

**Cowley College  
Board of Trustees Official Minutes**

**March 16, 2026**

**I. Call to Order**

The regular meeting of the Board of Trustees of Cowley College was called to order on March 16, 2026 in the President's Dining Room, inside the McAtee Dining Center, 206 S. 4<sup>th</sup> Street, Arkansas City, KS 67005

**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**

**Guests**

**Nathan Curran, Student of the Month**  
**Jessica Lucas, Government Affairs Liaison**  
**John Shelman, Cowley Courier/Traveler**

The Invocation was presented by Stan Cochran and the College Mission Statement was read by Chair Marcotte.

**II. Awards and Reports**

- A. Dr. Michelle Schoon provided a College update.**
- **Kudos to Cowley's Quiz Bowl team for placing 8<sup>th</sup> in the Nation at the NAQT community college championship**
  - **Working on a new MOU with the Workforce Alliance of South Central Kansas under Workforce Innovation and Opportunities Act (WIOA) one-stop guidelines**
  - **Cowley hosted the JAG-K Region 4 conference 2/24 with over 200 students attending**
  - **Technical Education departments hosted a CTE month celebration for National CTE month**
  - **Hosted the Spring Job and Transfer fair on 2/25**
  - **Held an Industry Roundtable with Cowley Co. Economic Development and six industry partners**
  - **Strategic Planning Pillars teams meet on 2/27 to develop goals under the Accessible, Successful, and Invested pillars**

- College closed for Spring Break March 18 – 22
  - Higher Learning Commission annual meeting March 21-24
- Strategic Enrollment Management
- Enrollment is ongoing, with 2<sup>nd</sup> 8-week classes and summer enrollment occurring.
- Attended

- 2/19 Winfield Chamber Lunch Bites USD 465
- 3/5 Winfield Chamber Lunch Bites Southwestern College
- Ongoing weekly president's meetings, KBOR and committee meetings

B. Nathan Curran was recognized as the March 2026 Student of the Month.

C. Jessica Lucas provided a legislative update.

D. 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 from Arty Hicks, Arkansas City Chamber of Commerce

### III. Public Comment

No public comment

### IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Joe Shriver provided an update from the March 9, 2026 meeting.

1. Procurement - AED Replacement - Capital Outlay Funds

This purchase request is for the replacement of 20 Automated External Defibrillator (AED) units and the addition of 10 new AED units across Cowley College campus locations.

The American Heart Association (AHA) and the Occupational Safety and Health Administration (OSHA) recommend a three-minute response time for cardiac emergencies. This guideline states that an AED should be readily accessible, retrieved, and applied within 3 minutes of cardiac arrest to maximize survival. The additional AED units will allow Cowley College to strategically place devices across campus in order to better meet this recommended response time.

This purchase will also allow Cowley College to standardize AED equipment across all campus locations. Currently, three different AED models are in use across campus. Because each model operates differently, this can create challenges when responding to an emergency, even for individuals trained in AED use. Standardizing AED units will improve usability, training effectiveness, and emergency response efficiency.

Several of the existing AED units have exceeded their recommended service life or have been subject to manufacturer recall:

- Zoll AED Plus units (7) — Purchased in 2012 and now beyond their expected service life. AEDs typically have a usable life expectancy of 8–10 years.

- HeartSine Model 350P AED units (10) — Purchased in 2021 and recalled by the manufacturer in October 2025.
- LifePak and HeartStart models (3) — Maintained by the Athletic Training Department for athletic events and team travel.

Replacing these devices and standardizing equipment across campus will improve reliability, simplify training, and ensure consistent operation during emergency response situations.

Zoll is offering a trade-in allowance until the end of the month.

Vendor	Location	Cost
Cintas	Wichita, KS	\$56,736.70
First Responder KS	Derby, KS	\$49,890.00
Zoll Medical	Chelmsford, MA	\$67,903.80
Cardio Partners	Detroit, MI	\$58,700.00*

\*Cardio Partners treats the \$400 trade-in allowance as a rebate and sends a refund after the trade is completed. (\$7,600)

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

**RESOLVED**, that the Board of Trustees approves the purchase of 30 new AED units from First Responders KS at a cost of \$49,890, using Capital Outlay Mill.

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. 2026-2027 Tuition, Fees, and Housing Rates

Administration and the Finance Subcommittee propose increasing tuition by \$5.00 per credit hour for all student types. Administration proposes no increase to fees.

Housing rates will increase by 3% under the Fresh Ideas agreement. The three housing plans with no meal plans will not see an increase.

Due to a delay in approval of the State budget determining College funding, administration recommended holding a special Board meeting to approve the 26-27 rates after the state budget has been confirmed.

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

**RESOLVED**, that the Board of Trustees will hold a special meeting to approve the 2026-2027 tuition, fees, and housing rates on a date determined by the Board Chair.

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.

**B. Trustee Academic Subcommittee –**

Stan Cochran provided an update from the March 10, 2026 meeting.

- 1. Business & Social Science Course Procedure Edits**
  - Changes were made to several business and social science classes
  - 13 courses involved minor or editorial changes
  - 8 courses involved significant changes to outcomes and objectives to align with Kansas Core Outcomes Group (KCOG) to ensure statewide transferability
- 2. New Course Approval – CRJ 5425 Student Patrol Practicum I**

- This new course adds a practicum for student who have completed all student patrol coursework and will focus more on leadership and command.
- The course will allow students to continue learning until they are old enough to apply for the academy and for student who may need to finish up some general education courses to earn their associated degree.

Stan Cochran introduced and moved the adoption of the following resolution:

**RESOLVED**, that the Board of Trustees approves the new CRJ 5425 Student Patrol Practicum course as presented.

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. Academic Affairs Updates

#### C. Trustee Policy Subcommittee –

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

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)

## V. Consent Agenda

### A. Board Minutes -

- February 16, 2026 regular Minutes

### B. Financial Reports –

Copies of the Financial Reports for the month ending February 28, 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, February 28, 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				
February 28, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
<b>Student Refunds</b>				
USB	Student Refund Checks	\$ 1,678,565.09	\$ 22,617.80	\$ 1,655,947.29
		<u>\$ 1,678,565.09</u>	<u>\$ 22,617.80</u>	<u>\$ 1,655,947.29</u>
<b>General Operating Activities</b>				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	1,198,138.55	19,676.15	1,178,462.40
USB	Federal Grants Fund	8,539.80	-	8,539.80
Total General Operating Activities		<u>\$ 1,211,913.98</u>	<u>\$ 19,676.15</u>	<u>\$ 1,192,237.83</u>

- **Student Refunds**
  - Financial Aid Funds/Student Refund Check gross \$1,678,565.09 net \$1,655,947.29.
- **General Operating Activities**
  - Disbursements gross \$1,203,374.18 net \$1,183,698.03.
  - Federal Funds gross and net \$8,539.80.
    - Total General Operating Activities gross \$1,211,913.98 net \$1,192,237.83.

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 February 28, 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:

**Retirement:**

- LaVaughan Scheurich, GED Instructor – Winfield Correctional Facility, effective June 1, 2026

**Staff:**

- Dawn Roth, Custodian – Wellington Campus, at an hourly rate of \$14.13, plus benefits, effective March 2, 2026

**E. Board Policy Approval –**

1. 152.00 – Insurance: Property and Liability (revised)
2. 157.00 – Student Account Bad Debt Write-off (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 Phil White and the following votes were cast:

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shriver	Aye

Trustee Bazil  
Trustee Cochran

Aye  
Aye

Trustee Wilson

Aye

Motion carried.

#### VI. Other Business

Holly Harper provided an insurance update on campus roof replacements from the June 2025 hail storm.

#### VII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:36 p.m.



Tiffany Vollmer  
Board Clerk