Cowley College
Board of Trustees Official Minutes

July 20, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on July 20, 2026, at 12:00 p.m., in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

Trustees	**Present**	**Dr. Alan Marcotte, 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
		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
		Jeff Fluty, Athletic Director
		Ian Freeman, Director of Workforce and Community Relations
		Jennifer Searle, Marketing Director
		Jamaal Watson, Director of Adult Education

Guests

The Invocation was presented by Bob McGregor and the College Mission Statement was read by Chair Marcotte.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.
- **Working on two grants – Patterson Foundation Cybersecurity Consortium in partnership with the 184th Wing (cybersecurity) and Strengthening Community Colleges (data collection),**
- **Hosted 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**
- **Cowley representatives meet with USD 470 to meet the new curriculum director and superintendent**
- **Renovations to Nelson Student Center are in progress**

- **The College sponsored several Wellington Wheat Festival events, including the picnic in the park, drone racing, puzzlefest and the kiddie tractor pull, along with parade participation**
- **Preparations for the fall semester are underway**
  - **Faculty report August 11**
  - **Dorm storm August 15**
  - **First day of semester August 18**

Strategic Enrollment Management

- **Summer enrollment – Ahead of the three year average but down from last summer**
- **Fall enrollment – trending ahead of last year**

Attended

- **June 16 – Lunch Bites (Winfield Chamber) Strother Field**
- **June 22 – Lunch with WSU Tech president**
- **June 29 – Graduation – Winfield Correctional Facility**
- **June 30 – Administrative Council Retreat**
- **July 8 – Kansas Wheat Festival Picnic in the Park**
- **KBOR, TEA, Rotary and other routinely scheduled meeting**

Upcoming

- **Stuff the Bus July 25**
- **Tiger Skins Golf Tournament August 1**
- **KACC Quarterly Meeting at Barton County August 2-3**
- **Paramedic Graduation August 4**
- **Winfield Chamber Annual Fundraiser August 7**

B. 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**

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –
Gary Wilson provided an update from the July 13, 2026 meeting.

1. **Revenue Neutral Rate (RNR)**
   The Finance Subcommittee recommends the College not exceed the Revenue Neutral Rate for FY 2026-2027.

   This recommendation allows the administration to notify the Cowley County Clerk that the College does not intend to exceed the Revenue Neutral Rate and will submit the final tax budget by the statutory deadline.

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

RESOLVED, that the Board of Trustees accepts the Finance Subcommittee's recommendation to not exceed the Revenue Neutral Rate (RNR) for FY 2026-2027, allowing Administration to complete and submit the required notice of intent to the Cowley County Clerk.

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

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

Motion carried.

2. Education Center Purchase – Tech Ed Capital Outlay Funds
Cowley College has leased the Central Christian Church Education Center, located at 215 W. Chestnut Avenue, since 2019 to support a variety of college educational programs. The lease was extended in October 2024 and includes an option allowing the College to purchase the property during the lease term.
As part of the College's long-range facilities planning, administration initiated the purchase option and began discussions with Central Christian Church regarding the purchase of the Education Center building and the adjoining vacant lot located at 116 N. 2nd Street.

Independent appraisals were completed in June 2026. The Education Center building was appraised at $195,700, and the adjoining vacant lot was appraised at $27,100, for a combined appraised value of $222,800.

Based on the appraisals, the college administration offered $200,000 for both properties. The Central Christian Church Board approved the College's offer on July 13, 2026.

Purchasing the property provides the College with permanent ownership of a facility that has served multiple College programs over the years and currently houses Workforce and Community Education. Acquiring the adjoining lot also provides opportunities to meet future campus needs. The negotiated purchase price is approximately $22,800 below the combined appraised value.

The purchase will be funded through Tech Ed Capital Outlay funds. The purchase agreement is currently being prepared by the seller and reviewed by legal counsel. If the agreement is finalized prior to the Board meeting, it will be presented to the Board for approval.

Administration and the Finance Subcommittee request approval to purchase of the Education Center property located at 215 W. Chestnut Avenue and the adjoining vacant lot located at 116 N. 2nd Street for an amount not to exceed $200,000, utilizing Tech Ed Capital Outlay funds, and authorize the President, Executive Vice President of Finance and Administration, and legal counsel to finalize and execute all documents necessary to complete the transaction.

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

RESOLVED, that the Board of Trustees approves the purchase of the Education Center property located at 215 W. Chestnut Ave. and the adjoining vacant lot located at 116 N. 2nd Street for an amount not to exceed $200,000, utilizing Tech Ed Capital Outlay funds, and authorize the President, Executive Vice President of Finance and Administration, and legal counsel to finalize and execute all documents necessary to complete the transaction.

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

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

Motion carried.

3. **Project Updates**
   - **Student Center Renovation**
   - **Brown Center Flooring**
   - **Roofing Replacements**

B. Trustee Academic Subcommittee
Jacinda Shaw-Kinzie provided an update from the July 14, 2026 meeting

1. **Welding Program Updates**
   - **Certificate Changes**
     - **Removed program specific print reading math course, and Welding material course; will now use general courses INR 3717 Print Reading, INR 3716 Technical Math, and INR 3760 Industrial Materials**
   - **AAS degree Changes**
     - **Same changes noted above**
     - **Moved the INR 3716 Technical Math course to the technical requirements bucket and added a social science course to the general education requirements**
   - **The courses sequences will return to the layout used several years ago to reduce the amount of online and or hybrid course work required in an effort to improve student success.**

Jacinda Shaw-Kinzie introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the changes to the Welding Program Certificate A, Certificate C, and AAS, as presented.

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

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

Motion carried.

2. **Academic Affairs Updates**
   - **KDOC Adult Education Services**
   - **Academic Affairs Summer Retreat**

C. Policy Subcommittee –
Brett Bazil provided an update from the July 15, 2026 meeting and review of the following policies:

1. **208.00 – Generative AI Use in Academic Settings (new)**
2. **222.00 – Instructional Equipment (revised)**
3. **244.00 – Field Trips and Special Presentations (revised)**
4. **269.00 – Academic Honors (revised)**
5. **271.00 – Financial Arrangements Between Employees and Students (revised)**
6. **275.00 – Final Examinations (review only)**
7. **278.00 – Program Discontinuation (revised)**
8. **279.00 – Adjunct Instructor Evaluation (revised)**
9. **313.00 – Employment Benefits (revised)**

V. Consent Agenda

A. Board Minutes -

1. **June 15, 2026 regular meeting minutes**

B. Financial Reports –
Copies of the Financial Reports for the month ending June 30, 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, June 30, 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				
June 30, 2026				
		Total	**Total**	**Net**
		Check Amount	**Check Amount**	**Check Amount**
Student Refunds		**Written**	**Voided**	**Disbursed**
USB	Student Refund Checks	$ 323,348.00	$ 12,097.30	$ 311,250.70
		$ 323,348.00	$ 12,097.30	$ 311,250.70
General Operating Activities				
RCB	Operating Fund	10,471.26	5,235.63	5,235.63
USB	Operating Fund	3,138,611.87	15,062.23	3,123,549.64
USB	Federal Grants Fund	58,414.00		58,414.00
Total General Operating Activities		$ 3,207,497.13	$ 20,297.86	$ 3,187,199.27

- **Student Refunds**
  - **Financial Aid Funds/Student Refund Check gross $323,348.00 net $311,250.70.**
- **General Operating Activities**

- **Disbursements gross $3,149,083.13 net $3,128,785.27.**
- **Federal Funds gross and net $58,414.00.**
  - **Total General Operating Activities gross $3,207,497.13 net $3,187,199.27.**

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 June 30, 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:

2026-2027 Master Agreement
College Administration and the Cowley Education Association request approval of the proposed changes to the Faculty Master Agreement. Approving these changes will allow College Administration and the CEA to execute the final Master Agreement for the 2026-2027 Academic Year.

Resignations
- **Vance Lee, Assistant Coach – Women's Basketball, effective June 30, 2026**

E. Board Policy Approval –
1. **433.00 – Satisfactory Academic Progress (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 Shaw-Kinzie**	**Aye**
Trustee Bazil	**Aye**	**Trustee Shriver**	**Aye**
Trustee Cochran	**Aye**	**Trustee Wilson**	**Aye**
Trustee McGregor	**Aye**		

Motion carried.

VI. 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 the President's employment contract, pursuant to the exception related to non-elected personnel, for 5 minutes, beginning at 12:32 pm, and reconvening in open session at 12:37 pm in the same room.

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

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

Trustee McGregor Aye

Motion carried.

The meeting then resumed in open session at 12:37 pm in the same room.

VII. Second 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 the President's employment contract, pursuant to the exception related to non-elected personnel, for 5 minutes, beginning at 12:38 pm, and reconvening in open session at 12:43 pm in the same room. The Board requested Holly Harper be present in the executive session.

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

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

Motion carried.

The meeting then resumed in open session at 12:43 pm in the same room.

VIII. Third 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 the President's employment contract, pursuant to the exception related to non-elected personnel, for 5 minutes, beginning at 12:45 pm, and reconvening in open session at 12:50 pm in the same room. Action may follow.

The motion was seconded by Stan Cochran and the following votes were cast:

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

Motion carried.

The meeting then resumed in open session at 12:50 pm in the same room.

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

RESOLVED, that the College President be given a compensation increase package equal to that of the faculty and staff, to include a 3% salary increase, $1,200 one-time stipend, and years of service credit.

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

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

Motion carried.

XI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 12:53 pm.

Tiffany Vollmer

Tiffany Vollmer
Board Clerk