

**Cowley College
Board of Trustees Official Minutes**

September 21, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on September 21, 2026, at 6:00 p.m., in room 106 of the Mulvane Science, Engineering, and Academic Center, 430 E. Main St., Mulvane, KS.

Trustees	Present	Dr. Alan Marcotte, Chair Phil White, Vice Chair Brett Bazil, Trustee Bob McGregor, Trustee Joe Shriver, Trustee Gary Wilson, Trustee
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Staff	Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk J.T. Seitz, Legal Counsel Holly Hollins, Executive VP of Finance and Administration (Zoom) Dr. Scott Layton, VP of Academic Affairs Dr. Jason Kegler, VP of Student Affairs Jeff Fluty, Athletic Director Dr. Brooke Istas, Faculty Liaison Tori Reibenspies, Academic Outreach & Mulvane Site Coordinator
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Guests	None
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The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair Marcotte.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
- **Todd Ray retirement and Josh Sprague as interim**
 - **Presidents Report mailers**
 - **Galaxy Technologies workforce meeting to discuss ways to increase workforce for expansion**
 - **CCN (Cowley College Network) interview**
 - **CSA (Campus Security Authority) training with administrative council**
 - **Meet with Southwestern College to discuss educational opportunities for our employees**
 - **Paramedic program accreditation site visit**
 - **Congratulations to Dr. Brooke Istas on her selection into Southwestern College Natural Science Hall of Fame**

Attended:

- **Perspective of the Wolf – 184th cyberspace operations presentation, Sept. 15**
- **Breakfast with Kansas Board of Regents – Sept. 16**
- **KBOR, TEA, Rotary and other routinely scheduled meeting**

Upcoming:

- Sept. 24 – Economic Outlook Conference
- Sept. 24- hosting chamber coffee to celebrate Adult Education month
- Sept. 26 – Wellington Fall Fest
- Oct. 9, 10, 11 - Hunchback of Notre Dame – Cowley Theatre production
- Oct. 15 – hosting chamber coffees to showcase the renovated student center

Strategic Enrollment Management:

- Fall enrollment – trending ahead of last year

B. Dr. Ryan Burkett provided a fall enrollment update.

C. 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 from Luke and Taylor Ahlerich

F. Thank you to Cowley College from Anna and Asher Wolfe

G. Thank you to Cowley College from the VFW Auxiliary

H. Thank you to Cowley College from Heather Barker

I. Thank you to Cowley College from the Winfield Chamber of Commerce

J. Thank you to Cowley College from the Arkansas City Relay for Life

V. Public Comment

No public comment

VI. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an update from the September 14, 2026 meeting.

1. Procurement – Theater Lighting

This purchase request is for 10 Stage Light Color Fixtures, 8 Moving Spot Lights, and 12 Moving Color Stage Lights as part of the continued modernization of the Brown Center theater lighting system.

The 10 Stage Light Color Fixtures will retrofit existing incandescent fixtures to full-color LED technology, consistent with recent upgrades to the theater's lighting inventory. The LED fixtures will reduce energy consumption and heat generated by the existing lighting equipment. The 8 Moving Spot Lights and 12 Moving Color Stage Lights will expand the theater's ability to create more complex lighting designs for productions and provide students with additional hands-on experience using intelligent lighting and Digital Multiplex (DMX) technology.

This purchase will be funded through Tech Ed Capital Outlay dollars.

Vendor	Location	Cost
A to Z Theater Supply	Kansas City, MO	\$47,900.00
Relevant AV	Wichita, KS	\$50,350.00
XS Lighting & Sound	Kansas City, MO	\$47,896.00

Administration and the Finance Subcommittee request approval to purchase Brown Center theater lighting equipment from XS Lighting and Sound at a cost of \$47,896.00 using Tech Ed Capital Outlay Funds. XS Lighting and Sound submitted the lowest priced proposal and supplied the equipment for the College's previous theater lighting upgrades.

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

RESOLVED, THAT THE Board of Trustees approves the purchase of the Brown Center theater lighting equipment from XS Lighting and Sound at a cost of \$47,896.00 using Tech Ed Capital Outlay funds.

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 McGregor	Aye	Trustee Wilson	Aye

Motion carried.

2. Finance Policies
3. Financial Statements

B. Policy Subcommittee –

Gary Wilson provided an update from the September 16, 2026 meeting and review of the following policies:

1. 106.00 – Emeritus Status (revised)
2. 463.00 – Access to the Student Center (revised)
3. 471.00 – Health and Wellness Services (revised)

VII. Consent Agenda

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

RESOLVED, that the Board of Trustees removes policy 102.00 – Organization of the College from the consent agenda for further review by Administration.

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

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

Motion carried.

A. Board Minutes -

1. August 24, 2026 regular meeting minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending August 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, August 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				
August 31, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Student Refunds		Written	Voided	Disbursed
USB	Student Refund Checks	\$ 10,274.18	\$ 4,073.72	\$ 6,200.46
		\$ 10,274.18	\$ 4,073.72	\$ 6,200.46
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	2,472,622.26	14,152.48	2,458,469.78
USB	Federal Grants Fund	8,480.85	-	8,480.85
Total General Operating Activities		\$ 2,486,338.74	\$ 14,152.48	\$ 2,472,186.26

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$10,274.18 net \$6,200.46.
- **General Operating Activities**
 - Disbursements gross \$2,477,857.89 net \$2,463,705.41.
 - Federal Funds gross and net \$8,480.85.
 - Total General Operating Activities gross \$2,486,338.74 net \$2,472,186.26.

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 August 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:

Internal Changes

- Josh Sprague - title change from Custodial Supervisor to Interim Director of Facilities, and adding \$1000 per month stipend, effective September 1, 2026
- Ane Ibarra - title change from Head Coach – Men’s and Women’s Tennis to Head Coach – Men’s and Women’s Tennis/Dorm Manager, and adding \$750 per month stipend

- **Bob Redenius - location change from Winfield Correctional Facility to the Main Campus**

E. Board Policy Approval –

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

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

RESOLVED, that the Board of Trustees approves the consent agenda as amended.

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 McGregor	Aye	Trustee Wilson	Aye

Motion carried.

VI. 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 personnel transactions, pursuant to the exception related to non-elected personnel, for 15 minutes, beginning at 6:30 p.m., and reconvening in open session at 6:45 p.m. in the same room. The board requests Dr. Michelle Schoon and 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 Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye
Trustee McGregor	Aye	Trustee Wilson	Aye

Motion carried.

The meeting then reconvened in open session at 6:45 p.m. in the same room.

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

RESOLVED, that the Board of Trustees accepts the resignation and retirement of Dr. Michelle Schoon as President of Cowley College effective February 1, 2026.

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

Chair Marcotte	Aye	Trustee Shriver	Aye
Trustee Bazil	Aye	Trustee White	Aye

Trustee McGregor Aye

Trustee Wilson

Nay

Motion carried.

IX. Adjournment

With no additional business to be discussed, the Chair declared the meeting adjourned at 6:46 pm.

A handwritten signature in black ink, appearing to read "Tiffany Vollmer". The signature is fluid and cursive, with the first name "Tiffany" written in a larger, more prominent script than the last name "Vollmer".

**Tiffany Vollmer
Board Clerk**