Lucas, Gov't Affairs Liaison | Pg. 7 |
| C. March Student of the Month | Journey Catlett | Pg. 8 |
| D. April Student of the Month | Stellar Young | Pg. 9 |
| E. Administrative Reports | College Administration | Pg. 10 |
| 1. Finance and Administration | Holly Harper | Pg. 10 |
| 2. Academic Affairs | Dr. Rachel Bates | Pg. 12 |
| 3. Information Technology | Paul Erdmann | Pg. 14 |
| 4. Institutional Effectiveness | Debbie Phelps | Pg. 16 |
| 5. Enrollment Management | Stefani Jones | Pg. 17 |
| 6. Student Affairs | Kristi Shaw | Pg. 19 |
| 7. Athletics | Jeff Fluty | Pg. 21 |
| 8. Faculty Liaison | Dr. Scott Layton | Pg. 22 |
| III. Public Comment | Brett Bazil, Chair | Pg. 24 |
| A. Voices Heard Club | | Pg. 25 |
| IV. Standing Committee Reports | | Pg. 28 |
| A. Trustee Academic Subcommittee | Bob McGregor, Vice-Chair | |
| Update of the April 10, 2024 meeting | | |
| 1. Program Approval | | |
| • Office Specialist – Certificate A, AAS | | |
| • Accounting Assistant Certificate A, Certificate B, and AAS | | |
| B. Trustee Finance Subcommittee | Phil White, Trustee | |
| Update of the April 8, 2024 meeting | | |
| V. Approval of Consent Agenda | Brett Bazil, Chair | Pg. 35 |
| A. Board Minutes | | Pg. 35 |
| 1. March 11, 2024 regular Minutes | | Pg. 36 |
| B. Financial Reports | | Pg. 46 |
| C. Bills and Claims | | Pg. 52 |
| D. Board Policy Approvals | | Pg. 53 |

Agenda

- 1.111.00 – Employee Code of Conduct (Revision) *Pg. 54*
- 2.155.00 – Keys to College Facilities and Equipment (Revision) *Pg. 56*
- E. Personnel Transactions *Pg. 58*

- VI. Discussion Agenda** **Brett Bazil, Chair** *Pg.59*
 - A. Trustee Vacancy
 - B. Summer Board Planning Session
 - C. President’s Annual Evaluation Reminder

- VII. Other Business** **Brett Bazil, Chair** *Pg. 64*

- VIII. Adjournment** **Brett Bazil, Chair**

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

I. CALL TO ORDER

A. Invocation

Chair Bazil will call the regular public meeting of the Board of Trustees to order and Trustee Marcotte will provide the Invocation.

B. Mission Statement

Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

II. AWARDS AND REPORTS

Items listed under Awards and Reports are pre-approved by the Board Chair and the President. The items are purposeful to the Board and College Administration, as well as informative in nature.

A. College Update

Dr. Michelle Schoon

Awards and Recognition:

- Roxanna James – MOKANE Hall of Fame award – TRiO MOKANNE Hall of Fame, recognizing her unwavering dedication, exemplary leadership, and outstanding service to the MOKANNE. Chapter. This prestigious recognition not only celebrates her individual achievements but also shines a spotlight on the excellence of our program at Cowley College.
- Mark Flickinger – Oil Painters of America National Convention, wet paint competition, plenair division first place winner of digital article package valued at \$6,000.
- Military Friendly Gold Status – two years in a row. Clean VA audit.
- Hosted Humphrey fellows – four students from various countries.
- Debbie Phelps elected vice chair of the AIR (association for institutional research) board of directors for 2024-2025
- Congratulations to all of our students receiving awards at the Honors and Awards Banquet. Daniela Salcedo was the Student of the Year

Attended:

- April 6 Volleyball ring ceremony
- Spoke at Ark City Girls event
- March 29 all-college meeting
- March 25 Docking Lecture series in Leadership and luncheon with Juliet Garcia
- March 20 TBC luncheon
- NJCAA Basketball tournament in Hutchinson
- Kansas Court of Appeals meet and greet
- Gaming lounge grand opening
- CTE high school faculty day
- Presented Lunch Bites – state of the College and Winfield Chamber
- PTK Awards luncheon and KACC meeting
- Rotary and Chamber events
- KDOC and KBOR meetings

Enrollment Management Update:

- Current enrollment spring – up slightly
 - FTE 1,487 up from 1,477 (+10) Head Count 2,195 up from 2,184 last spring (+11)
- Fall enrollment opened April 1
- Hosted enrollment open house
- CTE high school faculty day

II. Awards and Reports

Events:

- April 15 – 19 What Were You Wearing exhibit
- April 16 – 50-year celebration Renn Memorial Library
- April 23 – voice recital
- April 24 – Athletic Banquet
- April 30 – Spring music concert
- May 4 – Commencement

Meeting of the Board of Trustees
Cowley College

April 15, 2024

II. AWARDS AND REPORTS

B. Legislative Update

Jessica Lucas



Jessica Jo Lucas
jessica@j-sq.com
620.931.7161
J-SQ.COM

Cowley College Legislative Update

Prepared April 10, 2024

Mega Budget

The House and Senate passed their [budget bill](#) on Friday, April 5. Resources included in the budget for Cowley College include:

- \$531,493 in Apprenticeship money; reporting required
- \$650,428 for Student Success Efforts: NEW MONEY; reporting required
- \$100,000 for deferred maintenance: NEW MONEY; reporting required, will receive for 5 years
- \$250,000 for cybersecurity updates
- \$835,690 in tiered funding
- \$1,607,526 in non-tiered funding

Other Bills of Interest

[SB 143 – Elevator Safety Act](#)

- Key component: Authorizes certification of completion of an elevator technician program through a postsecondary educational institution or passing an equivalency examination prepared by the State Fire Marshal as a way to qualify an individual for an elevator mechanic license;

[SB 271 – Drone Bill](#)

- Key component: Prohibits purchase of drones made by DJI after July 1, 2024

[SB 410 – Tax Bill with Revenue Neutral Rate Provisions](#)

- Key component: we can now use estimates instead of actual in determine RNR.

[HB 2105 – DEI Bill](#)

- Key components: The bill would prohibit postsecondary educational institutions from requiring an application for admission, hiring, or promoting a faculty member to make a statement of personal support or opposition to any political ideology or movement, including a statement regarding DEI. It would also prohibit postsecondary educational institutions from denying or accepting admission or educational aid to a student; hiring an applicant for employment; or hiring, reappointing, or promoting faculty on the basis of viewpoints expressed in a pledge or statement, including a pledge regarding DEI.

Meeting of the Board of Trustees
Cowley College

April 15, 2024

II. AWARDS AND REPORTS

C. March Student of the Month

Student Name: Journey Catlett

Cowley GPA: 3.67

Major: Sonography/Radiology

High School (Hometown): Melba Jr-Sr High School (Wasilla, Alaska)

List Collegiate Activities: President of Math & Science Club, Vice President of Student Senate, PTK Vice President of Membership and Fellowship, Hope Squad Member

List Collegiate Honors/Awards: Math and Science Club Scholarship, Phi Theta Kappa, Foundational Scholarship Recipient, Dean's Honor Roll, Student Senate Vice President

List Community Involvement Activities: Volunteered 7 hours at the Last Run Car Show for my psychology class, I am also shadowing in the Radiology department at SCK Health, I was part of Arkalalah for Student Senate, I also volunteered downtown in Ark City at Trunk or Treat for Student Senate

Provide Examples of Leadership Contributions while at Cowley: As President of the Math and Science Club I come up with activities, run the meetings, run the social media pages as a way to get more student involvement and design flyers for the meetings. As Vice President of Student Senate, I help with all student life events, I run the Student Life social media account, I create flyers for the events, and I create the agenda for every meeting. As Vice President of PTK, I create a game for the beginning of each meeting as a way for us to bond as a group.

Nominated By: Paige Toon

Why this Candidate: I believe Journey is a good candidate for Student of the Month because she exceeds the criteria needed for this nomination. I've only had a few interactions with this student, however, from what I can tell she has a great attitude toward others, outstanding citizenship, and character!

How Student is a Role Model: Journey accepts help when needed and stands up for others.

Other Comments: I don't have a lot of information on this student, but based on the times I've interacted with her I feel as though she is deserving of this nomination.

Meeting of the Board of Trustees
Cowley College

April 15, 2024

II. AWARDS AND REPORTS

D. April Student of the Month

Student Name: Stellar Young

Cowley GPA: 3.73

Major: Fine Arts

High School (Hometown): Wellington High School (Wellington, KS)

List Collegiate Activities: President of the Art Club, Phi Theta Kappa, IMPACT, Student Ambassador

List Collegiate Honors/Awards: Student Ambassador, Fine Arts Scholarship, PTK Honor Society, President's Honor Roll

List Community Involvement Activities: 5 Hours serving at the Burford, 10 Hours at the Humane Society, 3 hours of face painting at the hospital event, 7 hours at Art in the Park event (this year and last year), 3 hours for show set up

Provide Examples of Leadership Contributions while at Cowley: As President of the Art Club, I lead most of our community involvement activities and etc, and as an ambassador I represent the school and help them with touring, event days, and really anything admission needs, I also attend the monthly student senate meetings to represent Art Club

Nominated By: Zachary Lind

Why this Candidate: Stellar is the president of the Art Club and a student ambassador. She is has a 3.73 GPA.

How Student is a Role Model: she also does her best in the art program and never takes school for granted.

Other Comments:

She is a terrific student and an amazing young artist. She deserves this.

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

II. AWARDS AND REPORTS

E. Administrative Reports

Holly Harper, Vice President of Finance and Administration

Business Office

Darci Sampson

no updates

Facilities & Maintenance

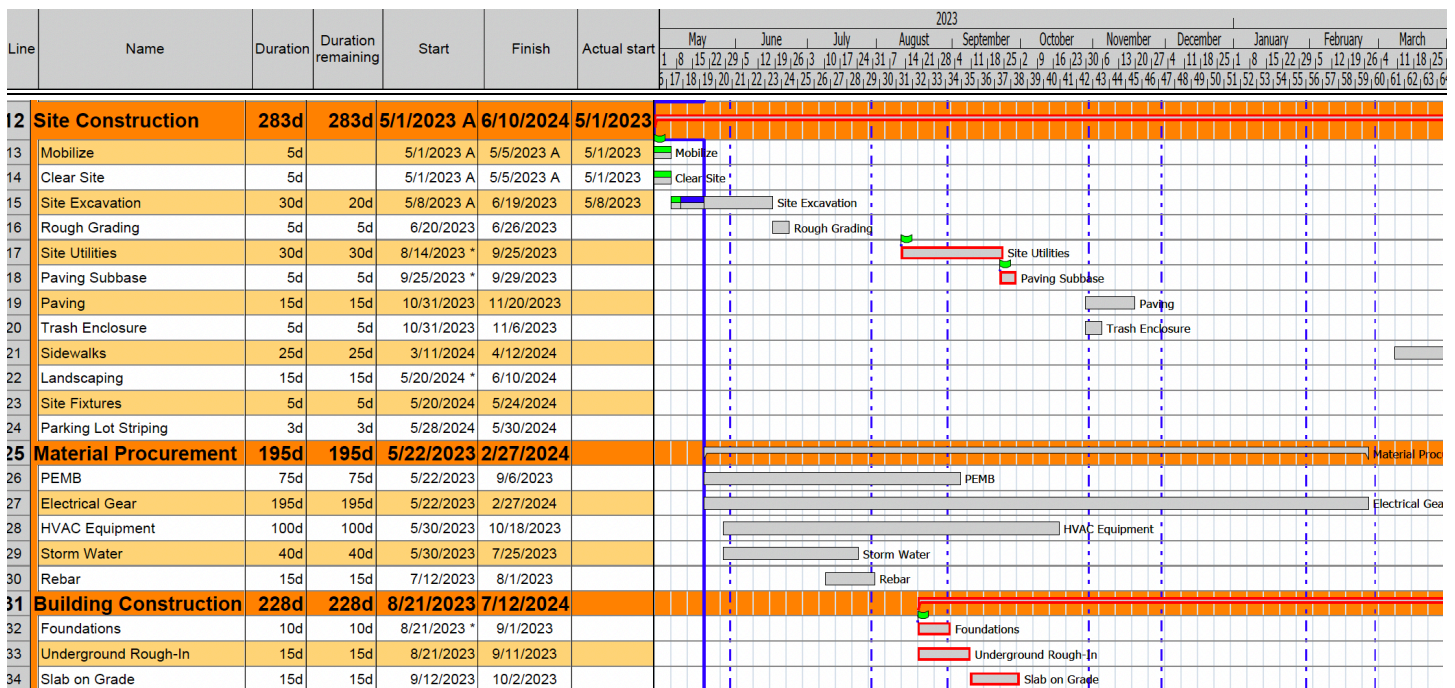
Todd Ray

Work Orders

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|
| 2023 | | | | | | | 235 | 421 | 274 | 216 | 257 | 163 | 1,566 |
| 2024 | 323 | 245 | 220 | | | | | | | | | | 788 |

New CTE Building

- Exterior concrete work in process
- Ordering of equipment is ongoing.
- Meeting bi-weekly with construction team.



Human Resources

- Posted several academic positions for Fall 2024:
 - Corrections Education Program/Winfield Site Coordinator (FT staff)

II. Awards and Reports

- Networking/Cybersecurity Instructor (FT faculty)
- Electromechanical Maintenance Tech Instructor (FT faculty)
- Non Destructive Testing (NDT) (FT faculty)
- Business & Economics Instructor (FT faculty)
- Adjunct Positions: Art Appreciation, History, Psychology, Philosophy/Ethics, Computer Applications, Spanish, Composition, Communications, CNA/CMA, Economics
- Noel Levitz Employee Satisfaction Survey launched electronically on April 1st (with Debbie Phelps)
- Worked with the Director of Housing on Resident Assistant recruitment posting/schedule
- Workforce & Career Specialist interviews will occur on Friday, April 19th
- Ben LeClair nomination email sent to all employees (due April 1st)
- Met with 45-day new hires for “How’s it Going So Far” discussion

Security

- Reviewed and revised AP134.00c Security Camera Video Surveillance and Usage Procedures

Auxiliary Services

Bookstore

Shannon O’Toole

| BOOKSTORE ACTIVITY – MARCH 2024 | | |
|---------------------------------|----------------|--------------|
| LOCATION | # TRANSACTIONS | SALES AMOUNT |
| Ark City Campus Bookstore | 129 | \$6,457.40 |
| Cowley Bookstore Online | 53 | \$6,287.69 |
| Sumner Campus Store | 2 | \$32.74 |

Commencement Regalia

Ordered 243 student regalia units to include cap, gown and tassel. Rental regalia was also ordered for 63 faculty and administration who will be in attendance for the 101st Commencement Exercises on May 4, 2024.

COWLEY COLLEGE
CLASS OF 2024



**GRADUATE REGALIA
AVAILABLE BEGINNING
APRIL 22**



\$35 PAYMENT FOR CAP, GOWN & TASSEL DUE AT PICKUP OR PRIOR TO DELIVERY.

Fall Course Schedule Released

The fall course schedule was released, allowing the adoption of course materials for each course. The fall course list will be sent to full-time and adjunct faculty for review and final approval. All fall adoptions will be due no later than Friday, April 26.

Student Pantry Visits

The student pantry team requested popcorn as a donation for the month. They will continue to speak to local community groups about donations and expand the pantry webpage. On January 18th, our local newspaper toured the pantry. The team is also working to integrate a Square retail system to assist with inventory and other data tracking.

II. Awards and Reports

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | | | | | | | | 14 | 87 | 98 | 93 | 46 | 338 |
| 2024 | 64 | 76 | 94 | | | | | | | | | | 234 |

Dr. Rachel Bates, Vice President of Academic

- Faculty Professional Development series III were completed by 6 faculty/staff. Module IV has 7 participants and the final module starts April 17th and has 8 participants.
- Cowley College hosted 4 Humphrey Fellows.
- Collaborations with Triumph Industries and Columbia Elevator to provide business training opportunities.
- Conducting Faculty classroom observations.
- Continued work on Math Pathways initiative.
- Ongoing Academic Affairs and administrative daily operations.

The **Humphrey Fellowship Program**, a Fulbright Exchange, builds connections between U.S. and foreign leaders to advance solutions to the most pressing global challenges, from combatting climate change, to protecting human rights, increasing access to education, and building global health security. The program aims to bring mid-career professionals from designated countries to the United States for one academic year of non-graduate-level study, leadership development, and professional collaboration with US colleges and universities.

One of the key components of the program is the opportunity for Fellows to interact with their peers from around the world, as well as the US professionals and experts in their field. This networking and professional development aspect is aimed at foster collaboration and cross-cultural understanding.

As one of the selected institutions, Cowley College had the privilege of welcoming four Humphrey Fellows from diverse backgrounds and expertise areas. This opportunity aligns perfectly with our mission to provide a vibrant and inclusive academic environment that promotes cross-cultural exchange and learning. This is the first time that Cowley College applied for the Humphrey Fellowship Program.

Sanam Rasool is from Mongolia and her host university was Syracuse University. Sanam's field of study is public policy analysis and public administration. Baigalmaa Chinbat is from Pakistan and her host university was the University of California Davis. Baigalmaa's field of study is natural resources, environmental policy, and climate change. Both are employed in their home country in business and public affairs.

Trim Berisha is from Kosovo and his host university was Syracuse University. Trim's field of study is public policy analysis and public administration. Francisco Vargas Chevez is from Honduras and his host university was Massachusetts Institute of Technology. Francisco's field of study is urban and regional planning. Both are employed in their home country in business and public affairs.

Academics and Secondary Partnerships

Janice Stover

- Ongoing Academic Affairs and administrative daily operations and attendance at meetings/councils
- Oversight of course schedules currently open for enrollment – Summer 2024/ Fall 2024
- Published 2024-2025 Academic Catalog
- Community College Representative to discuss State-wide Pre-Nursing Program Articulation for KBOR Initiative
- Attended and Assisted with hosting CTE Faculty Day – April 1, 2024
- Met with Southwestern College administrators/faculty regarding transfer program agreements and partnership programs

II. Awards and Reports

- Worked with Faculty on outlining and expanding technical program Certifications in Accounting and Office Management
- Discussed expansion of Dual Enrollment opportunities with several high schools

Distance Learning

Shelby Huddleston

- Summer Courses and Syllabi were published on Monday, April 1st. All course shells are in the new Blackboard Ultra Course View. Instructors can request course copies from the distance learning department online form.
- With assistance of the marketing department, the Cowley College Online landing page included button icons to improve the student experience.
- As of April 1, 2024, we have 641 published spring syllabi with a total view count of 17,000. This is an average of 27 views per syllabus for the Spring Semester. Simple Syllabus is a standardized syllabus template required to be used by all faculty teaching in each modality offered at Cowley – face-to-face, hybrid, and online. It is a centralized, template-driven platform that lets instructors quickly personalize and publish interactive class syllabi. It also provides a metrics dashboard to support evidence collection campus-wide for accreditation purposes.
- The Distance Learning Team provides Honorlock AI Proctoring for course use in Blackboard. As of the end of March, we have consumed approximately 78.4% of our 2300 prepaid exams.
- In March, Tutor.com saw 96 student sessions and approximately 75 hours of tutoring in various subjects such as Drop Off Essay Review, Accounting, Math, Biology, Chemistry, and Writing. We continue to see positive feedback on its availability to students.
- In March, Zoom had 372 meetings totaling 98,269 minutes. For the past year, we saw meetings totaling over 1 million minutes.

Renn Memorial Library

Rhoda MacLaughlin-Ramirez

- For the month of March 2024, the library had a total attendance of 2,358.

| | |
|----------------------|--------------|
| M - F 7:45am – 12 pm | 1272 |
| M - F 12pm – 4pm | 561 |
| M - F 4pm – 10pm | 426 |
| Sundays 2pm – 10pm | 49 |
| Total | 2,358 |

| | |
|------------------------|------|
| Computer usage | 1352 |
| Reference Questions | 214 |
| Kansas Room | 21 |
| Proctored Tests | 21 |
| Classes to the Library | 2 |

- Renn Memorial Library turns 50 this month. In 1971, Nell Renn's estate gifted a large monetary donation to the college expressly for the purpose of building a library to be named in honor of her late husband, Oscar Renn. Groundbreaking occurred in September of 1972. Renn Library officially opened for business in March of 1974. A special building dedication ceremony took place in April of 1974 that featured guest speakers Kansas Senator Bob Dole and Governor Robert Docking.
- In honor of 50 years, the library will host a small celebration on Tuesday, April 16th, including photos of the library through the years and refreshments.

TLC Learning Center

Sydney Vanderbilt

- To date, the TLC has had 285 unique visits. Writing (32%) and mathematics (27%) account for the majority of sessions.

II. Awards and Reports

- 49% of visits are for in-person tutoring, 19% for virtual services, and 32% for independent studying.

Student Support Services TRIO Program/IMPACT

Roxanna James

Count:

Goal = 160 students (must be met by August 31, 2024)

Currently = 160

- IMPACT staff have provided two university visits to aid graduating students with their transfer after graduation.
- IMPACT staff participated in the annual Missouri Kansas Nebraska (MKN) Trio conference. Among the highlights was a keynote address by the CEO of the Kansas Leadership Center, who, notably, is a former Trio employee, speaking on the dynamic nature of leadership. The conference also featured numerous breakout sessions and roundtable discussions with colleagues from across the three states, drawing a total attendance of 193 individuals.
- Roxanna James, the Cowley IMPACT Director, was honored with induction into the Trio MKN Hall of Fame, the most prestigious award at the state level.

Adult Education Programs

Kami Moore

- KBOR will be on campus April 11th for a monitoring visit.
- The Winfield Correctional Facility program continues to be strong. The current class has 24 students and there is a waiting list.

Academic Outreach & Mulvane Site

Julianna Smarsh

- Mulvane campus finalized fall 2024 schedule.
- Reviewing the Mulvane location student demographics to determine potential course rotation optimization.
- Planning three school group tours for April.
- Planning for the Spring Bash event (April 22nd) and contacting local vendors and college clubs.
- Attended the Mulvane Chamber Coffee Talk.

Community Education

Micah Fry

- Golden Tigers' have participated in two day trips.
- Community Education sponsored a lunch and learn event for the visiting Humphrey Fellows.
- Micah Fry attended Ark City's Chamber Coffee meeting(s).
- Continued collaborations with Cowley First (Jessica Falk) and Cowley's Ed2go promote community and business training opportunities.
- Micah Fry and Tim Kennedy represented Cowley College at the Wellington Resource Fair.

Paul Erdmann, Vice President of Information Technology

One-time Information Requested

- After the summer term was copied over, needed to update the term record by taking out the "DC" code on tuition for those high schoolers that will be graduating
- Worked on storing/reporting housing code as the FAFSA took this information out and financial aid needs this information on refund calculation.
- Requested to pull down some files from outbound Anthology so they can manually update them and then send them back to Anthology

II. Awards and Reports

- Researched requisition issue and couldn't determine what the problem. Deleting and re-entering resolved the issue
- Per Bursar request, provided data for high school students graduating in May 2024
- Created an extract for Director of Distance Learning for a new vendor (Vector)
- Per Application Processing, change some scripts from action to action lists
- Per Application Processing, moved all 2024-FA applications to accepted
- Assisted Application Processing with a SQL statement that will be used in an InfoMaker report
- Updated an SSRS report (added a couple of fields) to the Instructor Load Report
- Student not showing up in attendance on JICS. Perform steps to make them show up per an older J1 support ticket
- Per Director of Auxiliary Services, created an extract for digital access charges that started in February and 2nd 8-week courses
- Produce a listing of high school grads with at least 44 credit hours earned
- Per Director of Distance Learning, update Bb extract on making 2023-SU and 2024-FA full load along with changing the template
- Set up and started running 2024-FA bookstore extracts (partial)
- Per VA & Military Rep., create certain data elements for numbers provided
- Per Application Processing, performed auto close several times on various action items
- Per Academic Outreach and Mulvane Site Coordinator, Created an SSRS report "Student_Enrolled_advisor_information"
- Per Application Processing, created a new Infomaker report in mass add of action item on J1
- Per Director of Accounting, some batch lines didn't get posted during the batch processing. Created a support ticket with J1 and performed the action after they answered with an SQL script
- Per Director of Financial Aid, provided a combined report (different locations) of current IDs with the housing code
- Per Assistant Athletic Director, provided information on all students that were in sport tracking table for 2023-2024

Miscellaneous Items

- Researched why some records in the organization table had a name that started with "XXXXX" Discovered who had changed it, and corrected the issue
- Fielded questions on stored procedures and process internet submissions (form flow vs. form direct types of forms)
- Researched issue with a bookstore extract that runs once a month
- Researched why some action items didn't get added. It was an action setup issue as it was marked to just do it once
- Researched an error that was happening in the AD2RE process. Discovered the profile wasn't set up correctly for the academic plan year and term
- Beta tested the Cybersecurity Awareness Training to comment and recommend changes and/or additions
- Helped to create a statement of work for the housing code to be looked at in the new JFA system
- Updated PowerFacts and NetPartner to version 29.2
- Resolved issues with Cowley Connect document upload not working properly
- Worked with the Housing department to combine the 2024 Housing contract and the Housing Health form into one document and to update approved costs
- Restored a set of permissions for the Bookstore to reconcile digital access charges
- Worked with Jenzabar Managed Services on an issue that was not able to be resolved by Support to figure out Cowley Connect, Moxie Manager, and issues saving in the Faculty Course Center
- Worked with Admissions to put finishing touches on the NIL policy form

II. Awards and Reports

- Investigated possible issues with Cowley Connect emails not being automatically sent. Did not find anything amiss, but emails are being sent properly
- Entered Jenzabar support ticket for placement of information on the Admissions Application. Still waiting for a response
- Investigated possible issues with the Admissions main phone line. It was found to be working properly
- Discussed the Registration Agreement with Admissions and Registrar at length, including how and when students would sign it. Admissions has a plan for both current students and new students
- Verified that all elevators on campus have a phone line connected to an active analog number. Ran new lines as needed

Ongoing Projects

- Brown Center Videowall – In progress
- Build and set up gaming lounge – Completed
- Camera installation for test proctoring in Wichita – Completed
- Add additional equipment to gaming lounge – In progress

Debbie Phelps, Executive Director of Institutional Effectiveness

Accreditation

The IE Office provided the Administrative Council with the first draft outline for Criterion 2. Integrity: Ethical and Responsible Conduct. The first draft outline for Criterion 4. Teaching and Learning: Evaluation and Improvement which focuses on academic program review and general education learning outcomes assessment is halfway complete and will be provided to the Academic Affairs Council for review before the end of April. The IE Director will travel to Chicago for the Higher Learning Commission's Annual Conference to attend session on preparing an assurance argument, planning a comprehensive site visit, federal criteria updates and preparation of the federal compliance document.

IPEDS

The federal data collection year is complete with the submission of the Fall Enrollment, Human Resources, and Academic Libraries survey submissions. Thank you to Jenette Hanna, Director of Human Resources, and Rhoda MacLaughlin-Ramirez, Director of Library Services, for their prompt completion of surveys.

Kansas Board of Regents (KBOR)

There are no data reportings due currently to the Regents. The IE Office attended two webinars during April: KHEDS Spring Webinar with a focus on updates to the Annual Year (AY) Collection, and KHEStats Overview with a focus on employment and wage data available to the public at KHEStats and K-TIP portals.

Noel Levitz College Employee Satisfaction Survey (CESS)

The campus is currently participating in a regular, satisfaction survey from Ruffalo Noel Levitz. The CESS has been used for multiple strategic plans including the current, and in the AIM, the College's historical key performance indicator dashboard. Most importantly at this time, is the use of this set of employee data as part of the evidence provided in our upcoming HLC Assurance Argument, a significant accreditation document due later this fall. The survey opened on April 1 for all full time employees and permanent, part time employees and will close on Friday, April 12.

Community Support

The IE Director will support the community at the annual Sumner Campus Robotics Challenge (April 24) and as part of the planning team for the Big Brothers Big Sisters "Focus on Your Future" event on April 29.

Stefani Jones, Director of Student Enrollment and Success

Admissions

In the month of March, a total of 383 applications were processed. Letters of acceptance are sent out to all accepted applicants. Continue to update Cowley Connect and improve automatic communications to student applicants and parents.

Continue to make improvements on student communications and the Cowley Connect experience. Bi-weekly meetings with Anthology continue.

Attended/provided info at Wellington Resource Fair

Recruiting Services

Preparing recruiting materials for the upcoming academic year. Continue to schedule visits and attend opportunities provided by high schools.

- College & Career Day (Mulvane HS) AC Main Campus
- Udall HS - Presentations
- Andale HS – College & Career Fair
- Belle Plaine HS – placement testing offered

Continue to schedule on-site visits with students and counselors. Topics include career discussion and planning, enrollment opportunities in addition to offering placement testing, paperwork processing and enrollment.

- Visited with 11 students during the Ark City High School first monthly appointment day and 18 students during the second monthly appointment day – providing services such as enrollment, testing, and discussion on class options.
- Visited with 19 students during the Wellington High School monthly appointment day.
- Visited with 15 students during the Winfield High School monthly appointment day by providing group testing.

Tours

- Arkansas City Campus: 31 individual tours
- March 5: Hosted Mulvane HS student tour on main campus. Approx. 120 students.

Group Tours (Arkansas City Campus):

- Mulvane HS – 140 students
- Neodesha HS – 4 students

Enrollment

All enrollment locations continue to enroll new students for summer and fall.

As of today (4/10/24), there have been 283 students enroll for summer and 307 students enroll for fall.

Military Services

Andy Bohn

- Passed VA Compliance Audit
- Cowley College has earned the 2024-2025 Military Friendly® Gold Status School designation for the second year in a row. Institutions earning the Military Friendly® School designation were evaluated using both public data sources and responses from a proprietary survey. More than 1,800 schools participated in the 2024-2025 survey with 537 earning special awards for going above the standard. Cowley was one of 243 selected for “Gold” award status for leading practices, outcomes, and effective programs.

II. Awards and Reports

International Student Services

Alie Raga

- Processed I-20's for incoming freshman
- Had a scholarship meeting to set rules for international institutional scholarships and who can obtain them.
- Did grade checks for students
- Made sure that all sophomores were set to graduate
- Helped 4 Venezuelan international students fill out economic hardship paperwork (Sevis is allowing them to forego the 1 year requirement due to the economic crisis in Venezuela).

Financial Aid / Scholarships

Lena Spencer

- Held 33 face-to-face and/or zoom student meetings
- Awarded students for 2023-2024 award year
- Sent FAFSA Acknowledgement Letters for new 23-24 ISIR's, notifications to students regarding their 23-24 files and documents needed and a reminder notification to students reminding them to complete loan steps by end of semester
- Processed various other inquiries and requests for students or document updates for student files
- Processed Kansas Promise Applications for Spring and Summer 2024 students and awarded Kansas Promise students on KBOR and in PowerFaid's for Spring and Summer 2024
- Processed Scholarship Applications for Spring 2024 and awarded Scholarship Students in PowerFaid's for Spring and Summer 2024
- Imported and Processed 2023-2024 FAFSA's
- Processed Spring Disbursement and pushed to the Business Office
- All of the Financial Aid team attended various training webinars on FAFSA Simplification
- Attended Gainful Employment Webinars for new reporting requirements
- The team continued Jenzabar Financial Aid Training to prepare for 24-25 ISIRs
- Lena attended the annual Financial Aid Directors training at Butler

Upward Bound TRIO Program

Liz Shepard

2023-24 Grant Award: \$ 312,480.00

Our first Saturday Academy we discussed expectations for grades and did tutoring the rest of the morning. We had a \$10 day for lunch. After lunch, we discussed scholarships, FAFSA, and other types of financial aid. Our second Saturday Academy of the month we discussed expectations for grades and went over each student's grades from the previous semester, as well as, the current semester. There was also tutoring. Lunch was at the Atomic Dog food truck and then we went to the Mark A. Phillips Track Meet and volunteered for the afternoon.

We are still taking application and focusing our student interviews towards 9th-11th as we as rising 9th graders

COUNT:

Goal: 63 students Current: 52 Pending for this year: 3

Active Campaigns & Recent Key Projects

CRM Onboarding Project

The Marketing Department in collaboration with the Enrollment Management Team is in the design phase of onboarding the CRM software, Anthology with a project launch this Spring. The software will allow us to set up automated communications for prospective students who have not yet applied, loop back applicants to continue to nurture those who have not enrolled, and customize the message to the specific types of students we are targeting in the enrollment management plan. We are getting closer to aligning the event

II. Awards and Reports

and activities section of the software with the institutional website so more team members will be involved at that time.

We are currently running or preparing paid campaigns for the following:

- Fall 2024
- Key Academic Programmatic campaigns
- Perkins Programs

Project Requests

The marketing department received 47 internal project requests in January; eight remain open.

Event Promotions

The Marketing Department has been actively promoting the following upcoming events:

- CTE Signing Day – April 18th
- Commencement – May 4th
- Easter Egg Coloring Contest – March 27th
- Eclipse Community Event – April 8th
- Kansas Court of Appeals Visit – April 10th

Kansas Community College Month Campaign

Abby Morris, Cowley Director of Marketing, alongside Kelly Snedden, Director of College Relations and Marketing at Butler, has taken the lead with the assistance of Jessica Lucas to organize a statewide campaign to emphasize the role and value of community colleges in higher education in April. We are meeting frequently with the group to roll out details and would love for the BOT to get involved as soon as more details are available.

Social Media Procedural Changes

The Marketing Advisory Committee completed its annual review of the Social Media Networking Policy and Procedure, AP 149. No changes were recommended to the Policy, however, recommended edits to the Procedure will be provided to the Administrative Council within the month of April.

GA4 -Web Analytics

Measurable Outcomes:

Compared to February of 2024, March web traffic from new users has significantly increased with program page traffic increasing to those with paid campaigns. Web traffic to the Cowley Connect web pages has also increased.

Kristi Shaw, Executive Director of Student Services

Student Life

Peyton Snively

Director of Student Life attended various committee meetings- Student Senate Meeting, Hope Squad Meeting, Wellness Thrive Meeting, Student of the Month Meeting, Commencement Meeting, Sexual Assault Awareness Week Planning Meeting, Orientation Planning Meeting, Enrollment Management Meeting, Local Hope Squad Meeting, Cowley/Fresh Ideas Monthly Meeting, Meeting with Cowley Army Recruiter.

4th- Safe Spring Break- Alcohol Screenings

5th- Safe Spring Break Activity- Drunk Goggles with ACPD

6th- Safe Spring Break- Pour a Safe Drink Activity

7th- Safe Spring Break- STI Activity

Free Movie Night (100)

8th- Kansas Community College Student Life and Housing Conference

20th- Announced March Student of the Month- Journey Catlett

II. Awards and Reports

Intramural Co-Ed Basketball (42)

21st- Outstanding Student of the Year Interviews for City of Arkansas City (20 Cowley Students interviewed)

22nd- Nationals send off for Men's Basketball Team

Pride Event

26th- Dance Fitness Class (28)

27th- Easter Egg Night Hunt (75)

Student Accessibility (Disability Services and Title IX)

Dawn Simpson

Student Accessibility Coordinator Collaborated with students, staff, and faculty. Addressed student concerns and attended meetings for the Profession Development Team, Title IX, Site Safety Committee, Vector Solutions meetings, "What Were You Wearing" exhibit meetings, participated in Safe Spring Break week for students, arrangements made for sign-language interpreters for the graduation ceremony on May 4, and attended Kan-AHEAD ESA webinar and an ADA Compliance Webinar.

Number of students served this month: 60

Total number of student contacts: 135

Number of tests read: 1

Number of tests scheduled: 10

Number of Faculty contacts: 72

Number of Staff contacts: 171

Number of Agency contacts: 47

Number of Prospective student contacts: 13

Number of Accuplacer tests given: 0

Number of tests Proctored: 10

Parent Contacts: 5

Title IX issues: 0

Student Life Counseling

Rebecca Holman

Drop Ins (<30mins) – 9

Scheduled Appts: 33

New – 5

Repeat – 32

No Show - 1

Alcohol Sanction - 0

Student of Concern – 3

Conflict Resolution – 2

Crisis Intervention - 1

Activities included, but not limited to: HOPE Squad meetings (Club) – plan for HOPE Wk/table for PRIDE event, HOPE Squad advisory meeting, TalkCampus – platform engaging student mental health, Brain Tap demo discussion w/AD, Safe Spring Break Events – Screenings – (70) FCMH – CDS helped, ACPD-goggles/driving, How Much=Serving, Lucky Duck, Legal – PFS-filed temp received, Called FCMHC – CDS for 1 Crisis Screenings, attended Jekyll & Hyde (Theatre), Meeting for SA Week – informed FCMHC/CDS – 2-4 M-Th set up table, Title IX encouraged therapy w/student, Egg Hunt on campus, Eggs for students (pay it forward-each given egg to give to someone else), Dance Fitness class -Ricki, Grand Opening of Game Vault. Meeting with faculty/staff regarding AH/XH, Zoom w/Malaysian Student, Attended softball games, PRIDE Event, Course description meeting w/Kirsten, purchased gifts for Screens, Meetings w/Work Study x2, Phone calls, emails, texts w/students. Creating presentations, proper forms, completing paperwork, engaging with faculty/staff through Olwen, researching best practices and creative ways to increase student engagement in the mental health and wellness.

Director of Housing

Lynlea Bartlett

| Building | | | 2024 | | | 2023 | | | 2022 | |
|--------------------|-------|-------------|---|-----------|--|----------|-----------|--|----------|-----------|
| | | | Occupied | Available | | Occupied | Available | | Occupied | Available |
| Central Ave | | | 80 | 104 | | 86 | 104 | | 87 | 104 |
| Docking | | | 65 | 96 | | 70 | 96 | | 83 | 96 |
| Kirke-Dale | | | 65 | 86 | | 65 | 86 | | 66 | 86 |
| Kimmell | | | 60 | 72 | | 62 | 72 | | 66 | 72 |
| Storbeck | | | 65 | 76 | | 63 | 76 | | 61 | 76 |
| The Lodge | | | 34 | 66 | | 39 | 66 | | 41 | 66 |
| Wellington | | | 5 | 16 | | 2 | 16 | | 0 | 0 |
| | | | | | | | | | | |
| | | TOTAL | 374 | 516 | | 387 | 516 | | 404 | 500 |
| | | % OCCUPANCY | 72.5% | | | 75.0% | | | 80.8% | |
| Move-ins | | Move-outs | Students Charged with Single Room Rate (on campus): 16 | | | | | | | |
| 0 | | 1 | Students Charged with Single Room Rate (@ Lodge in a Double): 11 | | | | | | | |
| Contracts Received | March | YTD | Students Charged Full Semester as of 03/1/2023 : 375 | | | | | | | |
| YR-23-24 | 0 | 457 | * 23= Incompleted, 11= No Shows, 15= Canceled, Feb. Contracts are for spring 2024 | | | | | | | |

Reports/Activities:

Director of Housing participated in various committee meetings Title IX, Enrollment Management, FreshIdeas, Wellness (Thrive), SAAT, LHEAT/COPE, Orientation, Site Safety, & Multi dpt meetings)
Housing department held weekly Monday staff meetings.
Housing is preparing for the release of the 24-25 Housing Contracts- Open April 1st in CowleyConnect.
Housing Staff will begin planning for 24-25 Resident Assistant interviews-Mid April
Housing participated in SAAT safe spring break activities.
Housing staff participated in various sports team send-offs.
3/7- RA staff participated in Student Senate
3/4-3/8- Spring Break Room Checks
3/7-3/8- Student Services team attended the KCCRLA conference in Pratt KS
3/25- Resident Assistant monthly meeting
3/27- Housing assisted Student Life with Easter Egg Hunt.
3/28- Director of Housing spoke with Cowley GED classes

Jeff Fluty, Athletic Director

- The Cowley Men's Basketball team finished the season 28-5 with a Sweet Sixteen appearance at the NJCAA Division I Men's Basketball Championship. For just the fourth time in the last 67 years, the Tigers played in the national tournament.
- Helping the Cowley College men's basketball team to a 28-6 record and a trip to the Sweet Sixteen at the NJCAA Division I Men's Basketball Tournament, sophomore Jeff Nwankwo was recently named a First Team NJCAA All-American. "I am so proud of Jeff for being recognized as one of the top players in the country," Cowley head coach Donnie Jackson said. "To be named an All-American is quite an honor no matter what team you get selected to. He deserves the recognition and it is great for our program."
- The No. 18-ranked Cowley College softball team will continue to build on a hot start early in the 2024 Jayhawk Conference schedule with a doubleheader at home against Cloud County on Thursday April, 11 and another doubleheader at home against Allen County on Saturday April 13.
- Following a split of a doubleheader against No. 11-ranked Kansas City Kansas Community College on Thursday in Arkansas City, the Cowley College baseball team picked up an important sweep of a pair of games played Saturday in Kansas City, KS, by scores of 4-3 and 5-1, as the Tigers won three of the four games played in the series. Cowley will face Neosho County for a four-game series starting Thursday April 11 in Chanute, KS and end with a doubleheader at home on April 13.

II. Awards and Reports

- Winning its fifth straight match, the No. 1-ranked Cowley College men's tennis team defeated ninth-ranked Seward County 7-2 Monday in Liberal, KS. Cowley won five of six singles matches and two of three doubles contests to improve its record to 10-2. The Tigers will return home to play a match vs. Pratt Community College on Saturday at 4 p.m. in Arkansas City before hosting Emporia State University at 2 p.m. on Thursday, April 18.
- The No. 1-ranked Cowley College women's tennis team picked up its seventh straight win with a dominating 9-0 victory over fifth-ranked Seward County Monday in Liberal, KS. Cowley has not dropped a match in five of its last seven contests during its current win streak. The Lady Tigers lost just one set on Monday and are now 11-4. The Lady Tigers will return home to play a match vs. Pratt Community College on Saturday, April 13 at 4 p.m. at the Arkansas City High School tennis courts before hosting Emporia State University at 2 p.m. on Thursday, April 18.
- The Men's and Women's Cowley Track and Field team will be competing in the KT Woodman Classic at Wichita State University April 12-13. The team's next meet will be in Lawrence, KS at the Kansas Relays April 19-20.
- The 2024 Athletics Banquet is set for April 24 at 6:00pm in W.S. Scott Auditorium. On this evening the student-athletes and staff will be honored and celebrated for their achievements during the 2023-2024 athletic seasons.
- Cowley College Spirit Squad members recently competed at the DTU College Virtual Championship in March and took home a pair of national championships. The Tigerette dance team competed in the Open Pom division. The Pom division included junior colleges from across the country. Following their performance, the Tigerettes received first place and a national championship. The Tigers co-ed cheer team competed in the Large Co-ed division, which included universities nationwide. Following their performance, the cheer team was awarded second place. Competing in the Mascot division against other junior colleges and four-year schools, Tank the Tiger received first place and a national championship.
- Ali Nittler, Assistant Athletic Director and Stephanye Edwards, Assistant Athletic Director of Academics and Compliance will be attending the 2024 NJCAA Convention in Charlotte, NC on April 15-19. They will be attending training for aspiring leaders in the NJCAA and additional certification for Title IX.

Dr. Scott Layton, Faculty Liaison

CTE Recruiting and Events

- April 1st- CTE faculty day- hosted 3 groups of high school faculty to promote CTE programs.
- April 4th- Hosted 7 adult basic education students to learn about CTE programs

Braidon Hughes hosted a campus wide solar eclipse watch party where students were provided with protective glasses and an opportunity to view the eclipse is the telescope.

Sarah Mathews, along with the DECA students, prepared 500 snack bags for the Ark City Track Team and her managerial accounting class visited and toured KanPak.

Uwe Conrad attended the KAMATYC spring conference at JCCC and the Mulvane Math and Science Club is still working on boiling water using the rays of the sun.

Deborah Layton recently reviewed *The Tempest*, a Shakespearean play, produced by the Ponca Playhouse. The article appeared in several local papers and the play hosted many Cowley faces both past and present. Emily Oesterle, the current Visual and Performing Arts Department Specialist, directed the play while current and previous students, staff and faculty crewed and performed in it.

Frank Owen will be hosting a tracking day with the Blue Line Trackers and plans to co-host a summer teen academy with Winfield PD.

Brooke Istas

- Attended the KAMATYC conference with **April Nittler** and **Greg Mink** to participate in activities to support the upcoming KBOR math pathways transition.
- Sponsored the trap club in the ongoing clay target virtual competition and will compete against 11 colleges and universities.
- Attended the friends of NRA and spoke about supporting the Cowley Trap Club.
- Held a webinar for math instructors to teach algebra to adult learners.

Abigail Green

- The Creative Writing Program and Creative Claws are hosting Writers Corner on April 17th at 7:00 in the Jungle. Students, faculty, and guests will gather to share works, and we'll be honoring our Spring 24 Creative Writing Graduates.
- Creative Writing and Mass Communications are hosting the Life Through Word and Lens Showcase on May 2nd,. Student photography, videos, and writing portfolios will be available to view, and photos will be available for purchase.

Krystal Nies

- Hosted an Emotional Intelligence & Awareness seminar for Golden Tigers members.
- Plans to visit Adult Basic Education to give a lecture/lesson on “what is psychology to help students to decide if they might want to major in the area and to help others see how it applies to personal and professional lives.

Holly Peters

- Recently joined physician engagement committee with the William Newton Healthcare Foundation to engage current and potential provider’s spouses in the community.
- Continues to participate in the Winfield Citizens Academy Alumni Association.

Meg Smith

- Visited high schools, presented media workshops, addressed the Cowley GED program about the importance of communication in college and beyond.
- Participated in the campus enrollment day and am sending out informational flyers to area high schools that provide insights into what to do with a degree in mass communication.
- Contacted students who are returning in the fall to arrange for enrollment appointments.
- The annual Leadership Retreat for media students will be hosted at Lake of the Ozark in June- students work on teambuilding and leadership exercises and learn to work together as a staff.
- The media club partnered with ACES for a campus and community clean up. Another cleanup is planned for April 22, all clubs and activities, the community, and the campus have been invited to participate. The cleanup is registered with nationalcleanupday.org. Nine Students from Media Club attended BBFF.
- Doctorate completion STILL. Reading and research on Civics and volunteerism for program development.

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

III. PUBLIC COMMENT

All official Board meetings are open to the public except executive sessions, which are convened in compliance with state law. However, participation in the meetings is not required by state law. The Cowley College Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the Agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President or Board Chairperson at least 72 hours in advance of the meeting, in order that items may be placed on the Agenda. In accordance with time requirements, the Chairman reserves the right to limit comments both in content and length of presentation.

1. No comments will be heard on matters which are not on the Agenda without prior consent of the Board Chair.
2. Persons wishing to speak shall identify themselves to the Board Clerk and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than three minutes without specific consent of the Board or Chairperson.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairperson reserves the right to limit the number of speakers.
6. Comments must be conveyed in a respectful and civil manner.
7. The Board reserves the right to withhold response or action based on public comment.
8. The Chairperson reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.
9. Any person acting in such a way as to disrupt the Board proceedings may be removed from the meeting place.

- **Diversity Month Awareness on behalf of the Voices Heard Club – Daniela Salcedo**

Diversity. It fosters socioeconomic status, religion, abilities, interests and so much more. According to the national library of medicine, Belonging, Equity, Health care, and Inclusion are keywords when discussing diversity. It's more than just race, sexual orientation, and gender. It's my friend being able to speak their mind without feeling shunned or anxious because they struggle being neurodivergent. Diversity is knowledge. Of different thinking patterns. Of different cultures. Of different subjects. I guess one could say diversity means different. But how does that benefit our campus, our community, and on a larger scale, our society? It widens our perception, our minds, our hearts. It enables us to communicate as civilized humans and be accepting of others. At the end of day, isn't that what makes our nation so great? The embracing of diverse cultures, diverse people, diverse thinking. If it weren't for those diverse thinkers, civilization itself wouldn't have evolved and revolutionized into the world we know today. And if it weren't for those who embraced the diverse thinkers, we wouldn't have the world we have today.

We want our people who move on from Cowley to leave feeling like they are a contributing member of society. Embracing differences builds healthy communication habits, as well as empathy and respect. A sense of value for one self as well as the community around them. And I don't think there's a better place to learn and heighten those skills than an inclusive and diverse Cowley College.

I feel that Diversity is what makes Cowley, Cowley. When I first stepped into Cowley, the first thing I noticed was the diverse amount of social and ethnic backgrounds, and also the different gender orientations of people. It's what made Cowley feel like home for me. Being able to build connections with these people who all came from such diverse backgrounds really helped me become a more aware student, I learned to welcome multiple perspectives which is something to be celebrated because it prepared me to be a good citizen in an increasingly complex, diverse society.

Diversity is different from those common labels because Diversity do not look at labels, Diversity refers to the inclusion of all backgrounds, racial or ethnic, disability, gender, or race.

One of the most important things for me when I was looking for a place to go to school was the diversity of the community. From people of color to people from the lgbtq community, those from different countries and those from different cities, from rich to poor from young to old. All people from all walks of life being brought together in a community creates a colorful environment where creativity and innovation can thrive.

And as I first attended Cowley I felt that here. I've met amazing people who I would have never been able to if not for the culture of inclusion that Cowley has been cultivating. And with that being taken away you take away the support for those people. For veterans, people with disabilities, and unconventional students. When diversity is disregarded then people don't get seen.

When I first decided to come to Cowley, one of my deciding factors was Cowley's commitment to diversity and inclusion. Seeing my chosen college supporting my identity and having an emphasis on making this campus a safe one for people from all walks of life. Whether that walk of life being a military veteran, a person of color, a person with a disability, or someone just like me. This school's slow shift away from diversity, as a result of recent political pressure, is only showing me that the school has no care for me or any of my friends. Diversity has been a part of my life since I was born, yours too, everyone around you is a diverse set of people, not one person you know is exactly like you. Yet the people around you support you, and help you become a better person. Diversity is not only race, gender, or ethnicity but instead religion, career, disabilities and many more aspects of life.

Growing up in a suburb of Wichita I saw an incredible mix of students. It inspired me to act towards creating an environment that is more inviting towards minorities, women, socioeconomically underprivileged, and anyone else who is underrepresented. This work has been some of the most rewarding work I have ever done, in highschool I did my best to speak up for people when they felt as though they couldn't. College has not deterred me from such work, seeing an environment welcoming of everyone is one of the most gratifying experiences.

I have always believed that higher education organizations should be committed to building a community of individuals free of discrimination. In post-secondary education, students' main goal is to learn as much as they can. When those avenues of learning are covered in caution tape because of one simple word, their future and their education are put into jeopardy.

As a Cowley student, I urge you to protect the community that you have built. Please protect diversity at Cowley College.

Diversity is so important; it's not just about race and gender but about people from different backgrounds coming together to make something beautiful that everyone can enjoy.

Emphasizing the importance of diversity and inclusivity is crucial, as it lies at the core of fostering understanding, compassion, and unity within our communities. To overlook or undermine the significance of these values, even in the realm of mere terminology, is to directly undermine the very essence of Voices Heard's mission statement.

From the earliest stages of our lives, regardless of our background in terms of religion, race, ethnicity, culture, abilities, or disabilities, we are instilled with the fundamental principle of solidarity and empathy, encouraging us to stand hand in hand with one another and to embrace the concept of loving our neighbors as ourselves. This intrinsic understanding of harmony and acceptance is something that should not diminish or alter as we transition into adulthood; rather, it should evolve and flourish alongside us.

The notion that a person's worth or value can be determined by factors such as their personal choices, their physical attributes, or circumstances beyond their control is not just misguided but fundamentally flawed. Each individual possesses inherent value and deserves to be treated with dignity, respect, and equity, irrespective of these external factors. In championing inclusivity and embracing the rich tapestry of diversity that defines our society, we not only honor the principles of fairness and justice but also cultivate a more vibrant, interconnected, and harmonious world for all.

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

IV. STANDING COMMITTEE REPORTS

A. Trustee Academic Subcommittee

Bob McGregor, Vice Chair

Update from the April 10, 2024 meeting

1. Program Approvals (see attached)

- Office Specialist – Certificate A, AAS
- Accounting Assistant – Certificate A, Certificate B, AAS

B. Trustee Finance Subcommittee

Phil White, Trustee

Update from the April 8, 2024 meeting

| Office Specialist Certification (Technical Certificate A) | | | |
|--|---|-------------|----|
| COURSE NUMBER | COURSE NAME | SEMESTER | |
| | | 1 | 2 |
| TECHNICAL REQUIREMENTS | | | |
| ACC1111 | Fundamentals of Accounting OR ACC1162 Financial Accounting | 3 (or 4) | |
| BUS 1640 | Business Communications | 3 | |
| COM1722 | Microsoft Word | 3 | |
| BUS1311 | Introduction to Business | 3 | |
| BUS1420 | Introduction to Management | | 3 |
| ACC1130 | QuickBooks | | 3 |
| COM2725 | Interpersonal Communications | | 3 |
| CAP1749 | Microsoft Excel | | 3 |
| CAP1553 | Microsoft PowerPoint | | 1 |
| CAP1556 | Productivity Applications | | 1 |
| | | | |
| | | | |
| TOTAL TECHNICAL HOURS 26 | | 12 | 14 |
| Revisions: February 2024 | | | |
| Program of Study] | | | |

CA2a Program Revision Application Program Comparison Chart

Name of Institution Cowley College

| List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i> | | List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i> | |
|---|-------------------|--|-------------------|
| Current Program Title: OFFICE MANAGEMENT (AAS) | | Proposed Program Title: OFFICE SPECIALIST AAS/CERT A | |
| Current Program Courses | Number of Credits | Proposed Program Courses | Number of Credits |
| REQUIRED COURSES: 29 HOUR(S) | | REQUIRED COURSES: 34 HOUR(S) | |
| CAP1722 MICROSOFT WORD | 3 | CAP1722 MICROSOFT WORD | 3 |
| CAP1749 MICROSOFT EXCEL | 3 | CAP1749 MICROSOFT EXCEL | 3 |
| CAP1752 MICROSOFT ACCESS | 3 | CAP1752 MICROSOFT ACCESS | 3 |
| ACC1120 PAYROLL ACCOUNTING | 2 | ACC1120 PAYROLL ACCOUNTING | 2 |
| ACC1130 ACCOUNTING WITH QUICKBOOKS | 3 | ACC1130 ACCOUNTING WITH QUICKBOOKS | 3 |
| *BUS1315 PERSONAL FINANCE | 3 | ** BUS1311 INTRO. TO BUSINESS (Now required course) | 3 |
| BUS1330 BUSINESS MATHEMATICS | 3 | BUS1330 BUSINESS MATHEMATICS | 3 |
| BUS1425 HUMAN RESOURCE MANAGEMENT | 3 | BUS1425 HUMAN RESOURCE MANAGEMENT | 3 |
| BUS1640 BUSINESS COMMUNICATIONS | 3 | BUS1640 BUSINESS COMMUNICATIONS | 3 |
| ACCOUNTING OPTION: ACC1111 FUNDAMENTALS OF ACCOUNTING OR ACC1150 ACCOUNTING I | 3 | ACCOUNTING OPTION: ACC1111 FUND/ OF ACCOUNTING OR **ACC1162 FINANCIAL ACCOUNTING (new) | 3-4 |
| | | **CAP1553 MICROSOFT POWERPOINT (new) | 1 |
| PROGRAM ELECTIVE OPTIONS: 15 HOUR(S) | 15 | **CAP1556 PRODUCTIVITY APPLICATIONS (new) | 1 |
| *ACC1150 ACCOUNTING I | | ** BUS1420 INTRO. TO MANAGEMENT (Now required course) | 3 |
| *ACC1160 ACCOUNTING II | | | |
| BUS1430 INTRO. TO MARKETING | | (CERT A highlighted in blue = 26 hours) | |
| *BUS1311 INTRO. TO BUSINESS | | | |
| BUS1350 BUSINESS LAW | | PROGRAM ELECTIVE OPTIONS: (13 HOURS) | 13 |
| *BUS1420 INTRO. TO MANAGEMENT | | ACC1111 FUND/ OF ACCOUNTING (3 hrs.) OR **ACC1162 FINANCIAL ACCOUNTING (4 hrs.) If not used above (new) | |
| ECO6113 PRINC.OF MACROECONOMICS | | BUS1315 PERSONAL FINANCE (3 hrs.) | |
| ENG2212 COMPOSITION II | | BUS1430 INTRO TO MARKETING (3 hrs.) | |
| GENERAL ED REQUIREMENTS (18 HRS) | 18 | BUS1350 BUSINESS LAW (3 hrs.) | |
| ENG2211 ENGLISH COMPOSITION I | | ECO6113 PRINC.OF MACROECONOMICS (3 hrs.) | |
| PHO6460 ETHICS | | ENG2212 COMPOSITION II (3 hrs.) | |
| ECO6114 MICROECONOMICS | | | |
| COM2725 IPC <u>OR</u> ENG2212 COMPOSITION II | | GENERAL ED REQUIREMENTS (15 HRS) | 15 |
| PSY6711 GENERAL PSYCHOLOGY <u>OR</u> ECO6113 MACROECONOMICS | | Same except eliminate Computer Apps | |
| *CAP1516 COMPUTER APPLICATIONS | | Note: COM2725 IPC (Required on CERT A) (3 hrs.) | |
| Total Credits in Current Program | 62 | Total Credits in Revised Program | 62 |

IV. Standing Committee Reports

Revised September 30, 2009

Signature of College Official _____

Date _____

Signature of KBOR Official _____

Date _____

Submit the completed application and supporting documents to the following:

Director of Workforce Development C/O Kansas Board of Regents
1000 SW Jackson, Ste. 520 Topeka, KS 66612-1368

| Accounting Assistant Certification (Vocational Certificate A) | | | | | |
|--|--|----------|---|--|--|
| COURSE NUMBER | COURSE NAME | SEMESTER | | | |
| | | 1 | 2 | | |
| TECHNICAL REQUIREMENTS | | | | | |
| ACC1111 | Fundamentals of Accounting or Financial Accounting T ▶ \$ | 3-4 | | | |
| BUS1330 | Business Communications T ▶ | 3 | | | |
| CAP1749 | Microsoft Excel | 3 | | | |
| BUS 1311 | Introduction to Business \$ (If continuing for Cert B take Semester 1) | | 3 | | |
| BUS1640 | Accounting with Quickbooks \$ | | 3 | | |
| ACC1120 | Payroll Accounting \$ | | 2 | | |
| TOTAL TECHNICAL HOURS 17 | | 9-10 | 8 | | |
| Revisions: February 2024 | | | | | |

| Accounting Assistant Certification (Vocational Certificate B) | | | | | |
|--|--|----------|----|---|--|
| COURSE NUMBER | COURSE NAME | SEMESTER | | | |
| | | 1 | 2 | 3 | |
| TECHNICAL REQUIREMENTS | | | | | |
| ACC1111 | Financial Accounting \$ | 4 | | | |
| BUS 1640 | Business Communications | 3 | | | |
| CAP1749 | Excel | 3 | | | |
| BUS1311 | Introduction to Business \$ | 3 | | | |
| ACC1120 | Payroll Accounting \$ | | 2 | | |
| ACC1130 | Accounting with QuickBooks \$ | | 3 | | |
| BUS1350 | Business Law | | 3 | | |
| BUS1330 | Business Math or Higher-Level College Math | | 3 | | |
| ACC1165 | Managerial Accounting | | | 3 | |
| PHO6460 | Ethics | | | 3 | |
| COM2725 | Interpersonal Communications | | | 3 | |
| TOTAL TECHNICAL HOURS 33 | | 13 | 11 | 9 | |
| Pre-Requisites may be required for certain classes | | | | | |
| Revisions: February 2024 | | | | | |



Cowley College Degree Grid

| Accounting Assistant (Associate of Applied Science Degree) | | | | | |
|---|---|----------|----|---|---|
| COURSE NUMBER | COURSE NAME | SEMESTER | | | |
| | | 1 | 2 | 3 | 4 |
| GENERAL EDUCATION REQUIREMENTS (15 hours) | | | | | |
| ENG2211 | Composition I | 3 | | | |
| PHO6460 | Ethics | | | 3 | |
| PSY6711 | General Psychology | | | 3 | |
| SOC6811 | Principles of Sociology | | 3 | | |
| COM2725 | Interpersonal Communications | | | 3 | |
| GENERAL EDUCATION HOURS | | 3 | 3 | 9 | 0 |
| TECHNICAL REQUIREMENTS (27 hours) | | | | | |
| ACC1162 | Financial Accounting | 4 | | | |
| BUS1311 | Introduction to Business | 3 | | | |
| BUS1330 | Business Mathematics or Higher-Level College Math | | 3 | | |
| ACC1130 | Accounting with QuickBooks | | 3 | | |
| ACC1165 | Managerial Accounting | | | 3 | |
| ACC1120 | Payroll Accounting | | 2 | | |
| CAP1749 | Microsoft Excel | 3 | | | |
| BUS1640 | Business Communications | 3 | | | |
| BUS1350 | Business Law | | 3 | | |
| TECHNICAL HOURS | | 13 | 11 | 3 | 0 |
| TECHNICAL ELECTIVES (Choose 20 hours with Advisor approval) | | | | | |
| BUS1315 | Personal Finance (3 hours) | | | | |
| BUS1430 | Introduction to Marketing (3 hours) | | | | |
| CAP1722 | Microsoft Word (3 hours) | | | | |
| CAP1556 | Productivity Applications (1 hour) | | | | |
| CAP1553 | Microsoft PowerPoint (1 hour) | | | | |
| CAP1752 | Microsoft Access (3 hours) | | | | |
| ECO6114 | Principles of Microeconomics (3 hours) | | | | |
| BUS1420 | Introduction to Management (3 hours) | | | | |
| ACC1111 | Fundamentals Accounting (3 hours) | | | | |
| BUS1425 | Human Resource Management (3 hours) | | | | |
| TOTAL HOURS 62 | | | | | |
| Depending on skill level and assessment scores, students may be required to take the necessary basic skill or prerequisite courses prior to enrolling in the program. | | | | | |
| Revised: February 2024 | | | | | |

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

V. CONSENT AGENDA

A. Board Minutes

A copy of the Minutes of the regular meeting of the Board of Trustees, conducted on March 11, 2024 are attached.

**Cowley College
Board of Trustees Official Minutes**

March 11, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on March 11, 2024 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. Alan Marcotte, Trustee Bob McGregor, Vice Chair Jacinda Shaw-Kinzie, Trustee (Via Zoom) Joe Shriver, Trustee Phil White, Trustee Gary Wilson, Trustee |
| Staff | | Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk David Andreas, Legal Counsel Dr. Rachel Bates, VP of Academic Affairs Debbie Phelps, Executive Director of Institutional Effectiveness Kristi Shaw, Executive Director of Student Services Rama Peroo, Director of Institutional Communications and Public Relations Dr. Scott Layton, Natural Science Department Chair, CEA President Janice Stover, AVP of Instruction and Secondary Partnerships Carissa Honkomp, Application Processor Shae Nichols, Systems Administrator |
| Guests | | John Sybrant, Citizen John Shelman, Cowley CourierTraveler |

The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
 - **News**
 - **Awards and Recognition:**
 - College Quiz Bowl placed 10 at Nationals, congrats to team and sponsors.
 - Congratulations to Jamie Hibbs, Education Faculty, who defended her dissertation and is now Dr. Hibbs
 - DECA had a successful state competition in Hillsboro and qualify all eight students for the national tournament in Austin, TX
 - Kudos to our Wellness Center Staff for the steady increase in usage.
 - **Attended**
 - TBC Luncheon
 - Feb. 21 transfer and job fair

V. Consent Agenda

- National Wrestling in Council Bluffs, IA
 - Meetings, meetings and meetings
 - Enrollment Management Update
 - Enrollment for spring is up from last spring
 - March 1 started Summer enrollment.
 - March 18 starts 2nd 8 weeks of semester
 - April 1 is Fall enrollment start
 - Focus on dorm improvement and messaging
 - Student retention
 - Application process
 - Program specific marketing campaigns
 - Events
 - March 2, Soccer clinic hosted by the college with 86 young players participating
 - March 28, Gaming Lounge grand opening
 - Wellington Community Challenge
- B. Jessica Lucas provided a Legislative update
- C. Administration provided department updates:
1. Finance and Administration
 2. Academic Affairs
 3. Information Technology
 4. Institutional Effectiveness
 5. Enrollment Management
 6. Student Affairs
 7. Athletics
 8. Faculty Liaison
- D. Thank you to Cowley College from Arty Hicks, Ark City Chamber of Commerce

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

Dr. Alan Marcotte provided an overview of the March 5, 2024 meeting.

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

RESOLVED, that the Board of Trustees approves the Construction Technology Certificate A, Certificate B, Certificate C, and Associate of Applied Science as presented.

The motion was seconded by Gary Wilson, and the following votes were cast:

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

Motion carried.

V. Consent Agenda

| List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i> | | List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i> | |
|---|-----------|---|--------------|
| Current Program Title: Carpentry/Construction Trades AAS/CERT A/CERT B/CERT C | | Proposed Program Title: Construction Technology AAS/CERT A/CERT B/CERT C | |
| Current Program Courses | Credits | Proposed Program Courses | Credits |
| INR3718 – OSHA 10 | 1 | INR3718 – OSHA 10 | 1 |
| *INR3725 - Introductory Craft Skills (NCCER CORE) | 3 | **CST3261 Introductory Craft Skills | 3 |
| *CST3241 – Basic Carpentry & Construction | 4 | **CST3262 Construction Basics | 3 |
| *CST3242 – Roofing & Framing | 3 | **CST3265 Carpentry I | 4 |
| *CST3243 – Floors, Walls & Ceiling Framing | 4 | **CST3263 Concrete | 5 |
| *CST3244 – Windows, Doors & Stairs | 3 | <i>Cert A Completion (16 cr.)</i> | |
| <i>Cert A Completion (18 cr.)</i> | | | |
| *CST3235 – Introduction to Site Layout | 3 | **CST3266 Carpentry II | 6 |
| CST3245 – Principles of Plumbing & HVAC | 3 | CST3245 Principles of Plumbing & HVAC | 3 |
| CST3246 – Princ. of Electricity in Construction | 3 | CST3246 Princ. of Electricity in Construction | 3 |
| *CST3238 – Principles of Concrete | 3 | **CST3249 Intro. to Construction Codes | 3 |
| *AGR1285 – Agricultural Structures | 3 | **CST3274 Workplace Skills | 2 |
| *INR3251 – Career & Technical Internship I | 1 | <i>Cert B Completion (33 cr.)</i> | |
| *INR3252 – Career & Technical Internship II | 1 | | |
| *CST3247 Intro. to 3D Construction Tech. (Option) | (5) | **CST3267 Advanced Carpentry & Construct. | 6 |
| <i>Cert B Completion (35 cr.)</i> | | CST3237 Fundamentals of Crew Leadership | 2 |
| *CST3236 Introduction to Construction Equipment | 1 | <i>Skills Applications or Internship Option (6cr. from the following)</i> | |
| CST3237 Fundamentals of Crew Leadership | 2 | **CST3275Carpentry/Construct. Skills App I | 3 |
| *CST3239 Concrete Finishing | 3 | **CST3276Carpentry/Construct Skills App II | 3 |
| *CST3240 Principles of Masonry | 3 | **CST3281 Carpentry/Construct Internship I | 3 |
| *AGR1214 Agriculture Construction & Welding | 3 | **CST3282 Carpentry/Construct Internship II | 3 |
| <i>Cert C Completion (47 cr.)</i> | | <i>Cert C Completion (47 cr.)</i> | |
| <i>AAS Gen Ed Requirements (18 cr.)</i> | | <i>AAS Gen Ed Requirements (16 - 18 cr.)</i> | |
| Communications Option (3 cr.) ENG2211/COM2725/INR3735 | 3 | Communications Option (3 cr.) ENG2211/COM2725 or BUS1640 | 3 |
| Math Option (3 cr.) INR3716/AGR1213 or Higher level Math elective | 3 | Economics/Math Option (3 cr.) Applied Econ/Micro/Macro or Tech Math | 3 |
| PHO6460 Ethics or Alternate Humanities elective | 3 | PHO6460 Ethics or Alternate Humanities elect | 3 |
| LED1448 Intro. to Leadership or alternate Leadership elective | 3 | Leadership/Business Option (3 cr.) BUS133/BUS1420 or LED1448 | 3 |
| INR3713 Applied Economics (or alternate ECO Elective ECO6113 or ECO6114) | 3 | Social Science Option (3 cr.) PSY6711/SOC6811 or ANT6911 | 3 |
| CAP1516 Intro to Computer Applications (or alternate Computer literacy course) | 3 | Computer Applications Option (1 – 3 cr.) | 1-3 |
| Total Credits in Current Program | 65 | Total Credits in Revised Program | 63-65 |

| CONSTRUCTION TECHNOLOGY Associate of Applied Science Degree with Technical Certifications A, B & C Embedded | | | | | |
|---|--|----------|----|----|----|
| COURSE NUMBER | COURSE NAME | SEMESTER | | | |
| | | 1 | 2 | 3 | 4 |
| GENERAL EDUCATION REQUIREMENTS (16-18 hours) | | | | | |
| ENG2211 or BUS1640 or COM2725 | Composition I or Business Communication or Interpersonal Communications | 3 | | | |
| PHO6460 | Ethics (Humanities Elective) | | 3 | | |
| BUS1311 or BUS1420 or LED1448 | Introduction to Business OR Introduction to Management OR Introduction to Leadership | | | 3 | |
| INR3713 or INR3717 | Applied Economics (Economics Elective) Technical Mathematics (Math Option) | | | | 3 |
| PSY6711 or SOC6811 or ANT6911 | Psychology OR Sociology OR Cultural Anthropology | | | | 3 |
| CAP1749 | Microsoft Excel (recommended) or (Computer Literacy) | 1-3 | | | |
| GENERAL EDUCATION TOTAL 16-18 hours | | 4- 63 | 3 | 3 | 6 |
| TECHNICAL REQUIREMENTS (47 hours) | | | | | |
| INR3718 | OSHA 10 (May earn OSHA10 Certificate) | 1 | | | |
| CST3261 | Introductory Craft Skills | 3 | | | |
| CST3262 | Construction Basics (Pre-req Intro. to Craft Skills) | 3 | | | |
| NOTE: Students may test for NCCER CORE Certification | | | | | |
| CST3265 | Carpentry I (Pre-req.: Construction Basics) | 4 | | | |
| CST3263 | Concrete | | 5 | | |
| CERTIFICATE A COMPLETION (16 Credits) | | | | | |
| CST3266 | Carpentry II | | 6 | | |
| CST3264 | Workplace Skills | | 2 | | |
| CST3245 | Principles of Plumbing & HVAC | | | 3 | |
| CST3246 | Principles of Electricity in Construction | | | 3 | |
| CST3249 | Introduction to Construction Codes | | | 3 | |
| CERTIFICATE B COMPLETION (33 Credits) (includes all of Cert A) | | | | | |
| NOTE: Students can test for NCCER GENERAL CARPENTRY CERTIFICATION | | | | | |
| Complete a minimum of 6 credit hours of Skills Applications or Internships | | | | | |
| CST3275 CST3276 CST3281 CST3282 | Carpentry/Construction Skills Applications I (3) Carpentry/Construction Skills Applications II (3) Carpentry/Construction Internship I (3) Carpentry/Construction Internship II (3) | | | 3 | 3 |
| CST3267 | Advanced Carpentry and Construction | | | | 6 |
| CST3237 | Fundamentals of Crew Leadership | | | | 2 |
| CERTIFICATE C COMPLETION (47 Credits) (includes all of Cert A & B) | | | | | |
| NOTE: Students can test for NCCER Advanced Carpentry Certification | | | | | |
| TECHNICAL HOURS (47) | | 11 | 13 | 12 | 11 |
| TOTAL HOURS (63-65) | | 15-17 | 16 | 15 | 17 |
| Optional Extra Course(s) | | | | | |
| CST3247 | Introduction to 3D Construction Principles | | | | 5 |
| PSY6720 | First Year Experience (FYE) | 1 | | | |

Joe Shriver introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the Milling Technician Certificate C and Associate of Applied Science 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 | Phil White | Aye |
| Bob McGregor | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye | | |

Motion carried.

| Milling Technician (Vocational Certificate C) | | | | | |
|--|---|-----------|-----------|-----------|---|
| COURSE NUMBER | COURSE NAME | SEMESTER | | | |
| | | 1 | 2 | 3 | 4 |
| TECHNICAL REQUIREMENTS | | | | | |
| <u>MLL3600</u> | Mechatronic Systems | 3 | | | |
| <u>INR3716</u> | Technical Mathematics (or higher) | 3 | | | |
| <u>MLL3590</u> | Introduction to Milling and Wheat | 2 | | | |
| <u>MLL3591</u> | Introduction to Wheat Cleaning and Tempering | 2 | | | |
| <u>MLL3602</u> | Industrial Electric Power | 3 | | | |
| <u>MLL3592</u> | Wheat Flour Milling I | | 3 | | |
| <u>MLL3601</u> | Electromechanical Technology | | 3 | | |
| <u>MLL3593</u> | Wheat Flour Milling II | | 3 | | |
| <u>MLL3603</u> | Hydraulic & Pneumatic Power | | 3 | | |
| <u>MLL3594</u> | Sanitation and Mill Process Control | | 2 | | |
| <u>MLL3595</u> | Quality Assessment and Flour Additives | | 2 | | |
| MLL3596 | Flour Milling Internship or Special Topics in Milling | | | 3 | |
| CERT B COMPLETION (32 hours) | | | | | |
| AGR1255 | Fundamentals of Food Science | | | 3 | |
| AGR1260 | Applied Entomology & Pest Management | | | 3 | |
| MEC3487 | Instrumentation and Control | | | 3 | |
| AGR1257 | Ag Business Management | | | 3 | |
| MEC3480 | Automation and Controls | | | 3 | |
| | | | | | |
| TOTAL TECHNICAL HOURS 47 | | 13 | 16 | 18 | |

| MILLING TECHNICIAN (Associate of Applied Science Degree) | | | | | | |
|---|---|----------|----|----|----|--|
| COURSE NUMBER | COURSE NAME | SEMESTER | | | | |
| | | 1 | 2 | 3 | 4 | |
| GENERAL EDUCATION REQUIREMENTS | | | | | | |
| Basic Skills (3 hours) Choose one from the list below | | | | | | |
| LED1448 | Introduction to Leadership | | | | 3 | |
| Communications | Communication Elective | | | | 3 | |
| AGR1213 | AG Computation | | | | 3 | |
| Economics | Agriculture Economics or Economics Elective | | | | 3 | |
| Computer Literacy | Computer Applications, MS Word, or MS Excel | | | | 3 | |
| GENERAL EDUCATION HOURS | | | | | 15 | |
| TECHNICAL REQUIREMENTS 41 HOURS | | | | | | |
| MLL3600 | Mechatronic Systems | 3 | | | | |
| INR3716 | Technical Mathematics (or higher) | 3 | | | | |
| MLL3590 | Introduction to Milling and Wheat | 2 | | | | |
| MLL3591 | Introduction to Wheat Cleaning and Tempering | 2 | | | | |
| MLL3602 | Industrial Electric Power | 3 | | | | |
| MLL3592 | Wheat Flour Milling I | | 3 | | | |
| MLL3601 | Electromechanical Technology | | 3 | | | |
| MLL3593 | Wheat Flour Milling II | | 3 | | | |
| MLL3603 | Hydraulic & Pneumatic Power | | 3 | | | |
| MLL3594 | Sanitation and Mill Process Control | | 2 | | | |
| MLL3595 | Quality Assessment and Flour Additives | | 2 | | | |
| AGR1255 | Fundamentals of Food Science | | | 3 | | |
| AGR1260 | Applied Entomology & Pest Management | | | 3 | | |
| MEC3487 | Instrumentation and Control | | | 3 | | |
| AGR1257 | Ag Business Management | | | 3 | | |
| MEC3480 | Automation and Controls | | | 3 | | |
| INTERNSHIP/SPECIAL TOPICS 3 HOURS | | | | | | |
| MLL3596 | Flour Milling Internship OR Special Topics in Milling | | | 3 | | |
| TECHNICAL HOURS | | 13 | 16 | 18 | 0 | |
| TOTAL HOURS 62 | | 13 | 16 | 18 | 15 | |

B. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the March 4, 2024 meeting.

C. Trustee Policy Subcommittee –

Brett Bazil provided an overview of the March 5, 2024 meeting and first review of the following policies.

- 111.00 – Employee Code of Conduct (Revision)
- 155.00 – Keys to College Facilities and Equipment (Revision)

V. Consent Agenda**A. Board Minutes -**

- February 19, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending February 29, 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, February 29 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 | | | | |
| February 29, 2024 | | | | |
| | | | | |
| | | Total | Total | Net |
| | | Check Amount | Check Amount | Check Amount |
| Bank | Entity | Written | Voided | Disbursed |
| USB | Student Refund Checks | \$ 1,229,097.80 | \$ 9,821.68 | \$ 1,219,276.12 |
| RCB | Student Refund Checks | \$ - | \$ - | \$ - |
| | | \$ 1,229,097.80 | \$ 9,821.68 | \$ 1,219,276.12 |
| General Operating Activities | | | | |
| USB | Operating Fund | 1,432,674.59 | 960.84 | 1,431,713.75 |
| USB | Federal Grants Fund | 12,776.69 | 3,210.69 | 9,566.00 |
| Total General Operating Activities | | \$ 1,445,451.28 | \$ 4,171.53 | \$ 1,441,279.75 |

Financial Aid Funds/Student Refund Check \$1,229,097.80 (net \$1,219,276.12).

General Operating Activities disbursements \$1,432,674.59 (net \$1,431,713.75).

Federal Funds \$12,776.69 (net \$9,566.00) for a total written of \$1,445,451.28 (net \$1,441,279.75).

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 February 29, 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. Board Policy Approvals –

- 255.00 – Withdrawal from Classes (Revision)
- 257.00 – Attendance and Coursework (Revision)
- 258.00 – Class Rosters (Revision)

E. Personnel Transactions -

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

Staff:

- Dae'Trell Gordon, Dorm Manager/Assistant to Student Services, at an annual salary of \$28,752, plus staff fringe benefits, effective February 23, 2024
- Zakary Pegorsch, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective March 4, 2024.

Instructional Staff:

- **Daryl Rhodes, Welding Instructor, at an annual salary of \$48,000, plus staff fringe benefits, effective February 1, 2024 (**This is a change in status from contract based to full-time employment.)**

Gary Wilson 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 Dr. Alan Marcotte and the following votes were cast:

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

Motion carried.

VI. Procurement

A. Track Resurfacing and Javelin Runway – Funded through 24-25 Capital Outlay Mill

It is time to resurface the track at the Hafner complex south of town. It has been eight years since this was completed. The resurfacing process should allow us another 8-10 years of usage before the entire track will need to be replaced. We've included work to complete the javelin runway so that Cowley can host meets at this site, including the Regional Championships next Spring. We are asking for approval for this project to begin in July of 2024.

| Vendor | Location | Track Resurface | Javelin Runway | Concrete | Total |
|-----------------------------------|-----------------|------------------------|-----------------------|---------------------|---------------------|
| McConnell & Associates | MO | \$157,754.00 | \$20,917.00 | \$38,816.00 | \$217,487.00 |
| Pro Track and Tennis, Inc | NE | \$145,000.00 | \$18,600.00 | \$17,000.00 | \$180,600.00 |
| United Turf and Track | OK | \$247,000.00 | Included | \$105,995.00 | \$352,995.00 |

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

RESOLVED, that the Board of Trustees authorizes the College to contract with McConnell and Associates for the track resurface and javelin runway project at a cost of \$217,487.00, funded through the 2024-2025 Capital Outlay Mill.

The motion was seconded by Phil White and the following votes were cast:

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

Motion carried.

VII. Discussion Agenda

A. Faculty Professional Leave (Sabbatical) Request

Chair Bazil requested the Board review and discuss the Faculty Professional Leave (Sabbatical) request for Deborah Layton.

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

RESOLVED, that the Board of Trustees approves the Professional Leave (Sabbatical) request for Deborah Layton effective for the fall semester of 2024.

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

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

Motion carried.

B. Trustee Vacancy

Chair Bazil requested the Board continue the previously tabled discussion on the vacant seat of Marla Sexson.

Joe Shriver introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees take up the previously tabled discussion on the vacant seat of Marla Sexson.

The motion was seconded by Phil White and the following votes were cast:

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

Motion carried.

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

RESOLVED, that the Board of Trustees authorizes the Board Clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201(15), 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 | Phil White | Aye |
| Bob McGregor | Aye | Gary Wilson | Aye |
| Jacinda Shaw-Kinzie | Aye | | |

Motion carried.

VIII. Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session for discussion related to non-elected personnel, regarding the President's employment contract, pursuant to the exception related to non-elected personnel for 30 minutes, beginning at 6:33p.m. and reconvening in open session at 7:03p.m. in the same room. Action may follow. The Board requested David Andreas and Dr. Michelle Schoon be present in the executive session.

The motion was seconded by Gary Wilson and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 7:03p.m. in the same room. No action was taken.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:03p.m.



Tiffany Vollmer
Board Clerk

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

V. CONSENT AGENDA

B. Financial Reports

Copies of the Financial Reports for the month ending March 31, 2024 are enclosed. These 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.



MEMORANDUM

To: Cowley College
Board of Trustees

From: Holly Harper, Vice President of Finance and Administration

Date: April 8, 2024

Re: Financial Report for Month Ending March 31, 2024

Please find attached the financial reports for the month ending March 31, 2024. The financial reports are an internal management report to compare actual financial activities to the approved budgets, strategic priorities, and financial policies for the fiscal year. *The Operating Fund does not include the revenues and expenditures of the Auxiliary and Capital Outlay Funds.*

➤ **Revenues – up \$1,176,250 overall**

- State Appropriations- up \$313,868, we received a portion of our state funds for Cyber Security and Workforce Development in July and our Tiered and Non-Tiered funding in August.
- Ad Valorem Taxes – increased \$109,418 or 2%
- Tuition and Fees –increased by \$489,589 or 7%, mostly from an increase in fees of \$10 per credit hour.
- Other Local Income –interest income is up \$232,883, earning over 5% on investments
- Miscellaneous Income – up \$30,492 year-over-year.

➤ **Expenditures – down \$141,001 overall**

- Salaries and Benefits – down by \$29,719
- Contract Services – increased \$178,882 year-over-year with a payment toward our Cybersecurity services made in August funded through the State of Kansas.
- Other Dept Expenses – decreased \$172,988 due to memberships, and other costs including the presidential search were incurred in July of 2022.
- Risk Management & Insurance – increased \$119,905 compared to prior year as premiums increased for this fiscal year for property and liability insurance.
- Utilities – decreased \$117,611
- Capital Outlay – decreased slightly by \$11,452

➤ **Profit/(Loss) – Profit of \$5,697,121 for 2023-2024**

Wellington Campus Project - To date, \$2,648,358.84 of the general fund was used to complete the project. **The College's general fund has been reimbursed \$2,000,000 from the residual sales tax revenues** (annual sales tax revenues less annual debt service payment).

**COWLEY COUNTY COMMUNITY COLLEGE
COMPARATIVE SUMMARY REVENUES AND EXPENDITURES
FOR MONTH ENDING March 31, 2024**

| | YTD Budget 2023-2024 | YTD Actuals Thru 03/31/24 | % of Budget Remaining | YTD Actuals Thru 03/31/23 | 2023-2024 Inc/(Dec) vs. 2022-2023 | Actual % Inc/(Dec) YTD vs. Prior YTD | Audited FY 2022-2023 |
|--------------------------------------|---------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--|---|---------------------------------|
| REVENUES | | | | | | | |
| State Appropriations | \$ 9,049,937 | \$ 9,230,960 | -2% | \$ 8,917,092 | \$ 313,868 | 4% | \$ 9,359,047 |
| Ad Valorem Taxes | 6,498,418 | 4,516,269 | 31% | 4,406,851 | 109,418 | 2% | 6,557,490 |
| Tuition | 4,224,210 | 3,949,811 | 6% | 3,794,760 | 155,051 | 4% | 4,127,765 |
| Fees | 4,030,331 | 3,529,922 | 12% | 3,195,384 | 334,538 | 10% | 3,468,445 |
| Other Local Income | 217,500 | 427,111 | -96% | 194,228 | 232,883 | 120% | 314,012 |
| Miscellaneous Income | 501,500 | 564,843 | -13% | 534,351 | 30,492 | 6% | 524,853 |
| TOTAL REVENUES | \$ 24,521,896 | \$ 22,218,916 | 9% | \$ 21,042,666 | \$ 1,176,250 | 6% | \$ 24,351,612 |
| EXPENDITURES | | | | | | | |
| Faculty - FT | 3,525,867 | 2,448,861 | 31% | 2,441,070 | 7,791 | 0% | 3,430,282 |
| Faculty - PT | 1,336,711 | 1,019,992 | 24% | 938,819 | 81,173 | 9% | 1,456,697 |
| Administration - FT | 815,539 | 560,570 | 31% | 871,325 | (310,755) | -36% | 1,032,857 |
| Staff - FT | 5,315,272 | 4,141,998 | 22% | 3,939,869 | 202,129 | 5% | 5,162,960 |
| Staff - PT | 270,099 | 107,034 | 60% | 189,536 | (82,502) | -44% | 245,743 |
| Student Worker - non Fed WS | 85,000 | 70,639 | 17% | 55,425 | 15,214 | 27% | 79,926 |
| Employees Benefits | 2,742,659 | 1,885,394 | 31% | 1,828,163 | 57,231 | 3% | 2,475,981 |
| Total Salaries | \$ 14,091,147 | \$ 10,234,488 | 27% | \$ 10,264,207 | \$ (29,719) | 0% | \$ 13,884,446 |
| Employees Development | 95,108 | 51,167 | 46% | 41,522 | 9,645 | 23% | 65,897 |
| General Supplies Expenses | 90,298 | 40,358 | 55% | 52,870 | (12,512) | -24% | 57,146 |
| Travel and Vehicle Mileage | 242,072 | 118,743 | 51% | 121,708 | (2,965) | -2% | 193,080 |
| Rental/Leases including Facilities | 162,000 | 110,515 | 32% | 120,761 | (10,246) | -8% | 163,546 |
| Contract Services | 1,615,380 | 1,279,896 | 21% | 1,101,014 | 178,882 | 16% | 1,260,742 |
| Marketing | 182,700 | 146,189 | 20% | 141,089 | 5,100 | 4% | 173,564 |
| Other Departmental Expenses | 1,039,861 | 700,052 | 33% | 873,040 | (172,988) | -20% | 1,225,692 |
| Instructional Materials and Supplies | 832,331 | 584,931 | 30% | 514,714 | 70,217 | 14% | 795,638 |
| Maintenance and Repairs | 357,819 | 239,868 | 33% | 246,304 | (6,436) | -3% | 365,475 |
| Risk Management and Insurance | 582,300 | 574,760 | 1% | 454,855 | 119,905 | 26% | 462,702 |
| Utilities | 1,037,400 | 601,781 | 42% | 719,392 | (117,611) | -16% | 894,410 |
| Bond Debt Services excluding Dorm | 180,337 | 180,337 | 0% | 446,105 | (265,768) | -60% | 446,105 |
| Capital Outlay | 1,241,038 | 496,257 | 60% | 507,709 | (11,452) | -2% | 1,347,491 |
| Scholarships | 2,187,105 | 1,151,724 | 47% | 1,075,391 | 76,333 | 7% | 1,983,500 |
| Mandatory Match (Federal)/Transfer | 35,000 | - | 100% | - | - | - | - |
| Contingency/Transfer to Other | 550,000 | 10,729 | 98% | 11,834 | (1,105) | -9% | 850,168 |
| Total Non-Salary Expenses | 10,430,749 | 6,287,307 | 40% | 6,428,308 | (141,001) | -2% | 10,285,156 |
| TOTAL EXPENSES | \$ 24,521,896 | \$ 16,521,795 | 33% | \$ 16,692,515 | \$ (170,720) | -1% | \$ 24,169,602 |
| PROFIT/(LOSS) | \$ - | \$ 5,697,121 | | \$ 4,350,151 | \$ 1,346,970 | 31% | \$ 182,010 |

Notes to the Financial Report for the month ending March 31, 2024

» Cash and Investments

| Cash | Rate | March 2023 | March 2024 |
|---------------------------------|-------|------------|------------|
| RCB - Operating | 1.50% | 219,729 | 230,313 |
| USB - Wellington Sales Tax | 0.05% | 1,223,431 | 1,220,226 |
| Union State Bank-Federal Grants | 0.00% | 16,652 | 24,166 |
| Union State Bank-Operating | 4.34% | 10,936,557 | 7,711,692 |
| Sunflower – Wichita | 0.00% | 5,000 | 3,785 |
| Carson Bank – Mulvane | 0.00% | 5,000 | 5,000 |
| Total Cash | | 12,406,369 | 9,195,183 |

| Investments | Maturity | Days | Rate | | |
|----------------------------|----------|------|-------|------------|------------|
| MF - FHLB 3130ARJ44 | 04/22/24 | 730 | 2.43% | 999,916 | 999,916 |
| CNB - 514339 | 06/20/24 | 365 | 5.19% | - | 750,000 |
| MF - FHLB 3130ASM63 | 07/26/24 | 730 | 3.59% | 998,892 | 998,892 |
| CNB - 514787 | 08/01/24 | 365 | 5.24% | 1,249,820 | 1,250,000 |
| MF - FHLB 3130ARJ44 | 09/30/24 | 730 | 4.36% | 1,249,234 | 1,249,234 |
| CNB - 516431 | 11/28/24 | 365 | 5.37% | 1,500,000 | 1,500,000 |
| MF - FFCB 3134GYGK2 | 02/10/25 | 730 | 5.02% | 1,619,085 | 1,619,085 |
| Total Investments | | | | 7,616,947 | 8,367,127 |
| Total Cash and Investments | | | | 20,023,316 | 17,562,309 |

V. Consent Agenda

Cowley College Balance Sheet by Fund As of March 31, 2024

| | Current and Loan Funds | | | | | Plant and Bond Funds | | | | |
|---------------------------------------|------------------------|-------------|-------------------------|-----------|---------------|-------------------------|------------------|------------------------|---------------------|-----------------|
| | Unrestricted | Auxiliary | Restricted & Loan Funds | Agency | Total | Unexpended | | | Investment in Plant | Total All Funds |
| | Funds 11, 12, 13, 14 | Fund 16, 17 | Funds 20-29 | Fund 76 | | Fund 61: Capital Outlay | Fund 65: CTE Bld | Fund 67: Summer Campus | Fund 62, 66 | |
| Assets | | | | | | | | | | |
| Cash & Cash Equivalents | \$ 3,885,068 | \$3,336,357 | \$ 24,166 | \$396,126 | \$ 7,641,717 | \$336,338 | \$ (3,098) | \$1,220,226 | | \$ 9,195,183 |
| Investments | 8,367,127 | | | | 8,367,127 | | | | - | 8,367,127 |
| Accounts Receivable | 3,921,804 | | - | | 3,921,804 | 19,539 | 765,270 | | - | 4,706,613 |
| Inventory | | 397,229 | | | 397,229 | | | | - | 397,229 |
| Due from Other Funds * | 4,292,083 | - | 328,018 | - | 4,620,101 | | | | - | 4,620,101 |
| Prepays | 155,200 | | | | 155,200 | | | | - | 155,200 |
| Capital Assets | | | | | - | - | - | - | 33,542,724 | 33,542,724 |
| Total Assets | 20,621,282 | 3,733,586 | 352,184 | 396,126 | 25,103,178 | 355,876 | 762,172 | 1,220,226 | 33,542,724 | 60,984,176 |
| Liabilities & Fund Balance | | | | | | | | | | |
| Accounts Payable | 681,263 | - | | - | 681,263 | | | | - | 681,263 |
| Accrued Liabilities | | | | | - | | | | - | - |
| Due to Other Funds | 243,762 | - | 528,470 | - | 772,232 | - | 999,629 | 2,848,240 | - | 4,620,101 |
| Debt and Longterm Lease | - | - | - | - | - | - | - | 3,918,976 | 8,955,801 | 12,874,777 |
| Total Liabilities | 925,025 | - | 528,470 | - | 1,453,496 | - | 999,629 | 6,767,217 | 8,955,801 | 18,176,141 |
| Fund Balance (Net Assets) | 13,999,135 | 3,358,166 | 46,799 | 290,352 | 17,694,452 | 483,316 | 1,969,286 | (6,233,280) | 24,586,923 | 38,500,697 |
| Revenues | 22,218,916 | 3,191,594 | 6,821,438 | 37,304 | 32,269,252 | 552,572 | 3,018,300 | 1,197,412 | - | 37,037,536 |
| Expenses | 16,521,793 | 2,816,174 | 7,044,523 | (68,470) | 26,314,020 | 680,012 | 5,225,043 | 511,123 | - | 32,730,198 |
| Revenues H/(L) vs Expenses | 5,697,123 | 375,420 | (223,084) | 105,774 | 5,955,232 | (127,440) | (2,206,743) | 686,289 | - | 4,307,338 |
| Total Liabilities & Fund Balance | \$ 20,621,282 | \$3,733,586 | \$ 352,184 | \$396,126 | \$ 25,103,178 | \$355,876 | \$ 762,172 | \$1,220,226 | \$33,542,724 | \$ 60,984,176 |

* Due from Wellington Sales Tax and Grant Funds

V. Consent Agenda

Cowley College - Sumner Campus
Wellington Project
Construction Proceeds

March 31, 2024

| | Total 10-Year Budget to Date (a) | Total Revenues/ Expenditures to Date | Cash/Revenues/ Expenditures to Date from COPs/Bond (b) | Cash/Revenues/ Expenditures to Date from Sales Tax & Other Revenues | Revenues/ Expenditures to Date from College's General Fund (c) |
|--|--|---|---|---|--|
| Source: | | | | | |
| Proceed from: | | | | | |
| Cowley College Certificates of Participation (COPs) | 8,828,906 | 8,828,906 | 8,828,906 | | |
| Total Proceeds from COP | 8,828,906 | 8,828,906 | 8,828,906 | - | - |
| Sales Tax Revenues (10 YEAR PROJECTIONS) | 14,040,000 | 10,478,236 | | 10,478,236 | |
| Interest Earned of COPs/Bonds/ Sales Tax Revenues | 140,000 | 117,050 | 89,027 | 28,023 | |
| Fundraising/Donations for Equipment | 329,950 | 141,000 | | | 141,000 |
| Other Investments - Great Western Dining | 220,000 | 75,000 | | 75,000 | |
| Repay college for Completion of Construction, etc. | 2,648,359 | 2,000,000 | | - | 2,000,000 |
| Total Sources Available for Project | 26,207,215 | 21,640,192 | 8,917,933 | 10,581,259 | 2,141,000 |
| Uses: | | | | | |
| Costs of Issuance | 99,529 | 88,035 | 88,035 | | |
| Construction Costs of Campus | | | | | |
| Land Cost - Title Insurance | 5,148 | 158,984 | 5,148 | 153,836 | |
| Architectural Services incl' Engineering & Others | 736,514 | 738,569 | 691,527 | 2,056 | 44,986 |
| Construction at Guaranteed Maximum Price w/Utilities | 8,526,000 | 8,495,944 | 7,772,134 | | 723,810 |
| Furniture, Fixtures, and Equipment (FFE) | 2,513,755 | 2,132,193 | 252,630 | | 1,879,563 |
| Signage and Wayfinding plus Naming Signage | 105,600 | 105,599 | 105,599 | | |
| Other Projected Expenses | 5,508 | 481,665 | 360 | 481,305 | |
| Other Expenses - Great Western Dining | 346,756 | 346,756 | | 346,756 | |
| Debt Services on COPs | 9,988,455 | 6,365,029 | | 6,365,029 | |
| Banker's Management Fee & other bank fees | 25,000 | 14,552 | 2,500 | 12,052 | |
| Repayment to College for Completion of Construction | 2,648,359 | 2,000,000 | | 2,000,000 | |
| Contingency | 1,206,591 | - | | | |
| Total Uses | 26,207,215 | 20,927,325 | 8,917,933 | 9,361,033 | 2,648,359 |
| Net Available for Project | - | 712,868 | - | 1,220,226 | (507,359) |

- a) This 10-year projection does not include tuition and fees, state appropriations, and operating costs and staffing of the campus. Those are included the in College's operating budget.
- b) COPs/Bond from SBKC Project Account 1631900 included project expenditures, bond proceeds, interest earned not including realized gain/loss of market to book portfolio value.
- c) Expenditures coming out of college's general fund to be repaid by residual sales tax revenues and fundraising donations.

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

V. CONSENT AGENDA

C. Bills and Claims

A list of the Bills and Claims for the month ending, March 31, 2024 is provided to the Board for review. Specific information concerning the vendor, purchase order, and cost is provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office, and will be presented at the meeting upon request of a member of the Board of Trustees.

Upon approval, the designated fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

| Cowley County Community College | | | | |
|---|-----------------------|---------------------------------|--------------------------------|-----------------------------------|
| Accounts Payable Check Summary | | | | |
| March 31, 2024 | | | | |
| | | Total | Total | Net |
| Bank | Entity | Check Amount Written | Check Amount Voided | Check Amount Disbursed |
| USB | Student Refund Checks | \$ 102,086.01 | \$ 15,341.93 | \$ 86,744.08 |
| RCB | Student Refund Checks | \$ 4.00 | \$ 4.00 | \$ - |
| | | \$ 102,090.01 | \$ 15,345.93 | \$ 86,744.08 |
| General Operating Activities | | | | |
| USB | Operating Fund | 2,822,622.57 | 11,239.08 | 2,811,383.49 |
| USB | Federal Grants Fund | 8,088.43 | - | 8,088.43 |
| Total General Operating Activities | | \$ 2,830,711.00 | \$ 11,239.08 | \$ 2,819,471.92 |

Financial Aid Funds/Student Refund Check \$102,090.01 (net \$86,744.08).

General Operating Activities disbursements \$2,822,622.57 (net \$2,811,383.49).

Federal Funds \$8,088.43 for a total written of \$2,830,711.00 (net \$2,819,471.92).

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 March 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.

Meeting of the Board of Trustees
Cowley College

April 15, 2024

V. CONSENT AGENDA

D. Board Policy Approvals

1. 111.00 – Employee Code of Conduct (Revision)

Administration requests approval of the revised policy 111.00 – Employee Code of Conduct. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **second reading** by the Board and final approval is requested.

2. 155.00 – Keys to College Facilities and Equipment (Revision)

Administration requests approval of the revised policy 155.00 – Keys to College Facilities and Equipment. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **second reading** by the Board and final approval is requested.

Board Policies

ADMINISTRATIVE AFFAIRS

111.00 EMPLOYEE CODE OF CONDUCT

College employees are expected to follow acceptable business and professional practices and to exhibit personal and professional integrity and objectivity at all times.

General expectations of behavior and conduct acceptable to the college and/or the community at large:

1. Ethics and integrity are the responsibility of each individual. Every college employee, ~~and any other person acting on behalf of the College, and any other person acting on behalf of the College~~ is responsible for behaving ~~in a professional and courteous manner~~ professionally and courteously when engaging with their fellow employees, students, the Board of Trustees, and members of the public. Such behavior will exemplify ethical conduct consistent with the policies and core values of the College while upholding the reputation of the College.
2. No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions per College policy 140.00 Exemption from Alcoholic Beverages and 127.00 Drug-Free Workplace.
3. Smoking is ~~not permitted~~ prohibited in College facilities per College policy 125.00 Use of Tobacco on Campus.
4. College employees are expected to be clean and dress within the limits of general ~~trends of dress~~ dress trends at this college per College policy 159.00 Professional Attire.
5. College employees are not to be disruptive, but demonstrate professional conduct.
6. College employees are expected to respect the rights and property of others.
7. Falsification of college records will not be tolerated.
8. ~~Compliance with college policies, procedures and/or regulations is expected of all college employees~~ All college employees must comply with college policies, procedures, and/or regulations.
- 8.9. Outside employment from the College is permitted only if there is no conflict of interest with the business, operations, and interests of the College; does not occur at a time when the employee is expected to perform their duties; and does not interfere with or diminish the employee's ability to perform their work obligation. In addition, employees are prohibited from using company resources (work hours, computers, office equipment, or supplies) for outside employment.

~~Violation of~~ Violating any of the above general expectations may result in disciplinary measures and/or administrative review up to and including termination.

Adopted November 15, 2004
Revised July 18, 2005
Revised December 11, 2017
Revised November 21, 2022

Board Policies

ADMINISTRATIVE AFFAIRS

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3. Smoking is prohibited in College facilities per College policy 125.00 Use of Tobacco on Campus.
4. College employees are expected to be clean and dress within the limits of general dress trends at this college per College policy 159.00 Professional Attire.
5. College employees are not to be disruptive but demonstrate professional conduct.
6. College employees are expected to respect the rights and property of others.
7. Falsification of college records will not be tolerated.
8. All college employees must comply with college policies, procedures, and/or regulations.
9. Outside employment from the College is permitted only if there is no conflict of interest with the business, operations, and interests of the College; does not occur at a time when the employee is expected to perform their duties; and does not interfere with or diminish the employee's ability to perform their work obligation. In addition, employees are prohibited from using company resources (work hours, computers, office equipment, or supplies) for outside employment.

Violating any of the above general expectations may result in disciplinary measures and/or administrative review up to and including termination.

Adopted November 15, 2004
Revised July 18, 2005
Revised December 11, 2017
Revised November 21, 2022

Board Policies

ADMINISTRATIVE AFFAIRS

155.00 KEYS TO COLLEGE FACILITIES AND EQUIPMENT

College property should be kept as secure as possible, yet remain available for its intended uses. Keys to College facilities and equipment will be issued ~~on an as-needed basis~~ as needed as authorized by College Administration.

Keys will only be issued with a properly completed approval form ~~which has been~~ signed by ~~both~~ the appropriate supervisor and Vice President of Finance and Administration.

Temporary employees or official volunteers of the College will be issued keys only for the duration of their contract. Vendors needing keys to complete an approved contract must sign in with the Director of Maintenance or designee.

Loss of keys by an employee will incur a charge per key and require the completion of a new request for keys.

Upon termination of employment from the College, all issued keys must be returned to the Director of Human Resources Director or the Director of Public Safety and Security. Failure to return keys at the time of termination will result in a charge per key to the individual through a payroll deduction on the employee's final paycheck.

Policy 155.00 is implemented in process through Procedure AP155.

Adopted December 19, 2005
Revised October 18, 2011
Revised November 16, 2020

Board Policies

ADMINISTRATIVE AFFAIRS

155.00 KEYS TO COLLEGE FACILITIES AND EQUIPMENT

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Policy 155.00 is implemented in process through Procedure AP155.

Adopted December 19, 2005
Revised October 18, 2011
Revised November 16, 2020

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

V. CONSENT AGENDA

E. Personnel Transactions

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

Resignations:

- Stephanie Hopper, Admissions Recruiter, effective April 12, 2024

Retirements:

- Beverly Frank, Academic Department Specialist – Career and Technical Education, effective July 31, 2024

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

VI. DISCUSSION AGENDA

A. Trustee Vacancy

In accordance with K.S.A. 71-201(15), a notice was published in the Cowley CourierTraveler on March 14, 2024 for the vacancy of Marla Sexson.

Applications have been received for vacancy by the following Cowley County residents:

- Stanley Cochran, Arkansas City
- Charles Jennings, Arkansas City
- David Stanley, Arkansas City

Chair Bazil requests the Board discuss the filling of the vacancy and allow each candidate to make introductions.

B. Summer Board Planning Session

Chair Bazil requests the Board choose one of the following proposed dates for the Summer Board Planning Session.

- June 5, 2024 – 1:00pm-5:00pm
- June 7, 2024 – 8:00am-12:00pm
- July 10, 2024 – 1:00pm-5:00pm

C. President's Annual Evaluation Reminder

Reminder for trustees to complete Dr. Schoon's annual evaluation forms and return them in a sealed envelope to the Board Clerk by May 1.

Cowley Courier Traveler
200 East Fifth Avenue
(620) 442-4200

I, David Allen Seaton, of lawful age, being duly sworn upon oath, deposes and says that I am the Publisher of Cowley Courier Traveler, a publication that is a "legal newspaper" as that phrase is defined for the city of Arkansas City and City of Winfield, for the County of Cowley County, in the state of Kansas, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

PUBLICATION DATES:

Mar. 14, 2024

Notice ID: gtcYI9QIRyqx1JydZfWZ

Notice Name: Trustee Vacancy Notice - March 11, 2024

PUBLICATION FEE: \$27.30

David Allen Seaton
Publisher

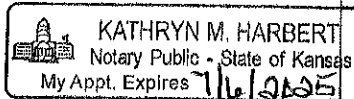
VERIFICATION

STATE OF KANSAS
COUNTY OF COWLEY COUNTY

Signed or attested before me on this

14th day of March, A.D. 2024.

Kathryn M. Harbert
Notary Public



(First published in the Cowley CourierTraveler Thursday, 03 14, 2024.)

PUBLIC NOTICE

Notice is hereby given pursuant to the provisions of K.S.A. 71-201(15) of a vacancy in the membership of the Board of Trustees of Cowley County Community College, and that such vacancy will be filled by appointment of the Board of Trustees not sooner than fifteen (15) days following publication of this notice. The appointed member will serve the remainder of the unexpired term ending January 12, 2026.

Such vacancy exists by reason of the resignation of Marla Sexson, a former resident of Cowley County, Kansas. The person(s) appointed must also be a Cowley County resident.

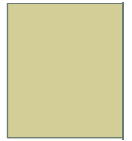
Submit letters of interest to: Board Clerk, Cowley College, P.O. Box 1147, Arkansas City, KS 67003, or email to: boardclerk@cowley.edu By order of the Board of Trustees, Cowley County Community College, this 11th day of March 2024.

Attest:
Tiffany Vollmer, Board Clerk
Brett Bazil, Chair

3/14

STANLEY J. COCHRAN

1220 N. D, ARKANSAS CITY, KANSAS



3/22/2024

Cochran, Stanley J
1220 N. D, Arkansas City, Kansas

Cowley College
Tiffany Vollmer, Board Clerk
Brett Bazil, Chair

Greetings,

I am submitting my name to fill the vacancy on the Board of Trustees of Cowley County Community College vacated by Marla Sexson. I am a resident in Arkansas City, Kansas and a graduate of Cowley College, 2008 Graduate in Business Administration. I have a bachelor's in business quality management and strategic leadership from Southwestern College in 2011. I have an MBA from Southwestern College in 2015.

I currently am employed at Spirit AeroSystems and have 27 years' experience between Spirit AeroSystems and Boeing and worked multiple jobs from Assembly Mechanic, Operations Team Leader, First Level Operations Management and currently Operations Support Specialist.

I am married to Melissa (Sweely) Cochran and have lived in Arkansas City for 46 years; I have 2 children Derek and Ashley, and both have graduated from Cowley College. I am a member and trustee at Central Christian Church in Arkansas City.

Please contact me by email or phone for any information required.

Thank you,

Cochran, Stanley J
1220 N. D Arkansas City, Kansas
scochran22@cox.net
620-506-7132

VI. Discussion Agenda

Please consider my interest in fulfilling the unexpired term on the Board of Trustees for Cowley College.

The most hollow words spoken by one seeking to fill an elected position is "I have no agenda". Anyone sans agenda should not pursue such an appointed or publicly elected office. However, I can, with clear conscience, state that my agenda is simply to find a way to best serve and aid in the continued success and progress of Cowley College, an arguably highly valuable asset of our community and of Cowley County.

The presence I offer as a Trustee:

I speak with the voice given me. As my principal model, Jesus was noted for going around doing good, I just want to do good.

Experiential background:

My background includes a 32 year career in Technology (aka Research and Development) for ConocoPhillips (COP) - the 4th largest petro-chemical in the world. This underpins the disciplines of critical thinking without reaching knee-jerk conclusions and, more importantly, not trying to force a preconceived conclusion to fit into situations that do not corroborate my thinking. Certainly, the larger the vessel, the more purposeful each and every change ought be.

Credentialed Profile:

The leap into formal training and education began with pursuit of an Associate degree in Science at Cowley College. I continued my education at Friends University studying Organizational Management and Leadership with emphasis on Human Resources Management. After completing my formal educational process, I completed my private sector career with COP as QMS Chief Auditor for ISO 9000 processes, having been certified by RABQSA.

This role was consistent with my studies at Friends University in Organizational Management and Leadership. As a Quality Auditor, mine was to assess the integrity of processes at every level of an organization from the job done by line workers through purchasing, planning, marketing and upward to corporate sign offs on all processes from cradle to grave. This does not lead me to boast on what my role was. It prompts me to appreciate the value assigned to every level of an organization in creating the possible performance and/or product possible. Summarily, roles within an organization because they are critical to excellence.

Input and Output

The formal education in OML/HRM along with technical training from the ISO process for Certification criterion produce a synergistic impact on my leadership approach. I am not interested in trying to compete with any level of administration or its staffing for correctness. Rather, I am an advocate for assuring that those offices and officers perform collaboratively and effectively as good stewards, motivated administrators and capable supervisors of the talent and resources given for the benefit of those whom they serve - in this instance - students pursuing post secondary education, technical competency and a valuable role in our nation's economy, its workforce and community enhancement.

Cowley College is, dollar for dollar, the best post secondary education available in Kansas and in the midwest region.

Finally, I am an advocate of the principle of, as iron sharpening iron so it is that the sharpest people sharpen the sharpest of people.

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Blessings

Sr. Pastor C. D. Jennings
Great Grace Family Worship Center

*Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, **O LORD**, my strength, and my redeemer.*

Psalm 19:14

Sunday, March 17, 2024

Cowley County Board of Trustees
125 S 2nd St, Arkansas City, KS 67005

To Whom It May Concern,

It has come to my attention via public conversation and local news reporting that there is now currently an open board position due to a resignation in the previous year. It would be my humble pleasure to offer to serve in said capacity if the current board would consider my intention.

Having formally run unsuccessfully for one of the four open seats and narrowly missing being elected, I feel I would be a logical choice to fill an open seat on the Board per the voters wishes from the last election cycle. If you as a board feel that I would be a good asset and team member to work with I would love to work alongside of you all as well as the College President for the future of the College.

Thank you for taking the time to consider this request and may you as a board and the College prosper in the coming academic year.

Sincerely,



Dave Stanley



620-660-0294



socal6@sbcglobal.net



1029 Highland Dr
Arkansas City, KS 67005

<https://dot.cards/davestanley>

**Meeting of the Board of Trustees
Cowley College**

April 15, 2024

VII. OTHER BUSINESS

Trustees are encouraged to submit items to be included in the Agenda or to request certain information. Such items may be submitted to the Chair or to the President prior to the preparation of the Agenda or brought up under “Other Business”. If an item requires certain information or clarification, or if official action is required, it is preferable to have the item identified on the Agenda. Items suggested for discussion at the meeting are: