

**Cowley College
Board of Trustees Official Minutes**

December 16, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on December 16, 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 Kristi Shaw, Executive Director of Student Services Dr. Brooke Istas, Natural Science Instructor, CEA Vice President Roxanna James, Director TRiO-SSS-Impact
Guests		Riley Perdue, October Student of the Month John Shelman, Cowley CourierTraveler Gary Jones, Citizen

The Invocation was presented by Joe Shriver and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

College Update:

- Received the report of the Nov. 4 and 5 site visit from the Higher Learning Commission as part of our ten-year accreditation cycle. The College met all of the criteria for accreditation and all of the federal compliance requirements, with no monitoring reports needed.
- Hosted Senator Moran for a campus visit on November 25 as he announced the congressional allocation of \$264,000 for welding equipment in the Tyler Technical Education Center.

- Signed an articulation agreement with Southwestern College (SC) for a 2+2 nursing pathway that will assist students in transfer to the newly approved nursing program at SC.
- Christmas Vespers were held Dec. 5 with special performances by the Arkansas City High School and Middle School music programs.
- The College and Winfield Correctional Facility (WCF) hosted the Educational Navigators from across the state. Navigators toured the educational spaces at WCF and had a joint meeting with KDOC educational program administrators.
- Hosted a robotics competition Dec. 13 on the main campus, similar in format to what is offered in the spring at Sumner campus. Over 100 students attended.
- Cowley College closed for the Holidays at noon on Dec. 20, and reopen on January 2.

Attended:

- Typical meetings with KBOR, TEA, Rotary, Chamber, etc.
- Paramedic graduation on Dec. 12.
- Served breakfast during the late-night breakfast during finals weeks.
- Dec. 6 and 7, KACC quarterly KACC meeting hosted by Labette Community College in Parsons.

Awards and Recognition:

- Congratulations to Greg Butler for completing his second Master's degree.
- Congratulations to our fall athletic teams for all advancing to the National Championships. Men's Soccer and Women's Volleyball were both playing for National Championships on Saturday, Nov. 23. Men Soccer ended up finishing in 2nd place and the Volleyball team repeated as Champions.
- College Quiz Bowl competed in the Snow Bowl Tournament at Garden City and placing 2nd, only losing to Redlands Community College, Oklahoma.

Enrollment Management Update:

- Spring enrollment has started and is trending up from last spring
- Communicating with students to get enrolled before leaving for break and sending out informational letters to high school students.

B. Riley Perdue was recognized as the October 2024 Student of the Month

C. Dr. Alan Marcotte provided a recap of the December 6-7 KACC Quarterly meeting held at Labette Community College.

D. Tevin Manuel with Tandem Cyber Security provided a cyber security update.

E. Roxanna James provided an TRiO/Impact update.

F. 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 Hadley O'Toole

G. Thank you to Cowley College from Kinzie Perdue

H. Thank you to Cowley College from Laura Daulten

I. Thank you to Cowley College from Madisyn Wood

J. Thank you to Cowley College from Bryan McChesney

K. Thank you to Cowley College from Senator Jerry Moran

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an overview of December 9, 2024 meeting.

1. Procurement – KBOR Capital Outlay Tech Ed Grant Funds/Perkins Grant

Anatomage Convertible Digital Cadaver Table -

Cowley Allied Health requests to purchase an Anatomage Convertible Digital Cadaver Table for use in the EMT, AEMT and Paramedic programs to be housed at the Sumner Wellington Campus. The table has multiple dissected digital cadavers that can demonstrate all body systems for anatomy as well as physiology. In comparison to having an actual cadaver lab, the digital table reduces costs by replacing physical cadavers with digitized real human bodies, lowering lab maintenance fees and saving time in lab management. The digital bodies are built from frozen cadaveric slices, segmented from real human bodies donated for research. These slices underwent an intensive reconstruction process to re-create the cadaver’s pre-mortem form in a 3D digital format. The entire system of arteries, veins, and capillaries are fully traced and functionally connected.

Vendor	Location	Anatomage Table	Support items	Shipping	Total
Anatomage (sole source)	California USA	\$79,500	\$275	\$3,775	\$83,550

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

RESOLVED, that the Board of Trustees approves the purchase of the convertible digital cadaver table and support equipment from Anatomage for \$83,550. \$50,000 is approved through KBOR Capital Outlay Tech Ed Grant funds, and the remaining \$33,550 will be funded by the Perkins Grant.

The motion was seconded by Gary Wilson 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.

B. Trustee Policy Subcommittee –

Gary Wilson provided a recap of the December 11, 2024 review of the following policies:

1. 145.00 – Pets and Animals on Campus (Revision)

V. Consent Agenda

A. Board Minutes -

- November 18, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending November 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, November 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				
November 30, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 106,611.94	\$ 7,214.41	\$ 99,397.53
RCB	Student Refund Checks			\$ -
		\$ 106,611.94	\$ 7,214.41	\$ 99,397.53
General Operating Activities				
USB	Operating Fund	2,290,040.65	645.00	2,289,395.65
USB	Federal Grants Fund	8,204.12	-	8,204.12
	Total General Operating Activities	\$ 2,298,244.77	\$ 645.00	\$ 2,297,599.77

Financial Aid Funds/Student Refund Check \$106,611.94 (net \$99,397.53).

General Operating Activities disbursements \$2,290,040.65 (net \$2,289,395.65).

Federal Funds \$8,204.12 for a total written of \$2,289,395.65 (net \$2,297,599.77).

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 November 30, 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:

Director:

- Dr. Tasha Brown Taylor, AVP of Academic Affairs, at an annual salary of \$74,967, plus fringe benefits, effective January 6, 2025

Instructional Staff:

- Kari Kirtly-Stephensen, Adult Education Instructional Staff, at an annual salary of \$39,761, plus staff fringe benefits, effective January 6, 2025

- **Jamaal Watson, WCF Adult Education Instructional Staff, at an annual salary of \$32,758, plus staff fringe benefits, effective January 6, 2025**

Staff:

- **Brandon Lees, Assistant Coach – Baseball/Dorm Manager, at an annual salary of \$28,752, plus staff fringe benefits, effective January 6, 2025**
- **Tori Reibenspies, Academic Outreach and Mulvane Site Coordinator, at an annual salary of \$43,965, plus staff fringe benefits, effective December 5, 2024.**
- **Julianna Smarsh, Advising and Retention Coordinator, at an annual salary of \$45,000, plus staff fringe benefits, effective October 1, 2024**
- **Brailea Tipton, International Student Services Coordinator, at an annual salary of \$44,129, plus staff fringe benefits, effective November 25, 2024**

E. Board Policy Approval –

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

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 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	Gary Wilson	Aye

Motion carried.

XV. Other Business

XVI. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:06 pm.



**Tiffany Vollmer
Board Clerk**