

**Cowley College
Board of Trustees Official Minutes**

August 24, 2026

I. Public Budget Hearing (K.S.A. 79-2929)

In accordance with K.S.A. 79-2929, the Board of Trustees shall meet for the purpose of answering and hearing objections of taxpayers relating to the proposed budget, and for the purpose of considering amendments to such proposed budget. In meeting the requirements of this Statute, a notice was published in the Cowley CourierTraveler on August 13, 2026. The public Budget Hearing was held on August 24, 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 Brett Bazil, Trustee Stanley Cochran, Trustee Bob McGregor, Trustee Joe Shriver, Trustee Phil White, Vice Chair Gary Wilson, Trustee
Staff		Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk J.T. Seitz, Legal Counsel Holly Harper, Executive VP of Finance and Administration Dr. Scott Layton, VP of Academic Affairs Dr. Jason Kegler, VP of Student Affairs Paul Erdmann, VP of Information Technology Jeff Fluty, Athletic Director Dr. Brooke Istas, Faculty Liaison Jon Tyler, Public Safety officer
Guests		None

Chair Marcotte opened the Public Budget Hearing and recognized any tax payers in attendance. With no members of the public in attendance and no comments being made, Chair Marcotte provided closing statements and adjourned the Public Hearing.

II. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on August 24, 2026, at 6:00 p.m., in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

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

III. Approval of the 2026-2027 State Appropriation Budget

Administration presented the State Appropriation Budget for fiscal year 2026-2027. A notice was published in the Cowley Courier Traveler on August 13, 2026.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$421,951,674 which yields a tax levy of approximately \$6,751,115. The county will notify the College around November 1st, 2026 of the actual amount.

Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval.

The projected Operating Mill Levy of 14.750 is based on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 1.25 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' Operating and Capital Outlay Mill Levies for comparison to the fiscal year 2026-2027:

	<u>Operating</u>	<u>Capital Outlay Mill</u>	<u>Final</u>
2021-2022	18.411	1.988	20.399
2022-2023	17.543	2.00	19.543
2023-2024	15.921	1.998	17.919
2024-2025	15.799	1.253	17.052
2025-2026	15.213	1.25	16.463
2026-2027	14.750	1.25	16.000

The Capital Outlay Mill will raise approximately \$527,439 each year (based on the 2026-2027 assessed valuations). These dollars must be spent in Cowley County.

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

RESOLVED, that the 2026-2027 State Appropriation Budget for Cowley College, officially published in the Cowley CourierTraveler, is hereby adopted and the fiscal officers of the Board of Trustees are authorized to encumber and expend such funds according to the Statutes of the State of Kansas and policies and procedures of the Board of Trustees.

FURTHER RESOLVED, that this action is communicated to the proper officials of Cowley County and the State of Kansas for the purpose of levying and allocating taxes to meet the revenue requirements.

The motion was seconded by Joe Shriver and the following votes were cast:

Chair Marcotte	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye
Trustee McGregor	Aye		

Motion carried.

IV. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

- Fall semester is underway
 - New employee orientation
 - All college inservice
 - Dorm Storm
 - New student orientation
 - Student life activities
 - First day of semester August 18
- Toured Bradbury Group – Moundridge, KS
- Meet with Creekstone to discuss training needs
- Employee appreciation night at the Wind Surge, Aug 11
- Fair and Festival participation
- Had quarterly update meeting with 184th Wing of USANG
- Kansas Board of Regents new CEO – Jennifer Bonds-Raacke
- Facilities updates – student center

Strategic Enrollment Management

- Fall enrollment – trending ahead of last year

Attended

- July 21 – lunch bites Winfield Chamber – State of WM Hospital
- July 30 – worked the Cowley County fair booth
- 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
- KBOR, TEA, Rotary and other routinely scheduled meeting

B. Joe Shriver provided a recap of the KACC Quarterly meeting held August 2-3 at Barton Community College.

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. 2026 Team Academic Award from the American Volleyball Coaches Association

F. Thank you to Cowley College the Wellington Lion's Club

G. Thank you to Cowley College from Tylar

H. Thank you to Cowley College from Sarah LaGrone, K-State Cowley Extension

I. Thank you to Cowley College from the Kansas Association of Collegiate Registrars and Admissions Officers

V. Public Comment

No public comment

VI. Standing Committee Reports

A. Trustee Finance Subcommittee –

Joe Shriver provided an update from the August 17, 2026 meeting.

1. Financials
2. 2026-2027 State Appropriations Budget
3. Audit Update
4. Project Updates

B. Trustee Academic Subcommittee

Stanley Cochran provided an update from the August 19, 2026 meeting

1. Visual and Performing Arts Program Review
2. Natural Science and Math Program Review
3. Academic Department Updates

C. Policy Subcommittee –

Brett Bazil provided an update from the August 19, 2026 meeting and review of the following policies:

1. 102.00 – Organization of the College (revised)
2. 184.00 – Bloodborne Pathogens Exposure Control (revised)
3. 264.00 – Credit for Previous Military Service (revised)
4. 311.00 – Sick Leave & Sick Leave Bank (revised)
5. 316.00 – Work Comp Return to Work (revised)
6. 321.00 – Employee Attendance Policy (revised)
7. 323.00 – Assignment/Use of Employee Workspace (revised)
8. 326.00 – Whistleblower Policy (revised)
9. 406.00 – Cowley College Student Senate (review only)

VII. Consent Agenda

A. Board Minutes -

1. July 20, 2026 regular meeting minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending July 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, July 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				
July 31, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 27,446.10	\$ 10,861.32	\$ 16,584.78
		\$ 27,446.10	\$ 10,861.32	\$ 16,584.78
General Operating Activities				
RCB	Operating Fund	5,235.63		5,235.63
USB	Operating Fund	3,376,588.06	2,352.48	3,374,235.58
USB	Federal Grants Fund	5,240.00		5,240.00
Total General Operating Activities		\$ 3,387,063.69	\$ 2,352.48	\$ 3,384,711.21

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$27,466.10 net \$16,584.78.
- **General Operating Activities**
 - Disbursements gross \$3,381,823.69 net \$3,379,471.21.
 - Federal Funds gross and net \$5,240.00.
 - Total General Operating Activities gross \$3,387,063.69 net \$3,384,711.21.

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 July 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

- Jenny Hoyt, Head Coach – Softball, effective August 10, 2026
- Brandon Lees, Assistant Coach – Baseball, effective August 20, 2026

Faculty

- Jesse Schniepp, Construction Trades Instructor, at an annual salary of \$55,630, plus benefits, based on classification A2 of the Master Agreement, effective August 10, 2026

Staff

- MacKenzie Benbrook, Admission Recruiter – Mulvane, at an annual salary of \$40,954, plus benefits, effective August 10, 2026
- Jacey Dauphin, Head Coach – Softball, at an annual salary of \$53,000, plus benefits, effective August 24, 2026
- Ane Ibarra, Head Coach – Men's & Women's Tennis, at an annual salary of \$50,381, plus benefits, effective August 3, 2026
- Harrison Russel, Assistant Coach – Women's Basketball, at an annual salary of \$40,954, plus benefits, effective August 3, 2026

- Kevin Titus, Adult Education Instructional Staff – WCF, at an annual salary of \$40,954, plus benefits, effective August 3, 2026

E. Board Policy Approval –

1. 208.00 – Generative AI Use in Academic Settings (new)
2. 222.00 – Instructional Media (revised)
3. 244.00 – Field Trips and Special Presentation (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 Discontinuance Policy (revised)
8. 279.00 – Adjunct Instructor Evaluation (revised)
9. 313.00 – Employment Benefits (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 Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye
Trustee McGregor	Aye		

Motion carried.

VIII. Other Business

Chair Marcotte asked the trustees to send any agenda topics for the September 21 work session to the Board Clerk as soon as possible.

Trustee Wilson informed the Board of land for sale by ADM west.

IX. Adjournment

With no additional business to be discussed, the Chair declared the meeting adjourned at 6:37 pm.



Tiffany Vollmer
Board Clerk