

**Cowley College
Board of Trustees Official Minutes**

October 21, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on October 21, 2024 at 6:00pm in the room 106 of the Mulvane Science, Engineering, and Academic Center, 430 E. Main Street, Mulvane, KS.

Trustees	Present	Brett Bazil, Chair Bob McGregor, Vice Chair Dr. Alan Marcotte, Trustee Jacinda Shaw-Kinzie, Trustee Joe Shriver, Trustee David Stanley, Trustee Phil White, Trustee
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Staff	Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk J.T. Seitz, Legal Counsel Holly Harper, VP of Finance and Administration Dr. Rachel Bates, VP of Academic Affairs Paul Erdmann, VP of Information Technology Jeff Fluty, Athletic Director Debbie Phelps, Executive Director of Institutional Effectiveness (via Zoom) Kristi Shaw, Executive Director of Student Services Julianna Smarsh, Mulvane Site Coordinator Micah Fry, Community Education Coordinator (via Zoom)
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The Invocation was presented by Dr. Alan Marcotte and the College Mission Statement was read by Chair Bazil.

II. 2023-2024 Annual Audit Review

Loyd Group, LLC. has completed the annual audit of all college funds for the year ended June 30, 2024. 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, VP of Finance and Administration, provided the Management Discussion and Analysis (MDA) and Loyd Group, LLC. will provide the audit findings.

The 2023-2024 Audit may be viewed on the College web site upon approval by the Board of Trustees.

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

RESOLVED, that the report of the audit of fiscal and management accounting of the college for fiscal year 2023-2024, is hereby approved and the secretary of the Board is directed to file the report with the official records of the College.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

III. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

- Fall listening tour at three locations and via zoom
- Meet with Senator Larry Alley and Jessica to discuss community college funding
- Hosted over 400 students from 17 different high schools were on campus for Health and Human Service/Career Technical Education Day on Oct. 2
- Professional development day for all employees on Oct. 4
- Cowley College ACES – Academic Civic Engagement through Service – is being facilitated through the IMPACT staff. IMPACT and ACES Students are actively involved in helping with community events like the car show, AC Public Library and commodities distribution. Served over 250 pulled pork meals as the fundraiser on Oct. 16.
- Facilitating a supervisors training workshop on November 14, hosted by Cowley First and Cowley College Workforce and Community Education

Attended:

- Typical meetings with KBOR, TEA, Rotary, Chamber, etc.
- Kansas Economic Outlook Conference at Century II, hosted by the Center for Economic Development and Business Research (CEDBR), WSU Barton School of Business on October 10.

Awards and Recognition:

- NCMPR – National Council of Marketing and Public Relations – Cowley Team won eight awards
 - Three gold medallions, three silver medallions and one bronze medallion
- Holly Harper, VP of Finance and Administration, was selected to represent Region 3 on the Community College Business Officers (CCBO) Board of Directors. Congratulations Holly!

Enrollment Management Update:

- Current Fall enrollment numbers indicate a 6.2% in student FTE compared to last year
- Started project teams to focus on dual enrollment and on scholarships
- Spring enrollment has started

B. Jessica Lucas provided a legislative update and overview of the October 15, 2024 Sumner Sales Tax Trustee Subcommittee meeting.

Phil White introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorizes college administration to place the Sumner County ½ cent sales tax renewal on the November 2025 ballot.

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

Brett Bazil	Aye	Joe Shriver	Aye
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Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

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

F. Thank you to Cowley College from Brandi Brenner, KACRAO

G. Thank you to Cowley College from The Short & Burger Families

H. Thank you to Cowley College from Cowley County 4-H Youth

I. Thank you to Cowley College from Watson and Weslyn Whitehill

III. Public Comment

IV. Standing Committee Reports

A. Trustee Academic Subcommittee -

Joe Shriver presented an recap of the October 15, 2024 meeting.

1. Electrical Technology Program Approval – Cert. B, Cert. C, and AAS

ELECTRICAL TECHNOLOGY (Associate of Applied Science Degree)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS					
Basic Skills (12 hours)					
ENG2211 or COM2725 or INR3735	Composition I or Interpersonal Communications Industrial Technical Writing (Communication Elective)				3
PHO6460	Ethics (Humanities elective)				3
BUS1311	Introduction to Business				3
INR3716	Technical Mathematics (or higher level)				3
GENERAL EDUCATION TOTAL (12)					12
TECHNICAL REQUIREMENTS					
INR3718	OSHA 10 (1)	1			
ELC3673	National Electrical Code I (4)	4			
ELC3670	AC/DC Circuits I (4)	4			
INR3725	Introductory Craft Skills	3			
MEC3484	Principles of Electricity	3			
ELC3674	National Electrical Code II (4)		4		
ELC3675	Residential Wiring I (4)		4		
ELC3677	Commercial Wiring I (4)		4		
INR 3717	Print Reading (2)		2		

ELC3680	Journeyman Exam Prep		3			
CST3245	Principles of Plumbing & HVAC			3		
MEC3482	Motors & Electrical Controls			3		
ELC3672	Grounding and Bonding			3		
MEC3400	Introduction to Maintenance			3		
MEC3492	Programmable Logic Controllers 3			3		
INR3751	Career & Technical Internship I			1		
INR3752	Career & Technical Internship II				1	
INR3713	Applied Economics				3	
TECHNICAL HOURS (49)			15	17	16	4
TOTAL HOURS (64)			15	17	16	16

Cert B – 32 hours with semesters 1 and 2

Cert C – 48 hours with semesters 1, 2, and 3

AAS 60 – 68

ELECTRICAL TECHNOLOGY Certificate B						
COURSE NUMBER	COURSE NAME	SEMESTER				
		1	2	3	4	
TECHNICAL REQUIREMENTS						
INR3718	OSHA 10 (1)	1				
ELC3673	National Electrical Code I (4)	4				
ELC3670	AC/DC Circuits I (4)	4				
INR3725	Introductory Craft Skills	3				
MEC3484	Principles of Electricity	3				
ELC3674	National Electrical Code II (4)		4			
ELC3675	Residential Wiring I (4)		4			
ELC3677	Commercial Wiring I (4)		4			
INR 3717	Print Reading (2)		2			
ELC3680	Journeyman Exam Prep		3			
TECHNICAL HOURS (32)		15	17			
TOTAL HOURS (32)		15	17			

ELECTRICAL TECHNOLOGY Certificate C						
COURSE NUMBER	COURSE NAME	SEMESTER				
		1	2	3	4	
TECHNICAL REQUIREMENTS						
INR3718	OSHA 10 (1)	1				
ELC3673	National Electrical Code I (4)	4				
ELC3670	AC/DC Circuits I (4)	4				
INR3725	Introductory Craft Skills	3				
MEC3484	Principles of Electricity	3				
ELC3674	National Electrical Code II (4)		4			
ELC3675	Residential Wiring I (4)		4			
ELC3677	Commercial Wiring I (4)		4			
INR 3717	Print Reading (2)		2			
ELC3680	Journeyman Exam Prep		3			
CST3245	Principles of Plumbing & HVAC				3	
MEC3482	Motors & Electrical Controls				3	
ELE3672	Grounding and Bonding				3	
MEC3400	Introduction to Maintenance				3	
MEC3492	Programmable Logic Controllers 3				3	

INR3751	Career & Technical Internship I			1	
TECHNICAL HOURS (48)		15	17	16	
TOTAL HOURS (48)		15	17	16	

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

RESOLVED, that the Board of Trustees approves the Electrical Technology Certificate B, Certificate C, and Associates of Applied Science, as presented.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

B. Trustee Finance Subcommittee –

Holly Harper presented a recap of the October 14, 2024 meeting.

1. Central Christian Church Lease Renewal

Chair Bazil requested the Board approve the renewal of the Workforce and Community Education building lease with Central Christian Church as presented.

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

RESOLVED, that the Board of Trustees approve the renewal of the Workforce and Community Education Building Lease with Central Christian Church as presented.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

2. Music Library – Capital Outlay Tech Ed Grant Funds

Cowley Music has thousands of dollars of music for the Choir and Band programs, and would like to purchase a storage system that would help organize and protect the materials necessary for these programs. There has been a need for a better storage solution for music for the last several years and purchasing a storage system would be a worthwhile investment.

Bids were requested from four companies with three returning bids: Wenger, SchoolsIn, and Southwest Solutions. Additionally, I contacted Sparks Music last fall for a quote but have not received it. Sparks reached out to Wenger as their supplier and as Wenger is almost double the cost without having Sparks coordinate the purchase, it is clearly outside of budget.

The music department recommends purchasing from Southwest Solutions. Their customer service was outstanding, they provide quality office storage equipment, and they have worked on projects in the area.

Vendor	Location	Brand/Model	Size	Time frame	Customization	Total
Wenger	Owatonna, MN	Music Library Storage System	2 Units, 6 shelf	8-10 weeks	Custom to room	\$54,562.46
SchoolsIn	Cincinnati, OH	Music Library Storage System	10 Units	NA	Custom to room	\$25,634.54
*Southwest Solutions	Edmond, OK	Music Library Storage System- crank operation	7 Units	8-10 weeks	Custom to Room	\$29,950.00

David Stanley introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the purchase of the Music Library Storage System from Southwest Solutions at a cost of \$29,950.00 using Capital Outlay Tech Ed Grant Funds.

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

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

C. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided a recap of the October 17, 2024 review of the following policies:

1. 135.00 – Soliciting by Vendors and Agents (Revision)
2. 168.00 – Debt Management (New)
3. 169.00 – Investments (New)
4. 408.00 – Student Complaint Policy (New)
5. 470.00 – Equal Opportunity (Revision)

V. Consent Agenda

A. Board Minutes -

- September 21, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending September 30, 2024 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, 2024 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, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,695,442.42	\$ 29,615.64	\$ 1,665,826.78
RCB	Student Refund Checks			\$ -
		<u>\$ 1,695,442.42</u>	<u>\$ 29,615.64</u>	<u>\$ 1,665,826.78</u>
General Operating Activities				
USB	Operating Fund	2,965,178.96	2,121.58	2,963,057.38
USB	Federal Grants Fund	12,244.75	-	12,244.75
Total General Operating Activities		<u>\$ 2,977,423.71</u>	<u>\$ 2,121.58</u>	<u>\$ 2,975,302.13</u>

Financial Aid Funds/Student Refund Check \$3,015.90 (net \$2,232.00).

General Operating Activities disbursements \$3,614,501.40 (net \$3,610,480.76).

Federal Funds \$2,782.46 for a total written of \$3,617,283.86 (net \$3,613,263.22).

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 August 31, 2024. 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. Personnel Transactions -

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

Separations:

- Ed Henderson, Welding Instructor – Winfield Correctional Facility, effective September 24, 2024

Resignations:

- Tony Gulick, Maintenance Technician, effective October 10, 2024
- Abby Morris, Director of Marketing and Strategic Communications, effective October 16, 2024
- Katie Phillips, Administrative Assistant to the VP of Academic Affairs, effective November 8, 2024
- Alie Raga, International Student Services Coordinator, effective October 16, 2024

Staff:

- Robin Graves, Administrative Assistant to the Vice President of Academic Affairs, at an hourly rate of \$21.50, plus staff fringe benefits, effective November 1, 2024

- Megan Sweaney, Human Resources Generalist, at an annual salary of \$54,983, plus staff fringe benefits, effective October 17, 2024
- Robert Redenius, Welding Instructor – Winfield Correctional Facility, at an annual salary of \$44,000, plus staff fringe benefits, effective September 30, 2024

E. Board Policy Approval –

- 408.00 – Student Complaint Policy (New)

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 Dr. Alan Marcotte and the following votes were cast:

Brett Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	David Stanley	Aye
Bob McGregor	Aye	Phil White	Aye
Jacinda Shaw-Kinzie	Aye		

Motion carried.

XV. Other Business

XVI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:08 pm.



Tiffany Vollmer
Board Clerk