



OFFICE OF THE PRESIDENT
DR. MICHELLE SCHOON

DATE: May 12, 2026

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

FROM: Dr. Michelle Schoon, President

RE: May 18, 2026 Board of Trustees Regular Meeting Notice

The Cowley College Board of Trustees will hold its regular monthly meeting on Monday, May 18, 2026, at 6:00 p.m. in the President's Dining Room, inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City.

The AGENDA for the regular meeting may be accessed by visiting the following link after 5:00 p.m. on Friday, May 15, 2026:

<https://cowley.edu/agenda>

MS: tv

pc: News Media



Meeting of the Board of Trustees
Cowley College

May 18, 2026

AGENDA

I. Call to Order	Dr. Alan Marcotte, Chair	<i>Pg. 4</i>
A. Invocation	Joe Shriver, Trustee	
B. College Mission Statement	Dr. Alan Marcotte, Chair	
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IV. Standing Committee Reports		<i>Pg. 27</i>
A. Trustee Finance Subcommittee	Bob McGregor, Trustee	<i>Pg. 27</i>
Update from the April 13, 2026 meeting		
1. Procurement – Webb-Brown HVAC - Tech Ed Capital Outlay Funds		<i>Pg. 29</i>
2. Cowley College & Cowley Foundation MOU		<i>Pg. 35</i>
3. Roofing Repairs Update – Insurance Funds		
B. Trustee Policy Subcommittee	Dr. Alan Marcotte, Chair	<i>Pg. 39</i>
Update from the April 16, 2026 meeting		
1. 272.00 – Employee Participation in Student Elections (revised)		<i>Pg. 40</i>
V. Approval of Consent Agenda	Dr. Alan Marcotte, Chair	<i>Pg. 42</i>
A. Board Minutes		<i>Pg. 42</i>
1. April 20, 2026 regular Minutes		<i>Pg. 43</i>

B. Financial Reports	<i>Pg. 51</i>
C. Bills and Claims	<i>Pg. 57</i>
D. Personnel Transactions	<i>Pg. 58</i>
E. Board Policy Approvals	<i>Pg. 60</i>
1. 253.00 – Registration and Enrollment (revised)	<i>Pg. 61</i>
2. 266.00 – Academic Progress (revised)	<i>Pg. 63</i>

VI. Executive Session **Dr. Alan Marcotte, Chair** *Pg. 67*

VII. Second Executive Session **Dr. Alan Marcotte, Chair** *Pg. 68*

VIII. Other Business **Dr. Alan Marcotte, Chair** *Pg. 69*

IX. Adjournment **Dr. Alan Marcotte, Chair**

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

May 18, 2026

I. CALL TO ORDER

A. Invocation

Chair Marcotte will call the regular public meeting of the Board of Trustees to order and Trustee Shriver 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**

May 18, 2026

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

- Cowley College conferred 428 degrees and certificates during its 103rd Commencement ceremony on Saturday, May 9, with nearly 300 graduates participating in the ceremony. Thank you for your participation and attendance.
- Presented the State of Cowley College at the Winfield Chamber Lunch Bites program
- Robotics Challenge, two day event, was a success with approximately 200 students participating
- Cowley hosted the Region VI track and Field Championships April 30 – May 2
- Hosted a retirement celebration, May 11, for three employees with many years of experience
 - Kristi Shaw – 29 years
 - Stefani Jones – 28 years
 - Lavaughan Scheurich – 15 years
- Submitted and/or working on three grants – Patterson Foundation Cybersecurity Consortium in partnership with the 184th Wing (cybersecurity), Strengthening Community Colleges (data collection), Perkins Reserve (student retention)
- Summer office hours start June 1, 7:00 – 4:30 Monday through Thursday
- Planning dates for summer meetings and retreats (Administrative Council and Board)

Awards:

- Cowley College February student of the month, Dacey Morris, won the Arkansas City Outstanding Student award
- Ben LeClair Staff Award – Peyton Snively

Strategic Enrollment Management:

- Enrollment started for Fall 2026 and summer enrollment is ongoing
- Adopting an AI platform to assist with student retention
- Cowley enrollment tour was a success
- Area partner USDs Scholarship night participation

Attended:

- April 27 – Athletic Banquet
- May 4 – USD 465 Foundation
- May 5 – Spring music concert
- May 7 - Community Partners Transformation Strategies
- Ongoing weekly president’s meetings, Rotary, Chamber, KBOR and committee meetings

Upcoming:

- KACC quarterly meeting hosted by Allen County Community College, June 7 & 8

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

May 18, 2026

II. AWARDS AND REPORTS

B. Impact TRiO Update

Greg Butler will provide the annual program update.

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

May 18, 2026

II. AWARDS AND REPORTS

C. Active Intruder Training Update

Matt Stone and Frank Owens will provide an update on the recent College-wide Active Intruder training.

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

May 18, 2026

II. AWARDS AND REPORTS

D. Administrative Reports

Holly Harper, Executive Vice President of Finance and Administration

Business Office

Darci Sampson

- Processed business office appeals
- Configured and scheduled summer billing
- Processed all third-party billing for the period.
- Reported Academic Year 2026 Extraordinary Costs to the Kansas Board of Regents

Facilities & Maintenance

Todd Ray

Work Orders

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2023-2024	235	421	274	216	257	163	323	245	220	200	186	113	2,853
2024-2025	261	353	233	175	197	110	279	166	124	127	167	53	2,245
2025-2026	223	262	210	214	219	239	358	224	226	208			2,383

Financial Aid

Lena Spencer

- Awarded Kansas Promise students through the Kansas Board of Regents (KBOR)
- Setup system for academic year 2026-2027 for fall enrollment

Human Resources/Payroll

Megan Sweaney/Amy Tharp

- Began FY2027 insurance renewal process
- Attended several local job fairs

Auxiliary Services

Bookstore

Shannon O'Toole

no report

Wellness Center Membership Sales

Rikki Hettenbach

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2023-2024	169	181	150	150	177	191	197	143	146	134	149	157	1,944
2024-2025	173	164	139	135	166	162	187	174	197	159	163	204	2,023
2025-2026	227	189	173	156	178	199	178	174	185	144			1,803

II. Awards and Reports

Student Pantry Visits

Lynlea Bartlett, Peyton Snively, Ali Nittler

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2023-2024	0	14	87	98	93	46	64	76	94	111	0	0	683
2024-2025	0	0	152	168	177	0	0	98	183	196	41	0	1,015
2025-2026	0	0	194	161	161	28	98	100	139				881

Dr. Scott Layton, Vice President of Academic Affairs

- Attended standing committee meetings: Administrative Council, Academic Affairs, Behavioral Intervention, Director's Meeting, and Academic Enrollment Management.
- Attended the KCIA virtual meetings.
- Attended the April SCOCAO, COCAO, and BAASC KBOR virtual meetings.
- Attended the KBOR Transfer and Articulation Steering Committee meeting. The primary discussion was the System Wide Articulation Degrees (SWAD) process worked on in subcommittee.
- Attended multiple cybersecurity consortium meetings. The grant proposal has been submitted; the main focus of the grant is to provide cyber clinic or workshops to local businesses and provide CIS students with internships opportunities.
- Attended the Ag advisory meeting.

Associate Vice President for Academic Affairs

Dr. Tasha Taylor

- Led monthly Department Specialist meeting
- Processing AIV's.
- Completed faculty observations.
- Participated in various KBOR, NC3, Advisory Board and Athletic Appeals committee meetings

Mulvane Campus Update

Tori Reibenspies

Assessed the summer and fall schedules for Mulvane and online classes.

- Attended Mulvane Coffee Talk.
- Provided snacks for students for Finals week.
- Submitted general work orders for campus maintenance.

Adult Education Programs

Dr. Tasha Taylor

- Provided testing for 14 Adult Education students using donation funds.
- Eight (8) new GED graduates.
- Continued training and networking with KBOR and other Kansas institutions.
- Began graduation preparation.
- Completed monthly KBOR reports

Sumner Campus Update

Zach Cooper

- Robotics Competition saw 200 students over two days to participate in Basic and Advance Robotics.
- We are in the process of preparing to plant soybeans to prep the land for the pollinator habitat in accordance to the Bee and Butterfly Seed a Legacy Program
- Ag Instructor Burcham attended an International Association of Operative Millers Conference where he was able to meet individuals from across the world that went through the Milling Certificate Program with Cowley College

Distance Learning Update

Shelby Huddleston

- Summer courses were published on Tuesday, April 7th. Fall courses were published on Friday, May 1st. All course shells are in the Blackboard Ultra Course View. Instructors can request course copies from the distance learning department online form.
- Updated the Blackboard Student Orientation resources. All students have access to this training course that familiarizes students with the Blackboard Learning Management System. Essential skills including navigating a course, submitting assignments, taking tests, participating in discussions, and checking grades are all covered.
- As of May 4, 2026, we had 615 spring syllabi with over 16,000 views. 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.
- In April, Respondus saw 2518 online monitored proctored sessions in Blackboard. The total usage for the academic year is nearly 20,000. Respondus offers three proctoring options: the standalone LockDown Browser, the LockDown Browser with instructor proctoring via Zoom, and the LockDown Browser with AI monitoring.
- In April, Tutor.com saw 88 student sessions and nearly 70 hours of tutoring in various subjects such as Drop Off Essay Review, Math, Science, and Writing. We continue to see positive feedback on its availability to students.
- In April, Zoom had 557 meetings totaling nearly 93,000 minutes.

Tiger Learning Center – January Usage

- Total logins for one-on-one tutoring, emailed essay, and study time: 258
- Total Time: 262.75 hours

Student Support Services TRIO Program/IMPACT

Greg Butler

Participant Count

Goal: 160

Current: 165

What's Been Happening

- The IMPACT Banquet was held on April 21, 2026, where we recognized student achievement, leadership, persistence, and overall program impact. Kristi Shaw was awarded the TRiO Champion Award.
- Greg Butler attended the TRIO New Directors Training to strengthen program leadership, compliance knowledge, and program development strategies.
- Katie Ryberg has continued collaboration efforts with the Social Connection Team through the Legacy Foundation to strengthen community partnerships and student engagement opportunities.
- Staff are currently reviewing and awarding ACES scholarships for the upcoming fall semester. ACES planning for the upcoming academic year is underway. The Fall 2026 semester will focus on civic engagement and civic responsibility, while the Spring 2027 semester will emphasize leadership development.
- Joseph Morningstar-Moralez has been selected to serve as ACES Student President for the 2026–2027 academic year.
- Staff have begun planning for the 2026–2027 program year, with continued focus on student success, leadership development, transfer readiness, and meaningful community engagement.

II. Awards and Reports

What's Coming Up

- The IMPACT team has scheduled an early summer retreat in Wichita which This will focus on team building, creativity, and problem-solving to strengthen coordination and prepare for a more robust and effective 26–27 program year.
- This summer, Greg, Sierra, and Katie will be participating in the Kansas Leadership Center's Leadership Training.

Dual Enrollment Update

Brandon Burke

- The Dual Enrollment is at its peak enrollment periods for the Summer and Fall 2026 semesters. Recent strategic outreach initiatives and the implementation of streamlined administrative processes have proven highly successful in engaging high school students throughout the college's service area.
- Recent site visits were conducted. During these sessions, the Accuplacer assessment was administered, providing immediate enrollment support. This hands-on approach enabled personalized academic guidance, allowing students to finalize their college course selections and registrations in real time.

Renn Memorial Library

Rhoda MacLaughlin-Ramirez

The library is participating in the America 250 celebration. Renn Library has been decorated inside and out. A large American flag, fireworks, and Tank the Tiger as the Statue of Liberty are all painted on the library's front windows. We have a display illustrating the history of the USA and various relevant books featured inside the library. Several of the books were recently purchased with a \$250 grant from the South Central Kansas Library System.

- For the month of April 2026, the library had a total attendance of 1,735.

Breakdown by Time/Day:	-
M-F 7:45am – 12pm	969
M-F 12pm – 4pm	392
M-F 4pm – 10pm	325
Sundays 2-10pm	49
Total April 2026 Attendance:	1735
Library Activity/Usage:	-
Computer Usage	953
Reference/Help Questions	84
Kansas Room Usage	19
Proctored Tests	22
Classes to Library/Orientations	1

Paul Erdmann, Vice President of Information Technology

One-time Information Requested

- Began work on new course evaluation tool, Bb Evaluate, to replace the existing eval tool. **Testing stage**
- Update check processing data to fix the correct bank account
- Created and ran report for open records act per Exec VP of Finance and Admin
- Set up summer billing to run on the scheduler
- Changed FERPA permissions per request
- Removed "RU" and added "AD2RU" from a list provided per request from the Director of Student Enrollment and Success
- Add a tuition code of "SB" to some reports (along with the "DC" code)
- Create a data file per Tandem Cyber

II. Awards and Reports

- Created a data set for "Withdrawal" per request
- Changed the custom student update while a decision was being made on a new process
- Verified that the J1WEB pbl process is looking at the correct location
- Ran a report for the Bursar on who enrolled a particular student
- Provided digital access information for the spring 2nd 8-week
- Created data set for "Primary_Advisor"
- Created data set for "Candidate_Counselor"
- Added digital access pricing to J1 2025-SU courses
- Pulled data for Bursar and KBOR guidelines changes
- Stopped the 2025-SP extract for the bookstore
- Started the 2025-SU extract for the bookstore
- Cleared out tuition/book/fee UDF fields for 2026-FA per scholarship request
- Made the Bb 2026-FA extract into the full load status
- Fixed some errors in the advising nightly process
- Created data set for "Active_Registration_Check"
- Created data set for "Student_degree"
- Help create department email for J1WEB communications
- Updated the REACH contact extract (cleared out some data elements)
- Pulled Admissions Application information from a 2023 application for a suspected case of identity theft

Miscellaneous

- Researched withdraw report
- Adjusted access on Cowley Connect reports in the reports tab.
- Monitored the Accuplacer process and sent information out if there was an error
- Monitored re-calc jobs in J1 to make sure no errors
- FERPA processing
- Made additional adjustments to the test-Advisor J1 Web profile for the Advising and Retention Coordinator
- Attempted to resolve issues with the Registration Agreement. Jenzabar Support ticket is still in process
- Reached out to our Jenzabar Project Manager to begin scheduling our Professional Services Pool hours
- Updated the InfoMaker report for Official transcripts to print the student's legal name instead of the Campus name
- Researched helpdesk ticket about prospective students having problems filling out the admissions application. Researched the issue and found no problems; it is working as expected.
- Deleted several duplicate ID numbers
- Adjusted permissions for several users in Cowley Connect
- Cleaned up the International Student document upload form so the students can access it before they have a Cowley Connect login, as well as after they have a login. The International Coordinator can also organize the forms and move them to the document master when appropriate
- At the request of the Advising and Retention Coordinator, adjusted J1 Web permissions for user "Dual Enrollment, Cowley College"
- Researched a suspected issue in Cowley Connect, with emails being sent to an incorrect email address. Could not find any address priority settings for JICS. Asked Admissions to submit a Jenzabar support ticket if they feel this is still an issue
- Researched an issue with the instructor search in J1 Web. An instructor is listed as teaching a class, but when we search by instructor, the name does not appear, even though they are set up like another instructor who does show up. A Jenzabar support ticket has been submitted
- At the request of Admissions, I assigned a new "User" they created to the J1 Web User role to send communications and assign tasks and workflows
- Attended Jenzabar webinars on Services and J1 2026.1 upgrade

II. Awards and Reports

Ongoing Projects

- Network cyber security configuration – In progress
- NSC network wiring – In progress
- KTB TV Installation – In progress
- MS Defender/Purview deployment – In progress
- HPE VM Essentials Upgrade – In progress
- Hafner Training Room TV install – Completed
- Campus Safety TV Install – In progress

Dr. Ryan Burkett, Executive Director of Institutional Effectiveness

Completed the KBOR AY Collection: Students Information, Enrolled Flags, and Student Status Files. Working on Declared Majors. The 2025-2026 AY cohort has 3252 students with 726 first-time college and 431 new transfer students. The strategic plan document and website update for it are nearing completion for board approval.

Stefani Jones, Director of Student Enrollment and Success

Admissions

A total of 421 applications were submitted. There were 203 new students enrolled for the summer or fall semester in the month of April. Letters of acceptance are sent out to all applicants, along with enrollment communications.

Meetings, Conferences & Events

- Andy Bohn attended the Kansas Association of Collegiate Registrar's and Admission's Officers Executive Council Board Meeting as well as the Kansas Association of Collegiate Registrar's and Admission's Offices Conference Planning Committee Meeting. He also attended Enrollment Management meetings and a Mainstay demo.
- Julianna Smarsh attended meetings such as Enrollment Management-Admissions/Dual, Enrollment Management-Technology, and other department-based discussions, Participated in Jenzabar (J1 Web) meetings and support check-ins and Attended Student Success / Retention related webinars and product demos.
- Carissa Honkomp participated in a Jenzabar Impact Award interview alongside Dr. Taylor, representing her leadership efforts with the corrections program. She also participated in Jenzabar training in Newton, KS to deepen system expertise, listened to recorded Jenzabar webinars to reinforce learning and identify best practices, attended an Enrollment Management meeting to share updates related to J1 Web implementation, evaluated a Mainstay demo.
- Tim Kennedy assisted with the Sumner Campus Robotics Challenge.
- Estefany Ruano participated in Winfield High School's senior exit interviews.

Individual Tours

Arkansas City Campus

- 23 individual tours
- 5 athletic tours / recruiting visits
- Group tours
 - Gear Up – 35 students

Recruiting

II. Awards and Reports

- Enrollment Tours – brought to:
 - Winfield High School
 - Wellington High School
 - Cedar Vale High School
 - Udall High School
- Senior Enrollment Day - Ark City Campus
 - Ark City High School
- High School visits
 - Eisenhower HS
 - Wichita Heights HS
- Held an Open House event for Admissions on the Ark City campus
- Attended the Sedan High School college signing day to support seniors who plan to come to Cowley.
- Provided Accuplacer testing at Belle Plaine high school
- Attended awards ceremonies to area high schools to recognize student achievement and distribute scholarships.
- Attended Chaparral College Fair (over 300 students)
- Delivered a presentation at Udall High School on higher education pathways and the admissions process. Udall and Belle Plaine participated in a total of 4 engagement sessions.
- High School visit to East

Enrollment

- Continue to enroll new and returning students for the spring and summer semesters, supporting students with frequent check-ins, referral to resources and advising updates.
- Supported academics through exam proctoring at the Mulvane SEA Campus
- Supported academics through exam proctoring at the Wichita Center
- Tested 3 groups of Mulvane High School students at the Mulvane SEA Campus

Advising / Retention

Julianna Smarsh

Advisor Support:

- Continued assigning advisors to new summer and fall students.
- Shared new course and program information from departments with advisors to encourage targeted enrollment and increase awareness of available offerings.
- Offered individual/group advisor training assistance to CTE and Business advisors. Continued providing assistance and one-on-one advisor support.
- Conducted outreach to advisors to support fall enrollment efforts.
- Increased student registration/advisor approval checks from semi-weekly to daily
- Collaborated with colleagues to review and discuss transfer information webpage updates and retention tools
- Continued J1 Web troubleshooting and permissions setup. Admissions advisors are increasing their J1 Web usage beyond Web Wednesday's.

Student Success and Communication

- Sent April Advising Newsletter to all currently enrolled students with focus on fall and summer enrollment, registration agreement completion, and transfer opportunities.
- Sent targeted communication to students promoting visits from local nursing programs and testing opportunities.
- Developed/Updated student-facing how-to videos for completing the Registration Agreement

Other

- Began compiling materials related to faculty advisor pay/agreements.

II. Awards and Reports

- Assisted with First-Year Experience (FYE) course setup, including updating schedules, assigning instructors, and provided FYE guide for Admissions representatives.
- Submitted Cowley content for the Level Up Newsletter.
- Assisted the Registrar with reviewing and updating default academic .

Military Services

Andy Bohn

- Attended Department of Veteran's Affairs Monthly School Certifying Officials Office Hours Webinar
- Submitted 2nd 8-weeks enrollment certifications
- Sent reminders to students that Fall and Summer enrollment is open

International Student Support Services

Brailea Tipton

Recruitment/Admissions

- Working with international students who have applied to Cowley for Fall 26
- Issuing draft and official I-20's, and monitoring VISA appointments.

Enrollment/Retention

- Enrolling current and new incoming students for Summer 2026 and Fall 2026
- Scheduling summer Accuplacer tests to ensure that students are in the proper classes

Upward Bound TRIO Program

Liz Shepard



Kristi Shaw, Executive Director of Student Services

Student Life

Peyton Snively

2nd- Enrollment Management- Student Services

Student Senate Meeting

Interviews for 2026-2027 Student Senate Team

3rd- Hope Squad Advisor Meeting

Interviews for 2026-2027 Student Senate Team

6th- Worked Student Pantry

II. Awards and Reports

THRIVE Meeting

Flashlight Easter Egg Hunt (108)

7th- March Madness Bracket Challenge Winner- Prize given to Vaughn Smith

8th- Announced April Student of the Month- Grace Knight

Cheer/Dance send off to Nationals

Delivered engraved Homecoming Sweepstakes trophy to Cowley softball

Intramural Cornhole (36)

9th- Cowley/Fresh Ideas Monthly Meeting

April Free Movie Night (110)

10th- Took down What Were You Wearing Display

Wrapped gifts for Honors and Awards Banquet

13th- Worked Student Pantry

14th- Participated in VPSA interviews

15th- Set up for Honors and Awards Banquet

Honors and Awards Banquet (175)

16th- Participated in VPSA interviews

17th- Participated in VPSA interviews

20th- Worked Student Pantry

21st- Hope Squad "Hope is in Bloom" Event

Reviewed Commencement speeches with Student Senate President and Vice President

22nd- Partnered with Housing and Fresh Ideas for fondue fountain activity in dining hall

Cowley Student Pantry Monthly Meeting

Lawn Game Night (38)

24th- Attended KCCRLA Conference at Kansas City Kansas Community College

27th- Sent out 2026-2027 Student Senate Officer Voting

Student Senate Officer Meeting

Assisted with Athletic Banquet

29th- Nationals Send off for Women's tennis team

Hope Squad Advisor Meeting

Interviews and voting for 2026-2027 Student Senate team

Sent out survey for campus study and hangout spaces

May toilet tales and table tents

Booked movie for finals week with Swank Motion Pictures

Booked Welcome Week entertainment for August

Student Accessibility (Disability Services and Title IX)

Dawn Simpson

During April 2026, I collaborated with students, staff, and faculty. I have addressed student concerns and issues. I attended BIT team, Title IX team meetings. I attended the Empowering Neurodiverse Individuals with Workplace Knowledge and Skills webinar with AHEAD and attended the Meeting of the Minds conference in St. Louis, MO. I completed a 7-week Neurodiversity course with AHEAD. What Were You Wearing exhibit for sexual assault awareness. I served on the VPSA hiring team.

Number of students served this month: 56

Total number of student contacts: 209

Number of tests read: 22

Number of tests scheduled: 43

Number of Faculty contacts: 120

Number of Staff contacts: 263

Number of Agency contacts: 54

Number of Prospective student contacts: 74

Number of Accuplacer tests given: 9

Number of tests Proctored: 40

Number of student concerns: 2

II. Awards and Reports

Parent Contacts: 15
 Pregnancy Modifications: 0
 Title IX issues: 2

Student Life Counselor

Rebecca Holman

Monthly Report – April 2026

Drop Ins (<30mins) – 2
 Scheduled Appts: 43
 New – 2
 Repeat – 32
 No Show – 2
 Cancel - 3
 Sanctioned - 0
 Faculty/Staff – 0
 Dual Enrolled - 1
 Crisis Intervention – 1
 Virtual - 7
 Student of Concern – 1
 Conflict Resolution – 0
 Referrals - 2
 Specialty – 0

Activities included, but not limited to: Engaging with faculty/staff/students through Olwen, HOPE Squad Meeting, HOPE Squad Event (HOPE in Bloom), Student Life Activities, Helped w/Easter Egg Hunt, Student Success Meeting x2, working on proposal for facilitator training (Mental Health First Aid and Certified Peer Educator), BIT meetings, Coordination of Care for student, JED Campus Info Session for Community & Technical Colleges , CEUs – Teaching Mindful Moments X4, Intro to Military Culture and the Military-Connected Experience, Cultivating the therapeutic alliance with neurodivergent clients. Coping Skills Jeopardy as classroom support x3, Served at the Athletic Banquet, Send offs for Tennis and Cheer & Dance, Scholarship winner for MOM Conference in St Louis, Panel for VP of SA x5, Meeting W/ShineQuo, Attended T&F Regionals, SB, and BB games. Meeting with staff, phone calls, emails, texts w/students/staff. Creating new programs, proper forms, completing paperwork, researching best practices and creative ways to increase student engagement in mental health and wellness.

Upcoming Events: KHEP Conference, D&D Therapy Training, Work on Creating Supportive Measures Form, Finals Week Events, HOPE Squad Event/meeting/Curriculum, online trainings, Commencement

Cowley County Community College									
Housing Report		April-26		2026		2025		2024	
Building				Occupied	Available	Occupied	Available	Occupied	Available
Central Ave				85	101	94	96	78	104
Docking				63	86	68	80	64	96
Kirke-Dale				62	82	67	78	63	86
Kimmell				49	65	59	67	58	72
Storbeck				50	72	55	68	63	76
The Lodge				32	56	40	55	34	66
Wellington				1	16	2	16	5	16
			TOTAL	342	478	385	516	365	516
			% OCCUPANCY	71.5%		74.6%		70.7%	
Move-ins		Move-outs		Students Charged with Single Room Rate (on campus): 24					
0		5		Students Charged with Single Room Rate (@ Lodge in a Double): 10					
Contracts Received	April	YTD		Students Charged Full Semester as of 03/1/2024 : 349					
YR-26-27	59	59		*34= Incomplete 26-27 contracts					

Reports/Activities:

The Director of Housing participated in various committee meetings: BIT Team, Cowley/Fresh Ideas, Student Success (meeting with student and committee), 2026–27 Fresh Ideas contract meeting, Enrollment Management–Student Services, Enrollment Management–Technology, Title IX Team meeting, Title IX Executive Committee meeting, THRIVE, Cowley Student Pantry, and an interview committee.

Housing launched the release of the 26-27 Housing Contracts online in CowleyConnect

Housing Attended the annual Honors & Awards banquet and recognized the 25-26 Resident Assistants

Housing helped with the Cowley Student Activity & Awareness Teams display of "What Were You Wearing"

Housing promoted 26-27 Resident Assistant Applications

Housing attended national send offs for cheer/dance & men's tennis

4/2- Director of Housing & Resident Assistant attended the April Student Senate meeting

4/6- Director of Housing assisted Director of Student Life with the annual Easter egg hunt

4/22- Housing, Student Life, and Fresh Ideas co-hosted a fondue fountain event in the cafe during lunch

4/23-4/24- Housing Director attended the KCCRLA conference at KCKCC

4/27- Director of Housing assisted with serving food at the Cowley Athletic banquet

4/28- Housing Director helped Volleyball contracts

Jeff Fluty, Athletic Director

The **Baseball** team finished 3rd in the Jayhawk East. They swept Dodge City in the opening round of the region tournament to advance to Wichita State.

Baseball all conference:

- **First Team**
 - Drake Fittro (Outfield)
 - Riley Lile (Relief Pitcher)
- **Second Team**
 - Quinn Groebl (First base)
 - Logan Smith (Third base)
 - Josiah Sems (Short Stop)
 - Easton Green (Right Field)
 - Grady Hoke (Starting Pitcher)
- **Honorable Mention**
 - Skyler Branam (Outfield)

Softball finished 2nd in the KJCCC regular season. Went up to Johnson County for the region tournament and finished second there.

Softball all conference

- **First team**
 - Taverli Tennant (shortstop)
 - Kiki Warner (Second Base)
 - Carsen Carpenter (first base)
 - Dacey Morris (Pitcher)
- **Second team**
 - Taylor Clay (utility)
- **Honorable Mention**
 - Breanna Curry (outfield)
 - Gracy Smith (Outfield)
 - Hannah Howard (third base)
 - Norah Macken (Catcher)

II. Awards and Reports

Track hosted the Region VI track meet here on April 30th- may 1st. The girls track team took home second in the Jayhawk east. Both teams are competing in nationals on may 14th-16th in Hobbs, NM

Women's Tennis was runner up this year at nationals in Sumter South Carolina

Men's Tennis finished this year in 4th at nationals in Plano, Texas

Hosted our annual end of the year athletics banquet. **Male athlete of the Year Esteban Boisseau (XC and T&F). Female Athlete of the Year Sthefany Silva (Womens Soccer). Sandra Davis won booster of the year.**

Dr. Brooke Istas, Faculty Liaison

Recruitment & Community Outreach

Lindsey Allen, Director of Vocal Music, remained active in recruitment and regional music outreach throughout the month. On May 1, Allen participated in a Zoom planning meeting with the NYC planning group for the Spring 2027 Carnegie Hall performance opportunity. Allen also attended several regional school performances including *Beauty and the Beast* at Arkansas City Middle School, the Winfield High School *Vikings on Broadway* performance, and the Arkansas City Bulldog Vocal Spotlight event. In addition, the Spring Music Concert on May 5 provided both student performance opportunities and community engagement.

Meg Smith, Director of Media & Digital Journalism, reported successful recruitment efforts through outreach at Campus High School and the signing of Antonia Lopez from PCHS to a Media & Digital Journalism scholarship. Lopez attended the *Life Through Word and Lens* event, toured the program, met future classmates, and plans to attend editors' training this summer at Lake of the Ozarks.

Jeremy Durham, Cyber Security & Networking Instructor and Director of Esports, continues recruitment efforts for the esports program and is currently preparing ten Letters of Intent for prospective student-athletes for the Fall semester.

Student Engagement & Retention

On April 30, the Creative Writing Program and Media & Digital Journalism Program hosted the *Life Through Word and Lens Showcase*. Organized by Abigail Gree, Director of Creative Writing, and Meg Smith, Director of Media & Digital Journalism, the event featured student writing portfolios, photography, and live readings during Writers' Corner, co-hosted by the Creative Claws Club. Voices Heard helped provide refreshments, creating a welcoming and collaborative atmosphere for students, faculty, and community members.

Smith also reported several hands-on learning opportunities for students through gallery curation, media sales, internship placements, and community-based public relations projects. Students participating in the *Life Through Word and Lens* event sold more than fifteen pieces of work, gaining valuable experience interacting with clients and presenting creative work professionally.

Retention efforts continue across programs as faculty work individually with students facing academic and personal barriers. Smith shared the success story of a student she has mentored over several years who will graduate this semester after beginning college at age eighteen. Faculty also continue supporting students through internship development, individualized academic assistance, and mentoring relationships.

Community Partnerships & Experiential Learning

Faculty continue to create strong partnerships with local organizations and businesses that provide students with real-world learning experiences. Media & Digital Journalism students are currently working on projects with Union State Bank and the Burford Theatre/Ark City Area Arts Council. In addition, students recently completed internship experiences with KSOK Radio and other community partners.

II. Awards and Reports

Jeremy Durham also reported participation in a cybersecurity consortium focused on community engagement and cybersecurity awareness initiatives.

Professional Development

Julie Kratt, Composition & Communication Instructor, participated in a course consultation session with faculty authors from Stanford University and The Ohio State University. The session focused on updates to an upcoming composition textbook edition and discussions surrounding current challenges facing composition instructors.

Meg Smith continued independent professional development in photography, studio lighting, podcast production, and digital media creation. Following attendance at the Kansas Collegiate Media conference, Smith implemented new instructional strategies related to vertical video production and social media presentation. Smith is also developing a new podcasting space in the audio studio to expand student media opportunities beginning this fall.

Meeting of the Board of Trustees
Cowley College

May 18, 2026

II. AWARDS AND REPORTS

F. Thank you to Cowley College from Camron 4H

Thankyou from Cameron 4H!
A + L
Kinsley
Smith

Kellen
Kadyb
Hallie
Teer
Racand

Alice
Addison
Carrie
Rabell

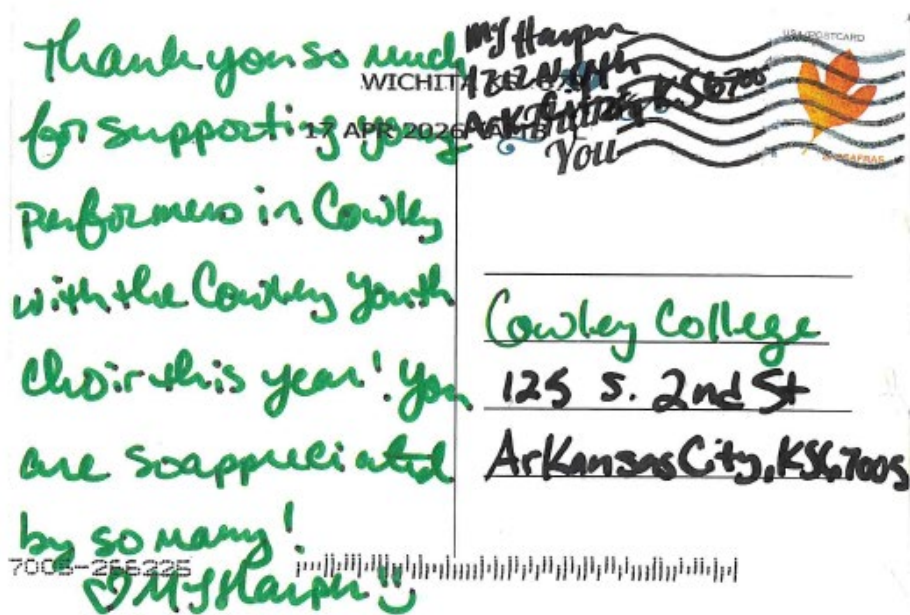
C d l d d r

Meeting of the Board of Trustees
Cowley College

May 18, 2026

II. AWARDS AND REPORTS

G. Thank you to Cowley College from MJ Harper



Meeting of the Board of Trustees
Cowley College

May 18, 2026

II. AWARDS AND REPORTS

H. Thank you to Cowley College from Lowell Elementary



Meeting of the Board of Trustees
Cowley College

May 18, 2026

II. AWARDS AND REPORTS

I. Thank you to Cowley College from Arty Hicks, Arkansas City Chamber of Commerce



Thank you for your contribution
to our Recent Adm. Professionals
Luncheon. We Appreciate your Support
to our Community

Arty Hicks

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

May 18, 2026

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 the consent of the Board.
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.

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

May 18, 2026

IV. STANDING COMMITTEE REPORTS

A. Trustee Finance Subcommittee

Bob McGregor, Trustee

Update from the May 11, 2026 meeting

1. Procurement – Webb-Brown HVAC – Tech Ed Capital Outlay Funds

This request is for the replacement of the large rooftop HVAC unit serving the Webb-Brown Academic Building. The existing McQuay unit is original to the facility and is experiencing ongoing mechanical issues. Due to the age of the equipment, repairs are becoming more frequent and increasingly costly. Replacing this unit will improve system reliability, increase energy efficiency, and reduce the likelihood of unexpected downtime and emergency repair costs.

This project includes:

- Removal and disposal of the existing HVAC unit
- Installation of a new commercial rooftop unit
- Integration with the building’s existing system and controls
- Necessary electrical, crane, and installation services

Vendor Quotes

Vendor	Location	Includes Controls?	Cost
P1 Service, LLC	Wichita, KS	No	\$130,141.00
Select Mechanical, LLC	Wichita, KS	Yes	\$115,958.80
Winfield Plumbing & Heating	Winfield, KS	Yes	\$132,480.00

Evaluation

While the proposals are similar in cost, there are important differences in scope:

- **P1 Service, LLC** excludes several key components from its proposal, including:
 - Controls integration
 - Electrical upgrades
 - Permits and fees
 - Certain project coordination elements
- **Select Mechanical, LLC** includes several project components such as electrical connections, crane services, startup/commissioning, and permits; however, their proposal specifically excludes:
 - Fire and smoke system rework
 - Bonding
 - Certain tax-related costs
 - Additional work outside the quoted scope
- **Winfield Plumbing & Heating** provides a comprehensive, turnkey proposal that includes:
 - Controls integration with the existing VAV system

IV. Standing Committee Reports

- Electrical modifications and connections
- Crane services and full installation coordination
- Permits and inspections

Although Select Mechanical submitted the lowest overall proposal at \$115,958.80, Winfield Plumbing & Heating's proposal provides the most comprehensive turnkey scope and project coordination. Selecting a proposal with a more complete scope reduces the likelihood of change orders, simplifies project management, and provides greater certainty in the total project cost.

2. Cowley College & Cowley Foundation MOU

Administration and the Finance Subcommittee request the Board Authorize the Chair to sign the final Memorandum of Understanding (MOU) between Cowley College and the Cowley Foundation.

3. Roofing Repairs Update (Coryell Roofing) – Insurance Funds



W. Standing Committee Report

P1 Service, LLC

3030 S. ALL HALLOWS AVE.
WICHITA, KS 67217

P: 316.267.3256

F: 316.267.3667

P1-Service.com

March 23, 2026

P1 Est #: 63476

Todd Ray
Cowley County Community College
Webb Brown Center
300 S. 3rd
Arkansas City, Ks. 67005

Re: Webb Brown Center RTU Replacement

Mr. Ray

Thank you for the opportunity to provide this proposal. We have developed our scope of work based on conversations, site visits, and our understanding of the project. We propose to furnish the necessary equipment, materials, tools, and labor to accomplish the scope listed below.

History/Issues/Owner Concerns:

- The existing McQuay unit is having mechanical issues that are getting costly for the unit's age.

Our Proposal Includes the Following:

- Procure order and take delivery of new Trane Voyager 3 Cooling Only Unit.
- Deliver Equipment and Materials to the job site.
- Show up day of work, review scope, and safety plan.
- Lock out/Tag Out of electrical service.
- Disconnect the existing controls, condensate and electrical.
- Hoist the existing unit off the stand and the new Voyager onto the stand.
- Adjust ductwork alignment and seal.
- Re-Connect the electrical, condensate to the new unit.
- Remove Lock out/Tag Out then run and test operations.
- Break down jobsite, clean up and de-mobilize.

Our Proposal Excludes the Following:

- Sales, Consumer, and/or Use Taxes – customer has identified this project as exempt and has agreed to provide an Exemption Certificate deemed acceptable by P1 Service, LLC. Exemption Certificate must accompany purchase order or contract to ensure proper internal setup and avoid tax charges and/or project delays.
- Payment and performance bonds (Add **0.9%** to our bid if bonding is required).
- Premium time labor, except as clarified above.
- Permits and fees.
- Controls modifications and integration.
- Electrical Upgrades.
- Any unforeseen problems or issues outside of the work quoted and described above. Any additional findings will be brought to your attention at the time they are discovered.

IV. Standing Committee Reports

- Abatement of any hazardous materials that may be found during the course of this project, and associated costs with delays due to testing, abatement, and remobilization.

Clarifications:

- Upon award, commodity materials can be locked in at the difference between bid day values and the date that the award was received. We can provide backup information showing cost differences upon request.
- It is the responsibility of the owner to remove or cover any belongings, i.e., desk, computers, furniture, etc., from work area prior to P1 Service mobilization.

Total Price:

One hundred thirty thousand one hundred and forty-one dollars..... \$130,141.00

Proposed Payment Terms:

- 25% Payment Due Upon Receipt of Purchase Order or Contract.
- 75% Payment Due Upon Completion
- Net 45 Payment Terms

Thank you for the opportunity to provide this proposal. Due to material price increases, the quote above is good for 14 days. All work must be done in a continuous manner Monday through Friday between 7:00 am and 3:30 pm. If you have any questions concerning this quote, please feel free to call me on 316-267-3256.

The Price does not include any amounts for changes in taxes, tariffs, or other similar charges that are enacted after the date of this Quotation. P1 Service, LLC shall be entitled to an equitable adjustment in time and money for any costs that it incurs directly or indirectly that arise out of, or relate to changes in taxes, tariffs, or similar charges due to such changes including, without limitation, escalation, delay damages, cost to re-procure, costs to change suppliers, costs of manufactured equipment or goods, or other costs of any kind resulting from the changes.

Thank you,

Darrell Leach

Project Manager
P1 Service, LLC

This Proposal and Design information is:
PROPRIETARY AND CONFIDENTIAL PROPERTY OF P1 SERVICE, LLC.
DISTRIBUTION TO OTHER THAN NAMED RECIPIENT IS PROHIBITED
© 2024 P1 SERVICE, LLC. ALL RIGHTS RESERVED

Customer's Acceptance:

We, hereby, accept the above proposed price and scope of work. Please proceed with this work.

Accepted By (Please print): _____

Signature: _____

PO#: _____

Date: _____



May 10, 2026

Cowley County Community College
 Webb-Brown Bldg
 300 S 3rd St
 Arkansas City, KS 67005

PROPOSAL

Attention: Todd Ray

Reference: Cowley CCCC Webb-Brown Bldg 50 Ton RTU Replace

Equipment: Trane Voyager3 50 ton TCD600D40

Thank you for giving Select Mechanical the opportunity to present this proposal. We will provide supervision labor and equipment as needed to perform the work outlined below. All work will be coordinated with the person in attention to prevent disruption with day to day operation.

Included in this price:

- Delivery and hauling of equipment
- Disconnect all piping, electrical, and controls
- Cone off crane zone
- Perform pick with subcontracted crane operator (Allied)
- Remove and dispose of existing RTU per epa guidelines
- Set new distribution box for downflow with side duct connections
- Set new RTU
- High and low voltage connections
- Reuse existing disconnect with correct fuses
- All reworking of the controls (Dynamic Controls)
- Conduit or flex needed for new control cabinet location
- Install all manufacturer field installed sensors
- Test and balance
- Start up and commissioning with Trane
- All necessary permits and inspections
- All work is to be performed during normal working hours, unless discussed
- Warranty terms: 90 day labor, 12 month manufacturer parts warranty (starts day of startup)

Total Price for scope outlined above.....\$112,708.80
Total Price for controls.....\$3,250.00
Total price.....\$115,958.80

Address: 1710 W Harry, Wichita, KS 67213 **Cell:** 316.641.0126
 trent.selectmechanical@gmail.com

Note: Price is good for 30 days from date of proposal

Note: 7 week lead time

Specifically **NOT** included:

- Kansas Sales tax on labor
- Tax Burden on material
- Re work of fire and smoke system
- Bonding
- Anything outside the scope

If you have any questions, please call anytime.

Respectfully,
Select Mechanical

Accepted By:

Trent Watts

Technician/Estimator

316-641-0126

trent.selectmechanical@gmail.com

Date: _____



1910 Wheat Rd
P.O. Box 625
Winfield, KS 67156
www.winfieldplumbingandheating.com

Tel.: 620.221.2210
Fax: 620.221.2286

Cowley College
125 S. 2nd Street
Arkansas City, KS 67005

February 24, 2026

Proposal for the replacement of the large commercial VAV air conditioning unit serving the Webb-Brown Academic Building as requested. Proposal includes:

- Remove and dispose of the existing McQuay packaged commercial air conditioning unit that is original to the facility.
- Provide and install a new TRANE Voyager III Commercial packaged air conditioning unit including the following features:
 - 50 nominal tons of cooling capacity over 5 individual stages.
 - 460 volt, 3phase compressors, condenser fan motors and blower.
 - 2" high efficiency commercial air filters.
 - 15 horsepower supply fan for Variable Air Volume (VAV) application.
 - Factory installed Variable Frequency Drive (VFD) will be used to modulate the blower speed by received a 0-10 volt DC signal from the unit controller. This controller will modulate the fan to maintain a constant pressure in the supply duct serving the facility so each zone within the building can receive the appropriate amount of air when needed.
 - BACnet controls interface will be provided and installed with a generic open BACnet MS/TP protocol to allow for external control of the proposed unit.
 - Hinged service panels will be installed for ease of filter replacement and blower service.
 - Louvered hail guards will be provided and installed to protect condenser coil and prolong equipment life.
 - Phase monitor will be provided and installed to protect new equipment from phase loss, phase reversal, and low voltage. This will prevent equipment from operating if a power supply issue becomes present.
 - Unit will operate on modern refrigerant R454b.
 - Evaporator coil will be an aluminum microchannel model pressure tested to 450 psi.
 - Condenser coil will be an aluminum microchannel model pressure tested to 650 psi.
 - Trane factory startup included to ensure the proposed equipment is installed and operating as intended by the manufacturer.
- Controls contractor (Dynamic Control Systems, Inc.) will be subcontracted by WPH to provide all necessary controls integration of the proposed unit with the facility VAV system and user interface.

IV. Standing Committee Reports

- Local electrical contractor will be subcontracted by WPH to provide all necessary power wiring modifications and connections to the new equipment. This contractor will also provide any necessary controls conduit modifications for the above mentioned controls contractor.
- Crane service for removal and installation will be subcontracted by WPH to a local vendor, Pike Construction, for all crane and rigging needs.
- Supply and return duct connections from the new equipment to the facility duct systems will be shop fabricated and insulated from G90 galvanized sheet metal and Johns Manville acoustical duct liner insulation. All new connections will meet or exceed SMACNA design standards for the duct pressure classification of this system.
- Materials and labor for a complete installation included. Project management by Winfield Plumbing & Heating mechanical engineers will be provided as necessary to ensure a seamless and timely installation.
- Mechanical permits and inspections included.
- Warranty: 12 months comprehensive from the date of Trane factory startup. Additional extended warranties are available for purchase if desired.

Project Total: \$132,480 plus sales tax (if applicable)

Work Excluded:

- Rework of any interior air distribution, heating or control system.
- Mechanical engineering for design drawings and project specifications can be provided if required/desired for \$6,465 to contract a 3rd party design firm. This will also include evaluation of proposed products and inspection of proposed installation upon completion.

MEMORANDUM OF UNDERSTANDING

BETWEEN

COWLEY COLLEGE

AND

COWLEY COLLEGE FOUNDATION

ARKANSAS CITY, KANSAS – FEBRUARY 2026

I. PURPOSE

This Memorandum of Understanding (“MOU”) is established between Cowley College (the “College”) and the Cowley College Foundation (the “Foundation”) to foster a positive, productive professional relationship between the College and the Foundation (collectively, the “Parties”).

II. EXECUTIVE SUMMARY

As an independent and standalone entity, the Foundation was established in 1968 as a 501(c)(3) independent organization to operate exclusively for the purpose of supporting the College. In the Foundation’s role, it raises funds and solicits donations for College initiatives, including securing funding for various projects such as capital improvements, equipment maintenance and replacement, scholarships, academic programs, and athletic programs. The Foundation also manages private resources supporting the mission and priorities of the College, fosters a culture of philanthropy, grows the endowment, and identifies and cultivates strategic relationships with donors and other key individuals.

The Foundation oversees and manages charitable assets gifted to support the College (assets related to cash, investments, real and intellectual property, and other private resources), as it adheres to donor intent and regulatory and legal issues related to its 501(c)(3) nonprofit Internal Revenue Service requirements. The Foundation serves as a shield to protect charitable assets from the College’s liabilities, other financial and legal dynamics, and to engage volunteer leadership.

III. ENGAGEMENT & INTERACTION

The Parties commit to annually identifying mutually agreed initiatives prioritized by the College and adopted by the Foundation. The Parties recognize and understand that development resources are limited, and each entity must be respectful of the other entity’s respective abilities and resources to contribute to the success of the Parties mutually agreed initiatives.

The Parties will meet quarterly to discuss possible initiatives that can benefit from the charitable support and work of the Foundation. The Parties commit to the adoption of mutually agreed initiatives that the College determines will make a significant impact on the lives of students and faculty. The Parties recognize and understand that not every initiative may be pursued due to the variety of unique developmental resources, donor demographics, required timelines, or other factors that may impact the feasibility of a particular initiative, including the pursuit of multiple initiatives simultaneously.

The Parties agree to coordinate institutional fundraising activities, including but not limited to, in the areas of academics, alumni, and athletics. The parties recognize and understand that separate, uncoordinated initiatives may cause confusion to or conflict with current and prospective donors. The Foundation will continue to engage with donors in the area of scholarships, including current funds, endowed funds, non-endowed funds, and planned gifts.

In connection with its fundraising and asset-management activities, the Foundation retains personnel with expertise in advancement services, fundraising, gift-planning, investment management, and other capacities necessary for the fulfillment of its mission and will provide assistance and advice to the College on such issues.

The College recognizes that the Foundation is a separate, legal corporation with the authority to keep all records and data confidential, consistent with the law. The College shall work with the Foundation to enforce policies that support the Foundation's ability to respect the privacy and confidentiality of donor records.

The College President will work in conjunction with the Foundation's President and CEO to participate in the identification, cultivation, and solicitation of private gifts and strive to ensure that visits are coordinated with the Foundation,

The College shall include the Foundation in developing a shared vision in prominent capital plans related to the strategic direction of the College. The Foundation is responsible for planning and executing all comprehensive fundraising and donor-acquisition programs in support of the strategic priorities identified by the College President and the College's Board of Trustees. These programs include annual giving, major gifts, planned gifts, scholarships, special projects, and capital campaigns.

The College shall recognize that the Tiger Booster Club and the Cowley College Alumni Association are sub-sections of the Foundation and are important strategic initiatives in alignment with the mission of the Foundation.

The Foundation will engage an independent accounting firm to annually conduct an audit of the Foundation's financial and operational records and will provide the College with a copy of the annual audited financial statements and management letters.

The College President and an appointed member of the College's Board of Trustees are ex-officio members of the Foundation Board. The Foundation's President and CEO serves on

the College President's Administration Team. The Parties recognize and understand that this dynamic allows the Parties to regularly interact and engage with one another.

The Foundation's Board of Directors has the authority to retain and dismiss the President and CEO of the Foundation. The Foundation's CEO and President has the authority to retain and dismiss employees of the Foundation. The Foundation's President and CEO is responsible for the Foundation's daily operations and execution of its work, with the oversight of the Foundation's Board of Directors.

The Foundation will provide fundraising and gift reports to the College President on a semi-annual basis (fiscal year and calendar year) and after any major fundraising event. The Parties agree to keep such reports and information confidential. The Parties recognize and understand donor confidentiality and intent must be honored, or the fundraising process may be negatively impacted. The Foundation will provide timely distributions and transfer of funds for capital, programs, and scholarships.

The Foundation shall establish and enforce policies to identify and manage potential conflicts of interest and ensure that Foundation assets do not directly or indirectly unduly benefit an individual or other person, including any donor to the Foundation or their heirs or personal representatives, or any director or officer of the Foundation.

The College recognizes that certain major fundraising events conducted by the Foundation may require financial support. The College and the Foundation will meet in advance of such events to review proposed budgets and discuss potential cost-sharing. Any agreed-upon support will be based on the nature and scope of the event and aligned with the shared goals and priorities of the College and the Foundation. The College will further support the Foundation through the hiring of an Alumni Coordinator to report to and be jointly supervised by the College and the Foundation CEO and President. The College will also provide on-campus office space with technology, internet and mail service. The College will also provide access to college resources such as marketing and other services to enhance the Foundation's fundraising efforts. The Foundation will provide annual support for its President and CEO, as well as office operations and development activities including, but not limited to, publications, hospitality, travel, and room and board.

The Foundation has the right to use a reasonable percentage of unrestricted funds, assess fees for services; or assess fees on gifts, endowed funds, and other investments consistent with its Articles of Incorporation and in accordance with Foundation policies. The College recognizes and supports that the Foundation is self-supporting and such assessments are necessary to fund operations.

The Foundation will maintain, at its own expense, a confidential, comprehensive, and multi-decade donor database. The Foundation will provide, on an as-needed basis, data and records in accordance with applicable laws, Foundation policies, and guidelines. Access to the donor database will be under the oversight of the Foundation administration and staff. The Foundation will provide copies of its annual report and other information that may be publicly released.

IV. SIGNATURES

With the below affixed signatures, Cowley College and the Cowley College Foundation agree that each entity recognizes and understands the outline of engagement and ethos established by this Memorandum of Understanding.

To ensure mutual compliance with this Memorandum of Understanding, the College and Foundation offices and/or board representatives shall hold periodic meetings to foster and maintain productive relationships, ensure open and continuing communications, and alignment of priorities. The College and Foundation will review and amend this Memorandum of Understanding annually, if necessary.

If either party wishes to amend this Memorandum of Understanding, they shall notify the other party in writing. Such notice shall include the requesting party's concerns and desired amendments. The responding party shall respond to the requesting party within thirty (30) days. If, within ninety (90) days of the initial request, the parties are unable to otherwise reach an agreement as to any requested amendment, then they shall act in good faith to provide an opportunity for an in-person meeting to include College and Foundation executives and Board Chairs (or their designees) of both parties to discuss and resolve the matter. The parties may elect to set aside this Memorandum of Understanding and replace it with a more suitable instrument of their mutual choosing at such time.

College Chair

Date

Foundation Chair

Date

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

May 18, 2026

IV. STANDING COMMITTEE REPORTS

B. Trustee Policy Subcommittee

Dr. Alan Marcotte, Chair

Update from the May 13, 2026 electronic review

1. 272.00 – Employee Participation in Student Elections (revised)

Administration and the Policy Subcommittee request approval of the revised policy 272.00 – Employee Participation in Student Elections (revised). The revised policy has been recommended by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **first reading** by the Board and final approval will be requested at the June meeting.

Board Policies
ACADEMIC AFFAIRS

272.00 STAFF-EMPLOYEE PARTICIPATION IN STUDENT ELECTIONS

~~Staff members employed by the College are not to engage in the practice of urging~~Employees of the College shall not influence or pressure students or other ~~staff member~~employees to vote for ~~certain specific~~ student candidates in an election conducted by the College. When requested, ~~to do so, staff members are free to offer to other staff member~~employees may provide an objective and honest appraisal of students ~~to support informed voting decisions.~~in order to provide an intelligent basis for casting votes. ~~Under no circumstances, may a staff member prevail upon other staff members to cast votes for certain student candidates.~~

Adopted July 17, 1972
Reviewed July 11, 1989
Reviewed July 21, 2003
Revised January 19, 2021

Board Policies
ACADEMICS

272.00 EMPLOYEE PARTICIPATION IN STUDENT ELECTIONS

Employees of the College shall not influence or pressure students or other employees to vote for specific student candidates in an election conducted by the College. When requested, employees may provide an objective and honest appraisal of students to support informed voting decisions.

Adopted July 17, 1972
Reviewed July 11, 1989
Reviewed July 21, 2003
Revised January 19, 2021

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

May 18, 2026

V. CONSENT AGENDA

A. Board Minutes

A copy of the Minutes of the regular meeting of the Board of Trustees, conducted on April 20, 2026, are attached.

**Cowley College
Board of Trustees Official Minutes**

April 20, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on April 20, 2026 in the Short Community Room on the Cowley College Sumner Campus, 2208 Davis-White Loop, Wellington, KS.

Trustees Present

- Dr. Alan Marcotte, Chair**
- Phil White, Vice Chair**
- Brett Bazil, Trustee**
- Stanley Cochran, Trustee**
- Bob McGregor, Trustee**
- Joe Shriver, Trustee**
- Gary Wilson, Trustee**

Staff

- Dr. Michelle Schoon, President**
- Tiffany Vollmer, Board Clerk**
- J.T. Seitz, Legal Counsel**
- Holly Harper, VP of Finance and Administration (Zoom)**
- Dr. Scott Layton, VP of Academic Affairs**
- Paul Erdmann, VP of Information Technology**
- Dr. Ryan Burkett, Executive Director of Institutional Effectiveness**
- Stefani Jones, Director of Student Enrollment and Success**
- Jeff Fluty, Athletic Director**
- Dr. Brooke Istas, CEA Liaison**
- Zach Cooper, Director of Sumner Campus**
- Brett Stone, Campus Safety Officer**
- Todd Ray, Director of Campus Facilities**

Guests

- Grace Knight, Student of the Month**
- Jeff Porter, Wellington City Manager**
- Jeremy Hey, Coryell Roofing**
- Durolast Representative**
- Bill Rhiley, Kansas House Representative**

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

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
 - College closed for Spring Break March 18 – 22**
 - Technical Education departments and Sumner Campus hosted an Ag Mechanic competition on March 25**
 - Meeting with the Cowley College Foundation CEO and board members to discuss how the two entities work together**

V. Consent Agenda

- Meeting with USD 470 administration to discuss academic processes between the school district and the college
- Cybersecurity Consortium is meeting to develop a grant proposal with six community colleges (Cloud, Barton, Garden City, Hutchinson, Butler, Cowley)
- Attended Student Senate on April 2 to get feedback on how the College can better serve students
- Kansas Association of Community College held a Quarterly meeting on April 10, via Zoom. Trustee Shriver and Trustee Cochran also attended

Awards:

- Cowley College Dance and Cowley Mascot, Tank, won National Championships
- Breanna Curry was selected for the Phi Theta Kappa All-Kansas Academic Team and is a nominee for the All USA Academic Team.

Strategic Enrollment Management:

- Enrollment started for Fall 2026 and summer enrollment is ongoing

Attended:

- March 23, participated in Active Event Training
- March 25, Lunch and tour with Western Industries CEO and key staff
- March 26, ICI Insurance Open House
- April 6, Sumner County Commission Meeting
- April 6, USD 465 Foundation Meeting
- April 7, WIOA Partner Meeting with Workforce Alliance, KansasWorks
- April 15, Honors and Awards Banquet
- April 19, Phi Theta Kappa Induction
- Ongoing weekly president's meetings, Rotary, Chamber, KBOR and committee meetings

Upcoming:

- Presenting at Winfield Chamber Lunch Bites, State of Cowley College, April 21
- Robotics Challenge on Sumner Campus, April 22, 23
- Spring productions, Charlotte's Web April 24, 25
- Athletic Banquet, April 27
- Commencement, May 9

B. Joe Shriver provided a recap of the KACC Quarterly meeting, held April 10th via Zoom.

C. Grace Knight was recognized as the April 2026 Student of the Month.

D. Jessica Lucas provided a legislative report.

E. Administration Reports

1. Finance and Administration
2. Academic Affairs
3. Information Technology
4. Institutional Effectiveness
5. Enrollment Management
6. Student Affairs
7. Athletics
8. Faculty Liaison

E. Thank you to Cowley College Caleb Krepps

F. Thank you to Cowley College from Amber Egermier

G. Thank you to Cowley College from Dodge City Community College

H. Thank you to Cowley College from Quinton Swenson

I. Thank you to Cowley College from Michelle Schoon and family

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Gary Wilson provided an update from the April 13, 2026 meeting.

1. Procurement – Minivan Purchase – Transportation Budget

Cowley College solicited bids for the purchase of a Chrysler Pacifica minivan to replace minivan #8, a 2015 Dodge Grand Caravan with 127,400 miles. This purchase will be funded through the College’s transportation budget.

The bid specifications were developed in alignment with the College’s transportation needs and included the following minimum requirements:

- Model Year: 2025 or newer
 - Mileage: Less than 20,000 miles preferred
 - Automatic transmission
 - Power steering and brakes
 - Cruise control
 - Tilt steering column
 - Power door locks
 - Front and rear climate control (heating and air conditioning)
 - Seating: Leather or leatherette
- Preferred Options:
- Exterior Color: White
 - Trade-ins: None

In response to the bid solicitation, three vendors submitted a total of five qualifying vehicle proposals:

Vendor	Vehicle	Mileage	Warranty	Proposal	Trade-in Allowance	Total Price
Kline Ford	2025 Chrysler Pacifica	16,910	Remainder of Factory	\$32,300	(\$3,000)	\$29,300
Parks Motors	2025 Chrysler Pacifica	233	3 yr / 36,000	\$42,000	(\$3,000)	\$39,000
Parks Motors	2027 Chrysler Pacifica	New	5 yr / 60,000	\$42,900	(\$3,000)	\$39,000
Zeller Motors	2025 Chrysler Pacifica	17,330	Remainder of Factory	\$32,500	(\$3,200)	\$29,300
Zeller Motors	2026 Chrysler Pacifica	New	5 yr/60,000	\$44,660	(\$3,200)	\$41,460

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

RESOLVED, That the Board of Trustees approves the purchase of a 2025 Chrysler Pacifica from Kline Motors, at a price of \$29,300, using transportation budget funds.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

2. Roofing Repairs (Coryell Roofing) – Insurance Funds

Coryell Roofing presented the proposed project schedule for the repair and replacement of main campus roofs from the June 2025 hail storm.

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

RESOLVED, that the Board of Trustees authorize Holly Harper to work with Coryell Roofing and to sign any necessary document related to the roofing repairs on the main campus buildings.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

3. Education Center Purchase from Central Christian Church

The current lease is structured as a no-rent agreement, with the College assuming most of the operational responsibilities of ownership, including maintenance, repairs, utilities, insurance, and improvements, allowing us to operate in and invest in the facility during the lease term. The lease expires on May 31, and the College has the option to purchase the building at fair market value based on an appraisal selected by the landlord, with 60 days to execute a contract and 180 days to close. The formal notice timeline has passed, the church has indicated its support for our moving forward.

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

RESOLVED, that the Board of Trustees exercise the option to purchase the Education Center building from the Central Christian Church.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Abstain		

Motion carried.

V. Consent Agenda

5. City of Wellington Sign Placement

The City of Wellington has requested an easement on the Cowley College Sumner Campus property to place a welcome sign on the north-east corner of the property.

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

RESOLVED, that the Board of Trustees authorize an easement on the Sumner Campus property for the City of Wellington welcome sign.

The motion was seconded by Joe Shriver and the following votes were cast:

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

B. Trustee Academic Subcommittee –

Phil White provided an update from the April 14, 2026 meeting.

1. Program Updates

- Graphic Arts Degree Pathway AA/AFA (see attached)
- Milling Cert C and AAS

2. Academic Affairs Updates

- KDOC Adult Education Contract
- Dual Enrollment Update

C. Trustee Policy Subcommittee –

Gary Wilson provided an update from the March 12, 2026 meeting and review of the following policies.

1. 253.00 – Registration and Enrollment (revised)
2. 266.00 Academic Progress (revised)

V. Consent Agenda

A. Board Minutes -

- March 16, 2026 regular Minutes
- March 27, 2026 special Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending March 31, 2026 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, March 31, 2026 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				
March, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 120,645.96	\$ 17,520.85	\$ 103,125.11
		\$ 120,645.96	\$ 17,520.85	\$ 103,125.11
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	964,259.83	4,605.30	959,654.53
USB	Federal Grants Fund	25,028.00	1,925.00	23,103.00
Total General Operating Activities		\$ 994,523.46	\$ 6,530.30	\$ 987,993.16

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$120,645.96 net \$103,125.11.
- **General Operating Activities**
 - Disbursements gross \$969,495.46 net \$964,890.16.
 - Federal Funds gross \$25,028.00 and net \$23,103.00.
 - Total General Operating Activities gross \$994,523.46 net \$987,993.16.

The Executive Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending March 31, 2026. The Executive Vice President of Finance and Administration is hereby directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

D. Personnel Transactions -

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

Resignations:

- Ainsley Carson, Athletic Trainer, effective May 19, 2026
- Zackary Rozell, Construction Trades Instructor, effective May 31, 2026

Separations:

- Jennifer Irwin, Educational Navigator – Winfield Correctional Facility (WCF), effective April 10, 2026

E. Board Policy Approval –

1. 300.00 – At-Will Employment (revised)
2. 306.00 – Personnel Classification & Employment Status (revised)
3. 416.00 – Veteran Affairs (review only)
4. 417.00 – Academic Advising System (revised)

Bob McGregor 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 Gary Wilson and the following votes were cast:

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

VI. First Executive Session

Dr. Alan Marcotte introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss the President's annual evaluation, pursuant to the exception related to non-elected personnel, for 20 minutes, beginning at 6:50 pm, and reconvening in open session at 7:10 pm in the same room. The Board requested J.T. Seitz be present in the executive session. Action may follow.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

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

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

RESOLVED, that the Board of Trustees accept the President's evaluation form that was provided by the Board Chair.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

VII. Second Executive Session

Dr. Alan Marcotte introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss the College technology systems, pursuant to the exception related to security measures, for 15 minutes, beginning

V. Consent Agenda

at 7:12 pm, and reconvening in open session at 7:27 pm in the same room. The Board requested Dr. Michelle Schoon, Paul Erdmann, Holly Harper, and J.T. Seitz be present in the executive session. No action to follow.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee Wilson	Aye
Trustee Cochran	Aye		

Motion carried.

The meeting then resumed in open session at 7:27 pm.

VIII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:28 pm.



Tiffany Vollmer
Board Clerk

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

May 18, 2026

V. CONSENT AGENDA

B. Financial Reports

Copies of the Financial Reports for the month ending April 30, 2026 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, Executive Vice President of Finance and Administration
 Date: May 14, 2026
 Re: Financial Report for the FY 2025-2026

The following financial report provides a summary of revenues, expenditures, and key financial activities for the fiscal year (July 2025 – April 2026). These results demonstrate how Cowley College is managing resources in alignment with board-approved budgets, financial policies, and strategic priorities.

- **Revenues increased by \$516,695 overall**
 - **Grants** decreased by **\$344,605 (4%)**, including student-related financial aid programs such as Pell grants and student loans, as well as state and federal grant activity.
 - **State Sources** increased by **\$48,788 (1%)**.
 - **Local Sources (property taxes)** were higher than the prior fiscal year by **\$43,758**.
 - **Tuition & Fees** netted an increase of **\$36,807** over last year.
 - **Other Local Income** increased significantly, primarily due to insurance proceeds from the June 2025 wind and hailstorm. Final insurance settlements are still pending.
 - **Miscellaneous Income** decreased by **\$180,600** year-over-year from the final payment of Wellington Sales Tax dollars to reimburse the college for expenses paid during the construction of the Sumner Campus.
- **Expenditures decreased by \$1,158,525 overall**
 - **Salaries and Benefits** were up **\$472,868 (4%)**, reflecting the board-approved wage adjustment and higher health insurance costs.
 - **Contract Services** increased by **\$70,666 (3%)** for contract price increases.
 - **Other Departmental Expenses** decreased by **\$82,203 (1%)** primarily due to the final payment from Sumner Campus sales tax.
 - **Instructional Supplies** remained relatively flat.
 - **Utilities** decreased by **\$64,236 (6%)**.
 - **Capital Outlay** decreased by **\$1,047,846 (43%)** as the Tyler Tech Building project was completed in the early part of last fiscal year.
- **Profit/(Loss) – All funds show a profit of \$5,264,228** for 2025-2026, an increase of **\$1,202,352** over the same period last year, largely driven by insurance proceeds related to the June 2025 storm.
- **Wellington Campus Project** - To date, \$2,648,359 of the general fund was used to complete the project. **The College's general fund has been fully reimbursed from the residual sales tax revenues** (annual sales tax revenues less annual debt service payment).

V. Consent Agenda

**COWLEY COUNTY COMMUNITY COLLEGE
COMPARATIVE SUMMARY REVENUES AND EXPENDITURES
FOR PERIOD ENDED April 30, 2026**

	Current and Loan Funds									Plant and Bond Funds			Prior Year	
	Unrestricted (Operating)	Auxiliary	Restricted & Loan Funds	Agency	Unexpended				Total All Funds					
	2025-2026 Approved Operating Budget	Funds 11, 12, 13, 14 Operating	Fund 16, 17	Funds 20-29 Grants, Pell, Loans	Fund 76 Fundraising	Fund 61: Capital Outlay Mill	Fund 65: CTE Building	Fund 67: Summer Campus		2024- 2025 (Jul- Apr)	2025-2026 Inc/(Dec) vs. 2024-2025	Actual % Inc/(Dec) YTD vs. Prior YTD		
REVENUES														
Grants	\$ 651,361	\$ 536,945	\$ -	\$ 8,365,755	\$ -	\$ -	\$ -	\$ -	\$ 8,902,700	\$ 9,247,305	\$ (344,605)	-4%		
State Sources	7,938,879	8,230,170	-	-	-	-	-	-	8,230,170	\$ 8,181,382	48,788	1%		
Local Sources	6,859,596	4,560,749	-	-	-	393,696.00	-	-	4,954,445	4,910,687	43,758	1%		
Tuition & Fees	8,383,769	7,670,848	9,975	-	-	-	-	-	7,680,823	7,644,016	36,807	0%		
Other Local Income	522,545	1,530,359	3,275,593	-	-	-	224,853	1,400,840.00	6,431,645	5,519,098	912,547	17%		
Miscellaneous Income	568,107	372,362	29,503	-	-	-	-	-	401,865	582,465	(180,600)	-31%		
TOTAL REVENUES	\$ 24,924,257	\$ 22,901,433	\$ 3,315,071	\$ 8,365,755	\$ -	\$ 393,696	\$ 224,853	\$ 1,400,840	\$ 36,601,648	\$ 36,084,953	\$ 516,695	1%		
EXPENDITURES														
Faculty - FT	3,716,366	2,927,367	-	-	-	-	-	-	2,927,367	2,843,067	84,300	3%		
Faculty - PT	1,309,253	1,105,966	-	-	-	-	-	-	1,105,966	1,071,517	34,449	3%		
Administration - FT	848,752	711,736	-	63,394	-	-	-	-	775,130	689,802	85,328	12%		
Staff - FT	5,887,791	4,841,296	257,099	216,780	-	-	-	52,782	5,367,957	5,242,404	125,553	2%		
Staff - PT	136,564	146,333	50,460	14,938	-	-	-	-	211,731	162,312	49,419	30%		
Student Worker - non Fed WS	115,604	82,484	-	71,156	-	-	-	-	153,640	193,611	(39,971)	-21%		
Employees Benefits	2,918,057	2,408,833	81,420	71,608	793	-	-	13,110	2,575,764	2,441,974	133,790	5%		
Total Salaries	\$ 14,932,387	\$ 12,224,015	\$ 388,979	\$ 437,876	\$ 793	\$ -	\$ -	\$ 65,892	\$ 13,117,555	\$ 12,644,687	\$ 472,868	4%		
Employees Development	109,445	62,159	-	-	-	-	-	-	62,159	61,040	1,119	2%		
General Supplies Expenses	61,100	40,394	483,116	-	-	-	-	-	523,510	516,194	7,316	1%		
Travel and Vehicle Mileage	228,633	92,539	-	31,899	-	-	-	-	124,438	142,820	(18,382)	-13%		
Rental/Leases including Facilities	154,000	127,770	-	-	-	-	-	-	127,770	121,951	5,819	5%		
Contract Services	1,636,528	1,417,957	1,065,332	48,502	-	-	-	76,790	2,608,581	2,537,915	70,666	3%		
Marketing	306,020	205,048	-	-	-	-	-	-	205,048	188,723	16,325	9%		
Other Departmental Expenses	793,762	636,753	31,856	7,676,046	(6,593)	-	-	299,780	8,637,842	8,720,045	(82,203)	-1%		
Instructional Materials and Supplies	899,681	625,599	2,792	12,811	-	-	-	-	641,202	646,742	(5,540)	-1%		
Maintenance and Repairs	325,768	234,592	28,155	-	-	-	-	-	262,747	203,494	59,253	29%		
Risk Management and Insurance	666,742	664,060	-	-	-	-	-	-	664,060	598,772	65,288	11%		
Utilities	850,518	679,891	316,168	-	-	-	-	8,500	1,004,559	1,068,795	(64,236)	-6%		
Bond Debt Services	180,337	180,337	370,388	-	-	-	-	32,364	583,089	593,568	(10,479)	-2%		
Capital Outlay	1,255,478	736,783	114,676	-	-	468,781	-	80,483	1,400,723	2,448,569	(1,047,846)	-43%		
Scholarships/Bad Debt	2,189,329	955,997	122,522	295,618	-	-	-	-	1,374,137	1,529,762	(155,625)	-10%		
Mandatory Match/Transfers	35,000	-	-	-	-	-	-	-	-	-	-	-		
Cost of Goods Sold	299,531	-	-	-	-	-	-	-	-	-	-	-		
Total Non-Salary Expenses	9,991,872	6,659,879	2,535,005	8,064,876	(6,593)	468,781	-	497,917	18,219,865	19,378,390	(1,158,525)	-6%		
TOTAL EXPENSES	\$ 24,924,257	\$ 18,883,894	\$ 2,923,984	\$ 8,502,752	\$ (5,800)	\$ 468,781	\$ -	\$ 563,809	\$ 31,337,420	\$ 32,023,077	\$ (685,657)	-2%		
PROFIT/(LOSS)	\$ (0)	\$ 4,017,539	\$ 391,087	\$ (136,997)	\$ 5,800	\$ (75,085)	\$ 224,853	\$ 837,031	\$ 5,264,228	\$ 4,061,876	\$ 1,202,352	30%		

**Notes to the Financial Report
for the month ending April 30, 2026**

» **Cash and Investments**

Cash	Rate	April 2025	April 2026
RCB - Operating	1.12%	234,000	179,670
USB - Sumner Co Sales Tax	0.05%	1,415,683	1,646,072
Carson Bank - Sumner Co Sales Tax		-	2,043
Union State Bank-Federal Grants	0.00%	11,702	32,246
Union State Bank-Operating	2.94%	5,258,943	6,373,840
Sunflower – Wichita	0.00%	3,785	3,785
Carson Bank – Mulvane	0.00%	5,000	5,000
SBKC Debt Payment Account		5,534	
	Total Cash	<u>6,934,647</u>	<u>8,242,657</u>

Investments	Maturity	Days	Rate		
Stock Exchange - 16121710	06/23/26	365	4.21%	1,000,000	1,250,000
Union State Bank	07/30/26	365	4.18%	1,500,000	1,500,000
Stock Exchange - 16121626	08/11/26	365	4.22%	1,500,000	1,500,000
Community National Bank - 524108	10/02/26	365	3.85%	1,750,000	1,750,000
Stock Exchange - 16121742	11/14/26	365	3.88%	1,000,000	1,000,000
Union State Bank	12/10/26	365	3.90%	1,500,000	1,500,000
Mischler Financial - FFCB 3133ERL25	12/17/26	724	4.31%	500,000	-
Mischler Financial - FHLB 3130ANH45	01/28/27	748	4.28%	500,000	500,000
Mischler Financial - US Treasury 91282CKE0	03/15/27	720	3.91%	1,002,807	1,002,807
Mischler Financial - FFCB 3133ERZM6	12/19/27	721	4.00%	1,600,800	2,261,868
			Total Investments	<u>11,853,607</u>	<u>12,264,675</u>
			Total Cash and Investments	<u>18,788,254</u>	<u>20,507,332</u>

V. Consent Agenda

**Cowley College
Balance Sheet by Fund
As of April 30, 2026**

	Current and Loan Funds					Plant and Bond Funds				Total All Funds
	Unrestricted	Auxiliary	Restricted & Loan Funds	Agency	Total	Unexpended			Investment in Plant	
	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	\$ 1,862,616	\$ 3,783,899	\$ 32,246	\$ 393,646	\$ 6,072,408	\$ 527,275	\$ (3,098)	\$ 1,646,072		\$ 8,242,657
Investments	12,264,675			-	12,264,675				-	12,264,675
Accounts Receivable	3,141,135				3,141,135	16,133	-	-	-	3,157,268
Inventory		316,266			316,266				-	316,266
Due from Other Funds *	3,137,218	-		-	3,137,218				-	3,137,218
Prepays	155,200				155,200				-	155,200
Capital Assets					-	-	-	-	39,553,425	39,553,425
Total Assets	20,560,844	4,100,165	32,246	393,646	25,086,902	543,407	(3,098)	1,646,072	39,553,425	66,826,708
Liabilities & Fund Balance										
Accounts Payable	2,870,014				2,870,014	-	-	-	-	2,870,014
Accrued Liabilities	3,384,757				3,384,757			1,249,961	905,787	5,540,505
Due to Other Funds	-	-	129,605	-	129,605		158,916	2,724,657	124,040	3,137,218
Debt and Longterm Lease	-	-	-	-	-	-	-	1,533,976	2,252,460	3,786,436
Total Liabilities	6,254,771	-	129,605	-	6,384,377	-	158,916	5,508,595	3,282,286	15,334,173
Fund Balance (Net Assets)	10,288,538	3,709,078	39,636	387,847	14,425,100	618,493	(386,867)	(4,699,553)	36,271,138	46,228,312
Revenues	22,901,431	3,315,070	8,365,754	-	34,582,255	393,696	224,853	1,400,840	-	36,601,643
Expenses	18,883,895	2,923,983	8,502,750	(5,799)	30,304,829	468,781	-	563,810	-	31,337,420
Revenues H/(L) vs Expenses	4,017,535	391,087	(136,995)	5,799	4,277,426	(75,086)	224,853	837,030	-	5,264,223
Total Liabilities & Fund Balance	\$ 20,560,844	\$ 4,100,165	\$ 32,246	\$ 393,646	\$ 25,086,902	\$ 543,407	\$ (3,098)	\$ 1,646,072	\$ 39,553,425	\$ 66,826,708

* Due from Wellington Sales Tax and Grant Funds

V. Consent Agenda

Cowley College - Sumner Campus
Wellington Project
Construction Proceeds
April 30, 2026

	Total 10-Year Budget (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	14,332,759		14,332,759	
Interest Earned of COPs/Bonds/ Sales Tax Revenues	140,000	123,584	89,027	34,557	
Fundraising/Donations for Equipment	329,950	-			
Other Investments - Great Western Dining	220,000	100,000		100,000	
Repay college for Completion of Construction, etc.	2,648,359	2,648,359		-	2,648,359
Total Sources Available for Project	26,207,215	26,033,608	8,917,933	14,467,316	2,648,359
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 Project Expenses	5,508	804,386	360	804,026	
Other Expenses - Dining Services	475,197	475,197		475,197	
Debt Services on COPs	9,988,455	8,725,718		8,725,718	
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	2,648,359		2,648,359	
Contingency	1,078,150	-			
Total Uses	26,207,215	24,387,535	8,917,933	12,821,243	2,648,359
Net Available for Project	-	1,646,073	-	1,646,072	0

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**

May 18, 2026

V. CONSENT AGENDA

C. Bills and Claims

A list of the Bills and Claims for the month ending April 30, 2026 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				
April 30, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 208,918.55	\$ 8,609.60	\$ 200,308.95
		<u>\$ 208,918.55</u>	<u>\$ 8,609.60</u>	<u>\$ 200,308.95</u>
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	1,112,991.13	5,535.00	1,107,456.13
USB	Federal Grants Fund	2,040.00		2,040.00
Total General Operating Activities		<u>\$ 1,120,266.76</u>	<u>\$ 5,535.00</u>	<u>\$ 1,114,731.76</u>

- Student Refunds
 - Financial Aid Funds/Student Refund Check gross \$208,918.55 net \$200,308.95.
- General Operating Activities
 - Disbursements gross \$1,118,226.76 net \$1,112,691.76.
 - Federal Funds gross and net \$2,040.00.
 - Total General Operating Activities gross \$1,120,266.76 net \$1,114,731.76.

The Executive Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending April 30, 2026. The Executive Vice President of Finance and Administration is hereby directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

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

May 18, 2026

V. CONSENT AGENDA

D. Personnel Transactions

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

Resignations

- Andrea Major, Fitness Trainer, effective May 29, 2026
- Kim Peri, Library Assistant, effective May 29, 2026

Administration

- Dr. C. Jason Kegler, Vice President of Student Affairs, at an annual salary of \$115,000, plus benefits, effective June 1, 2026

Staff

- Stephanye Edwards, Director of Student Enrollment and Success, at an annual salary of \$60,000, plus benefits, effective June 1, 2026
- Lexie Perrett, Health Professions Coordinator and Campus Nurse, at an annual salary of \$57,000, plus fringe benefits, effective June 1, 2026
- Jamaal Watson, Director of Adult Education, at an annual salary of \$56,633, plus benefits, effective June 1, 2026

Club Sponsor Pay

<u>Name</u>	<u>Club</u>	<u>Pay</u>
Clubs		
• AJ Ybarra	Math & Science Club	\$600
• Braidon Hughes	Math & Science Club	\$600
• Uwe Conrad	Math & Science Club-Mulvane	\$600
• Mark Flickinger	Art Club	\$800
• Ryan Doom	Mile Marker Review	\$600
• Krystle Nies	Hope Squad	\$300
• Rebecca Holman	Hope Squad	\$300
• Peyton Snively	Hope Squad	\$300
• Brianna Hand	Hope Squad	\$300
• Julie Kratt	FCA/CRU	\$300
• Mason Warren	FCA/CRU	\$300
• Katie Ryberg	Generation One	\$600
• Jeremy Durham	Gaming Club	\$500
• Lynell Durham	Gaming Club	\$500
• Frank Owens	Turning Point	\$250 (spring only)
• Holly Peters	Turning Point	\$250 (spring only)

V. Consent Agenda

Organizations

• Paige Ratcliff	PTK – Sponsor	\$2,000*
• Dianne Flickinger	CQB – Sponsor	\$1,600*
• Ali Nittler	Deca – Sponsor	\$900*
• Jeremy Durham	E-Sports – Sponsor	\$2,000*

Total Pay **\$13,600**

*** 50% Paid in December, 50% Paid in May**

Requests for Advanced Pay

Certain faculty members, who will have completed their contractual obligations at the end of the school year, have requested advance payment of their salaries for June and July. These faculty members are:

Holly Peters	Bethany Stewart
Jeremy Durham	Zack Rozell
April Nittler	Delayne Dale
Steve Cooper	Amy McWhirt
Humphrey Wamocho	Steve Butler
Pam Smith	Uwe Conrad

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

May 18, 2026

V. CONSENT AGENDA

E. Board Policy Approvals

Policies considered for approval

1. 253.00 – Registration and Enrollment (revised)

Administration and the Policy Subcommittee request approval of the revised policy 253.00 –Registration and Enrollment (revised). The revised policy has been recommended 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. 266.00 – Academic Progress (revised)

Administration and the Policy Subcommittee request approval of the revised policy 253.00 –Registration and Enrollment (revised). The revised policy has been recommended 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

ACADEMIC AFFAIRS

253.00 REGISTRATION AND ENROLLMENT

Students will register for classes according to instructions and deadline dates contained in the schedule of classes published prior to the beginning of each semester.

Students with enrollment holds may not enroll for classes until such obligations are resolved to the satisfaction of the college.

The college reserves the right to deny enrollment to any individual who ~~has violated the:~~

- Has violated the ~~Academic Code of Conduct (402.00),~~
- Has violated the ~~Student Code of Conduct (403.00),~~
- Is currently suspended from the college
- I, ~~who is~~ not making satisfactory academic progress ~~as defined in Board Policy (266.00, 433.00),~~ ~~or~~
- Does not meet enrollment criteria

Or when the college is unable to provide the services, courses or programs needed to assist a student in meeting his/her education objectives.

This policy is implemented through procedure AP253.

Adopted January 18, 1971
Revised July 21, 1975
Reviewed July 11, 1989
Revised July 21, 2003
Revised August 9, 2004
Revised June 21, 2010
Revised October 18, 2021

Formatt

Formatt

Formatt

Board Policies

ACADEMIC

253.00 REGISTRATION AND ENROLLMENT

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- Is not making satisfactory academic progress (266.00, 433.00)
- Does not meet enrollment criteria

Or when the college is unable to provide the services, courses or programs needed to assist a student in meeting his/her education objectives.

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Adopted January 18, 1971
Revised July 21, 1975
Reviewed July 11, 1989
Revised July 21, 2003
Revised August 9, 2004
Revised June 21, 2010
Revised October 18, 2021

Board Policies ACADEMIC

266.00 ACADEMIC PROGRESS

Academic Standing

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Cowley College. Attempted course work is defined as any course that has received a grade of A, B, C, D, or F. Courses that have received a grade of W are not included in attempted course work.

Academic Probation

Cowley students are expected to perform at an academic level sufficient for graduation. Any student whose ~~current semester grade point average falls below the following guidelines after attempting 12 or more total credit hours has attempted (12) or more total credit hours and whose cumulative grade point average (GPA) is below 2.00~~ will be placed on academic probation and notified by the Registrar after semester grades have been posted.

Hours Attempted	Required Cumulative GPA
1-11	N/A
12-30	1.75
31+	2.00

Students placed on probation shall not enroll in more than twelve (12) credit hours, not including the required academic success course, during the following semester without consent of the Chief Academic Officer (CAO).

Students placed on academic probation for their spring semester may enroll for the summer term in a maximum of (4) credit hours which includes the academic success course.

Academic Improvement Plan

Once placed on academic probation, the student must adhere to each of the following guidelines to continue enrollment in subsequent semesters.

- The student has one semester to ~~make progress toward the minimum standards outlined above demonstrate academic improvement by meeting the minimum academic standards; otherwise, or~~ the student will be suspended from Cowley for one semester (fall or spring).
- At the end of the ~~is time suspension~~ period, the student will be readmitted on a probationary basis and required to maintain a minimum 2.0 semester GPA ~~until the minimum cumulative GPA standard is met until the student returns to good academic standing.~~
- The student will successfully complete a course on academic success with a C or better by the end of the first semester of academic probation.

Academic Suspension

Any student on academic probation that does not meet ~~each of the criteria under the academic improvement plan outlined above the requirements of the Academic Improvement Plan will~~ may be suspended from enrollment at Cowley College for one semester (fall or spring). The student will be notified by the Registrar of the suspension. Upon return to Cowley, the student must demonstrate academic progress, enroll in no more than 12.00 credit hours, and make academic progress and maintain a semester GPA of 2.00 or higher maintain a minimum semester GPA of 2.00 until the ~~student is in~~ good academic standing is achieved. Failure to maintain ~~the semester GPA requirement~~⁶³

V. Consent Agenda
Tracked Changes

the minimum semester GPA requirement will result in subsequent academic suspension of one academic year (fall, spring, and summer).

Academically suspended students may appeal in writing to the CAO. All appeals must provide written documentation substantiating the student's reinstatement request.

Academic Fresh Start

Students who return to Cowley College after an absence of at least two years from higher education, and who subsequently pass twelve hours with a 2.00 GPA or better, may petition to implement the Academic Fresh Start procedure. If the petition is approved, all the grades previous to the return to college will be changed to "NC". All the courses will continue to appear on the transcript, but will not be calculated into the new GPA. A notation will appear on the transcript indicating Academic Fresh Start. Academic Fresh Start may be granted only once and does not apply to any courses taken at another college or university.

Academic Progress standards

Academic progress standards for recipients of financial aid are outlined in Policy 433.00.

Adopted January 19, 1971
Revised July 17, 1978
Revised July 15, 1985
Reviewed July 11, 1989
Revised October 18, 1993
Reviewed July 21, 2003
Revised August 9, 2004
Revised July 21, 2008
Revised June 18, 2011
Revised November 21, 2022

Board Policies **ACADEMIC**

266.00 ACADEMIC PROGRESS

Academic Standing

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Cowley College. Attempted course work is defined as any course that has received a grade of A, B, C, D, or F. Courses that have received a grade of W are not included in attempted course work.

Academic Probation

Cowley students are expected to perform at an academic level sufficient for graduation. Any student who has attempted (12) or more total credit hours and whose cumulative grade point average (GPA) is below 2.00 will be placed on academic probation and notified by the Registrar after semester grades have been posted.

Students placed on probation shall not enroll in more than twelve (12) credit hours, not including the required academic success course, during the following semester without consent of the Chief Academic Officer (CAO).

Students placed on academic probation for their spring semester may enroll for the summer term in a maximum of (4) credit hours which includes the academic success course.

Academic Improvement Plan

Once placed on academic probation, the student must adhere to each of the following guidelines to continue enrollment in subsequent semesters.

- The student has one semester to demonstrate academic improvement by meeting the minimum academic standards; otherwise, the student will be suspended from Cowley for one semester (fall or spring).
- At the end of the suspension period, the student will be readmitted on a probationary basis and required to maintain a minimum 2.0 semester GPA until the student returns to good academic standing.
- The student will successfully complete a course on academic success with a C or better by the end of the first semester of academic probation.

Academic Suspension

Any student on academic probation that does not meet the requirements of the Academic Improvement Plan may be suspended from enrollment at Cowley College for one semester (fall or spring). The student will be notified by the Registrar of the suspension. Upon return to Cowley, the student must demonstrate academic progress, enroll in no more than 12.00 credit hours, and maintain a minimum semester GPA of 2.00 until good academic standing is achieved. Failure to maintain the minimum semester GPA requirement will result in subsequent academic suspension of one academic year (fall, spring, and summer).

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Revised June 18, 201
Revised November 21, 2022

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

May 18, 2026

VI. EXECUTIVE SESSION

Chair Marcotte requests the Board recess into executive session to discuss Professional Negotiations pursuant to the exception related to employer-employee negotiations, for 15 minutes. The Board requests Dr. Michelle Schoon, Holly Harper, Dr. Scott Layton, and J.T. Seitz be present in the executive session. No action to follow.

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

May 18, 2026

VII. SECOND EXECUTIVE SESSION

Chair Marcotte requests the Board recess into executive session to discuss the President's annual evaluation, pursuant to the exception related to non-elected personnel, for 10 minutes. The Board requests J.T. Seitz be present in the executive session. Action may follow.

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

May 18, 2026

VIII. 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: