Cowley College
Board of Trustees Official Minutes

June 15, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on June 15, 2026 in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

Trustees	**Present**	**Dr. Alan Marcotte, Chair** **Phil White, Vice Chair** **Brett Bazil, Trustee** **Stanley Cochran, Trustee** **Bob McGregor, Trustee** **Jacinda Shaw-Kinzie, 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. Jason Kegler, VP of Student Affairs** **Dr. Ryan Burkett, Executive Director of Institutional Effectiveness** **Jeff Fluty, Athletic Director** **Dr. Brooke Istas, CEA Liaison** **Jennifer Searle, Marketing Director** **Jon Tyler, Public Safety Officer**
Guests		**Rep. Bill Rhiley, Citizen**

The Invocation was presented by Phil White and the College Mission Statement was read by Chair Marcotte.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.
- **Presented the State of Cowley College at the Winfield Chamber Lunch Bites program on May 19**
- **Working on two grants – Patterson Foundation Cybersecurity Consortium in partnership with the 184th Wing (cybersecurity) and Strengthening Community Colleges (data collection),**
- **Received $27,000 Perkins Reserve/Kansas Talen Development grant (student retention)**
- **June 10, spoke with students from Francis Willard about the College and careers**
- **Met with Martha Mason to update her on the Mulvane land for new building**
- **Received our report regarding the Perkin's site visit from the state with a few items that need attention**

- Hosting three events for promoting Cowley nights with the Kansas Collegiate League Baseball
  - Midwest Moos in Winfield – July 10
  - Wellington Heat in Wellington – June 12 and Military day on July 2
- Met with Robin Henderson at Eagle's Nest LLC to discuss Adult Education opportunities

Awards
- Jenzabar Impact Award – Honorable mention and $2,5000 for the prison education program

Strategic Enrollment Management
- Summer enrollment –
- Fall enrollment – trending ahead of last year

Attended
- May 19, South Kansas Symphony
- May 29, Winfield Chamber Annual Meeting
- May 28, Annie Musical
- June 6 – AC Chamber Golf Tournament
- June 7 & 8 KACC Quarterly meeting hosted by Allen County Community College (Chanute and Iola)
- Cherokee Strip Flag Day event – June 14

Upcoming
- June 16 – Regional workforce Roundtable
- June 17 – KBOR meeting and reception
- June 25 – Adult Education Graduation (Wright Room)
- June 29 – Graduation – Winfield Correctional Facility
- June 30 – Administrative Council Retreat
- July 8 – Kansas Wheat Festival Picnic in the Park
- July 10 – Kansas Wheat Festival Parade

B. Joe Shriver provided a recap of the KACC Quarterly Meeting held June 7-8 at Allen Community College.
C. Jennifer Searle provided an overview of Cowley College road signs updates
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 Belle Plaine High School Journalism
G. Thank you to Cowley College from Sophie Woods
H. Thank you to Cowley College from Dejon Ewing

III. Public Comment

No public comment

IV. Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss professional negotiations, pursuant to the exception related to employer-employee negotiations, for 10 minutes, beginning at 6:40 pm and reconvening at 6:50 pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, Dr. Scott Layton, 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 Shaw-Kinzie**	**Aye**
Trustee Bazil	**Aye**	**Trustee Shriver**	**Aye**
Trustee Cochran	**Aye**	**Trustee Wilson**	**Aye**

Motion carried.

The meeting then resumed in open session at 6:50 pm in the same room.

<u>V. Standing Committee Reports</u>

A. **Policy Subcommittee –**
Brett Bazil provided an update from the June 10, 2026 electronic review of the following policy:
   1. **433.00 – Satisfactory Academic Progress (revised)**

B. **Trustee Finance Subcommittee –**
Joe Shriver provided an update from the June 10, 2026 meeting.

   1. **2026-2027 Operating Budget**
   Administration requested approval of the 2026-2027 Proposed Operating Budget of $25,541,983. (Attached.) Approving the proposed operating budget allows the College to begin fiscal year 2026-2027 on July 1, 2026. The 2026-2027 State Appropriation Budget will be on the August 2026 Board of Trustees Agenda. By the August 2026 Board meeting, the College will have all of the County's <u>estimated</u> assessed valuation information to complete the Operating and State Appropriation Budget. Administration will adjust the Operating Budget accordingly.

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

   RESOLVED, that the Board of Trustees approves the 2026-2027 Operating Budget 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 Shaw-Kinzie**	**Aye**
Trustee Bazil	**Aye**	**Trustee Shriver**	**Aye**
Trustee Cochran	**Aye**	**Trustee Wilson**	**Aye**

   Motion carried.

2. **Procurement**
   - **Wright Room Flooring Replacement – Capital Outlay Mill Funding**

The Wright Room, located within the Brown Center, serves as a community gathering space for campus and external events. The existing carpet has reached the end of its useful life and has become increasingly difficult to maintain due to frequent use and food service activities.

Administration recommended replacing the existing carpet with luxury vinyl plank (LVP) flooring. LVP provides a more durable and easily cleanable surface, is better suited for high-traffic multipurpose spaces, and will reduce long-term maintenance costs associated with carpet cleaning and replacement.

Project Scope

This project includes:

- **Installation of luxury vinyl plank (LVP) flooring**
- **Transition materials and finishing work**
- **Labor and materials necessary for installation**

Vendor	Location	Completion Time	Price
Gaston's	Winfield, KS	7 days	$27,838.00
Traver's Furniture & Flooring	Arkansas City, KS	Not specified	$30,037.88

Evaluation

Both proposals include materials and labor for installation and exclude demolition of the existing carpet. The proposals utilize similar flooring products and installation methods.

Gaston's Flooring submitted the lowest responsible bid and provided a projected completion timeline of seven days. The proposal is approximately $2,200 lower than the competing bid while providing comparable project scope and materials.

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Gaston's Flooring for the Wright Room flooring replacement, at a cost of $27,838, using Capital Outlay funds.

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

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

Motion carried.

- **Galle-Johnson Window Replacement (1st floor south) – State Deferred Maintenance Funds**
  This request is for the replacement of the original exterior windows located on the south side of the first floor of Galle-Johnson Hall. With the exception of the President's Office windows, which were replaced several years ago, the existing windows are original to the building and have exceeded their expected service life.

  This project represents the first phase of a long-term plan to replace all original windows in Galle-Johnson Hall. Beginning with the south first-floor offices allows the College to address the most visible and heavily used areas while spreading the overall project cost over multiple years.

  Project Scope
  This project includes:
  - **Removal of eight existing exterior window systems**
  - **Installation of new insulated, thermally broken aluminum window systems**
  - **Replacement glazing and associated flashing materials**
  - **Labor, equipment, and materials necessary for installation**

Vendor	Location	Completion Time	Price
Ark City Glass	Arkansas City, KS	8 weeks	$66,801.78
Wickham Glass	Bel Aire, KS	October 2026	$65,600.00

Evaluation
Both proposals include removing and replacing the existing windows and installing new insulated window systems to improve energy efficiency and occupant comfort. The proposals are similar in scope and pricing.

Wickham Glass submitted the lowest proposal at $65,600.00; however, the difference between the two proposals is approximately $1,200. Ark City Glass has indicated an estimated lead time of approximately eight weeks, while Wickham Glass noted availability beginning in October 2026.

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

RESOLVED, that the board of Trustees authorizes the College to contract with Ark City Glass for the Galle-Johnson Hall 1st floor south window replacement, at a cost of $66,801.78, using State Deferred Maintenance 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 Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

3. **Appointment of Board Attorney – Contract Renewal**
   Administration and the Finance Subcommittee request the Board approve the proposed contract for legal services with J.T. Seitz - Seitz Law Office, LLC as presented.

   J.T. Seitz, Legal Counsel, has submitted a proposed contract (attached). His retainer fee will be $1000.00 per month and the hourly rate of $250.00. The term of the contract will be July 1, 2026 through June 30, 2027.

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

   RESOLVED, that the board of Trustees approves the contract for legal services with J.T. Seitz Law Office, LLC, 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 Shaw-Kinzie**	**Aye**
Trustee Bazil	**Aye**	**Trustee Shriver**	**Aye**
Trustee Cochran	**Aye**	**Trustee Wilson**	**Aye**

   Motion carried.

4. **KBOR Recertification Regarding 2027 Property Tax Levy**
   Administration and the Finance Subcommittee requested the Board authorize Chair Marcotte to sign the KBOR Certification regarding the 2027 Property Tax Levy as required by Section 114(a) of the 2026 House Bill 2513.

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

   RESOLVED, that the board of Trustees authorizes Chair Marcotte to sign the KBOR Recertification regarding the 2027 Property Tax Levy as required by section 114 (a) of the 2026 House Bill 2513.

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

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

   Motion carried.

5. **Designation of Depositories**
   K.S.A. 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action and recorded in its Minutes. Administration and the Finance Subcommittee recommend the College continue to use Union State Bank, RCB Bank, Sunflower Bank/Wichita, and Carson Bank/Mulvane as official

depositories, and utilize all qualified institutions in the County for the investment of idle funds.

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

RESOLVED, that pursuant to and in compliance with K.S.A. 9-1401, Union State Bank, RCB Bank, Sunflower Bank (Wichita), and Carson Bank (Mulvane), are hereby designated as the official depositories for funds of Cowley College, and all qualified financial institutions in Cowley County are approved for the investment of idle funds.

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

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

Motion carried.

6. **Cowley College and Cowley Foundation MOU Update**

7. **Roofing Update**

VI. Consent Agenda

A. Board Minutes -

1. **May 18, 2026 regular meeting minutes**

B. Financial Reports –

Copies of the Financial Reports for the month ending May 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, May 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				
May 31, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Student Refunds		Written	Voided	Disbursed
USB	Student Refund Checks	$ 38,774.38	$ 10,934.93	$ 27,839.45
		$ 38,774.38	$ 10,934.93	$ 27,839.45
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	2,648,744.03	29,530.00	2,619,214.03
USB	Federal Grants Fund	3,410.00		3,410.00
Total General Operating Activities		$ 2,657,389.66	$ 29,530.00	$ 2,627,859.66

- **Student Refunds**
  - **Financial Aid Funds/Student Refund Check gross $38,774.38 net $27,839.45.**
- **General Operating Activities**
  - **Disbursements gross $2,653,979.66 net $2,624,449.66.**
  - **Federal Funds gross and net $3,410.00.**
    - **Total General Operating Activities gross $2,657,389.66 net $2,627,859.66.**

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 May 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

- **Reggie Scurry, Assistant Coach – Men's Basketball, effective June 2, 2026**

Retirements

- **Todd Ray, Director of Maintenance & Grounds, effective September 1, 2026**

Staff

- **Colby Akins, Assistant Athletic Trainer, at an annual salary of $50,049, plus benefits, effective July 6, 2026**

- **Gregory Carver, Adult Education Instructional Staff – Winfield Correctional Facility (WCF), at an annual salary of $40,954, plus benefits, effective June 1, 2026**

- **Ian Freeman, Director of Workforce, at an annual salary of $65,000, plus benefits, effective June 29, 2026**

- **Dakota LeBlanc, Assistant Coach – Men's Basketball, at an annual salary of $40,954, plus benefits, effective July 15, 2026**

- **Mike Musselman, Maintenance Technician II, at an hourly rate of $25.00, plus benefits, effective June 8, 2026**

- **Kohldin Sadkowski, Groundskeeper, at an hourly rate of $17.00, plus benefits, effective June 15, 2026**

- **Matthew Thomas, Educational Navigator – Winfield Correctional Facility (WCF), at an annual salary of $49,183.39, plus benefits, effective June 3, 2026**

E. Board Policy Approval –
  1. 272.00 – Employee Participation in Student Elections (revised)

Phil White 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:

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

Motion carried.

VII. Designation of Official Publication and Meeting Dates

The College regularly publishes all required notices in the Cowley CourierTraveler, which is considered the best practice for maintaining communication with the total community college district.

Chair Marcotte requested the Board of Trustees consider the following dates for official meetings for the 2026-2027 fiscal year:

2026-2027 Board Meeting Dates
- **Monday, July 20, 2026. 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, August 24, 2026, 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, September 21, 2026**
  - **1:00 pm-4:30 pm (Work Session) – Science, Engineering, and Academic Center, Mulvane Campus**
  - **6:00 pm (Board Meeting) – Science, Engineering, and Academic Center, Mulvane Campus**
- **Monday, October 19, 2026, 6:00 pm – Short Community Room, Sumner Campus**
- **Monday, November 16, 2026, 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, December 14, 2026, 6:00 pm – McAtee Dining Center, Main Campus**
- **Tuesday, January 19, 2027, 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, February 15, 2027, 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, March 15, 2027, 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, April 19, 2027, 6:00 pm – Short Community Room, Sumner Campus**
- **Monday, May 17, 2027, 6:00 pm – McAtee Dining Center, Main Campus**
- **Monday, June 21, 2027, 6:00 pm – McAtee Dining Center, Main Campus**

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

RESOLVED, that the Board of Trustees utilize the Cowley CourierTraveler for publication of official notices and accepts the official meeting dates 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 Shaw-Kinzie**	**Aye**
Trustee Bazil	**Aye**	**Trustee Shriver**	**Aye**
Trustee Cochran	**Aye**	**Trustee Wilson**	**Aye**

Motion carried.

VIII. Discussion Agenda

A. 2026-2029 Strategic Plan

Dr. Ryan Burkett presented the proposed 2026-2029 Strategic Plan for approval.

Phil White introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the 2026-2029 Strategic Plan as presented.

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

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

Motion carried.

IX. 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 President's annual evaluation, pursuant to the exception related to non-elected personnel, for 20 minutes, beginning at 7:23 pm, and reconvening in open session at 7:43 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 Bob McGregor and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 7:43 pm in the same room.

X. Third 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 5 minutes, beginning at 7:45 pm, and reconvening in open session at 7:50 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 Jacinda Shaw-Kinzie and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 7:50 pm in the same room. No action followed the executive session.

XI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:51 pm.

Tiffany Vollmer

Tiffany Vollmer
Board Clerk