

**Cowley College
Board of Trustees Official Minutes**

November 18, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on November 18, 2024 at 6:00pm in the President's Dining Room inside the McAtee Dining Center, 200 S. 4th Street, Arkansas City, 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**
- 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. 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**
- Stefani Jones, Director of Enrollment and Student Success**
- Dr. Scott Layton, Natural Science Dept. Chair, Faculty Liaison**
- Delayne Dale, Director of Cosmetology**
- Jon Tyler, Public Safety Officer**

Guests

- John Shelman, Cowley CourierTraveler**
- Kelly Lowe, November Student of the Month**
- Mickey Schmith, Citizen**

The Invocation was presented by David Stanley and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
- Submitted our prison education programs (PEPs) to the Federal Student Aid site to apply for Pell eligibility.**
 - Nov. 4 and 5, hosted a five- person peer review team from the Higher Learning Commission as part of our ten-year accreditation cycle. The team was very complimentary of the College, the employees and the students.**

- **92nd Arkalalah celebration was held October 23 – October 26. Cowley College was involved in many activities, participating in the parades on Wednesday and Saturday, the coronation on Friday, and hosting the Dodgeballalah tournament on Thursday.**
- **Nov. 5, hosted a career exploration on the Sumner campus for 120 Freshman students, along with Wellington High School faculty and staff. Students to learned about several of the technical programs and enrollment opportunities the Cowley has to offer.**

Attended:

- **Typical meetings with KBOR, TEA, Rotary, Chamber, etc.**
- **October 22 - Meeting with community college and independent college administrators to talk about partnerships and articulations.**
- **Nov. 12 – KJCCC/Region 6 meeting**

Awards and Recognition:

- **Congratulations to our fall athletic teams for all advancing to the National Championships.**

Enrollment Management Update:

- **Spring enrollment has started and is trending up from last spring**
- **Started project teams to focus on dual enrollment and on scholarships**

B. Director of Cosmetology, Delayne Dale, and VP of Finance and Administration, Holly Harper were recognized for their hard work and dedication in the completion of the Tyler Technical Education Center.

C. Kelley Lowe was recognized as the November 2024 Student of the Month

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**

F. Thank you to Cowley College from the Ark City Tumbleweeds

G. Thank you to Debbie Phelps from Jennifer Wine with RTI International

III. Public Comment

A. Mickey Schmith addressed the Board regarding the 40 Friday Club, a local youth program.

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Gary Wilson presented a recap of the November 11, 2024 meeting.

B. Trustee Policy Subcommittee –

Brett Bazil provided a recap of the November 14, 2024 review of the following policies:

- 1. 103.00 – Board of Control (Review)**
- 2. 105.00 – Board Policy Approval (Review)**
- 3. 108.00 – Service Area Councils (Revision)**
- 4. 171.00 – Open Records (New)**

V. Consent Agenda

A. Board Minutes -

- October 21, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending October 31, 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, October 31, 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				
October 31, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 158,524.75	\$ 28,283.11	\$ 130,241.64
RCB	Student Refund Checks			\$ -
		\$ 158,524.75	\$ 28,283.11	\$ 130,241.64
General Operating Activities				
USB	Operating Fund	1,337,788.85	1,494.36	1,336,294.49
USB	Federal Grants Fund	34,181.02	405.00	33,776.02
Total General Operating Activities		\$ 1,371,969.87	\$ 1,899.36	\$ 1,370,070.51

Financial Aid Funds/Student Refund Check \$158,524.75 (net \$130,241.64).

General Operating Activities disbursements \$1,337,788.85 (net \$1,336,294.49).

Federal Funds \$34,181.02 (net \$33,776.02) for a total written of \$1,371,969.87 (net \$1,370,070.51).

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 October 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:

- Ryan Masterson, Groundskeeper, effective November 7, 2024

Staff:

- Jennifer Searle, Director of Marketing and Strategic Communications, at an annual salary of \$62,174 plus staff fringe benefits, effective November 18, 2024.

- Shawn Cameron, Maintenance Technician (weekends), at an hourly rate of \$19.40, plus staff fringe benefits, effective November 13, 2024.

E. Board Policy Approval –

- 135.00 – Soliciting by Vendors and Agents (Revision)
- 168.00 – Debt Management (New)
- 169.00 – Investments (New)
- 408.00 – Student Complaint Policy (New)
- 470.00 – Equal Opportunity (Revision)

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:

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

Motion carried.

XV. Other Business

XVI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 6:33 pm.



**Tiffany Vollmer
Board Clerk**