

**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**

- 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.

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 April 16, 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

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