

**Cowley College
Board of Trustees Official Minutes**

June 20, 2023

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on June 20, 2023, at 6:00pm in the Wright Room of the Brown Center, 215 S. 2nd Street, Arkansas City.

Trustees Present

- Brett Bazil, Chair**
- Dr. Alan Marcotte, Trustee**
- Bob McGregor, Trustee**
- David Stanley, Trustee**
- Gary Wilson, Trustee**
- Glennis Zimmerman, Trustee (Via Zoom)**

Staff

- Dr. Michelle Schoon, President**
- Tiffany Vollmer, Board Clerk**
- Holly Harper, VP of Finance and Administration**
- Debbie Phelps, Executive Director of Institutional Effectiveness**
- Janice Stover, Interim VP of Academic Affairs**
- Paul Erdmann, VP of Information Technology**
- Jeff Fluty, Athletic Director**
- Rama Peroo, Director of Institutional Communications and Public Relations**
- Brooke Istas, Natural Science Instructor, CEA Vice President**
- Manuel Raga, Men's and Women's Head Tennis Coach**
- Arianna Raga, Men's and Women's Assistant Tennis Coach**
- Ale Raga, International Student Coordinator**
- Jon Tyler, Campus Safety Officer**

Guests

- Jessica Lucas, Government Affairs Liaison (via Zoom)**
- Gary Jones, Citizen**
- Joe Shriver, Citizen**
- Jacinda Shaw-Kinzie, Citizen**

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

II. Awards and Reports

- A. David Stanley provided a recap of the KACC Quarterly meeting, held June 2-3 at Dodge City Community College.**
- B. Dr. Michelle Schoon provided a College Update.**
 - Mentioned the Adult Education Program Commencement and the Commencement held at the Winfield Correctional Facility. She praised the instructors' work, including that of Adult Education Program GED instructor LaVaughan Scheuerich.**
 - Cowley Summer Theatre Camp recently performed Guys and Dolls and will perform Seussical the Musical on July 14-16 in the Robert Brown Theatre.**

- Also informed the Board that the Cowley College men’s tennis team captured its first national title since 1991 and its first-ever title at the NJCAA Division I level by dominating the field at the NJCAA Division I Men’s Tennis National Championships held in McKinney, TX. The Lady Tiger tennis team also had its highest-ever finish at the NJCAA Division I National Tournament by finishing as the national runner-up. Tiger head coach Manuel Raga and assistant coach Arianna Raga attended the meeting.
- C. Jessica Lucas provided a legislative update.
 - D. Debbie Phelps provided an enrollment, recruitment and retention update.
 - E. Thank you to Cowley College West Elk After Prom Committee
 - F. Thank you to Cowley College Sedan After Prom Committee
 - G. Thank you to Cowley College from Norwich Project Prom
 - H. Thank you to Cowley College from Sacred Heart Catholic School
 - I. Thank you to Cowley College from Chloe Hibbs
 - J. Thank you to Cowley College from Amy McWhirt
 - K. Thank you to Cowley College from Janice Stover

III. Public Comment

IV. Executive Session

Chair Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss non-elected personnel, regarding faculty professional negotiations, pursuant to the exception related to non-elected personnel for 20 minutes, beginning at 6:19 p.m. and reconvening in open session at 6:39 p.m. in the same room. The Board requested Dr. Michelle Schoon, Holly Harper , and Janice Stover be present in the executive session.

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye
Bob McGregor	Aye	Glennis Zimmerman	Aye

Motion carried.

V. 2023-2024 Operating Budget

The Trustee Finance Subcommittee recommended approval of the 2023-2024 Proposed Operating Budget of \$24,521,896 allowing the College to exceed the Revenue Neutral Rate (RNR). Approving the proposed operating budget allows the College to begin fiscal year 2023-2024 on July 1, 2023. The 2023-2024 State Appropriation Budget will be on the August 2023 Board of Trustees Agenda. By the August 2023 Board meeting, the College will have all of the County’s estimated assessed valuation information to shore up the Operating and State Appropriation Budget. The administration will adjust the Operation’s budget accordingly.

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

RESOLVED, that the Board of Trustees approves the 2023-2024 proposed operating budget of \$24,521,896, allowing the College to exceed the Revenue Neutral Rate (RNR), beginning July 1, 2023.

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye
Bob McGregor	Aye	Glennis Zimmerman	Aye

Motion carried.

VI. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an overview of the June 12, 2023 meeting.

VII. Consent Agenda

A. Board Minutes -

- May 15, 2023 regular Minutes
- May 26, 2023 special Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending May 31, 2023 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, 2023 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, 2023				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 11,237.31	\$ 705.00	\$ 10,532.31
RCB	Student Refund Checks			\$ -
		<u>\$ 11,237.31</u>	<u>\$ 705.00</u>	<u>\$ 10,532.31</u>
General Operating Activities				
RCB	Operating Fund			-
USB	Operating Fund	1,390,109.21	2,121.68	1,387,987.53
USB	Federal Grants Fund	5,981.80	-	5,981.80
Total General Operating Activities		<u>\$ 1,396,091.01</u>	<u>\$ 2,121.68</u>	<u>\$ 1,393,969.33</u>

**Financial Aid Funds/Student Refund Check \$11,237.31 (net \$10,532.31).
 General Operating Activities disbursements \$1,390,109.21 (net \$1,387,987.53).
 Federal Funds \$5,981.80; for a total written of \$1,396,091.01 (net \$1,393,969.33).**

Additionally, 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 May 31, 2023. 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. Administrative Reports –

The Board reviewed department updates provided by administration.

E. Board Policy Approvals –

The Board conducted the second and final review of the following policies presented for approval:

- 131.00 – Reimbursement for Travel (Revision)
- 161.00 – Requisition and Selection – Non-Faculty Personnel (Revision)
- 260.00 – Transfer Coursework (Revision)

F. Personnel Transactions -

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

2023-2024 Master Agreement Proposed Changes:

- College Administration and the Cowley Education Association request approval of the proposed changes to the Faculty Master Agreement. Approving these changes will allow administration and the CEA to finalize the Master Agreement for the 2023-2024 academic year.

Resignations:

- Kristie Martinez, Natural Science Department Specialist, effective June 23, 2023
- Lindsay Sanderholm, Head Cheer and Dance Coach, effective September 4, 2023

Faculty:

- Mason Warren, Biology Instructor, at an annual salary of \$43,836, plus fringe benefits, based on classification “C” of the Faculty Master Agreement, effective August 1, 2023.

Staff:

- Tracy Circle, Administrative Assistant to the Vice President of Finance and Administration, at an annual salary of \$45,000, plus staff fringe benefits, effective July 1, 2023.
- Benjamin Kritsonis, Assistant Coach – Wrestling/Dorm Manager, at an annual salary of \$28,050, plus staff fringe benefits, effective July 5, 2023.
- Damion Cleverley, Custodian, at an hourly rate of \$13.00, plus staff fringe benefits, effective July 5, 2023.

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

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

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye
Bob McGregor	Aye	Glennis Zimmerman	Aye

Motion carried.

VIII. Discussion Agenda

- A. Chair Bazil reminded the Board of the June 27th CTE center groundbreaking ceremony and the July 27th Board of Trustee work session.
- B. Chair Bazil asked the trustees to send any recommended work session agenda items to Board Clerk Tiffany Vollmer by July 7th.

IX. Designation of Official Publication and Meeting Dates

A. 2023-2024 Official Publication and Board of Trustee 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.

The Board of Trustees will conduct its official monthly meetings on the following dates for 2023-2024:

- Monday, July 17, 2023, 6:00 pm – Wright Room, Main Campus
- Monday, August 21, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, September 18, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, October 16, 2023, 6:00 pm – Short Community Room, Sumner Campus
- Monday, November 20, 2023, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, December 11, 2023, 5:00 pm – McAtee Dining Center, Main Campus
- Tuesday, January 16, 2024 6:00 pm – McAtee Dining Center, Main Campus
- Monday, February 19, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, March 11, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, April 15, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, May 20, 2024, 6:00 pm – McAtee Dining Center, Main Campus
- Monday, June 17, 2024, 6:00 pm – McAtee Dining Center, Main Campus

Brett Bazil 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 accept the official meeting dates as amended, with the October 2023 meeting being held in the Short Community Room on the Sumner Campus.

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

Brett Bazil	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Gary Wilson	Aye
Bob McGregor	Aye	Glennis Zimmerman	Aye

Motion carried.

VIII. Other Business

XII. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 6:54 p.m.

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

**Tiffany Vollmer
Board Clerk**