

**Cowley College
Board of Trustees Official Minutes**

February 17, 2025

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on February 17, 2025 at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 200 S. 4th Street, Arkansas City, KS.

Trustees Present

- Bob McGregor, Chair**
- Dr. Alan Marcotte, Vice Chair**
- Brett Bazil, Trustee**
- Jacinda Shaw-Kinzie, Trustee**
- Joe Shriver, Trustee**
- David Stanley, Trustee**
- Gary Wilson, Trustee**
- 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**
- Hunter Ferguson, Public Relations (via Zoom)**
- Jessica Lucas, Gov't Affairs Liaison (via Zoom)**
- Jon Tyler, Public Safety Officer**
- Steven Gream, Head Coach – Volleyball**
- Lana Milner, Assistant Coach - Volleyball**
- Daniel Brooks, CTE Dept. Chair**
- Megan Sweaney, HR Generalist**
- Dr. Tasha Taylor, AVP of Academic Affairs**
- Jennifer Searle, Director of Marketing**

Guests

- Cole Batten, January Student of the Month**
- Women's Volleyball Team**
- John Shelman, Cowley CourierTraveler**

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

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

College Update

- **TEA full committee approval of the Electrical Technology Program**
- **Hosted KCCLI (Kansas Community College Leadership Institute) on campus Feb. 6 and 7. Dr. Schoon gave a presentation during a session on Thursday and members of the administrative council (Paul Erdman, Stefani Jones and Debbie Phelps) participated in a panel discussion on Friday**
- **Winfield Correctional Facility (WCF) graduation saw 22 students receive their GED and 34 students receive Technical Certificates in Welding and/or Electromechanical Maintenance Technology on February 6**
- **Nearing completion of the EMS simulation room, classroom and lounge at the Sumner Campus**
- **Ribbon cutting was held for the new Health Care Simulation room in Winfield as a partnership between Butler Nursing, Southwestern Nursing, William Newton Hospital and Cowley College**
- **College Quiz Bowl qualified two teams for the National tournament**
- **Hosted Creekstone representatives for a tour and visit about training needs on Monday, January 27**

Attended

- **Attended the Kansas Day Celebration at the Governor's Mansion hosted by Friends of Cedar Crest on January 29**
- **Typical meetings with KBOR, TEA, Rotary, Chamber, etc.**

Enrollment Management Update

- **Spring enrollment increase is at 8.1%**
- **Enrollment Management Teams are working on marketing and housing materials for Fall 2025 enrollment that starts April 1.**

B. Cole Batten was recognized as the January 2025 Student of the Month.

C. The Board of Trustees recognized the back-to-back National Champion Lady Tiger Volleyball Team and coaches and congratulated them on their success.

D. Jessica Lucas provided a legislative update.

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 Fluty-Ramirez Family

G. Thank you to Cowley College from Tisa Mason, FHSU President

H. Thank you to Cowley College from the Northwest Community Center

I. Thank you to Cowley College from The MacLaughlin-Ramirez Family

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee –

David Stanley provided an update of the February 12, 2025 meeting and requested approval of the following:

1. Program Updates

- Medical Coding AAS Changes
- Medical Coding Course Changes
- Medical Office Certificate Changes
- CMA/HHA Placement Requirements Changes

Medical Coding AAS Changes

Requested by Advisory Committee at 12/16/24 meeting, effective Fall Semester 2025

Proposed Changes

1. Move Ethics from General Ed Requirements to Recommended Electives
2. Move Bioethics from Technical Requirements to Recommended Electives

Advisory committee members think that having these 2 courses plus the aligned program required course Legal and Ethical Issues in Healthcare was excessive.

See current and proposed grids below in this document.

CURRENT

PATHWAY CODE: MEDD (CIP: 51.0713)

GENERAL EDUCATION REQUIREMENTS (30 HOURS)

BASIC SKILLS (27 HOURS)

- ENG2211 - Composition I (T▶) (SGE) 3 hour(s)
- BUS1640 - Business Communications (T▶) 3 hour(s)
- PHO6460 - Ethics (T▶) (SGE) 3 hour(s)
- ALH1676 - Health Care Finance 3 hour(s)
- LED1448 - Introduction to Leadership (T▶) 3 hour(s)
- ALH5250 - Introduction to Public Health 3 hour(s)
- PSY6711 - General Psychology (T▶) (SGE) 3 hour(s)
- SOC6811 - Principles of Sociology (T▶) (SGE) 3 hour(s)
- COM2725 - Interpersonal Communication (T▶) (SGE) 3 hour(s)

COMPUTER LITERACY (3 HOURS)

- CAP1516 - Computer Applications (T▶) 3 hour(s) or Computer Literacy Elective.

TECHNICAL REQUIREMENTS (35 HOURS)

- ALH5230 - Pharmacology (\$) 3 hour(s)
- ALH5235 - Allied Healthcare Provider Anatomy & Physiology 4 hour(s)
- ALH5236 - Pathophysiology (\$) 4 hour(s)
- ALH1655 - Medical Terminology (T▶, \$) 3 hour(s)
- ALH5253 - Legal & Ethical Issues in Healthcare 3 hour(s)
- ALH5240 - Current Procedural Terminology (CPT) Coding (\$) 3 hour(s)
- ALH5242 - International Classification of Disease (ICD) Coding (\$) 3 hour(s)
- ALH5244 - Introduction to Health Information (\$) 3 hour(s)
- ALH5339 - Bioethics 3 hour(s)
- ALH5241 - Reimbursement Methodologies (Physician) (\$) 3 hour(s)
- ALH5249 - Healthcare Coding Practicum (\$) 3 hour(s)

TOTAL HOURS 65

PROPOSED

PATHWAY CODE: MEDD (CIP: 51.0713)

GENERAL EDUCATION REQUIREMENTS (30 HOURS)

BASIC SKILLS (24 HOURS)

- ENG2211 - Composition I (T▶) (SGE) 3 hour(s)
- BUS1640 - Business Communications (T▶) 3 hour(s)
- ALH1676 - Health Care Finance 3 hour(s)
- LED1448 - Introduction to Leadership (T▶) 3 hour(s)
- ALH5250 - Introduction to Public Health 3 hour(s)
- PSY6711 - General Psychology (T▶) (SGE) 3 hour(s)
- SOC6811 - Principles of Sociology (T▶) (SGE) 3 hour(s)
- COM2725 - Interpersonal Communication (T▶) (SGE) 3 hour(s)

COMPUTER LITERACY (3 HOURS)

- CAP1516 - Computer Applications (T▶) 3 hour(s) or Computer Literacy Elective

TECHNICAL REQUIREMENTS (32 HOURS)

- ALH5230 - Pharmacology (\$) 3 hour(s)
- ALH5235 - Allied Healthcare Provider Anatomy & Physiology 4 hour(s)
- ALH5236 - Pathophysiology (\$) 4 hour(s)
- ALH1655 - Medical Terminology (T▶, \$) 3 hour(s)
- ALH5253 - Legal & Ethical Issues in Healthcare 3 hour(s)
- ALH5240 - Current Procedural Terminology (CPT) Coding (\$) 3 hour(s)
- ALH5242 - International Classification of Disease (ICD) Coding (\$) 3 hour(s)
- ALH5244 - Introduction to Health Information (\$) 3 hour(s)
- ALH5241 - Reimbursement Methodologies (Physician) (\$) 3 hour(s)
- ALH5249 - Healthcare Coding Practicum (\$) 3 hour(s)

RECOMMENDED ELECTIVES (6 hours)

- PHO6460 - Ethics (T▶) (SGE) 3 hour(s)
- ALH5339 - Bioethics 3 hour(s)

TOTAL HOURS 65

Medical Coding Course Prerequisite Changes

Requested by Advisory Committee at 12/16/24 meeting, effective Fall Semester 2025

Proposed Changes

1. ALH5241 Reimbursement Methodologies: No Prerequisites
2. ALH5240 CPT Coding: Medical Terminology prerequisite, Allied Health A and P corequisite
3. ALH5242 ICD Coding: Medical Terminology as only prerequisite

Medical Office Certificate A Changes

Requested by Advisory Committee at 12/16/24 meeting, effective Fall Semester 2025

Proposed Changes

1. Remove ALH5240 CPT Coding
2. Replace with ALH5241 Reimbursement Methodologies

Advisory committee members think that the CPT class is not appropriate for this certificate and that students will get much more benefit from the Reimbursement Methodologies course.

See current and proposed grids below in this document.

CURRENT

PATHWAY CODE: MEDS (CIP: 51.0710)

TECHNICAL REQUIREMENTS (19 HOURS)

- BUS1640 - Business Communications (T▶) 3 hour(s)
- CAP1722 - Microsoft Word 3 hour(s)
- ALH1655 - Medical Terminology (T▶,\$) 3 hour(s)
- ALH5240 - Current Procedural Terminology (CPT) Coding (\$) 3 hour(s)
- ALH5235 - Allied Healthcare Provider Anatomy & Physiology 4 hour(s)
- ALH5244 - Introduction to Health Information (\$) 3 hour(s)

TOTAL HOURS 19

PROPOSED

PATHWAY CODE: MEDS (CIP: 51.0710)

TECHNICAL REQUIREMENTS (19 HOURS)

- BUS1640 - Business Communications (T▶) 3 hour(s)
- CAP1722 - Microsoft Word 3 hour(s)
- ALH1655 - Medical Terminology (T▶,\$) 3 hour(s)
- ALH5241 - Reimbursement Methodologies (Physician) (\$) 3 hour(s)
- ALH5235 - Allied Healthcare Provider Anatomy & Physiology 4 hour(s)
- ALH5244 - Introduction to Health Information (\$) 3 hour(s)

TOTAL HOURS 19

Placement Requirement Changes

Courses:

Certified Medication Aide ALH5202

Home Health Aide ALH5203

Current Requirement

Reading at the 8th grade level

Updated Requirement

Accuplacer: 224

TABE: 8

Comp 1 or College English/Lit class completion: no reading placement test required.

ACT Reading Score of 16 or higher: no reading placement test required.

Reason for Change

Some students take TABE (GED) and others take Accuplacer, doesn't matter as long as assessing to 8th grade level.

Other options open more pathways for students to enter without testing

Proposed changes meet KDADS requirements

Recommendation for discussion

Move these requirements plus the ALH5212 Certified Nursing Assistant requirements out of the course procedures and onto the placement document.

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

RESOLVED, that the Board of Trustees approves the medical coding course changes, medical coding AAS changes, and medical office certificate changes 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 | Phil White | Aye |
| Jacinda Shaw-Kinzie | Aye | Gary Wilson | Aye |

Motion carried.

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

RESOLVED, that the Board of Trustees approves the CMA/HHA course changes as presented.

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 | Phil White | Aye |
| Jacinda Shaw-Kinzie | Aye | Gary Wilson | Aye |

Motion carried.

B. Trustee Finance Subcommittee –

Joe Shriver provided an overview of February 10, 2025 meeting.

1. Procurement –

- **Welding Equipment for Sumner Campus –JIIST (Jobs for Innovative Industry Skills Training) Grant Funds and Operating Budget**

A Request for Proposal (RFP) for Welding Equipment was published on 01/09/25 with proposals due on 01/27/25. The table below outlines the bids received in response to the RFP, as we work to standardize welding equipment across locations.

At the beginning of the academic year, the college was awarded a matching JIIST Grant to expand the welding lab at Sumner Campus, providing \$41,055 in funding. The college will cover the required matching funds through its operating budget.

| Item No. | Qty | Description of Product | Baker | Lampton |
|----------|-----|--|---------------------|---------------------|
| 1 | 16 | Lincoln Electric XCUSTOM 5’x5’ Weld Booths | \$46,162.00 | \$43,735.00 |
| 2 | 16 | Lincoln Electric/K5248-3 Weld Table with Post 47” Wide | Included | included |
| 3 | 8 | Lincoln Electric Booth mounted Dual Arm Fume Extractors | \$38,856.00 | \$36,815.00 |
| 4 | 6 | Miller Multifunction Welders 220/907757 | \$23,214.00 | \$20,110.74 |
| | | Installation of Weld Booths, Tables, and Fume Extractors | \$70,000 | Not included |
| | | TOTAL COST | \$178,232.00 | \$100,660.74 |

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

RESOLVED, that the Board of Trustees approves the purchase of welding equipment from Lampton Welding Supply for \$100,660.74 to support the expansion of the Sumner Campus.

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

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

Motion carried.

- **Fleet Activity Bus – Operating Funds**
A Request for Proposal (RFP) for a Fleet Activity Bus was published on 01/07/25 with proposals due on 02/05/25. The table below outlines the bids received in response to the RFP.

The college requested a 24+ passenger fleet activity bus to support student activities, institutional training, and athletic team transportation. The college's transportation needs include a diesel-powered bus with an Allison transmission, air brakes, rear air suspension, a backup camera, and air conditioning, among other specifications.

| Vendor | Hudson Bus Sales | Master's Transportation | National Bus Sales | Tesco |
|----------|-------------------------|-------------------------|------------------------------|--------------------------|
| Type | 2025 Turtle Top XL Comm | 2022 Glaval Legacy | 2025 Freightliner Star Rider | 2026 StarTrans President |
| Chassis | 2026 Freightliner | Freightliner | 2025 Freightliner | Freightliner S2C |
| Engine | 6.7L V8 Diesel | 6.7L Diesel | 6.7L Cummins Diesel | 6.7L Diesel |
| Seating | 36 | 32 | 37 | 35 |
| Mileage | 0 | 21378 | 0 | 0 |
| Warranty | 3 yr/36,000 miles | none stated | none stated | 3 yr/36,000 miles |
| Bid | \$234,224.00 | \$174,900.00 | \$269,000.00 | \$239,785.00 |

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

RESOLVED, that the Board of Trustees authorizes the College to enter into an agreement with Master's Transportation to purchase the 2022 Glaval Legacy 32 passenger bus for \$174,900.

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 | Phil White | Aye |
| Jacinda Shaw-Kinzie | Aye | Gary Wilson | Aye |

Motion carried.

2. 2025-2026 Tuition, Fees, and Housing Rates

Administration proposed leaving tuition flat for all types, and moving Sumner County residents to the in-district rate. Housing rates will remain flat as well, with a reduction in the cost for the Sumner Campus.

| | Current | Proposed | \$ | % |
|--|--------------------|--------------------|-------------------|-------------------|
| | Fiscal Year | Fiscal Year | Increase | Increase |
| | 2024-2025 | 2025-2026 | (Decrease) | (Decrease) |
| Tuition (per credit hour) | | | | |
| In-District + Sumner County | \$ 70.00 | \$ 70.00 | \$ - | 0.0% |
| Out-of-District (In-State) | \$ 80.00 | \$ 80.00 | \$ - | 0.0% |
| Oklahoma | \$ 90.00 | \$ 90.00 | \$ - | 0.0% |
| Out-of-State | \$ 130.00 | \$ 130.00 | \$ - | 0.0% |
| International | \$ 180.00 | \$ 180.00 | \$ - | 0.0% |
| KS Concurrent Enrollment (High School) | \$ 70.00 | \$ 70.00 | \$ - | 0.0% |
| OK Concurrent Enrollment (High School) | \$ 90.00 | \$ 90.00 | \$ - | 0.0% |
| Fees (per credit hour) | | | | |
| Technology Fee | \$ 25.00 | \$ 25.00 | \$ - | 0.0% |
| Activity Fee | \$ 5.00 | \$ 5.00 | \$ - | 0.0% |
| General Fee | \$ 60.00 | \$ 60.00 | \$ - | 0.0% |
| Security Fee (per Semester) | \$ 15.00 | \$ 15.00 | \$ - | 0.0% |
| Housing Application Fee | \$ 25.00 | \$ 25.00 | \$ - | 0.0% |
| Housing (per year) | | | | |
| Single 19 Meal Plan | \$ 7,500.00 | \$ 7,500.00 | \$ - | 0.0% |
| Single 14 Meal Plan | \$ 7,200.00 | \$ 7,200.00 | \$ - | 0.0% |
| Double 19 Meal Plan | \$ 6,600.00 | \$ 6,600.00 | \$ - | 0.0% |
| Double 14 Meal Plan | \$ 6,300.00 | \$ 6,300.00 | \$ - | 0.0% |
| Single NO Meal plan | \$ 4,900.00 | \$ 4,900.00 | \$ - | 0.0% |
| Double NO Meal Plan | \$ 4,600.00 | \$ 4,600.00 | \$ - | 0.0% |
| Sumner Campus NO Meal Plan | \$ 5,200.00 | \$ 4,600.00 | \$ (600.00) | -11.5% |

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

RESOLVED, that the Board of Trustees approves the 2025-2026 Tuition, Fees, and Housing Rates as presented.

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 | Phil White | Aye |
| Jacinda Shaw-Kinzie | Aye | Gary Wilson | Aye |

Motion carried.

C. Trustee Policy Subcommittee -

Brett Bazil provided a recap of the February 10, 2025 electronic review of the following policy:

- 248.00 – Compensation for Sponsors of Clubs and Organizations (review only)

- D. Trustee Sumner County Sales Tax Subcommittee -
Dr. Alan Marcotte provided an update from the February 10, 2025 meeting.**

V. Consent Agenda

A. Board Minutes -

- **January 21, 2025 regular Minutes**

B. Financial Reports –

Copies of the Financial Reports for the month ending January 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, January 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.

- **Student Refunds**
 - **Financial Aid Funds/Student Refund Check gross \$4,889.92, net \$0.00.**
- **General Operating Activities**
 - **Disbursements gross \$731,404.70, net \$729,119.56**
 - **Federal Funds gross and net \$22,498.56**
 - **Total General Operating Activities gross \$753,903.26, net \$751,618.12.**

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 January 31, 2025. 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:

- Brett Ross, Maintenance Technician II, effective February 7, 2025
- Ruy Vaz, Head Coach – Men’s Soccer, effective February 27, 2025
- Cameron Schwarz, Lead Paramedic Instructor, effective July 31, 2025

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

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

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

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

Motion carried.

VI. Sumner Campus Property Donation

The Short-Burger Family pledged the donation of approximately 6.5 acres of additional land adjacent to the Sumner Campus property in Wellington. Chair McGregor requested the Board accept the land donation, authorizes College Administration to proceed with the property acquisition paperwork, and authorizes Chair McGregor to sign the final property acquisition documents on behalf of the Board.

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

RESOLVED, that the Board of Trustees accepts the 6.5 acre land donation, authorizes College Administration to proceed with the property acquisition paperwork, and authorizes Chair McGregor to sign the final property acquisition documents on behalf of the Board.

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

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

Motion carried.

VIII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:07 pm.



Tiffany Vollmer
Board Clerk