

**Cowley College
Board of Trustees Official Minutes**

January 20, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on January 20, 2026 in the President's Dining Room, inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS 67005

Trustees Present

- Bob McGregor, Chair**
- Dr. Alan Marcotte, Vice Chair**
- Brett Bazil, Trustee**
- Stanley Cochran, Trustee**
- Jacinda Shaw-Kinzie, Trustee**
- Joe Shriver, Trustee**
- Phil White, 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**
- Dr. Scott Layton, VP of Academic Affairs**
- Paul Erdmann, VP of Information Technology**
- Dr. Ryan Burkett, Executive Director of Institutional Effectiveness**
- Kristi Shaw, Executive Director of Student Services**
- Stefani Jones, Director of Student Enrollment and Success**
- Jeff Fluty, Athletic Director**
- Dr. Brooke Istas, CEA Liaison**

Guests

- Mallory Jackson, December Student of the Month**
- Mason Burr, January Student of the Month**

The Invocation was presented by Brett Bazil and the College Mission Statement was read by Chair McGregor.

II. Election of Officers

Chair McGregor requested nominations for Board Chair for the 2026 calendar year.

Gary Wilson nominated Dr. Alan Marcotte as Board Chair.

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

RESOLVED, that nominations for Board Chair cease.

The motion was seconded by Brett Bazil and the following votes were cast:

Chair McGregor	Aye	Trustee Shaw-Kinzie	Aye
Vice Chair Marcotte	Aye	Trustee Shriver	Aye

Trustee Bazil	Aye	Trustee White	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

Chair McGregor requested nomination for Board Vice-Chair.

Bob McGregor nominated Gary Wilson for Vice-Chair.

Jacinda Shaw-Kinzie nominated Phil White for Vice-Chair.

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

RESOLVED, that nomination for Board Vice-Chair cease.

The motion was seconded by Brett Bazil and the following votes were cast:

Chair McGregor	Aye	Trustee Shaw-Kinzie	Aye
Vice Chair Marcotte	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

Upon a tie-vote of raised hands, Chair McGregor flipped a coin, resulting in Phil White being nominated a Board Vice-Chair.

Chair McGregor requested volunteers to fill the remaining Board officer positions.

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

RESOVLED, that the Board of Trustees approve the Chair, Vice-Chair and Slate of Board Officers for the 2026 calendar year, as presented.

A Chairman, who shall: Dr. Alan Marcotte

- preside at all meetings of the Board;
- sign all warrants ordered by the Board to be drawn by the Treasurer;
- call special meetings of the Board;
- perform any other duty required by law or assigned by the Board.

A Vice-Chairman, who shall perform the duties of the Chairman in the absence of the Chairman or in the event of his inability to serve: Phil White

A voting delegate to KACC (Kansas Association of Community Colleges): Joe Shriver

An alternate delegate to KACCT (Kansas Association of Community Colleges): Stanley Cochran

A Trustee representative for professional negotiations: Bob McGregor

A Trustee representative designated to open bids: Gary Wilson

A Trustee representative to the Cowley College Foundation: Jacinda Shaw-Kinzie

A Trustee representative to the Tiger Booster Club: Stanley Cochran

Three Trustees to serve on the Finance Sub-Committee:

Bob McGregor

Joe Shriver

Gary Wilson

Three Trustees to serve on the Academic Sub-Committee:

Stanley Cochran

Dr. Alan Marcotte

Phil White

Three Trustees to serve on the Board Policy Sub-Committee:

Brett Bazil

Dr. Alan Marcotte

Gary Wilson

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

Chair McGregor	Aye	Trustee Shaw-Kinzie	Aye
Vice Chair Marcotte	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

III. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

- First day of spring semester 1/13/2026, with online classes starting 1/20/2026
- Strategic planning update –
 - Pillars: Accessible, Successful, Invested
 - Feedback used to develop goals
- New employee orientation
 - Dr. Ryan Burkett – Executive Director of Institutional Effectiveness
 - Sierra Smith – TRiO Program Specialist
 - Jennifer Irwin – WCF Educational Navigator
 - Mason Jett – Custodian
 - Ane Ibarra, Assistant Tennis Coach/Dorm Manager

Strategic Enrollment Management:

- Website changes scheduled for February to make navigation easier

Attended:

- 12/16 Paramedic Graduation, Wellington
- 12/16 Air National Guard/Community College partnership
- 1/8 All-college inservice
- 1/14 KBOR meeting, Topeka
- 1/15 Donuts with Legislators, Topeka
- 1/16 KSOK radio spot

B. Mallory Jackson was recognized as the December 2025 Student of the Month

C. Mason Burr was recognized as the January 2026 Student of the Month.

D. Jessica Lucas submitted 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
- F. Thank you to Cowley College from the Arkansas City Police Department
- G. Thank you to Cowley College from Layna Adams, Miss Cowley County
- H. Thank you to Cowley College from Bryan McChesney and family

IV. Public Comment

No public comment

V. Standing Committee Reports

A. Trustee Finance Subcommittee –
Joe Shriver provided an update from the January 12, 2026 meeting.

1. Procurement – Criminal Justice Patrol Vehicle – Tech Ed Capital Outlay Funds
This purchase request is for a patrol vehicle for the Cowley College Criminal Justice Department. The vehicle is intended to replace the current 2016 Ford Interceptor, which has served as one of two primary student patrol vehicles for several years and has also been utilized for security at the Mulvane campus. The vehicle being replaced is high mileage, significantly hail-damaged (not totaled), and has required thousands of dollars in repairs. Purchasing the proposed replacement vehicle would provide a safer and more dependable unit for student patrol operations and travel. The Kansas Highway Patrol vehicle option offers a competitive purchase cost and includes emergency equipment already installed.

Vendor	Location	Mileage	Base	Equipment Upfit	Total
Kansas Highway Patrol	Topeka, KS	49,129	\$38,825	0	\$38,825

Vehicle Details:

- ***Kansas Highway Patrol Unit***
 - Color: Vapor Gray
 - VIN: !C4SDJFT3PC626784
 - Features: Remote start, Uconnect 4 Bluetooth, heated power mirrors, spot lamp, automatic temperature control, used Thunderstruck TVI bumper, used siren system, and used interior lights.
 - Condition: Used

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

RESOLVED, that the Board of Trustees approves the purchase of the 2023 Dodge Durango Pursuit AWD from Kansas Highway Patrol for \$38,825.00 using funds from the Tech Ed Capital Outlay budget.

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

Chair McGregor	Aye	Trustee Shaw-Kinzie	Aye
Vice Chair Marcotte	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

B. Trustee Policy Subcommittee –

Gary Wilson provided an update from the January 15, 2026 electronic review of the following policy.

1. 139.00 – Sexual Harassment (revised)

VI. Consent Agenda

A. Board Minutes -

- December 15, 2025 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending December 31, 2025 were provided for Board review. The reports have been reconciled by the Treasurer of the Board of Trustees and reflect an accurate accounting of the revenues and expenditures for the month.

C. Bills and Claims -

A list of the Bills and Claims for the month ending, December 31, 2025 was provided for Board review. Specific information concerning the vendor, purchase order, and cost was provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office.

Cowley County Community College				
Accounts Payable Check Summary				
December 31, 2025				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 59,877.70	\$ 6,818.00	\$ 53,059.70
		\$ 59,877.70	\$ 6,818.00	\$ 53,059.70
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	2,471,520.18	1,830.00	2,469,690.18
USB	Federal Grants Fund	8,500.00	-	8,500.00
Total General Operating Activities		\$ 2,485,255.81	\$ 1,830.00	\$ 2,483,425.81

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$59,877.70 net \$53,059.70.
- **General Operating Activities**
 - Disbursements gross \$2,476,755.81 net \$2,474,925.81.
 - Federal Funds gross and net \$8,500.
 - Total General Operating Activities gross \$2,485,255.81 net \$2,483,425.81.

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 December 31, 2025. The Executive Vice President of Finance and Administration is hereby directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

D. Personnel Transactions -

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

Retirements:

- Kristi Shaw, Executive Director of Student Services, effective June 1, 2026

Resignations:

- Patrick Metzinger, NDT Instructor , effective January 16, 2025. ***Will continue teaching his current courses as an adjunct instructor.*

Staff:

- Mason Jett, Custodian, at an hourly rate of \$13.72, plus benefits, effective January 6, 2026
- Ane Ibarra, Assistant Coach – Tennis/Dorm Manager, at an annual salary of \$28, 752 (includes room and board), plus benefits, effective January 6, 2026
- Jennifer Irwin, Educational Navigator – Winfield Correctional Facility, at an annual salary of \$40,954, plus benefits, effective January 6, 2026
- Sierra Smith, TRiO Program Specialist, at an hourly rate of \$16.22, plus benefits, effective January 6, 2026

E. Board Policy Approval –

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

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

RESOLVED, that the Board of Trustees approves the consent agenda as presented.

The motion was seconded by Brett Bazil and the following votes were cast:

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

Motion carried.

VII. Discussion Agenda

A. Board Handbook Revisions (Third Review)

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

VIII. Board Appointments

According to the policies adopted by the Board of Trustees and laws of the State of Kansas, a secretary and a treasurer shall be appointed each year.

1. Tiffany Vollmer to continue as Clerk of the Board, to take effect January 20, 2026 through the regularly scheduled Board meeting in January 2027.
2. Gary Wilson to continue as Treasurer of the Board, to take effect January 20, 2026 through the regularly scheduled Board meeting in January 2027.

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

RESOLVED, that the Board of Trustees approves Tiffany Vollmer as Clerk of the Board and Gary Wilson as Board Treasurer, effective January 20, 2026 through the regularly scheduled Board meeting in January 2027.

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

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

Motion carried.

IX. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:57 p.m.



Tiffany Vollmer
Board Clerk