

**Cowley College
Board of Trustees Official Minutes**

October 20, 2025

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on October 20, 2025 in room 129 of the Technology and Innovation Center on the Cowley College Sumner Campus, 2205 Shurtz-Juden Loop, Wellington, KS 67152.

Trustees	Present	Bob McGregor, Chair Dr. Alan Marcotte, Vice Chair Brett Bazil, Trustee Joe Shriver, Trustee David Stanley, Trustee Phil White, 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 Dr. Scott Layton, Interim VP of Academic Affairs Paul Erdmann, VP of Information Technology Stefani Jones, Director of Student Enrollment and Success Kristi Shaw, Executive Director of Student Services Debbie Phelps, Executive Director of Institutional Effectiveness Dr. Brooke Istas, CEA Liaison Jeff Fluty, Athletic Director Zach Cooper, Director of Sumner Campus Brett Stone, Campus Safety Lynda Soria, Office Assistant Tim Kennedy, Admissions Representative David Hays, Computer Science Instructor Marlin Burcham, Ag Instructor
Guests		Christina Henson, Loyd Group, LLC Ariana Peterson, Student of the Month Jessica Lucas, Government Affairs Liaison Tim Nihart, Citizen Leigh Nihart, Citizen Joe Soria, Wellington Mayor Nancy Staley, Citizen

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

II. 2024-2025 Annual (Draft) Audit Review

Loyd Group, LLC has completed the annual audit of all college funds for the year ended June 30, 2025

and have provided a (DRAFT) Report. In performing the audit, the accountants examined the validity of financial transactions according to generally accepted accounting principles and State Law. In addition, they have been instructed to apply the standards established by the policies of the Board of Trustees. Holly Harper, Vice President of Finance and Administration, provided the Management Discussion and Analysis (MDA) and Christina Henson with Loyd Group, LLC provided the audit findings.

Due to the Federal Government shutdown, the final audit will be presented to the Board for approval at a future meeting.

III. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

College Update:

- Construction and remodel of LL Galle-Johnson is finished
 - Storm damage assessment and claims is ongoing
 - Hosted the Mulvane Chamber Coffee and Open House at KanOkla on October 14
 - Presidents annual report mailings
 - Cowley College support of Heritage Park sculpture
 - Community Night Out participation
 - Fall PD Day, Oct. 22
 - Arkalalah and Fall Break, Oct 22 - 24
 - Health and Human Services Day and Cowley Collage – Fine Arts Day
- Enrollment Management Update:**

- Fall Census report (Debbie Phelps)
- Reorganizing Enrollment Management teams and goals for the new year
- Oct. 20 starts 2nd 8-week session
- Spring Enrollment – Nov. 1. New schedule format
- Tour Training

★ ★ ★ ★ ★ Excellent Campus Tour Experience at Cowley College!

I recently toured Cowley Junior College, and I was genuinely impressed from start to finish. The campus was clean, well-maintained, and had a great energy — you can tell the staff and students take pride in their school. Our tour guide was friendly, knowledgeable, and gave us a real feel for what student life is like. They took time to answer every question and pointed out the many resources Cowley offers, from modern classrooms and athletic facilities and student support centers.

Attended:

9/17 KBOR in Topeka
9/18 Docking Library Legacy Event
9/23 Conway Springs City Council
9/29 KSOK radio interview
10/1 College Transfer and Job Fair
10/2 Kansas Economic Outlook Conference
10/12 Market on Main Street, Mulvane
10/13 Trustees Candidate Forum
10/14 Coffee Talk, Mulvane
10/14 Cowley Open House, Caldwell (sponsored by Kanokla)
10/15 Lion Club, Wellington
10/16 Fall theatre production, The Good Doctor

- B. Ariana Peterson was recognized as the October Student of the Month
- C. Jessica Lucas provided a legislative update
- D. Debbie Phelps provided an update on the fall census day cohort
- 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 Conway Springs Middle School
- G. Thank you to Cowley College from Asher and Anna Wolfe
- H. Thank you to Cowley College from Wade Hervey
- I. Thank you to Cowley College from Presli Tharp
- J. Thank you to Cowley College from Arkansas City Presbyterian Manor
- K. Thank you to Cowley College from Udall 4-H

IV. Public Comment

No public comment

V. Standing Committee Reports

- A. Trustee Sumner County Sales Tax Subcommittee

Phil White provided an update from the October 13, 2025 meeting.

 - 1. Direct Voter Outreach and Mailers
 - 2. Timeline and Events
- B. Trustee Finance Subcommittee –

Bob McGregor provided an update from the October 13, 2025 meeting.

 - 1. Procurement
 - President’s Vehicle – Transportation Budget Funds

The President’s college vehicle was totaled in the June hail storm. The College solicited bids and received three options from two local dealerships. College administration and the Finance Subcommittee recommend the Board approve the purchase of the 2024 Chevrolet Trailblazer Activ from Zeller Motors at a price of \$26,900, using transportation budget funds.

Vendor	Location	Year/Make	Model	Mileage	Price
Zeller Motors	Arkansas City, KS	2024 Chevrolet	Trailblazer Activ	13,038	\$26,900
Zeller Motors	Arkansas City, KS	2025 Jeep	Compass Altitude 4x4	0	\$38,110

Kline Ford	Winfield, KS	2024 Ford	Escape Active FWD	2,620	\$26,805
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Joe Shriver introduced and moved the adoption of the following resolution:

RESOLVED, That the Board of Trustees approves the purchase of the 2024 Chevrolet Trailblazer Activ from Zeller Motors at a cost of \$26,900, using transportation budget funds, as presented.

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

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

- **Piano Lab Replacement – VJ Wilkins Grant and College Matching Funds**

The College fine arts piano laboratory has used the same original Yamaha Clavinova keyboards for the past 30 years, but these keyboards are in need of replacement. Sparks Music can provide the latest technology replacement keyboards, and the current keyboards will be donated locally. Administration and the Finance Subcommittee request approval to purchase the new Brown Center Clavinova Keyboard Laboratory at a cost of \$33,475 using VJ Wilkins Grant and College matching finds.

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

RESOLVED, that the Board of Trustee approves the purchase of the new Brown Center Clavinova Keyboard Laboratory at a cost of \$33,475 using VJ Wilkins Grant and College matching funds.

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

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

- **LifePak – Tech Ed Capital Outlay**

The purchase of a LIFEPAK 35 EKG Monitor/Defibrillator with SPO2, NIBP, 12/15 Lead, and TCP would significantly strengthen the Cowley Paramedic Program by aligning student training with the technology being adopted by our local EMS and fire service partners. Training on the same advanced device that graduates will encounter in the field ensures a seamless transition from classroom to clinical practice, reducing orientation time and increasing confidence during high-stakes emergencies. The LIFEPAK 35 provides features such as real-time CPR feedback,

full 12/15- lead ECG capability for early STEMI detection, pediatric and neonatal modes, and durable, field-tested construction, all of which allow our students to practice with the same precision and reliability expected in professional practice. This not only enhances skill development but also better prepares students to operate alongside preceptors and field crews who rely on this technology every day. By mirroring local agency equipment, the program fosters stronger partnerships with regional EMS providers, supports accreditation standards that call for current and relevant training equipment, and demonstrates Cowley's commitment to producing highly competent graduates ready to serve their communities with the tools and techniques they will be expected to use on day one.

The LifePak 35 is a new generation EKG monitor and is currently not available on the used market or from other vendors.

Vendor	Location	LifePak 35 and Accessories	Shipping	Total
Stryker (sole source)	Illinois USA	\$50,916.25	\$356.41	\$51,272.66

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

RESOLVED, That the Board of Trustees approves the purchase of the LifePak 35 and support equipment from Stryker at a cost of \$51,272.66. This purchase is approved by KBOR and will be funded by the Perkins Grant.

The motion was seconded by Phil White and the following votes were cast:

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

- **Wellness Center Sewer Line Repair – Capital Outlay Mill (COM)**

The sewer line in the alleyway behind the Wellness Center is failing causing sewer back-up issues. The city is unable to repair the issue, therefore the College is opting to take on this project. The College solicited bids, and received two. Administration and the Finance Subcommittee request Board approval to contract with Padgett Excavation for the Wellness Center sewer repair at a cost of \$35,980, using Capital Outlay Mill Funds.

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

RESOLVED, that the Board of Trustees authorizes the College to contract with Padgett Excavation for the Wellness Center sewer repair at a cost of \$35,980, using Capital Outlay Mill Funds.

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

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

2. Insurance Update

- Vehicles
 - 12 vehicles totaled to date (2 15-passenger vans, 5 minivans, 2 security cars, 1 trailer, 1 MCI bus, 1 President's car)
 - Vehicle insurance settlements to date total \$162,134.22
 - Purchased 3 Chrysler Pacifica's from Zeller Motors
 - Purchased 2 15-passenger vans from Stuteville
- Buildings
 - Immediate repair: Education Building, Walker-Tech (skylights), Webb-Brown, Wellness Center, Dorms
 - Other roof repairs: Brown Center, Tyler Tech, Galle-Johnson, Kerr Tech, Bookstore, Shipping and Receiving
- Other
 - Hafner outdoor equipment (track surface, jump pads, hurdles, bleachers)

3. DRAFT Audit Report

C. Trustee Academic Subcommittee –

Dr. Alan Marcotte provided an update from the October 14, 2025 meeting.

1. New Course Approval – Elementary School PE and Health

This course is part of the KBOR systemwide transfer degree. Offering it allows students to take with us a course they would otherwise take at a four-year institution. Administration and the Academic Subcommittee request approval of the new Elementary School PE and Health course as presented.

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

RESOLVED, that the Board of Trustees approves the new Elementary School PE and Health course as presented.

The motion was seconded by David Stanley and the following votes were cast:

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

2. Course Name Change – AI Prompt Writing (see attached)

Changing the title from AI Prompt Engineering to AI Prompt Writing and added the unit outcome statements

3. 2026-2027 Academic Calendar

4. 4-Day Spring Schedule Update

D. Trustee Policy Subcommittee –

Gary Wilson provided an update from the October 16, 2025 review of the following policies.

1. 233.00 – College Catalog (revised)
2. 260.00 – Transfer Coursework (revised)
3. 303.00 – Selection of Non-Faculty Personnel (revised)
4. 311.00 – Sick Leave – Full-time Non-Faculty Employees (revised)
5. 409.00 – Hazing and Prevention (new)

VI. Consent Agenda

A. Board Minutes -

- September 15, 2025 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending September 30, 2025 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, September 30, 2025 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				
September 30, 2025				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
<u>Student Refunds</u>		Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,721,904.73	\$ 34,791.38	\$ 1,687,113.35
		\$ 1,721,904.73	\$ 34,791.38	\$ 1,687,113.35
<u>General Operating Activities</u>				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	1,342,902.19	495.00	1,342,407.19
USB	Federal Grants Fund	3,695.93	-	3,695.93
Total General Operating Activities		\$ 1,351,833.75	\$ 495.00	\$ 1,351,338.75

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$1,721,904.73 net \$1,687,113.35.
- **General Operating Activities**
 - Disbursements gross \$1,348,137.82, net \$1,347,642.82.
 - Federal Funds gross and net \$3,695.93.
 - Total General Operating Activities gross \$1,351,833.75 net \$1,351,338.75.

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 September 30, 2025. 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:

- Deborah Phelps, Executive Director of Institutional Effectiveness, effective November 12, 2025
- Matt Thomas, Educational Navigator – Winfield Correctional Facility (WCF), effective October 17, 2025

Internal Position Changes

- Trison Graham, moving from Maintenance Technician I to Assistant Coach – Wrestling, at an annual salary of \$40,954, plus benefits, effective August 16, 2025

E. Board Policy Approval -

1. 201.00 – Educational Programs (revised)
2. 240.00 – Selection of Professional Employees (revised)

Gary Wilson 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 Dr. Alan Marcotte and the following votes were cast:

Bob McGregor	Aye	David Stanley	Aye
Dr. Alan Marcotte	Aye	Phil White	Aye
Brett Bazil	Aye	Gary Wilson	Aye
Joe Shriver	Aye		

Motion carried.

VII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:04 p.m.



Tiffany Vollmer
Board Clerk