

**Cowley College  
Board of Trustees Official Minutes**

**January 21, 2025**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on January 21, 2025 at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 200 S. 4<sup>th</sup> Street, Arkansas City, KS.

**Trustees Present**

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

**Staff**

- Dr. Michelle Schoon, President**
- Tiffany Vollmer, Board Clerk**
- J.T. Seitz, Legal Counsel**
- Holly Harper, VP of Finance and Administration**
- Dr. Rachel Bates, VP of Academic Affairs**
- Paul Erdmann, VP of Information Technology**
- Debbie Phelps, Executive Director of Institutional Effectiveness**
- Jeff Fluty, Athletic Director**
- Kristi Shaw, Executive Director of Student Services**
- Stefani Jones, Director of Student Enrollment and Success**
- Dr. Scott Layton, Natural Science Dept. Chair - CEA President**
- Brandon Burke, Director of Dual Enrollment and Partnerships**
- Jon Tyler, Public Safety Officer**

**Guests**

- Colton Brown, December Student of the Month**

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

**II. Election of Officers**

Chair Bazil requested nominations for Board Chair for the 2025 calendar year.

Joe Shriver nominated Bob McGregor as Board Chair.

David Stanley introduced and moved the adoption of the following resolution:

**RESOLVED**, that the nominations for Board Chair cease.

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

<b>Brett Bazil</b>	<b>Aye</b>	<b>Joe Shriver</b>	<b>Aye</b>
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<b>Dr. Alan Marcotte</b>	<b>Aye</b>	<b>David Staley</b>	<b>Aye</b>
<b>Bob McGregor</b>	<b>Aye</b>	<b>Phil White</b>	<b>Aye</b>

Motion carried.

Chair Bazil requested nominations for Board Vice-Chair.

Bob McGregor nominated Dr. Alan Marcotte for Board Vice-Chair.

David Stanley introduced and moved the adoption of the following resolution:

**RESOLVED**, that the nomination for Board Vice-Chair cease.

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

<b>Brett Bazil</b>	<b>Aye</b>	<b>Joe Shriver</b>	<b>Aye</b>
<b>Dr. Alan Marcotte</b>	<b>Aye</b>	<b>David Staley</b>	<b>Aye</b>
<b>Bob McGregor</b>	<b>Aye</b>	<b>Phil White</b>	<b>Aye</b>

Motion carried.

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

**RESOLVED**, that the Board of Trustees appoint Gary Wilson as the Board Treasurer and the trustee representative to open bids.

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

<b>Brett Bazil</b>	<b>Aye</b>	<b>Joe Shriver</b>	<b>Aye</b>
<b>Dr. Alan Marcotte</b>	<b>Aye</b>	<b>David Staley</b>	<b>Aye</b>
<b>Bob McGregor</b>	<b>Aye</b>	<b>Phil White</b>	<b>Aye</b>

Motion carried.

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

Phil White 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 2025 calendar year, as presented.

A Chairman, who shall: Bob McGregor

- 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: Dr. Alan Marcotte

A voting delegate to KACCT (Kansas Association of Community College Trustees): David Stanley  
 An alternate delegate to KACCT (Kansas Association of Community College Trustees): Joe Shriver  
 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: Jacinda Shaw-Kinzie

Three Trustees to serve on the Finance Sub-Committee:

Bob McGregor  
Joe Shriver  
Gary Wilson

Three Trustees to serve on the Academic Sub-Committee:

Dr. Alan Marcotte  
David Stanley  
Phil White

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

Brett Bazil  
Dr. Alan Marcotte  
Gary Wilson

Three Trustees to serve on the Sumner County Sales Tax Subcommittee:

Dr. Alan Marcotte  
Bob McGregor  
Phil White

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Staley	Aye
Bob McGregor	Aye	Phil White	Aye

Motion carried.

### III. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

#### College Update:

- Received the report from the Higher Learning Commission (HLC) on the reaffirmation of accreditation for 10-year cycle. The Institutional Actions Council of the HLC continued and reaffirmed the accreditation of Cowley College with the next Reaffirmation of Accreditation in 2034-35
- TEA curriculum and program committee approval of the Electrical Technology Program
- Hosting KCCLI (Kansas Community College Leadership Institute) on campus Feb. 6 and 7
- Winfield Correctional Facility (WCF) graduation for GED and Tech Ed programs on February 6
- Nearing completion of the EMS simulation room, classroom and lounge at the Sumner Campus

- College closed for Martin Luther King Day on Monday, January 20

**Attended:**

- Attended the State of the State Address on Jan. 15
- Attended Donuts with Legislatures at State House in Topeka on Jan. 16
- Typical meetings with KBOR, TEA, Rotary, Chamber, etc.

**Enrollment Management Update:**

- Spring enrollment has started and is trending up from last spring.
- 16-week and first 8-week classes, OL and F2F, start January 21.
- Letters sent to all area high school seniors with scholarship information.
- Making plans to move Cowley College Esports gaming team to Tier 1 and 2 competition level.
- The College and Winfield Correctional Facility (WCF) hosted the Educational Navigators from across the state. Navigators toured the educational spaces at WCF and had a joint meeting with KDOC educational program administrators.
- Hosted a robotics competition Dec. 13 on the main campus, similar in format to what is offered in the spring at Sumner campus. Over 100 students attended.
- Cowley College closed for the Holidays at noon on Dec. 20, and reopen on January 2.

**B. Colton Brown was recognized as the December 2024 Student of the Month.**

**C. Jessica Lucas provided a legislative update.**

**D. The Board reviewed a copy of the Reaffirmation of Accreditation Letter from the Higher Learning Commission.**

**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 O'Toole family.**

**IV. Public Comment**

**No public comment**

**V. Standing Committee Reports**

**A. Trustee Finance Subcommittee –**

**Holly Harper provided an overview of January 13, 2025 meeting.**

**1. Procurement - Theatre Dimming System Upgrade – Capital Outlay Mill**

**Cowley College issued an RFP for a comprehensive upgrade to its theatrical dimming system, including dimmer racks, an advanced Paradigm control system, and energy-efficient LED lighting. The goal is to modernize lighting capabilities while improving**

energy efficiency and performance. The upgrade is part of a phased renovation that began in 2022.

Two vendors responded to the RFP by the deadline of 01/09/25 and are listed below.

Vendor	Location	Architectural Control	Delivery	Labor	Total
A to Z Theatrical Supply and Service	Wichita, KS	\$137,365	\$3,450	\$58,480	\$199,295
Harvest AV Solutions	Kansas City, MO	Included	Included	Included	\$124,661

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Harvest AV Solutions to perform the theatre dimming system upgrades at a cost of \$124,661 using Capital Outlay Mill Funds.

The motion was seconded by David Stanley, and the following votes were cast:

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Staley	Aye
Bob McGregor	Aye	Phil White	Aye

Motion carried.

**2. Government Affairs Liaison Contract Renewal**

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

RESOLVED, that the Board of Trustees approved the contract renewal with Jessica Lucas as the College Government Affairs Liaison for a three-year term at a cost of \$30,000 annually.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Staley	Aye
Bob McGregor	Aye	Phil White	Aye

Motion carried.

**B. Trustee Sumner County Sales Tax Subcommittee -**

Bob McGregor provided an update from the January 13, 2025 meeting.

**1. April Board Meeting Location Change**

The Sumner County Sales Tax Subcommittee requests the April 21, 2025 regular Board meeting be moved to the Sumner Campus in Wellington.

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

**RESOLVED, that the Board of Trustees change the location of the April 21, 2025 regular Board meeting to the Sumner campus in Wellington.**

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

<b>Brett Bazil</b>	<b>Aye</b>	<b>Joe Shriver</b>	<b>Aye</b>
<b>Dr. Alan Marcotte</b>	<b>Aye</b>	<b>David Staley</b>	<b>Aye</b>
<b>Bob McGregor</b>	<b>Aye</b>	<b>Phil White</b>	<b>Aye</b>

**Motion carried.**

## **VI. Consent Agenda**

### **A. Board Minutes -**

- **December 16, 2024 regular Minutes**

### **B. Financial Reports –**

**Copies of the Financial Reports for the month ending December 31, 2024 were provided for Board review. The reports have been reconciled by the Treasurer of the Board of Trustees and reflect an accurate accounting of the revenues and expenditures for the month.**

### **C. Bills and Claims -**

**A list of the Bills and Claims for the month ending, December 31, 2024 was provided for Board review. Specific information concerning the vendor, purchase order, and cost was provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office.**

- **Student Refunds**
  - **Financial Aid Funds/Student Refund Check gross \$53,979.69, net \$47,205.66**
- **General Operating Activities**
  - **Disbursements gross \$877,862.43, net \$876,488.96**
  - **Federal Funds gross and net \$1,657.75**
    - **Total General Operating Activities gross \$879,520.18, net \$878,146.71**

**The Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending December 31, 2024. The Vice President of Finance and Administration is hereby**

directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

**D. Personnel Transactions -**

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

**Resignations:**

- Mark Bowling, Construction Trades Instructor, effective January 14, 2025

**Staff:**

- Joshua Sprague, Custodial Supervisor, at an hourly rate of \$19.40, plus staff fringe benefits, effective January 6, 2025.

**E. Board Policy Approval –**

- 145.00 – Pets and Animals on Campus (Revision)

David Stanley 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 Bob McGregor and the following votes were cast:

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye

Motion carried.

**VII. Board Appointments**

According to the Policies adopted by the Board of Trustees and Laws of the State of Kansas, a Secretary for the Board shall be appointed each year.

1. Tiffany D. Vollmer to continue as clerk of the Board, to take effect January 21, 2025 through the regularly scheduled Board meeting in January 2026.

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

**RESOLVED**, that the Board of Trustees approves Tiffany Vollmer to continue as Clerk of the Board, effective January 21, 2025 through the regularly scheduled Board meeting in January 2026.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye

Motion carried.

**VIII. Adjournment**

With no other business to be discussed, the Chair declared the meeting adjourned at 6:54 pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is written in a cursive, flowing style.

**Tiffany Vollmer**  
**Board Clerk**