



OFFICE OF THE PRESIDENT
DR. MICHELLE SCHOON

DATE: March 5, 2024

TO: Board of Trustees/Employees/News Media/Public

FROM: Dr. Michelle Schoon, President

RE: March 11, 2024 Board of Trustees Regular Board Meeting Notice

The Cowley College Board of Trustees will hold their regular monthly meeting on Monday March 11, 2024 at 6:00 p.m. in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th, Arkansas City, KS.

The AGENDA for the meeting may be accessed by visiting the following link after 5:00 p.m. on Friday, March 8, 2024 :

<https://cowley.edu/agenda>

MS: tv

pc: News Media



**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

AGENDA

- | | | |
|---|---|-------------------|
| I. Call to Order | Brett Bazil, Chair | Pg. 4 |
| A. Invocation | Joe Shriver, Trustee | |
| B. College Mission Statement | Brett Bazil, Chair | |
|
II. Awards and Reports |
Dr. Michelle Schoon, President |
Pg. 5 |
| A. College Update | Dr. Michelle Schoon | Pg. 5 |
| B. Legislative Update | Jessica Lucas, Gov't Affairs Liaison | Pg. 6 |
| C. Administrative Reports | College Administration | Pg. 7 |
| 1. Finance and Administration | Holly Harper | Pg. 7 |
| 2. Academic Affairs | Dr. Rachel Bates | Pg. 9 |
| 3. Information Technology | Paul Erdmann | Pg. 11 |
| 4. Institutional Effectiveness | Debbie Phelps | Pg. 13 |
| 5. Enrollment Management | Stefani Jones | Pg. 13 |
| 6. Student Affairs | Kristi Shaw | Pg. 16 |
| 7. Athletics | Jeff Fluty | Pg. 18 |
| 8. Faculty Liaison | Dr. Scott Layton | Pg. 19 |
| D. Thank you to Cowley College | Arty Hicks, Ark City Chamber of Commerce | Pg. 21 |
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III. Public Comment |
Brett Bazil, Chair |
Pg. 22 |
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IV. Standing Committee Reports | |
Pg. 23 |
| A. Trustee Academic Subcommittee | Dr. Alan Marcotte, Trustee | |
| Update of the March 5, 2024 meeting | | |
| 1. Program Revisions/Approval | | |
| • Construction Technology - CERT A, CERT B, CERT C & AAS | | Pg. 24 |
| • Milling Technician - CERT C and AAS | | Pg. 27 |
| B. Trustee Finance Subcommittee | Bob McGregor, Vice Chair | |
| Update of the March 4, 2024 meeting | | |
| C. Trustee Policy Subcommittee | Brett Bazil, Chair | |
| Update of the February 14, 2024 meeting | | |
| 1. 111.00 – Employee Code of Conduct (Revision) | | Pg. 29 |
| 2. 155.00 – Keys to College Facilities and Equipment (Revision) | | Pg. 31 |
|
V. Approval of Consent Agenda |
Brett Bazil, Chair |
Pg. 33 |
| A. Board Minutes | | Pg. 33 |
| 1. February 19, 2024 regular Minutes | | Pg. 34 |

Agenda

	B. Financial Reports	<i>Pg. 42</i>
	C. Bills and Claims	<i>Pg. 48</i>
	D. Board Policy Approvals	<i>Pg. 49</i>
	1.255.00 – Withdrawal from Classes (Revision)	<i>Pg. 50</i>
	2.257.00 – Attendance and Coursework (Revision)	<i>Pg. 52</i>
	3.258.00 – Class Rosters (Revision)	<i>Pg. 55</i>
	E. Personnel Transactions	<i>Pg. 57</i>
VI.	Procurement	Dr. Michelle Schoon, President
	A. Track Resurfacing and Javelin Runway – 2024-2025 Capital Outlay Mill Funds	<i>Pg. 58</i>
VII.	Discussion Agenda	Brett Bazil, Chair
	A. Professional Leave (Sabbatical) Request	<i>Pg. 77</i>
	B. Trustee Vacancy	
VIII.	Executive Session	Brett Bazil, Chair
	A. Non-Elected Personnel - President’s Contract	<i>Pg. 84</i>
IX.	Other Business	Brett Bazil, Chair
		<i>Pg. 85</i>
X.	Adjournment	Brett Bazil, Chair

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

I. CALL TO ORDER

A. Invocation

Chair Bazil will call the regular public meeting of the Board of Trustees to order and Trustee Shriver will provide the Invocation.

B. Mission Statement

Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

II. AWARDS AND REPORTS

Items listed under Awards and Reports are pre-approved by the Board Chair and the President. The items are purposeful to the Board and College Administration, as well as informative in nature.

A. College Update

Dr. Michelle Schoon

News

Awards and Recognition:

- College Quiz Bowl placed 10 at Nationals, congrats to team and sponsors.
- Congratulations to Jamie Hibbs, Education Faculty, who defended her dissertation and is now Dr. Hibbs
- DECA had a successful state competition in Hillsboro and qualify all eight students for the national tournament in Austin, TX
- Kudos to our Wellness Center Staff for the steady increase in usage.

Attended

- TBC Luncheon
- Feb. 21 transfer and job fair
- National Wrestling in Council Bluffs, IA
- Meetings, meetings and meetings

Enrollment Management Update

- Enrollment for spring is up from last spring
- March 1 started Summer enrollment.
- March 18 starts 2nd 8 weeks of semester
- April 1 is Fall enrollment start
- Focus on dorm improvement and messaging
- Student retention
- Application process
- Program specific marketing campaigns

Events

- March 2, Soccer clinic hosted by the college with 86 young players participating
- March 28, Gaming Lounge grand opening
- Wellington Community Challenge

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

II. AWARDS AND REPORTS

B. Legislative Update

Verbal report will be given at the meeting.

Meeting of the Board of Trustees Cowley College

March 11, 2024

II. AWARDS AND REPORTS

C. Administrative Reports

Holly Harper, Vice President of Finance and Administration

Business Office

Darci Sampson

- Sent student statements by email
- Processed financial aid disbursement checks
- Placed students on unpaid balance holds

Facilities & Maintenance

Todd Ray

Work Orders

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023							235	421	274	216	257	163	1,566
2024	323	245											568

- New CTE Building
 - Sheetrock and millwork is installed.
 - Painting started and tile in Cosmo started.
 - Exterior concrete work started to west and south of building.
 - Ordering of equipment is ongoing.
 - Meeting bi-weekly with construction team. Meeting weekly with faculty that will house in the new building.

Line	Name	Duration	Duration remaining	Start	Finish	Actual start	2023																																								
							May 1	May 8	May 15	May 22	May 29	June 5	June 12	June 19	June 26	July 3	July 10	July 17	July 24	July 31	August 7	August 14	August 21	August 28	September 4	September 11	September 18	September 25	October 2	October 9	October 16	October 23	October 30	November 6	November 13	November 20	November 27	December 4	December 11	December 18	December 25	January 1	January 8	January 15	January 22	January 29	February 5
12	Site Construction	283d	283d	5/1/2023 A	6/10/2024	5/1/2023																																									
13	Mobilize	5d		5/1/2023 A	5/5/2023 A	5/1/2023																																									
14	Clear Site	5d		5/1/2023 A	5/5/2023 A	5/1/2023																																									
15	Site Excavation	30d	20d	5/8/2023 A	6/19/2023	5/8/2023																																									
16	Rough Grading	5d	5d	6/20/2023	6/26/2023																																										
17	Site Utilities	30d	30d	8/14/2023 *	9/25/2023																																										
18	Paving Subbase	5d	5d	9/25/2023 *	9/29/2023																																										
19	Paving	15d	15d	10/31/2023	11/20/2023																																										
20	Trash Enclosure	5d	5d	10/31/2023	11/6/2023																																										
21	Sidewalks	25d	25d	3/11/2024	4/12/2024																																										
22	Landscaping	15d	15d	5/20/2024 *	6/10/2024																																										
23	Site Fixtures	5d	5d	5/20/2024	5/24/2024																																										
24	Parking Lot Striping	3d	3d	5/28/2024	5/30/2024																																										
25	Material Procurement	195d	195d	5/22/2023	2/27/2024																																										
26	PEMB	75d	75d	5/22/2023	9/6/2023																																										
27	Electrical Gear	195d	195d	5/22/2023	2/27/2024																																										
28	HVAC Equipment	100d	100d	5/30/2023	10/18/2023																																										
29	Storm Water	40d	40d	5/30/2023	7/25/2023																																										
30	Rebar	15d	15d	7/12/2023	8/1/2023																																										
31	Building Construction	228d	228d	8/21/2023	7/12/2024																																										
32	Foundations	10d	10d	8/21/2023 *	9/1/2023																																										
33	Underground Rough-In	15d	15d	8/21/2023	9/11/2023																																										
34	Slab on Grade	15d	15d	9/12/2023	10/2/2023																																										

II. Awards and Reports

Human Resources

Jenette Hanna

- Conducted interviews for the Groundskeeper position.
- Conducted new hire orientations.
- Posted 2nd shift Custodian position.
- Completed a 45-day new hire “How’s it Going ?” meeting with newly hired employees.
- Assisted with policy and procedure wording changes.

Security

Matt Stone

no report

Auxiliary Services

Bookstore

Shannon O’Toole

BOOKSTORE ACTIVITY – FEBRUARY 2024		
LOCATION	# TRANSACTIONS	SALES AMOUNT
Ark City Campus Bookstore	233	\$12,879.61
Cowley Bookstore Online	71	\$5,116.94
Sumner Campus Store	0	\$0.00

- **Commencement Regalia**

Worked with Debbie Phelps to update the *Spring 2024 Commencement Participation and Regalia Survey*. Faculty, administration and instructional support staff have until February 16 to complete the survey indicating their attendance at Commencement Exercises on May 4th and ordering rental regalia if necessary.

- **Degree Application Graphic**

Updated the graphic advertising the degree application deadline of March 1. Placed the graphic on the Bookstore website and shared it with Tiger, Tweets and Takeaways on Friday, February 16.

- **Golden Apparel**

Worked with Community Education Coordinator, Micah Fry to begin offering annual apparel to the Golden Tigers community. The Bookstore accepted pre-orders thru January 31 for short sleeve t-shirts and crew sweatshirts. Orders are expected to arrive in mid to late February. Additional limited quantities will be available in-store.



II. Awards and Reports

Wellness Center Membership Sales

Rikki Hettenbach

Golden Tiger classes, Functional Exercises, and Line Dancing started this month.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020	210	152	64	N/A	N/A	N/A	54	61	52	65	52	68	778
2021	90	77	79	97	65	86	94	99	87	87	106	89	1,056
2022	123	84	114	87	103	106	112	137	97	82	113	119	1,277
2023	187	143	134	117	113	135	169	181	150	150	177	191	1,847
2024	197	143											340

Student Pantry Visits

The student pantry team requested popcorn as a donation for the month. They will continue to speak to local community groups about donations and expand the pantry webpage. The group recently met with COPE/LHEAT in Cowley County to partner with them to continue to serve the community and our students.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023								14	87	98	93	46	338
2024	64	76											140

Dr. Rachel Bates, Vice President of Academic

- Faculty Professional Development series I and II were completed by 14 faculty/staff. Module III starts after spring break and has 11 participants.
- Attended the Wellington Chamber banquet.
- Met with Kansas Workforce to discuss open position and continued collaborations.
- Conducting Faculty classroom observations.
- Continued work on Math Pathways initiative.
- Ongoing Academic Affairs and administrative daily operations.

Academics and Secondary Partnerships Update

Janice Stover

- Submitted CA2 Program Revision request to KBOR for updates to the Software, Security & Development Program
- Guest Speaker at the Feb. 28th meeting of the Cowley County Area Retired School Personnel (CCARSP)
- Fall 2024 Schedule Development
- 2024-25 Academic Catalog and program/course Updates
- KBOR Meetings/Reports –Excel in CTE, Statewide Program Articulations, Program Inventory updates, etc.
- Day-to-day Academic Affairs and institution initiatives

Distance Learning Update

Shelby Huddleston

- Shelby Huddleston, Director of Distance Learning, has been appointed to another year with the Anthology Community Leadership Circle. The Community Leadership Circle is a small governance board positioned to lead and influence initiatives and provide feedback to the product team for Blackboard Learn and other solutions. He also co-moderates the Blackboard Learn Ultra User Group, that is an international group.

II. Awards and Reports

- Spring Courses and Syllabi were published on Monday, November 13th. All course shells are in the new Blackboard Ultra Course View. Instructors can request course copies from the distance learning department online form.
- As of February 28, 2024, we have 598 published spring syllabi with a total view count of 14,500. This is an average of 24 views per syllabus for the Spring Semester. Simple Syllabus is a standardized syllabus template required to be used by all faculty teaching in each modality offered at Cowley – face-to-face, hybrid, and online. It is a centralized, template-driven platform that lets instructors quickly personalize and publish interactive class syllabi. It also provides a metrics dashboard to support evidence collection campus-wide for accreditation purposes.
- Spring Courses and Syllabi were published on Monday, November 13th. All course shells are in the new Blackboard Ultra Course View. Instructors can request course copies from the distance learning department online form.
- Launched a new webpage, with the assistance of Webmaster Chris Absher, for faculty to use for time estimates in courses. This can be used by both face-to-face and online courses.
- The Distance Learning Team provides Honorlock AI Proctoring for course use in Blackboard. As of the end of February, we have consumed approximately 63% of our 2300 prepaid exams.
- In February, Tutor.com saw 101 student sessions and approximately 73 hours of tutoring in various subjects such as Drop Off Essay Review, Accounting, Math, Biology, Chemistry, and Writing. We continue to see positive feedback on its availability to students.
- In February, Zoom had 339 meetings totaling 112,721 minutes. For the past year, we saw meetings totaling over 1.09 million minutes.

Renn Memorial Library

Rhoda MacLaughlin-Ramirez

- For the month of February 2024, the library had a total attendance of 3,429.

M - F 7:45am – 12 pm	1718
M - F 12pm – 4pm	870
M - F 4pm – 10pm	691
Sundays	150
Total	3,429

Computer usage	1870
Reference Questions	238
Kansas Room	69
Proctored Tests	20
Classes to the Library	5

TLC Learning Center

Sydney Vanderbilt

- To date, the TLC has had 169 unique visits. Writing (33%) and mathematics (32%) account for the majority of sessions.
- 53% of visits are for in-person tutoring, 16% for virtual services, and 30% for independent studying.

Student Support Services TRIO Program/IMPACT

Roxanna James

Count

Goal = 160 students (must be met by August 31, 2024)

Currently = 158

IMPACT continues to work with grant writer Ramona Munsell, LLC. Debbie Phelps provided the required comparison data. A student survey was submitted to all students enrolled and results collected. Letters of support from on-campus and community leaders are currently being requested and gathered.

II. Awards and Reports

The grant we are currently writing would extend our current five-year grant that expires on August 31, 2026, to August 31, 2031.

Adult Education Programs

Kami Moore

- Staff attended the KAEA conference and met with 3 legislatures from the Winfield and Arkansas City area.
- The 4th GED session will start after spring break.

Academic Outreach & Mulvane Site Update

Julianna Smarsh

The Cowley College Mulvane Improvement Initiative continues to meet monthly this academic year to discuss progress at the Mulvane Science, Engineering, and Academic Center. The team is composed of the location's full-time faculty and staff. Notable moments from the recent meetings include the following: Introduction to Research Methods course, under instruction of Dr. Chad Killblane, are in process of IRB approval for reviewing data and a potential community survey, the team has request the marketing department to produce Mulvane campus summer schedule flyers, preliminary plans are in the works for the student community event to take place on April 22nd as well as plans for turning two upcoming large tours into an interactive event experience. This initiative stems from the coordinator's KCCLI Leadership Project and two strategic initiatives (Community and Impact).

- Mulvane campus held Homecoming Week activities.
- Attended Mulvane Chamber and Mulvane Downtown Revitalization meetings.
- Preparing for upcoming Mulvane Old Settlers event in August.
- Assisting Department Chairs with summer course schedules.

Community Education

Micah Fry

- The Golden Tigers' first trip of the semester was to Broadway's Wicked in Oklahoma City.
- Combining the community education classes with Golden Tigers has been successful. The Spanish class has 13 Golden Tigers and 8 community members enrolled.

Technical Education Workforce

Joe Classen

- High School Industry Tours are planned for Triumph Accessories Group.
- Ongoing training and internships efforts with Sumner County industry partners.

Paul Erdmann, Vice President of Information Technology

Student information system

One-time information requested

- Director of Student Enrollment and Success wanted some information on High School that graduated in certain year/terms and received degrees
- Created new SSRS report for Director of Accounting, Account Transaction Report by GL # range
- Per Director of Marketing provided information for prospective students that applied (and never enrolled) for certain programs of study
- Per Director of Auxiliary Services, provided report of students having digital access charges for 2023/SP
- Per Director of Financial Aid, created an email report to run M-F on Kansas Promise students with digital access classes (New ones only on the daily report)
- Fixed an SSRS report on sub term for Director of Financial Aid
- Investigated issue on AR Receipt Export that wasn't correct coming from bookstore system. Determined that process was working fine and had to fix the export file

II. Awards and Reports

- Per Application Processing request, completed the moving of students from application to accepted stage for 2023/SU
- Provided a SQL statement to Director of Institutional Effectiveness pertaining to test scores
- Per Director of Auxiliary Services, setup the import into the bookstore system for 2023/SU
- Provided a list of IDs to Bursar of a certain billing issue that needed to be corrected
- Provided a “special” file for Anthology of majors that aren’t in program of study
- Per Application Processing, updated scripts (ADPAR and ACPAR) to make sure parent_email had a value in the data field
- Put in a support ticket on a new process to get rid of the candidate role – resolved as all stages on the candidacy record have to be marked for delete for it to work
- Per Director of Student Enrollment and Success, need a listing of graduates for 2024 with special elements on the report
- Per AVP of Academic & Secondary Partnerships, provide information whether courses had a certain value in section_master udef field
- Per Director of Financial Aid, worked through an issue with a J1 report. More information needed to be included in report, so created an email report on changes to enrolled hours (not just looking at scholarship students)
- Fulfilled request to add a couple of hold codes on students accounts that are marked on the staging as “Archv”
- Created document on the archive process as it went to multiple steps.
- Updated housing code description values in J1 (resid_commuter_sts) and added a new one
- Updated Student_term_table by register but HS grads for 2024 still need updated on the tuition code field after the process runs

Miscellaneous

- Researched Tableau bridge issue / upgraded
- Per Director of Student Enrollment and Success request, gave authority to the retention module (retention manager)
- Ran already enrolled military report for 2023/SP per request
- Assisted on list serve issue (sql statement) for getting the sql statement to work as required
- Went through a communication J1 self-guided course.
- Researched how to get a data element onto the “Personal Info Update” form in JICS (More to come on this)
- Updated Cowley Connect to have four years of 1098T information, instead of only three
- Investigated error on Graduation application received by a few students. Have not been able to replicate error, or determine cause
- Deleted several duplicate student records
- Assisted Admissions in rearranging Housing and Student Life tabs in Cowley Connect
- Updated permissions for several users so they can upload meeting minutes in Cowley Connect
- Updated permissions for several users in Cowley Connect so they can manage their department tabs

Ongoing Projects

- Verified that all elevators on campus have a phone line connected to an active analog number. Several already had lines, but ran new lines to those that didn’t as necessary
- Brown Center Videowall – In progress
- Build and set up gaming lounge – In progress
- Camera installation for test proctoring in Wichita – In progress

Debbie Phelps, Executive Director of Institutional Effectiveness

Gainful Employment

The Department of Education announced earlier in the year that reporting for Gainful Employment would resume with the first data submission in early July. Previously, gainful employment reporting was restricted to information about aid received by students in a specific set of career and technical education (CTE) programs. The IE Office is working with Financial Aid and the Business Office to identify the data for gainful employment reporting. The revised reporting will include the following changes:

- Reporting will include all programs offered by the institution with an assigned CIP code. (A CIP code is a six-digit number, i.e. 24.0101, that identifies instructional programs. The first two digits represent the most general grouping of related programs and the final four digits are assigned based on the specificity of the program's curriculum).
- Reporting will be restricted to three specific groups of students: Completed, Withdrew, Enrolled.
- Programs with 30 or more graduates in the first two years of the designated reporting period will be reported as a "two year cohort." Programs with 30 or more graduates over the entire four years of the reporting period will be reported as "four year cohort."
- The designated reporting period for the first data submission will include students who graduated or withdrew during the 2015-2016, 2016-2017, 2017-2018, and 2018-2019 academic years.

Accreditation

Work continues on the College's Assurance Argument, a document that provides evidence of Cowley College's compliance with the federal criterion. The Administrative Council is currently reviewing a detailed outline of information and evidence in support of the College's compliance with Criterion One: Mission.

IPEDS

The Spring data collection will end on April. The Fall Enrollment and Human Resources surveys have been submitted and locked; the Academic Libraries and Finance surveys are currently in progress.

Kansas Board of Regents (KBOR)

There are no data reportings due currently to the Regents. The IE Office will be attending two, spring data update meetings in April to learn more about changes to reporting for the upcoming 2024 Academic Year Collection.

Stefani Jones, Director of Student Enrollment and Success

Admissions

In the month of February, a total of 299 applications were processed. There were 76 applications for the current spring semester with 31 students enrolled. The remaining applications were 69 for summer and 147 for Fall 2024. Letters of acceptance are sent out to all accepted applicants. Continue to update Cowley Connect and improve automatic communications to student applicants and parents.

Continue to make improvements on student communications and the Cowley Connect experience. Bi-weekly meetings with Anthology continue.

Recruiting Services

- Preparing recruiting materials for the upcoming academic year.
- Continue to schedule visits and attend opportunities provided by high schools.
- Enrollment Fairs / College Fairs:
 - Mulvane High School (Two Enrollment Conferences)
 - Rose Hill High School (Enrollment Fair)
 - Clearwater High School (CTE Night)

II. Awards and Reports

- Central Burden High School (provided Cowley Day Presentations to 7-12 graders)
- Pioneer Tech (Preview Night)
- Kaw Nation (College Fair)

Visited with 25 students during the Ark City High School monthly appointment day.

Visited with 19 students during the Wellington High School monthly appointment day.

Visited with 6 students during the Winfield High School monthly appointment day.

Continue to schedule on-site visits with students and counselors. Topics include career discussion and planning, enrollment opportunities in addition to offering placement testing, paperwork processing and enrollment.

Held an FFA Selection Day at Sumner Campus

Tours

- Arkansas City Campus: 31 individual tours

Group Tours (Arkansas City Campus):

- 27 students from Wichita Northwest (for Education)

Enrollment

All enrollment locations continue to enroll new students for late start and second 8-week courses.

Off-sites assisted the bookstore with providing spring textbook pick-up service to students.

The Spring 24 College Transfer & Job Fair, was held on February 21st. This is a collaboration between Cowley College and Cowley First. More than 80 people were in attendance.

Mulvane campus is preparing for two 8th-grade days in the month of April. Three schools that have reached out, wanting to bring around 70 students to the events.

Military Services

Andy Bohn

- Updated all 2nd 8-week Fall VA Certifications
- Attended SCO Monthly Training with the VA
- Prepared to attend McConnell Education and Job Fair
- Updated Military wording in Academic Catalog

International Student Services

Alie Raga

Events/Visits

- 1 social security trip
- 1 Airport Run

Enrollment/Etc.

- 5 CLEP Tests
- Updated new Affidavit of Sponsorships
- Verified Sevis records

Financial Aid / Scholarships

Lena Spencer

Held face-to-face and/or zoom student meetings

Sent FAFSA Acknowledgement Letters and awarded students for 2023-2024 award year

II. Awards and Reports

Processed and awarded Kansas Promise scholarships for Spring 2024 students

Processed and awarded Scholarships for Spring 2024

Attended multiple High School FAFSA nights and assisted students and parents with FAFSA completion

Processed Spring Disbursement

All of the Financial Aid team attended various training webinars on FAFSA Simplification

Attended Gainful Employment Webinars for new reporting requirements

The team continued Jenzabar Financial Aid Training

Upward Bound TRIO Program

Liz Shepard

2023-24 Grant Award: \$ 312,480.00

Our first Saturday Academy of the month we discussed expectations for grades and went over each student's grades from the previous semester, as well as, the current semester. There was also tutoring. After lunch, we went to the Winfield skating rink.

Our second Saturday Academy of the month was a little different. We took the students to the Cowley Volleyball Pancake Fundraiser for breakfast. The students were excited about the pancakes and we were able to help support our Cowley family. After breakfast, we discussed expectations for grades and went over each student's grades from the previous semester, as well as, the current semester. There was also tutoring. After lunch, the students broke out in groups for their entrepreneur project, Mystery Restaurant. The students were to create a restaurant using location, style of cuisine, marketing style, cost analysis (payroll, food cost, rent, utilities and other overhead items), and then create a menu to meet those criteria. They did an excellent job.

We are still taking application and focusing our student interviews toward freshman and rising 9th graders

COUNT:

Goal: 63 students Current: 53 Pending for this year: 3

Marketing

Abby Morris

Active Campaigns & Recent Key Projects

CRM Onboarding Project

The Marketing Department in collaboration with the Enrollment Management Team is in the design phase of onboarding the CRM software, Anthology with a project launch this Spring. The software will allow us to set up automated communications for prospective students who have not yet applied, loop back applicants to continue to nurture those who have not enrolled, and customize the message to the specific types of students we are targeting in the enrollment management plan. We are getting closer to aligning the event and activities section of the software with the institutional website so more team members will be involved at that time.

We are currently running or preparing paid campaigns for the following:

- Fall 2024
- Key Academic Programmatic campaigns
- Dual Credit Rebrand
- Perkins Programs

Project Requests

The marketing department received 62 internal project requests in January; eight remain open.

Event Promotions

The Marketing Department has been actively promoting the following upcoming events:

- Performing Arts Scholarship Day – March 23rd
- Gaming Lounge Grand Opening – March 28th
- Tiger Enrollment Open House – April 4th
- CTE Signing Day – April 18th

Kansas Community College Month Campaign

Abby Morris, Cowley Director of Marketing, alongside Kelly Snedden, Director of College Relations and Marketing at Butler, has taken the lead with the assistance of Jessica Lucas to organize a statewide campaign to emphasize the role and value of community colleges in higher education in April. We are meeting frequently with the group to roll out details and would love for the BOT to get involved as soon as more details are available.

Social Media Procedural Changes

The Marketing Advisory Committee completed its annual review of the Social Media Networking Policy and Procedure, AP 149. No changes were recommended to the Policy, however, recommended edits to the Procedure will be provided to the Administrative Council within the month of April.

GA4 -Web Analytics

Measurable Outcomes:

With a shorter month, web traffic is down relatively to January however program page trends are tracking with the Wind Energy page emerging in the top mix. Our competitor keyword position tracking is widening with reports showing the health of our search engine marketing is improving in comparison to some of our competitors.

Kristi Shaw, Executive Director of Student Services

Student Life

Peyton Snively

Director of Student Life attended various committee meetings- Student Senate Meeting, Hope Squad Meeting, Wellness Thrive Meeting, Student of the Month Meeting, Commencement Meeting, Safe Spring Break and Sexual Assault Awareness Week Planning Meeting)

Student Senate Meeting (33)

Free Movie Night (114)

Love Bingo in the dining hall

Black History Month Event Kahoot Game and Cuisine

Hope Squad Meeting

Announced Student of the Month- Bruno Nhavene

Sweet Shop Bakery Competition for Homecoming Sweepstakes (68)

Homecoming Game Night (42)

Candy Sundae Bar (125)

Puzzle Palooza event for Homecoming Sweepstakes (74)

Scavenger Hunt for Homecoming Sweepstakes (80)

Homecoming Coronation (Crowned Spencer MacLaughlin and Ndack Mbengue)

Homecoming Dance (150)

Indoor Track and Field Send off to Nationals

Wrestling Send off to Nationals

Jersey Theme Night at Women's/Men's Basketball Sophomore Night

Intramural Pool Tournament (44)

Student Accessibility (Disability Services and Title IX)

Dawn Simpson

During the month of February 2024 coordinator collaborated with students, staff, and faculty. Also, addressed student concerns and attended meetings for the Professional Development team, the Safety Committee, and Glean. Coordinator attended Title IX webinar on the upcoming regulations and participated in Homecoming Week activities with students.

Number of students served this month: 70

II. Awards and Reports

Total number of student contacts: 184
Number of tests read: 1
Number of tests scheduled: 5
Number of Faculty contacts: 107
Number of Staff contacts: 151
Number of Agency contacts: 23
Number of Prospective student contacts: 8
Number of Accuplacer tests given: 1
Number of tests Proctored: 5
Parent Contacts: 2
Title IX issues:

Student Life Counseling-

Rebecca Holman

Drop Ins (<30mins) – 10
Scheduled Appts: 43
New – 7
Repeat – 33
No Show - 3
Alcohol Sanction - 0
Student of Concern – 3
Conflict Resolution – 3
Crisis Intervention - 2

Activities incl HOPE Squad meetings (Club) x2, HOPE Squad Carnations of HOPE – BB game 2/14, attended 4 BB games, gathering info for TalkCampus – platform engaging student mental health, Brain Tap demo discussion w/AD – completed demos w/st athletes, mh students, and faculty/staff gathering data to present, attended all HOCO events and participated in Spirit Week w/Olwen – Twin Day w/Krystle Nies, Student Disciplinary meeting and Hearing, Safe Spring Break Planning Meeting, No Contact Order written, Called FCMHC – CDS for 2 Crisis Screenings, Set up meeting with SA/DV Advocate to go over/fill out PFS, attended Importance of Being Earnest, Scheduled Meeting for SA Week – informed SADV Advocate & FCMHC - CDS, Title IX Training – 2 days, Title IX Meeting, Phone calls, emails, texts w/students. Creating presentations, proper forms, completing paperwork, engaging with faculty/staff through Olwen, researching best practices and creative ways to increase student engagement in the mental health and wellness.

Director of Housing

Lynlea Bartlett

Reports/Activities:

Director of Housing participated in various committee meetings (Title IX, Enrollment Management, Fresh Ideas, Wellness (Thrive), SAAT, Site Safety meeting.

The Housing department continues to hold weekly Monday staff meetings. The preparing for the release of the 24-25 Housing Contracts, planning for 24-25 Resident Assistant Interviews, doing grade and dorm checks are just a few of the tasks we are tackling during this time of the semester. Housing staff also helped with the Homecoming Festivities.

II. Awards and Reports

			2023		2022		2022	
Building			Occupied	Available	Occupied	Available	Occupied	Available
Central Ave			80	104	86	104	88	104
Docking			65	96	71	96	84	96
Kirke-Dale			66	86	65	86	66	86
Kimmell			59	72	62	72	67	72
Storbeck			65	76	63	76	60	76
The Lodge			34	66	39	66	42	66
Wellington			5	16	2	0	0	0
TOTAL			374	516	388	500	407	500
% OCCUPANCY			72.5%		77.6%		81.4%	
Move-ins	Move-outs	Students Charged with Single Room Rate (on campus):16						
1	4	Students Charged with Single Room Rate (@ Lodge in a Double): 11						
Contracts Received	Feb	YTD						
YR-23-24	1	457	* 23= Incompleted, 11= No Shows, 15= Canceled, Feb. Contracts are for spring 2024					

Jeff Fluty, Athletic Director

The Cowley Tiger wrestling team competed at the NJCAA nationals on March 1-2 in Council Bluffs, IA. As a team they placed 21st out of 55 schools. Top individual results included Chance Davis who went 4-2 at the national tournament, while Jacen Jackson went 3-2 at 157 pounds Beau Murphy (125 pounds), Ryker Agee (141 pounds), and Stefaan Fearon each won two matches. Bryce Goucher rounded out Cowley's competitors at nationals and also picked up a win at the national tournament.

The Cowley College men's and women's Track and Field Teams traveled to Gainesville, FL, to compete at the 2024 NJCAA Indoor National Track and Field Championships. The Lady Tigers had three All-Americans and placed 26th out of 32 schools, while the Tiger men failed to score any points as a team. The Lady Tigers were led by Taverie Campbell (1,000-meter run), Cierra Gray (shot put), and Mayce McDonald (weight throw), who were named All-Americans in their respective events.

The Cowley Tiger baseball team hosted two competitive programs from Iowa (Iowa Western and Indian Hills) here at home over the last two weeks in preparation for the beginning of the Jayhawk Conference schedule. In the four-game series with Iowa Western, the Cowley Tigers split the four games going 2-2. The following week produced another four-game series versus Indian Hills and the Tigers won the series going 3-1. Conference play will begin against the Coffeyville Red Ravens through the week of March 7-10, with all four games here at Tiger Ballpark. Currently, the Tigers are 8-6 with all games being out of conference.

The lady Tiger softball team continued with their tough early season out of conference schedule. Their record currently sets at 15-8. They will continue their early season schedule through March 18. Conference schedule begins March 28 at Coffeyville Community College.

The Cowley College #1 ranked men's and women's tennis teams travel to Tyler, Texas on March 10-12 to compete in four matches against nationally ranked teams. These will be very competitive early season matches for the Cowley Tigers.

The Cowley College men's and women's track and field team will host the Mark A. Phillips Tiger Open on March 23. This will be the first full outdoor track meet of the season for the Tigers.

Dr. Scott Layton, Faculty Liaison

Garret Vickery attended online NDT training, Eddy Current Level III refresher.

Carl Bowman and Zack Rozell attended AGC/NCCER training in Wichita.

Uwe Conrad continues to hold Math & Science Club Meetings centered around math and science topics such as solar ovens at the upcoming meetings.

Julie Kratt participated in the Academic Philosophy PD workshop with Dr. Vincent Bridges.

Jamie Hibbs successfully defended my dissertation and will be graduating in May with a doctorate degree from K-State in Education: Curriculum & Instruction and a certificate in Instructional Design.

Mark Dykes with the Graphic Design program:

- Attended the Belle Plaine CTE Advisory Meeting on February 28th and met with the instructor and students in their Graphic Design program.
- Art & Design Club is currently working on a gaming related mural in one of the gaming spaces in the basement of Galle Johnson.

Brooke Istas

- Met with a potential student about Trap Club and the current Trap Club students participated in the homecoming activities.
- Has employed retention strategies in her synchronous online trigonometry class and implementing engagement strategies in her other classes.
- Worked with The Cowley County Friends of the NRA that will host an annual banquet to raise funds for their Women on Target and Youth Hunters Education Challenge.
- Completed two online course modules Dr. Vincent Bridges taught. on Academic Philosophy and Teaching Philosophy Development.

Nick Albrecht

- Held Two invited high school matinees of THE IMPORTANCE OF BEING EARNEST drew almost a hundred students from schools like Ark City High School and Chanute High School.
- Students with Act One Drama Club attended a performance of JEKYLL & HYDE at Roxy's Downtown in Wichita where Director of Theatre Nick Albrecht is performing in the production and Technical Director Jason Huffman is Sound Designing.
- Three current students, Gwyneth Abrams, Evan Quiett, and Isabel House are working on a production of THE TEMPEST at the Ponca Playhouse. This opportunity was brought to our attention because of the production's director, Emily Parman-Oesterle
- Multiple acting students, were invited to work with Winfield High School on their performance of Vikings on Broadway.

CTE Recruiting and Events

- February 20th - 2 instructors visit students at Belle Plaine High School
- February 21st - 1 instructor visited students at Caldwell High School
- February 21st - 2 instructors visited Wellington High school.
- February 22nd - 1 went to Pioneer Tech in Ponca City for recruiting.
- February 23rd - 2 instructors went to visit students at Winfield High school.
- February 27th - 2 instructors went to Udall high school.
- February 28th - 5 CTE personnel went to Central of Burden high school and spent 3 hours visiting their students during an event they hosted.
- March 1st - a potential student from Wellington visited all our programs on the Ark City CTE campus.

II. Awards and Reports

- March 4th – 1 potential student visited with our Automotive Instructor at the Ark City Campus
- March 5th - About 140 Mulvane high school students visited CTE programs in addition to other departments

Meeting of the Board of Trustees
Cowley College

March 11, 2024

II. AWARDS AND REPORTS

D. Thank you to Cowley College

Arty Hicks, Arkansas City Chamber of Commerce



Thank you for your
Continued Support.
We Appreciate All you do.
Arty Hicks

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

III. PUBLIC COMMENT

All official Board meetings are open to the public except executive sessions, which are convened in compliance with state law. However, participation in the meetings is not required by state law. The Cowley College Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the Agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President or Board Chairperson at least 72 hours in advance of the meeting, in order that items may be placed on the Agenda. In accordance with time requirements, the Chairman reserves the right to limit comments both in content and length of presentation.

1. No comments will be heard on matters which are not on the Agenda without prior consent of the Board Chair.
2. Persons wishing to speak shall identify themselves to the Board Clerk and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than three minutes without specific consent of the Board or Chairperson.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairperson reserves the right to limit the number of speakers.
6. Comments must be conveyed in a respectful and civil manner.
7. The Board reserves the right to withhold response or action based on public comment.
8. The Chairperson reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.
9. Any person acting in such a way as to disrupt the Board proceedings may be removed from the meeting place.

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

IV. STANDING COMMITTEE REPORTS

A. Trustee Academic Subcommittee

Dr. Alan Marcotte, Trustee

Update from the March 5, 2024 meeting

1. Program Revision/Approval

- Construction Technology – CERT A, CERT B, CERT C & AAS (See attached)
- Milling Technician - CERT C and AAS (See attached)

B. Trustee Finance Subcommittee

Bob McGregor, Vice Chair

Update from the March 4, 2024 meeting

C. Trustee Policy Subcommittee

Brett Bazil, Chair

Update from the March 5, 2024 meeting

1. 111.00 – Employee Code of Conduct (Revision)

Administration requests approval of the revised policy 111.00 – Employee Code of Conduct. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **first reading** by the Board and final approval will be requested at the April meeting.

2. 155.00 – Keys to College Facilities and Equipment (Revision)

Administration requests approval of the revised policy 155.00 – Keys to College Facilities and Equipment. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **first reading** by the Board and final approval will be requested at the April meeting.

CA2a Program Revision Application Program Comparison Chart

Name of Institution **Cowley College**

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Carpentry/Construction Trades AAS/CERT A/CERT B/CERT C		Proposed Program Title: Construction Technology AAS/CERT A/CERT B/CERT C	
Current Program Courses	Credits	Proposed Program Courses	Credits
INR3718 – OSHA 10	1	INR3718 – OSHA 10	1
*INR3725 - Introductory Craft Skills (NCCER CORE)	3	**CST3261 Introductory Craft Skills	3
*CST3241 – Basic Carpentry & Construction	4	**CST3262 Construction Basics	3
*CST3242 – Roofing & Framing	3	**CST3265 Carpentry I	4
*CST3243 – Floors, Walls & Ceiling Framing	4	**CST3263 Concrete	5
*CST3244 – Windows, Doors & Stairs	3	<i>Cert A Completion (16 cr.)</i>	
<i>Cert A Completion (18 cr.)</i>			
*CST3235 – Introduction to Site Layout	3	**CST3266 Carpentry II	6
CST3245 – Principles of Plumbing & HVAC	3	CST3245 Principles of Plumbing & HVAC	3
CST3246 – Princ. of Electricity in Construction	3	CST3246 Princ. of Electricity in Construction	3
*CST3238 – Principles of Concrete	3	**CST3249 Intro. to Construction Codes	3
*AGR1285 – Agricultural Structures	3	**CST3274 Workplace Skills	2
*INR3251 – Career & Technical Internship I	1	<i>Cert B Completion (33 cr.)</i>	
*INR3252 – Career & Technical Internship II	1		
*CST3247 Intro. to 3D Construction Tech. (Option)	(5)	**CST3267 Advanced Carpentry & Construct.	6
<i>Cert B Completion (35 cr.)</i>		CST3237 Fundamentals of Crew Leadership	2
*CST3236 Introduction to Construction Equipment	1	<i>Skills Applications or Internship Option (6cr. from the following)</i>	
CST3237 Fundamentals of Crew Leadership	2	**CST3275Carpentry/Construct. Skills App I	3
*CST3239 Concrete Finishing	3	**CST3276Carpentry/Construct Skills App II	3
*CST3240 Principles of Masonry	3	**CST3281 Carpentry/Construct Internship I	3
*AGR1214 Agriculture Construction & Welding	3	**CST3282 Carpentry/Construct Internship II	3
<i>Cert C Completion (47 cr.)</i>		<i>Cert C Completion (47 cr.)</i>	
<u>AAS Gen Ed Requirements (18 cr.)</u>		<u>AAS Gen Ed Requirements (16 - 18 cr.)</u>	
Communications Option (3 cr.) ENG2211/COM2725/INR3735	3	Communications Option (3 cr.) ENG2211/COM2725 or BUS1640	3
Math Option (3 cr.) INR3716/AGR1213 or Higher level Math elective	3	Economics/Math Option (3 cr.) Applied Econ/Micro/Macro or Tech Math	3
PHO6460 Ethics or Alternate Humanities elective	3	PHO6460 Ethics or Alternate Humanities elect	3
LED1448 Intro. to Leadership or alternate Leadership elective	3	Leadership/Business Option (3 cr.) BUS133/BUS1420 or LED1448	3
INR3713 Applied Economics (or alternate ECO Elective ECO6113 or ECO6114)	3	Social Science Option (3 cr.) PSY6711/SOC6811 or ANT6911	3
CAP1516 Intro to Computer Applications (or alternate Computer literacy course)	3	Computer Applications Option (1 – 3 cr.)	1-3
Total Credits in Current Program	65	Total Credits in Revised Program	63-65

Signature of College Official

Date

Signature of KBOR Official

Date

IV. Standing Committee Reports
Revised September 30, 2009

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

CONSTRUCTION TECHNOLOGY Associate of Applied Science Degree with Technical Certifications A, B & C Embedded					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS (16-18 hours)					
ENG2211 or BUS1640 or COM2725	Composition I or Business Communication or Interpersonal Communications	3			
PHO6460	Ethics (Humanities Elective)		3		
BUS1311 or BUS1420 or LED1448	Introduction to Business OR Introduction to Management OR Introduction to Leadership			3	
INR3713 or INR3717	Applied Economics (Economics Elective) Technical Mathematics (Math Option)				3
PSY6711 or SOC6811 or ANT6911	Psychology OR Sociology OR Cultural Anthropology				3
CAP1749	Microsoft Excel (recommended) or (Computer Literacy)	1-3			
GENERAL EDUCATION TOTAL 16-18 hours		4-6	3	3	6
TECHNICAL REQUIREMENTS (47 hours)					
INR3718	OSHA 10 (May earn OSHA10 Certificate)	1			
CST3261	Introductory Craft Skills	3			
CST3262	Construction Basics (Pre-req Intro. to Craft Skills)	3			
NOTE: Students may test for NCCER CORE Certification					
CST3265	Carpentry I (Pre-req.: Construction Basics)	4			
CST3263	Concrete		5		
	CERTIFICATE A COMPLETION (16 Credits)				
CST3266	Carpentry II		6		
CST3264	Workplace Skills		2		
CST3245	Principles of Plumbing & HVAC			3	
CST3246	Principles of Electricity in Construction			3	
CST3249	Introduction to Construction Codes			3	
	CERTIFICATE B COMPLETION (33 Credits) (includes all of Cert A)				
NOTE: Students can test for NCCER GENERAL CARPENTRY CERTIFICATION					
Complete a minimum of 6 credit hours of Skills Applications or Internships					
CST3275	Carpentry/Construction Skills Applications I (3)			3	3
CST3276	Carpentry/Construction Skills Applications II (3)				
CST3281	Carpentry/Construction Internship I (3)				
CST3282	Carpentry/Construction Internship II (3)				
CST3267	Advanced Carpentry and Construction				6
CST3237	Fundamentals of Crew Leadership				2
	CERTIFICATE C COMPLETION (47 Credits) (includes all of Cert A & B)				
NOTE: Students can test for NCCER Advanced Carpentry Certification					
TECHNICAL HOURS (47)		11	13	12	11
TOTAL HOURS (63-65)		15-17	16	15	17
Optional Extra Course(s)					
CST3247	Introduction to 3D Construction Principles				5
PSY6720	First Year Experience (FYE)	1			



Cowley College Degree Grid

Milling Technician (Vocational Certificate C)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
TECHNICAL REQUIREMENTS					
MLL3600	Mechatronic Systems	3			
INR3716	Technical Mathematics (or higher)	3			
MLL3590	Introduction to Milling and Wheat	2			
MLL3591	Introduction to Wheat Cleaning and Tempering	2			
MLL3602	Industrial Electric Power	3			
MLL3592	Wheat Flour Milling I		3		
MLL3601	Electromechanical Technology		3		
MLL3593	Wheat Flour Milling II		3		
MLL3603	Hydraulic & Pneumatic Power		3		
MLL3594	Sanitation and Mill Process Control		2		
MLL3595	Quality Assessment and Flour Additives		2		
MLL3596	Flour Milling Internship or Special Topics in Milling			3	
CERT B COMPLETION (32 hours)					
AGR1255	Fundamentals of Food Science			3	
AGR1260	Applied Entomology & Pest Management			3	
MEC3487	Instrumentation and Control			3	
AGR1257	Ag Business Management			3	
MEC3480	Automation and Controls			3	
TOTAL TECHNICAL HOURS 47		13	16	18	

Current CERT A is 17 credit hours

Current CERT B is 32 credit hours

This proposal is adding an additional 15 hours to make total 47 credit hours for CERT C



Cowley College Degree Grid

MILLING TECHNICIAN (Associate of Applied Science Degree)					
COURSE NUMBER	COURSE NAME	SEMESTER			
		1	2	3	4
GENERAL EDUCATION REQUIREMENTS					
Basic Skills (3 hours) Choose one from the list below					
LED1448	Introduction to Leadership				3
Communications	Communication Elective				3
AGR1213	AG Computation				3
Economics	Agriculture Economics or Economics Elective				3
Computer Literacy	Computer Applications, MS Word, or MS Excel				3
GENERAL EDUCATION HOURS					15
TECHNICAL REQUIREMENTS 41 HOURS					
MLL3600	Mechatronic Systems	3			
INR3716	Technical Mathematics (or higher)	3			
MLL3590	Introduction to Milling and Wheat	2			
MLL3591	Introduction to Wheat Cleaning and Tempering	2			
MLL3602	Industrial Electric Power	3			
MLL3592	Wheat Flour Milling I		3		
MLL3601	Electromechanical Technology		3		
MLL3593	Wheat Flour Milling II		3		
MLL3603	Hydraulic & Pneumatic Power		3		
MLL3594	Sanitation and Mill Process Control		2		
MLL3595	Quality Assessment and Flour Additives		2		
AGR1255	Fundamentals of Food Science			3	
AGR1260	Applied Entomology & Pest Management			3	
MEC3487	Instrumentation and Control			3	
AGR1257	Ag Business Management			3	
MEC3480	Automation and Controls			3	
INTERNSHIP/SPECIAL TOPICS 3 HOURS					
MLL3596	Flour Milling Internship OR Special Topics in Milling			3	
TECHNICAL HOURS		13	16	18	0
TOTAL HOURS 62		13	16	18	15

Board Policies

ADMINISTRATIVE AFFAIRS

111.00 EMPLOYEE CODE OF CONDUCT

College employees are expected to follow acceptable business and professional practices and to exhibit personal and professional integrity and objectivity at all times.

General expectations of behavior and conduct acceptable to the college and/or the community at large:

1. Ethics and integrity are the responsibility of each individual. Every college employee, ~~and any other person acting on behalf of the College, and any other person acting on behalf of the College~~ is responsible for behaving ~~in a professional and courteous manner~~ professionally and courteously when engaging with their fellow employees, students, the Board of Trustees, and members of the public. Such behavior will exemplify ethical conduct consistent with the policies and core values of the College while upholding the reputation of the College.
2. No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions per College policy 140.00 Exemption from Alcoholic Beverages and 127.00 Drug-Free Workplace.
3. Smoking is ~~not permitted~~ prohibited in College facilities per College policy 125.00 Use of Tobacco on Campus.
4. College employees are expected to be clean and dress within the limits of general ~~trends of dress~~ dress trends at this college per College policy 159.00 Professional Attire.
5. College employees are not to be disruptive, but demonstrate professional conduct.
6. College employees are expected to respect the rights and property of others.
7. Falsification of college records will not be tolerated.
8. ~~Compliance with college policies, procedures and/or regulations is expected of all college employees~~ All college employees must comply with college policies, procedures, and/or regulations.
- 8.9. Outside employment from the College is permitted only if there is no conflict of interest with the business, operations, and interests of the College; does not occur at a time when the employee is expected to perform their duties; and does not interfere with or diminish the employee's ability to perform their work obligation. In addition, employees are prohibited from using company resources (work hours, computers, office equipment, or supplies) for outside employment.

~~Violation of~~ Violating any of the above general expectations may result in disciplinary measures and/or administrative review up to and including termination.

Adopted November 15, 2004
Revised July 18, 2005
Revised December 11, 2017
Revised November 21, 2022

Board Policies

ADMINISTRATIVE AFFAIRS

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Adopted November 15, 2004
Revised July 18, 2005
Revised December 11, 2017
Revised November 21, 2022

Board Policies

ADMINISTRATIVE AFFAIRS

155.00 KEYS TO COLLEGE FACILITIES AND EQUIPMENT

College property should be kept as secure as possible, yet remain available for its intended uses. Keys to College facilities and equipment will be issued ~~on an as-needed basis~~ as needed as authorized by College Administration.

Keys will only be issued with a properly completed approval form ~~which has been~~ signed by ~~both~~ the appropriate supervisor and Vice President of Finance and Administration.

Temporary employees or official volunteers of the College will be issued keys only for the duration of their contract. Vendors needing keys to complete an approved contract must sign in with the Director of Maintenance or designee.

Loss of keys by an employee will incur a charge per key and require the completion of a new request for keys.

Upon termination of employment from the College, all issued keys must be returned to the Director of Human Resources Director or the Director of Public Safety and Security. Failure to return keys at the time of termination will result in a charge per key to the individual through a payroll deduction on the employee's final paycheck.

Policy 155.00 is implemented in process through Procedure AP155.

Adopted December 19, 2005
Revised October 18, 2011
Revised November 16, 2020

Board Policies

ADMINISTRATIVE AFFAIRS

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Policy 155.00 is implemented in process through Procedure AP155.

Adopted December 19, 2005
Revised October 18, 2011
Revised November 16, 2020

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

V. CONSENT AGENDA

A. Board Minutes

A copy of the Minutes of the regular meeting of the Board of Trustees, conducted on February 19, 2024 are attached.

**Cowley College
Board of Trustees Official Minutes**

February 19, 2024

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on February 19, 2024 at 6:00pm in the President's Dining Room inside of the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

Trustees	Present	Brett Bazil, Chair Dr. Alan Marcotte, Trustee Bob McGregor, Vice Chair Jacinda Shaw-Kinzie, Trustee Joe Shriver, Trustee Phil White, Trustee Gary Wilson, Trustee
Staff		Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk David Andreas, Legal Counsel Holly Harper, VP of Finance and Administration Dr. Rachel Bates, VP of Academic Affairs Paul Erdmann, VP of Information Technology Debbie Phelps, Executive Director of Institutional Effectiveness Kristi Shaw, Executive Director of Student Services Rama Peroo, Director of Institutional Communications and Public Relations Dr. Scott Layton, Natural Science Department Chair, CEA President Jeff Fluty, Athletic Director Abby Morris, Director of Marketing Chris Cannon, Dept. Chair-Health and Human Services/CTE Jon Tyler, Public Safety Steven Gream, Volleyball Coach Carissa Honkomp, Application Processor
Guests		Dr. Kori Gregg, Cowley Foundation President Aigiza Nasyrova, January Student of the Month Bruno Nhavene, February Student of the Month Cowley Women's Volleyball Team Jessica Lucas, Govt' Affairs Liaison (via Zoom) Gary Jones, Citizen Josh Albin, Citizen John Sybrant, Citizen John Shelman, Cowley CourierTraveler

The Invocation was presented by Gary Wilson and the College Mission Statement was read by Chair Bazil.

II. Awards and Reports

A. Dr. Michelle Schoon provided a College update.

1. Awards

- Volleyball Recognition
- James Fry and ACES Open Arms Award from the Chamber

2. Attended

- Data Walk ACT initiative
- KJCCC presidents/athletic directors meeting
- GED/Welding and MEC graduation at Winfield Correctional Facility (Feb. 1)
- Wellington Chamber Banquet
- Donuts and Coffee with Legislators at Capital (Jan. 18) – Trustee Marcotte and Me, Jessica tour
- Athletic Hall of Fame Banquet
- Hosted three listening sessions for community, employee and student feedback on Feb. 15
- Spent two days visiting a college in Illinois as part of a Peer review team with HLC
- Spoke at the PTK induction on Feb. 18

3. Enrollment Management Plan

- Spring enrollment – up .6% from last spring. Significant only because we were down 4% fall to fall
- Decrease in fall semester – more in the 100% online student.
- Part-time enrollment held pretty constant with more decrease in full time
- Increase in new transfers
- Increase in Under 18
- Top four transfer – prenursing, business administration, elementary education, psychology
- Top five career and tech ed – Welding, Medical Coding, NDT, Paramedic, automotive

4. Events

- Math and Science Day Feb. 14
- Spring theater production Feb. 15, 16, 17
- College Quiz Bowl at Nationals next week in Chicago

5. Additional Items

- Policy update – error in nepotism policy. Undated Sept. 2022 but not corrected in the employee handbook
- KACC Trustee/Presidents Survey
- Legislative Post-Audit on athletics – presented Feb. 8

B. Aigiza Nasyrova was recognized as the January 2024 Student of the Month

C. Bruno Nhavene was recognized as the February 2024 Student of the Month

D. Jessica Lucas provided a legislative update via Zoom.

E. Dr. Kori Gregg provided a Cowley Foundation update.

F. Administration provided department updates:

1. Finance and Administration
2. Academic Affairs
3. Information Technology
4. Institutional Effectiveness
5. Enrollment Management
6. Student Affairs
7. Athletics
8. Faculty Liaison

G. Thank you to Cowley College from local 4-H youth

IV. Public Comment**V. Standing Committee Reports****A. Trustee Academic Subcommittee –**

Joe Shriver provided an overview of the February 12, 2024 meeting.

B. Trustee Finance Subcommittee –

Phil White provided an overview of the February 13, 2024 meeting.

1. 2024-2025 Tuition, Fees, and Housing Rates

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

RESOLVED, that the Board of Trustees approves the 2024-2025 Tuition, Fees, and Housing rates as presented.

	Current	Proposed	\$	%
	Fiscal Year	Fiscal Year	Increase	Increase
	2023-2024	2024-2025	(Decrease)	(Decrease)
Tuition (per credit hour)				
Tuition In-District	\$ 70.00	\$ 70.00	\$ -	0.0%
Tuition Out-of-District (In-State)	\$ 80.00	\$ 80.00	\$ -	0.0%
Tuition Oklahoma (Border State)	\$ 90.00	\$ 90.00	\$ -	0.0%
Tuition (Out-of-State)	\$ 130.00	\$ 130.00	\$ -	0.0%
Tuition (International)	\$ 180.00	\$ 180.00	\$ -	0.0%
KS Concurrent Enrollment (High School)	\$ 65.00	\$ 70.00	\$ 5.00	7.7%
OK Concurrent Enrollment (High School)	\$ 85.00	\$ 90.00	\$ 5.00	5.9%
Fees (per credit hour)				
Online Fee	\$ 30.00	\$ -	\$ (30.00)	-100.0%
Technology Fee	\$ 10.00	\$ 25.00	\$ 15.00	150.0%
Activity Fee	\$ 5.00	\$ 5.00	\$ -	0.0%
General Fee	\$ 60.00	\$ 60.00	\$ -	0.0%
Security Fee (per Semester)	\$ 15.00	\$ 15.00	\$ -	0.0%
Housing Application Fee	\$ 25.00	\$ 25.00	\$ -	0.0%
Housing (per year)				
Single 19 Meal Plan	\$ 6,800.00	\$ 7,500.00	\$ 700.00	10.3%
Single 14 Meal Plan	\$ 6,700.00	\$ 7,200.00	\$ 500.00	7.5%
Double 19 Meal Plan	\$ 6,100.00	\$ 6,600.00	\$ 500.00	8.2%
Double 14 Meal Plan	\$ 6,000.00	\$ 6,300.00	\$ 300.00	5.0%
Single NO Meal plan	\$ 4,700.00	\$ 4,900.00	\$ 200.00	4.3%
Double NO Meal Plan	\$ 4,400.00	\$ 4,600.00	\$ 200.00	4.5%
Sumner Campus NO Meal Plan	\$ 5,000.00	\$ 5,200.00	\$ 200.00	4.0%

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

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

Motion carried.

C. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an overview of the February 14, 2024 meeting and first review of the following policies.

- 255.00 – Withdrawal from Classes (Revision)
- 257.00 – Attendance and Classwork (Revision)
- 258.00 – Class Rosters (Revision)

VI. Consent Agenda

A. Board Minutes -

- January 16, 2024 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending January 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, January 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				
January 31, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 4,884.63	\$ 2,304.63	\$ 2,580.00
RCB	Student Refund Checks	\$ 9.00	\$ 9.00	\$ -
		\$ 4,893.63	\$ 2,313.63	\$ 2,580.00
General Operating Activities				
RCB	Operating Fund	-		-
USB	Operating Fund	1,269,341.90	865.21	1,268,476.69
USB	Federal Grants Fund	26,740.84	-	26,740.84
Total General Operating Activities		\$ 1,296,082.74	\$ 865.21	\$ 1,295,217.53

Financial Aid Funds/Student Refund Check \$54,893.63 (net \$2,580.00).

General Operating Activities disbursements \$1,269,341.90 (net \$1,268,476.69).

Federal Funds \$26,740.84 for a total written of \$1,296,082.74 (net \$1,295,217.53).

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 January 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. Board Policy Approvals –

- No policies up for approval this month.

E. Personnel Transactions -

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

Resignations:

- **Brittnie Burris, Department Specialist – Business and Social Sciences, effective January 26, 2024**

Staff:

- **Zachariah Cooper, Director of Sumner Campus, at an annual salary of \$59,400, plus staff fringe benefits, effective June 3 2024.**
- **Brent Hanna, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective February 5, 2024**
- **Austin Legg, Assistant Coach – Wrestling, at an annual salary of \$39,762, plus staff fringe benefits, effective February 15, 2024**
- **Jesse Stephens, Maintenance Technician, at an hourly rate of \$17.32, plus staff fringe benefits, effective February 12, 2024**
- **Julian White, Custodian, at an hourly rate of \$14.00, plus staff fringe benefits, effective January 25, 2024**

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:

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

Motion carried.

VI. Procurement

A. Welding Equipment for new CTE Building – Funded through CTE Project Donation Funds

To accommodate more seats in our welding courses in the new building, we will need to purchase additional welders. We will also need to outfit the new teaching space with welding fume extractors and student welding booths.

Vendor	Weld Booths	Weld Tables	Fume Extractors	Miller Welders	Miller Welding System	Total
Baker Gas	No bid	\$16,800.00	No bid	\$58,633.00	No bid	\$75,433.00
Lampton	\$48,141.47	\$14,801.68	\$52,863.16	\$56,980.42	\$264,000.00	\$436,786.74
Linde	\$50,816.00	\$15,624.00	\$55,800.00	\$56,980.43	\$223,098.63	\$402,319.06

Matheson	\$53,215.92	\$16,405.20	\$57,200.00	\$56,681.40	\$258,300.00	\$441,802.32
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Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approves the purchase of the CTE building welding equipment from Lampton Welding for \$436,786.74.

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

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

Motion carried.

B. Iron Worker – Funded through KBOR Capital Outlay Tech Ed Grant Funds

Our CTE department has requested the purchase of an Iron Worker for our welding courses. The department requested bids on a P-65 model as it has more standard workstations than any other ironworker in its class. This includes punching, bending, bar shear, angle shear, round bar shear, and an integrated coper/notcher.

Vendor	Location	Equipment	Shipping	Total
A&W Welding	Ark City, KS	\$51,362.00	\$1,950.00	\$53,312.00
Lampton Welding	Wichita, KS	\$50,105.25	\$1,700.00	\$51,805.25
Pirahna	Rockford, IL	\$50,105.25	\$1,700.00	\$51,805.25

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

RESOLVED, that the Board of Trustees approves the purchase of Iron Worker equipment from Lampton Welding for \$51,805.25.

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

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

Motion carried.

C. Scissor Lift and Alignment System – Funded through KBOR Capital Outlay Tech Ed Grant Funds

Our Automotive department needs to update our alignment machine with correlating lift at our Mulvane Center. Our current Equipment will only recognize 2018 and older cars and trucks. Replacement of this equipment is a requirement by National Automotive Technicians Education (NATEF) to maintain compliance with our accreditation. This equipment is broken in to two main

components first is the Alignment Machine the other is the correlating scissor lift. Updates to the lift are a wider/safer platform for the cars to be driven on along with more capacity to be able to lift 1-ton trucks. At this time Hunter equipment is the most used in our service area where our students will be placed. Installation and training will be included in the current quote from Hunter Engineering, as well as an extensive warranty.

At the January 16, 2024 meeting, the Board of Trustees approved the purchase of a scissor alignment lift through Snap-On Tools for \$53,058.88 using Capital Outlay Tech Ed Grant Funds. Since then, Administration has gathered additional details, determining that the Snap-On item would not be the best option for the program and that the Hunter option is preferred by the program.

Vendor	Location	Lift	Alignment Kit	Shipping	Total
Snap-On Tools	Wichita, KS	\$24,243.63	\$28,340.25	\$475.00	\$53,058.88
Northern Tool	Wichita, KS	\$31,059.99	Included	Included	\$31,059.99
Hunter	Wichita, KS	\$41,131.69	\$35,687.53	\$3130	\$79,949.22

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

RESOLVED, that the Board of Trustees rescinds the prior approval of the scissor alignment lift through Snap-On Tools made at the January 16, 2024 Board meeting.

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

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

Motion carried.

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

RESOLVED, that the Board of Trustees approves the purchase of an Alignment System and Scissor Lift from Hunter Engineering for \$79,949.22 funded through Capital Outlay Tech Ed Grant funds.

The motion was seconded by Jacinda Shaw-Kinzie and the following votes were cast:

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

Motion carried.

VII. Discussion Agenda

In accordance with K.S.A. 71-201(15), Chair Bazil requested the Board authorize the Board Clerk to publish the notice of a trustee vacancy, as presented. Such vacancy exists by reason of the resignation of Marla Sexson, a former resident of Cowley County, Kansas, and any such applicant must also be a Cowley County resident.

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

RESOLVED, that the Board of Trustees authorizes the Board clerk to post the trustee vacancy notice pursuant to K.S.A. 71-201(15), as presented.

Prior to the motion receiving a second, discussion took place regarding the timeline of the vacancy, why it was not already filled, and the possibility of reducing the size of the Board from seven Cowley County members to six.

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

RESOLVED, that the Board of Trustees eliminate the seventh Cowley County seat.

The motion was seconded by Jacinda-Shaw Kinzie. Upon noting that the previous motion was still on the floor, Joe Shriver withdrew his subsequent motion.

The original motion to post the vacancy died for lack of a second.

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

RESOLVED, that the Board of Trustees tables the discussion on the vacant seat.

The motion was seconded by Jacinda Shaw-Kinzie and the following votes were cast:

Chair Bazil	Aye	Joe Shriver	Aye
Dr. Alan Marcotte	Aye	Phil White	Nay
Bob McGregor	Nay	Gary Wilson	Nay
Jacinda Shaw-Kinzie	Aye		

Motion carried.

X. Other Business

XI. Adjournment

With no other business to be considered, Chair Bazil declared the meeting adjourned at 7:25p.m.



Tiffany Vollmer
Board Clerk

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

V. CONSENT AGENDA

B. Financial Reports

Copies of the Financial Reports for the month ending February 29, 2024 are enclosed. These 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.



MEMORANDUM

To: Cowley College
Board of Trustees

From: Holly Harper, Vice President of Finance and Administration

Date: March 7, 2024

Re: Financial Report for Month Ending February 29, 2024

Please find attached the financial reports for the month ending February 29, 2024. The financial reports are an internal management report to compare actual financial activities to the approved budgets, strategic priorities, and financial policies for the fiscal year. *The Operating Fund does not include the revenues and expenditures of the Auxiliary and Capital Outlay Funds.*

➤ **Revenues – up \$1,211,944 overall**

- State Appropriations- up \$357,538, we received a portion of our state funds for Cyber Security and Workforce Development in July and our Tiered and Non-Tiered funding in August.
- Ad Valorem Taxes – increased \$130,412 or 3%
- Tuition and Fees –increased by \$482,399 or 7%, mostly from an increase in fees of \$10 per credit hour.
- Other Local Income –interest income is up \$207,294, earning over 5% on investments
- Miscellaneous Income – up \$34,301 year-over-year.

➤ **Expenditures – down \$80,318 overall**

- Salaries and Benefits – down by \$136,046 with benefit cost increases from our health insurance provider being the majority of that increase.
- Contract Services – increased \$183,166 year-over-year with a payment toward our Cybersecurity services made in August funded through the State of Kansas.
- Other Dept Expenses – decreased \$170,232 due to memberships, and other costs including the presidential search were incurred in July of 2022.
- Risk Management & Insurance – increased \$116,952 compared to prior year as premiums increased for this fiscal year for property and liability insurance.
- Utilities – decreased \$97,154
- Capital Outlay – decreased slightly by \$19,820

➤ **Profit/(Loss) – Profit of \$7,087,627 for 2023-2024**

Wellington Campus Project - To date, \$2,648,358.84 of the general fund was used to complete the project. **The College's general fund has been reimbursed \$2,000,000 from the residual sales tax revenues** (annual sales tax revenues less annual debt service payment).

COWLEY COUNTY COMMUNITY COLLEGE
COMPARATIVE SUMMARY REVENUES AND EXPENDITURES
FOR MONTH ENDING february 29, 2024

	YTD Budget 2023-2024	YTD Actuals Thru 02/29/24	% of Budget Remaining	YTD Actuals Thru 02/28/23	2023-2024 Inc/(Dec) vs. 2022-2023	Actual % Inc/(Dec) YTD vs. Prior YTD	Audited FY 2022-2023
REVENUES							
State Appropriations	\$ 9,049,937	\$ 9,165,405	-1%	\$ 8,807,867	\$ 357,538	4%	\$ 9,359,047
Ad Valorem Taxes	6,498,418	4,286,669	34%	4,156,257	130,412	3%	6,557,490
Tuition	4,224,210	3,944,291	7%	3,798,850	145,441	4%	4,127,765
Fees	4,030,331	3,526,555	12%	3,189,597	336,958	11%	3,468,445
Other Local Income	217,500	400,263	-84%	192,969	207,294	107%	314,012
Miscellaneous Income	501,500	563,146	-12%	528,845	34,301	6%	524,853
TOTAL REVENUES	\$ 24,521,896	\$ 21,886,329	11%	\$ 20,674,385	\$ 1,211,944	6%	\$ 24,351,612
EXPENDITURES							
Faculty - FT	3,525,867	2,183,692	38%	2,169,212	14,480	1%	3,430,282
Faculty - PT	1,336,711	830,724	38%	820,993	9,731	1%	1,456,697
Administration - FT	815,539	502,061	38%	784,252	(282,191)	-36%	1,032,857
Staff - FT	5,315,272	3,671,142	31%	3,533,246	137,896	4%	5,162,960
Staff - PT	270,099	93,662	65%	164,743	(71,081)	-43%	245,743
Student Worker - non Fed WS	85,000	56,930	33%	45,415	11,515	25%	79,926
Employees Benefits	2,742,659	1,668,900	39%	1,625,296	43,604	3%	2,475,981
Total Salaries	\$ 14,091,147	\$ 9,007,111	36%	\$ 9,143,157	\$ (136,046)	-1%	\$ 13,884,446
Employees Development	95,108	43,388	54%	30,176	13,212	44%	65,897
General Supplies Expenses	90,298	36,027	60%	49,242	(13,215)	-27%	57,146
Travel and Vehicle Mileage	242,072	101,502	58%	104,711	(3,209)	-3%	193,080
Rental/Leases including Facilities	162,000	98,900	39%	107,500	(8,600)	-8%	163,546
Contract Services	1,615,380	1,243,310	23%	1,060,144	183,166	17%	1,260,742
Marketing	182,700	142,245	22%	133,354	8,891	7%	173,564
Other Departmental Expenses	1,039,861	591,386	43%	761,618	(170,232)	-22%	1,225,692
Instructional Materials and Supplies	832,331	484,114	42%	484,954	(840)	0%	795,638
Maintenance and Repairs	357,819	196,510	45%	219,285	(22,775)	-10%	365,475
Risk Management and Insurance	582,300	564,837	3%	447,885	116,952	26%	462,702
Utilities	1,037,400	527,554	49%	624,708	(97,154)	-16%	894,410
Bond Debt Services excluding Dorms	180,337	180,337	0%	184,927	(4,590)	-2%	446,105
Capital Outlay	1,241,038	421,371	66%	441,191	(19,820)	-4%	1,347,491
Scholarships	2,187,105	1,149,381	47%	1,074,334	75,047	7%	1,983,500
Mandatory Match (Federal)/Transfers	35,000	-	100%	-	-		-
Contingency/Transfer to Other	550,000	10,729	98%	11,834	(1,105)	-9%	850,168
Total Non-Salary Expenses	10,430,749	5,791,591	44%	5,735,863	55,728	1%	10,285,156
TOTAL EXPENSES	\$ 24,521,896	\$ 14,798,702	40%	\$ 14,879,020	\$ (80,318)	-1%	\$ 24,169,602
PROFIT/(LOSS)	\$ -	\$ 7,087,627		\$ 5,795,365	\$ 1,292,262	22%	\$ 182,010

**Notes to the Financial Report
for the month ending February 29, 2024**

» Cash and Investments

Cash	Rate	February 2023	February 2024
RCB - Operating	1.50%	204,015	229,973
USB - Wellington Sales Tax	0.05%	1,047,200	1,067,628
Union State Bank-Federal Grants	0.00%	5,958	22,328
Union State Bank-Operating	4.39%	9,694,637	5,891,187
Sunflower – Wichita	0.00%	5,000	3,785
Carson Bank – Mulvane	0.00%	5,000	5,000
Total Cash		10,961,810	7,219,901

Investments	Maturity	Days	Rate		
MF - FHLB 3130ARJ44	04/22/24	730	2.43%	999,916	999,916
CNB - 514339	06/20/24	365	5.19%	-	750,000
MF - FHLB 3130ASM63	07/26/24	730	3.59%	998,892	998,892
CNB - 514787	08/01/24	365	5.24%	1,249,820	1,250,000
MF - FHLB 3130ARJ44	09/30/24	730	4.36%	1,249,234	1,249,234
CNB - 516431	11/28/24	365	5.37%	1,500,000	1,500,000
MF - FFCB 3134GYGK2	02/10/25	730	5.02%	1,619,085	1,619,085
Total Investments				7,616,947	8,367,127
Total Cash and Investments				18,578,757	15,587,028

V. Consent Agenda

Cowley College
Balance Sheet by Fund
As of February 29, 2024

	Current and Loan Funds					Plant and Bond Funds				Total All Funds
	Unrestricted	Auxiliary	Restricted & Loan Funds	Agency	Total	Unexpended			Investment in Plant	
	Funds 11, 12, 13, 14	Fund 16, 17	Funds 20-29	Fund 76		Fund 61: Capital Outlay	Fund 65: CTE Bld	Fund 67: Sumner Campus	Fund 62, 66	
<u>Assets</u>										
Cash & Cash Equivalents	\$ 1,267,840	\$ 3,763,381	\$ 22,328	\$ 405,571	\$ 5,459,121	\$ 696,250	\$ (3,098)	\$ 1,067,628		\$ 7,219,901
Investments	8,367,127				8,367,127				-	8,367,127
Accounts Receivable	7,027,241		-		7,027,241	19,539	-		-	7,046,779
Inventory		397,229			397,229				-	397,229
Due from Other Funds *	4,938,146	-	88,914	-	5,027,060				-	5,027,060
Prepays	155,200				155,200				-	155,200
Capital Assets					-	-	-	-	33,542,724	33,542,724
Total Assets	21,755,553	4,160,610	111,242	405,571	26,432,977	715,789	(3,098)	1,067,628	33,542,724	61,756,019
<u>Liabilities & Fund Balance</u>										
Accounts Payable	668,794	-		-	668,794				-	668,794
Accrued Liabilities					-				-	-
Due to Other Funds	-	-	524,063	-	524,063	-	1,655,606	2,847,390	-	5,027,060
Debt and Longterm Lease	-	-	-	-	-	-	-	3,918,976	8,955,801	12,874,777
Total Liabilities	668,794	-	524,063	-	1,192,858	-	1,655,606	6,766,367	8,955,801	18,570,631
Fund Balance (Net Assets)	13,999,135	3,358,166	46,799	290,352	17,694,452	483,316	1,969,286	(6,233,280)	24,586,923	38,500,697
Revenues	21,886,329	3,181,558	3,668,876	34,004	28,770,766	524,617		1,031,687	-	30,327,071
Expenses	14,798,704	2,379,113	4,128,496	(81,215)	21,225,099	292,145	3,627,990	497,146	-	25,642,379
Revenues H/(L) vs Expenses	7,087,625	802,444	(459,619)	115,219	7,545,668	232,473	(3,627,990)	534,541	-	4,684,692
Total Liabilities & Fund Balance	\$ 21,755,553	\$ 4,160,610	\$ 111,242	\$ 405,571	\$ 26,432,977	\$ 715,789	\$ (3,098)	\$ 1,067,628	\$ 33,542,724	\$ 61,756,019

* Due from Wellington Sales Tax and Grant Funds

V. Consent Agenda

Cowley College - Sumner Campus
Wellington Project
Construction Proceeds

February 29, 2024

	Total 10-Year Budget to Date (a)	Total Revenues/ Expenditures to Date	Cash/Revenues/ Expenditures to Date from COPs/Bond (b)	Cash/Revenues/ Expenditures to Date from Sales Tax & Other Revenues	Revenues/ Expenditures to Date from College's General Fund (c)
Source:					
Proceed from:					
Cowley College Certificates of Participation (COPs)	8,828,906	8,828,906	8,828,906		
Total Proceeds from COP	8,828,906	8,828,906	8,828,906	-	-
Sales Tax Revenues (10 YEAR PROJECTIONS)	14,040,000	10,312,562		10,312,562	
Interest Earned of COPs/Bonds/ Sales Tax Revenues	140,000	116,999	89,027	27,972	
Fundraising/Donations for Equipment	329,950	141,000			141,000
Other Investments - Great Western Dining	220,000	75,000		75,000	
Repay college for Completion of Construction, etc.	2,648,359	2,000,000		-	2,000,000
Total Sources Available for Project	26,207,215	21,474,467	8,917,933	10,415,534	2,141,000
Uses:					
Costs of Issuance	99,529	88,035	88,035		
Construction Costs of Campus					
Land Cost - Title Insurance	5,148	158,984	5,148	153,836	
Architectural Services incl' Engineering & Others	736,514	738,569	691,527	2,056	44,986
Construction at Guaranteed Maximum Price w/Utilities	8,526,000	8,495,944	7,772,134		723,810
Furniture, Fixtures, and Equipment (FFE)	2,513,755	2,132,193	252,630		1,879,563
Signage and Wayfinding plus Naming Signage	105,600	105,599	105,599		
Other Projected Expenses	5,508	468,538	360	468,178	
Other Expenses - Great Western Dining	346,756	346,756		346,756	
Debt Services on COPs	9,988,455	6,365,029		6,365,029	
Banker's Management Fee & other bank fees	25,000	14,552	2,500	12,052	
Repayment to College for Completion of Construction	2,648,359	2,000,000		2,000,000	
Contingency	1,206,591	-			
Total Uses	26,207,215	20,914,198	8,917,933	9,347,906	2,648,359
Net Available for Project	-	560,269	-	1,067,628	(507,359)

a) This 10-year projection does not include tuition and fees, state appropriations, and operating costs and staffing of the campus. Those are included the in College's operating budget.

b) COPs/Bond from SBKC Project Account 1631900 included project expenditures, bond proceeds, interest earned not including realized gain/loss of market to book portfolio value.

c) Expenditures coming out of college's general fund to be repaid by residual sales tax revenues and fundraising donations.

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

V. CONSENT AGENDA

C. Bills and Claims

A list of the Bills and Claims for the month ending, February 29, 2024 is provided to the Board for review. Specific information concerning the vendor, purchase order, and cost is provided. The actual purchase orders with all supporting documents are available for inspection prior to the Board meeting in the Business Office, and will be presented at the meeting upon request of a member of the Board of Trustees.

Upon approval, the designated fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Cowley County Community College				
Accounts Payable Check Summary				
February 29, 2024				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
Bank	Entity	Written	Voided	Disbursed
USB	Student Refund Checks	\$ 1,229,097.80	\$ 9,821.68	\$ 1,219,276.12
RCB	Student Refund Checks	\$ -	\$ -	\$ -
		<u>\$ 1,229,097.80</u>	<u>\$ 9,821.68</u>	<u>\$ 1,219,276.12</u>
General Operating Activities				
USB	Operating Fund	1,432,674.59	960.84	1,431,713.75
USB	Federal Grants Fund	12,776.69	3,210.69	9,566.00
Total General Operating Activities		<u>\$ 1,445,451.28</u>	<u>\$ 4,171.53</u>	<u>\$ 1,441,279.75</u>

Financial Aid Funds/Student Refund Check \$1,229,097.80 (net \$1,219,276.12).

General Operating Activities disbursements \$1,432,674.59 (net \$1,431,713.75).

Federal Funds \$12,776.69 (net \$9,566.00) for a total written of \$1,445,451.28 (net \$1,441,279.75).

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 February 29, 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.

Meeting of the Board of Trustees
Cowley College

March 11, 2024

V. CONSENT AGENDA

D. Board Policy Approvals

1. 255.00 – Withdrawal from Classes (Revision)

Administration requests approval of the revised policy 255.00 – Withdrawal from Classes. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **second reading** by the Board and final approval is requested.

2. 257.00 – Attendance and Coursework (Revision)

Administration requests approval of the revised policy 257.00 – Attendance and Coursework. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **second reading** by the Board and final approval is requested.

3. 258.00 – Official Class Rosters (Revision)

Administration requests approval of the revised policy 258.00 - Official Class Rosters. The revised policy has been recommended for approval by the various departmental committees, Academic Affairs Council as applicable, Administrative Council, and Trustee Policy Subcommittee. This is the **second reading** by the Board and final approval is requested.

Board Policies

ACADEMIC AFFAIRS

255.00 WITHDRAWAL FROM CLASSES

Students may have a grade of W posted on their transcript instead of a letter grade by officially withdrawing from a course. To officially withdraw, students need to complete the required form which then is processed in the Registrar's office postmarked by the published withdrawal date. Students who have never attended classes will be dropped. Students who stop attending class but do not officially withdraw from a course, will receive an F on their transcript and be responsible for outstanding charges.

The deadlines for withdrawing are published by the Registrar's office and generally as follows:

1. Full term (14 - 16 weeks): Students may withdraw prior to November 15 during the fall semester and April 15 during the spring semester.
2. Short term: Students may withdraw up to 25% prior to final examinations.

If a student completely withdraws from the College, refunds are made in accordance with the refund Board policy and published refund dates.

Student Withdraw

It is the student's responsibility to withdraw from the course for reasons of academic performance through the Registrar's Office.

Instructor Withdraw

Behavioral, disruptive or other just cause may result in the student being withdrawn from the class at the request of the instructor.

1. Before an instructor is permitted to submit a request for withdrawal of a student from classes, an incident report must be initiated by the instructor stating the specific reasons. It is the responsibility of the instructor to file this report with the Academic Affairs Office.
2. A student may petition for reinstatement in the class within five days of the notification of withdrawal, according to Policy 403.00.

Administrative Withdrawals and Expulsion

Refer to Policy 405.00.

Adopted January 18, 1971
Revised July 21, 1975
Reviewed July 11, 1989
Reviewed July 21, 2003
Revised August 9, 2004
Revised September 18, 2006
Revised December 16, 2019

Board Policies

ACADEMIC AFFAIRS

255.00 WITHDRAWAL FROM A CLASS

Students may have a grade of W posted on their transcript instead of a letter grade by officially withdrawing from a course. To officially withdraw, students need to complete the required form which then is processed in the Registrar's office postmarked by the published withdrawal date. Students who have never attended classes will be dropped. Students who stop attending class but do not officially withdraw from a course, will receive an F on their transcript and be responsible for outstanding charges.

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Behavioral, disruptive or other just cause may result in the student being withdrawn from the class at the request of the instructor.

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2. A student may petition for reinstatement in the class within five days of notification of withdrawal, according to Policy 403.00.

Administrative Withdrawals and Expulsion

Refer to Policy 405.00

Adopted January 18, 1971
Revised July 21, 1975
Reviewed July 11, 1989
Reviewed July 21, 2003
Revised August 9, 2004
Revised September 18, 2006
Revised December 16, 2019

Board Policies ACADEMIC AFFAIRS

257.00 ATTENDANCE AND CLASSWORK

ATTENDANCE DEFINITION:

The Higher Learning commission defines attendance in a distance education n-online course by the submission of classwork, therefore, student must submit coursework to be considered "attended".

Face-to Face Courses being physically present in the classroom when the course is in session is counted as attended.

In order to report an accurate enrollment to the Kansas State Board of Regents and IPEDS, students who do not attend class by the above definitions will be designated as a "no show" by their instructor on the official certified roster and will be dropped from the course by the registrar.

Students may appeal to be reinstated into the course within two days of being dropped as non-attended.

Late registrations will be accepted by the Registrar with concurrence of the instructor involved and approval of the Chief Academic Officer (CAO). Days missed will be counted as authorized absences.

~~At the beginning of each grading period, the instructor shall publicize his/her class policies. Excessive absences may result in the student not meeting the competencies of the course. Behavioral or disruptive issues may result in the student being withdrawn from the class at the request of the instructor by the Registrar. It is the student's responsibility to withdraw from the course for reasons of academic performance through the Registrar's Office.~~

- ~~1. Each instructor shall publicize to the students in his/her class, each course the attendance, course requirements, and grading policies which are in accordance with College policy. Excessive absences may result in the student not meeting the competencies of the course.~~
- ~~• The student should adhere to the individual instructor's policy with regards to attendance.~~
- ~~— Absence from class may be authorized by the CAO for participation in College sponsored activities or to represent the institution in an official capacity.~~

~~2. •~~

- ~~3. 1. Late registrations will be accepted by the Registrar with concurrence of the instructor involved and approval of the Chief Academic Officer (CAO). Days missed will be counted as authorized absences.~~
- ~~4. 1. Absence from class may be authorized by the CAO for participation in College sponsored activities or to represent the institution in an official capacity.~~
- ~~5. Before an instructor is permitted to submit to the Registrar a request for withdrawal of a student from classes, an incident report must be initiated by the instructor stating the specifics of the behavioral or disruptive issue. It is the responsibility of the instructor to file this report with the Instruction Office.~~
- ~~6. A student may petition for reinstatement in the class within five days of notification of withdrawal, according to provisions of Section 262.00 of the Policy Manual.~~

ATTENDANCE DEFINITION:

~~The Higher Learning commission defines attendance in an online course by the submission of classwork, therefore, student must submit coursework to be considered "attended".~~

~~Face-to Face Courses being physically present in the classroom when the course is in session is counted as attended.~~

Tracked Changes

~~In order to report an accurate enrollment to the Kansas State Board of Regents and IPEDS, students who do not attend class by the above definitions will be designated as a "no show" by their instructor on the official certified roster and will be dropped from the course by the registrar. Students may appeal to be reinstated into the course within two days of being dropped as non-attended.~~

Adopted July 17, 1972
Revised June 21, 1976
Reviewed July 11, 1989
Revised July 21, 2003
Revised August 9, 2004
Revised April 16, 2007
Revised December 17, 2018

Board Policies

ACADEMIC AFFAIRS

257.00 – Attendance and Coursework

ATTENDANCE DEFINITION:

The Higher Learning Commission defines attendance in an online course by the submission of coursework, therefore, students must submit coursework to be considered “attended”.

Face-to-Face Courses, being physically present in the classroom when the course is in session, are counted as attended.

In order to report an accurate enrollment to the Kansas State Board of Regents and IPEDS, students who do not attend class by the above definitions will be designated as a “no show” by their instructor on the official certified roster and will be dropped from the course by the registrar.

Students may appeal to be reinstated into the course within two days of being dropped as non-attended.

Late registrations will be accepted by the Registrar with concurrence of the instructor involved and approval of the Chief Academic Officer (CAO). Days missed will be counted as authorized absences.

- Each instructor shall publicize to the students in each course the attendance, course requirements, and grading policies which are in accordance with College policy. Excessive absences may result in the student not meeting the competencies of the course.
- The student should adhere to the individual instructor’s policy with regards to attendance.
- Absence from class may be authorized by the CAO for participation in College sponsored activities or to represent the institution in an official capacity.

Adopted July 17, 1972
Revised June 21, 1976
Reviewed July 11, 1989
Revised July 21, 2003
Revised August 9, 2004
Revised April 16, 2007
Revised December 17, 2018
Revised January 9, 2024

Board Policies **ACADEMIC AFFAIRS**

258.00 – OFFICIAL CLASS ROSTERS

Cowley College adheres to the following guidelines regarding the submission of official rosters to help provide an accurate headcount for census reporting.

The official class roster will be available ~~on the internet~~ to the faculty when approximately ~~12.25~~% of the class has been completed. The instructor will code the students as those students who attended class at least one time during the certification period or those students who never attended class in accordance with the attendance policy 257.00. A student whose name does not appear on the official roster and has been attending class will be provided an opportunity to enroll, however, enrollment is not guaranteed.

Adopted October 18, 1971
Reviewed July 11, 1989
Revised July 21, 2003
Revised June 19, 2006
Revised January 21, 2020

Board Policies
ACADEMIC AFFAIRS

258.00 OFFICIAL CLASS ROSTERS

Cowley College adheres to the following guidelines regarding the submission of official rosters to help provide an accurate headcount for census reporting.

The official class roster will be available to the faculty when approximately 12% of the class has been completed. The instructor will code the students as those students who attended class at least one time during the certification period or those students who never attended class in accordance with the attendance policy 257.00. A student whose name does not appear on the official roster and has been attending class will be provided an opportunity to enroll, however, enrollment is not guaranteed.

Adopted October 18, 1971
Reviewed July 11, 1989
Revised July 21, 2003
Revised June 19, 2006
Revised January 21, 2020
Revised January 9, 2024

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

V. CONSENT AGENDA

E. Personnel Transactions

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

Staff:

- Dae'Trell Gordon, Dorm Manager/Assistant to Student Services, at an annual salary of \$28,752, plus staff fringe benefits, effective February 23, 2024
- Zakary Pegorsch, Groundskeeper, at an hourly rate of \$15.00, plus staff fringe benefits, effective March 4, 2024.

Instructional Staff

- Daryl Rhodes, Welding Instructor, at an annual salary of \$48,000, plus staff fringe benefits, effective February 1, 2024 (***This is a change in status from contract based to full-time employment.*)

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

VI. PROCUREMENT

A. Track Resurfacing and Javelin Runway – Funded through 24-25 Capital Outlay Mill

It is time to resurface the track at the Hafner complex south of town. It has been eight years since this was completed. The resurfacing process should allow us another 8-10 years of usage before the entire track will need to be replaced. We've included work to complete the javelin runway so that Cowley can host meets at this site, including the Regional Championships next Spring. We are asking for approval for this project to begin in July of 2024.

Vendor	Location	Track Resurface	Javelin Runway	Concrete	Total
McConnell & Associates	MO	\$157,754.00	\$20,917.00	\$38,816.00	\$217,487.00
Pro Track and Tennis, Inc	NE	\$145,000.00	\$18,600.00	\$17,000.00	\$180,600.00
United Turf and Track	OK	\$247,000.00	Included	\$105,995.00	\$352,995.00

Administration requests approval to contract with McConnell & Associates to resurface our track and add a javelin runway for \$217,487.00

Attachment I: Bid Sheet and Certification

Cowley college reserves the right to accept or reject any or all bids based on product specifications, pricing terms and conditions, availability, shipping and handling charges and budget availability.

Item No.	Qty	Description of Product	Bid/Quote Per Product	Total Bid/Quote Price
1	1	Structural re-spray (orange) over the existing track oval and field events areas. Repair existing track deficiencies on oval and high jump area prior to re-spray. This includes approximately 300 SF of full depth repair.	\$	\$157,754.00
2	1	New javelin runway with impermeable structural spray (orange) 13mm thickness	\$	\$ 20,917.00
3	1	5" concrete thickness with base. Rebar/reinforcement for javelin runway form and pour 120'x15'.	\$	\$38,816.00
		If concrete services not available please notate	\$	\$
		TOTAL COST	\$	\$ 217,487.00

Specify Deliver Time (After Receipt of Order (ARO)) Summer 2024

Include, on a separate sheet, other information required. Attach to Bid Sheet any exception to the specifications.

CONTACT: Gage Miller

EMAIL: g.miller@mcconnellassociates.org

TELEPHONE: 816-955-2552

The undersigned applicant, in response to Cowley College Request for Bid Track Resurfacing and Javelin Runway having carefully examined the bid documents and being familiar with the conditions surrounding the proposed purchase, hereby proposes to provide such services meeting the requirements outlined in this Request for Bid/Quote, in accordance with the RFP attached hereto.

Respondent hereby certifies: (a) that this bid/quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFP is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.


Signature

2.28.24

Date

Gage Miller

Signer Name

1225 Iron - North Kansas City, Missouri 64116 - Office (816) 842-6066 - Fax (816) 842-1638

Bid Submitted To: Cowley County Community College 125 S 2nd Street Arkansas City, KS 67005 PHONE: 316-650-8900 FAX: CONTACT: Jeff Fluty	Job Proposed: Cowley College Track 223 E Pierce Ave Arkansas City, KS 67005
--	---

Description	Quantity	Units	Net Price
Cowley College Track Structural Spray and Patching			
TRACK PATCHING: Cut out all damaged areas and dispose of the material offsite at an approved dump. Thoroughly clean the asphalt/concrete base. Prime the areas using polyurethane primer. Patch the area back using polyurethane binder and 1-3mm black rubber granules. Paint back line and event markings effected by the patching.			
TRACK STRUCTURAL SPRAY Apply (2) coats of polyurethane structural spray.			\$157,754.00
New Javelin Runway Paving: - New Jav Runway with Impermeable structural spray (Orange) - 13mm			\$20,917.00
New 120' x 15' Jav. Runway: - Form and Pour new 5" Thick Conc. Javelin Runway			\$38,816.00
EXCLUSIONS: *Bonds, Permits and Testing. *Repairing high or low spots unless stated above. *Correcting planarity unless stated above. *Pressure washing unless stated above. *Asphalt or concrete work unless stated above. *Seeding or sodding. *Any items not listed above. Price is for one mobilization. Each additional mobilization will be billed at \$1,500.00 each.			
Total			\$217,487.00

PROPOSAL

Bid ID Number:54264

Date:2/28/2024

1225 Iron - North Kansas City, Missouri 64116 - Office (816) 842-6066 - Fax (816) 842-1638

Bid Submitted To:

Cowley County Community College
125 S 2nd Street
Arkansas City, KS 67005

PHONE: 316-650-8900

FAX:

CONTACT: Jeff Fluty

Job Proposed:

Cowley College Track
223 E Pierce Ave
Arkansas City, KS 67005

NOTICE TO OWNER

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

Gage Miller

PAYMENT AND COLLECTION

PAYMENT IS DUE UPON RECEIPT OF COMPANY'S INVOICE. IF COMPANY PROVIDES THIS AGREEMENT/PROPOSAL/BID TO AN ATTORNEY FOR ENFORCEMENT OF ITS TERMS, INCLUDING BUT NOT LIMITED TO COLLECTION OF AMOUNTS DUE, YOU AGREE TO PAY ALL EXPENSES AND COSTS, INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES, EXPERT FEES, COURT COSTS, SERVICE FEES, AND ANY OTHER EXPENSE ASSOCIATED WITH COLLECTION. IN THE EVENT ALL SUMS ARE NOT PAID WHEN DUE, ALL UNPAID SUMS SHALL BEAR INTEREST AT THE (18%) PER ANNUM UNTIL PAID IN FULL.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory, and are hereby accepted.

Signature: _____

Name & Title (Please Print): _____

Date Accepted: _____

NOTES: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

Attachment I: Bid Sheet and Certification

Cowley college reserves the right to accept or reject any or all bids based on product specifications, pricing terms and conditions, availability, shipping and handling charges and budget availability.

Item No.	Qty	Description of Product	Bid/Quote Per Product	Total Bid/Quote Price
1	1	Structural re-spray (orange) over the existing track oval and field events areas. Repair existing track deficiencies on oval and high jump area prior to re-spray. This includes approximately 300 SF of full depth repair.	\$ 145,000.00	\$ 145,000.00
2	1	New javelin runway with impermeable structural spray (orange) 13mm thickness	\$ 18,600.00	\$ 18,600.00
3	1	5" concrete thickness with base. Rebar/reinforcement for javelin runway form and pour 120'x15'.	\$ 17,000.00	\$ 17,000.00
		If concrete services not available please notate	\$	\$
		TOTAL COST	\$ 180,600.00	\$ 180,600.00

Specify Deliver Time (After Receipt of Order (ARO) Late March/April

Include, on a separate sheet, other information required. Attach to Bid Sheet any exception to the specifications.

CONTACT: Dillon Laurent
EMAIL: dillon@protrackandtennis.com
TELEPHONE: 402-660-4797

The undersigned applicant, in response to Cowley College Request for Bid Track Resurfacing and Javelin Runway having carefully examined the bid documents and being familiar with the conditions surrounding the proposed purchase, hereby proposes to provide such services meeting the requirements outlined in this Request for Bid/Quote, in accordance with the RFP attached hereto.

Respondent hereby certifies: (a) that this bid/quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFP is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Dillon Laurent
Signature


2/28/24
Date

Dillon Laurent
Signer Name

7409 N. 160th Street
Bennington, NE 68007
PH 402.238.2900
PH 800.498.4395
FX 402.238.2987
www.protrackandtennis.com

PRO TRACK AND TENNIS, INC.

Structural Spray – Track Proposal



INNOVATIVE
EXPERIENCED
PROFESSIONAL

We Proudly Present This Proposal To
Mr. Jeff Fluty
Activities Director
Cowley College-Track Project
S. Summit St. & E. Filmore Ave.
Arkansas City, KS 67005
620-441-5246
Jeff.flutv@cowlev.edu

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Pro Track and Tennis, Inc. | 800.498.4395 | www.protrackandtennis.com



PROPOSED SYSTEM

SINGLE COMPONENT STRUCTURAL SPRAY SYSTEM IN BLACK

Pro Track and Tennis, Inc. proposes to install the following per the following specifications:

1. **ITEM #1:** Install a new ORANGE Poly Structural Spray over the track and field events. Includes patchwork and striping. Patchwork includes two areas in high jump area that have delaminated.
2. **ITEM #2:** Install a New Base Mat, Pore Seal, Structural Spray in ORANGE to new javelin runway.
3. **ITEM #3:** New concrete Javelin Runway. 120'x15' per specifications provided by owner. Excludes any landscaping/seeding.
4. **Voluntary Alternate #1:** Add Aliphatic Seal Coat to Structural Spray System. Will be sprayed in two (2) coats. **ADD: \$65,000.00**
5. **Voluntary Alternate #2:** Riteway Crack Repair System: 35'. This system comes with a 5-year warranty against the crack reappearing. **ADD: \$3,000.00**
Specifications by owner will take precedence.



Pro Track and Tennis, Inc. | 800.498.4395 | www.protrackandtennis.com

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ref.0375t

PART 1: GENERAL

1.01 RELATED DOCUMENTS:

- A. If Architectural or Engineering specifications and or drawings are involved those specifications will take precedence over the following where noted and determined suitable for the project.

1.02 SUMMARY:

- A. Pro Track and Tennis, Inc. shall furnish all materials, labor, tools, and equipment necessary for the installation of the polyurethane single component structural spray synthetic track surface.
- B. The track will be laid out for line striping and event markings.

1.03 GOVERNING BODIES:

- A. Codes and standards will follow the current guidelines set forth by the National Federation of State High School Associations (NFHS), the National Collegiate Athletic Association (NCAA) and the International Association of Athletics Association (IAAF). The NFHS rules shall be enforced where differences between the three associations are noted.
- B. The American Sports Builders Association (ASBA) track construction manual will be the reference source for all guidelines for construction.

1.04 SUBMITTALS:

- A. One copy of the polyurethane binder manufacturer's product specification sheet. See attached in the appendix.
- B. One synthetic surface sample. See attached with this proposal.
- C. One copy of the Material Safety Data Sheets (MSDS) for each product to be used. See attached in the appendix.



Pro Track and Tennis, Inc. | 800.498.4395 | www.protrackandtennis.com

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ref.0375t

- D. One copy of the certificate that Pro Track and Tennis, Inc. is a member of the American Sports Builders Association in good standing. See attached in the appendix.



Pro Track and Tennis, Inc. | 800.498.4395 | www.protrackandtennis.com

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ref.0375t

PART 2: OWNER'S PRECONSTRUCTION RESPONSIBILITIES

2.01 APPARATUS REMOVAL:

- A. All athletic equipment should be removed and or moved out of the way of the areas to be worked on. Items such as hurdles, high jump standards, landing pits etc.
- B. Portable objects such as benches, starting/observation decks etc should be removed.
- C. Rolled out crossing mates, carpets, plywood should be picked up and stored.
- D. Rolled out runway mats should be rolled up and stored if the respective runway surface is going to be worked on.

2.02 GROUNDSKEEPING:

- A. All edges of surface areas to be worked on should be treated as needed to kill all weeds. *This should include weeds in cracks in the surface also.* Applications should be repeated as needed to assure that the vegetation is killed off.
- B. Drainage issues should be addressed. If there are visible drainage problems where dirt and debris are deposited onto the track surface during a rain this should be addressed prior to the work starting.
- C. Severe leaching of weeds and sod/soil encroachment should be cut back and removed prior to Pro Track and Tennis beginning work. It sometimes takes days for the surface to dry out prior to being able to work on the surface.
- D. Any deposits of caked on dirt must be removed and cleaned. Built up dirt can trap moisture and may take days to completely dry out after cleaning and washing of the surface area.
- E. Sprinklers should be shut off four days prior to Pro Track and Tennis's arrival. The sprinklers can be run as long as the heads are adjusted not to spray water onto the track. Wind blowing water onto the track should be taken into consideration.



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- F. We recommend that the football field interior area be mowed prior to our arrival. We will accommodate, if possible, mowing during construction if there is a critical need.
- G. Fertilizing turf adjacent to the track surface is strictly prohibited. Fertilizer will damage and discolor the track surface.

2.03 SECURITY:

- A. We recommend that the staff at the school be notified of the dates the track will be closed. Especially gym classes that may use the track and field during the renovation period.
- B. The community should be notified if feasible to deter community walkers and joggers from attempting to enter the work area during installation.
- C. The work area should be secured as best as possible by locking all gates that will not be used and placing signage warning of the track being closed while during renovation.

The successful and timely completion of your track renovation project relies on your cooperation. We thank you in advance for your commitment to the important items listed above.



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PART 3: PRODUCTS

3.01 SYNTHETIC SURFACING:

- A. The synthetic surface shall be a Red/Black Aromatic One Component Polyurethane Structural Spray synthetic track surface, permeable, spray applied. The coatings will be applied in two coats to achieve the total lbs specified. The rubber shall be EPDM virgin granulates .5-1.5mm in gradation.

3.02 SYSTEM COMPONENTS:

- A. VEGETATION STERILANT: (Roundup or equal) shall be used to control vegetation along edges and in cracks as needed.
- B. ASPHALT EMULSION CRACK SEALANT: Asphalt Emulsion crack sealer shall be used for cracks in the substrate and existing rubber system as determined by the lead technician.
- C. LATEX BASED CRACK SEALANT: 100% latex Crack Flex shall be used on the existing rubber surface only as determined by the lead technician.
- D. POLYURETHANE CRACK SEALANT: single component pure polyurethane shall be used on cracks as determined by the lead technician.
- E. Note: The above crack sealers will be used as determined by the lead technician. All or just one may be used per job surface conditions, weather and temperatures.
- F. PATCHING MATERIAL: Track binder shall be mixed with 1-3 mm rubber granulates. The mixture shall be used to full depth patch areas where the existing synthetic surface is missing or is to be cut out and replaced.
- G. PRIMER: Primer shall be used to prime all substrates to receive the synthetic surface system. This will include cured asphalt, cured concrete.
- H. POLYURETHANE BINDER: Polyurethane binder shall be used in conjunction with SBR rubber granulates to build the synthetic surface system to the desired depth. This material is batched, mixed and paved into place.
- I. POLYURETHANE STRUCTURAL SPRAY- Red Aromatic one component Polyurethane Structural Spray shall be used in conjunction with EPDM rubber granulates. This material is batched, mixed and sprayed into place to achieve the total specified pounds.
- J. LINE PAINT: Wilko Paint No. 721-22 Track, Urethane Gloss White plus desired event colors marking paint or equal shall be used to stripe all lines and events or



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PART 4: SYSTEM INSTALLATION PROCESS

equal.

4.01 QUALITY ASSURANCE:

- A. The owner should have one designated person who all communication will go through during the course of the project.
- B. Pre-construction meeting. A meeting will be held on the track prior to any work beginning. The lead technician will go over the scope of work with the owner and answer any questions. The owner will be required to sign off on a production sheet attesting to the fact that this meeting took place.
- C. Material check off. The material will be inventoried with the owner to determine that the right amount of material has been shipped or brought to the job site.
- D. The owner's representative will be contacted daily by the lead technician to give a progress report.
- E. Post-construction meeting. A meeting will be held after the synthetic surface has been installed to ok the surface prior to painting the lines and events. A production sign off sheet will be reviewed with the owner at which time the owner will approve the project by signing off on the production sheet and evaluating our performance.
- F. Striping the track. The track may be striped at a later date from the completion of the surface. The striper will review the striping details with the owner, Athletic Director or Track Coach prior to painting of the lines and eve.

4.02 VEGETATION:

- A. Vegetation will be trimmed if needed on all edges to receive the synthetic surfacing.
- B. Please refer to PART 2 item 2.2



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4.03 CLEANING:

- A. The entire surface areas to be coated will be blown off using high-pressure wind machines.
- B. Any areas that need additional attention will be wire brushed as needed.
- C. Heavily soiled areas may be power washed if deemed necessary.

4.04 CRACK SEALING:

- A. Cracks will be cleaned as needed using high-pressure air.
- B. Major cracks will be filled with a combination of products as determined by the field technician.
- C. Please see PART 3, 3.2, B, C and D for clarification of the different crack sealers. Poly based sealants will be used on this project.

4.05 SYNTHETIC SURFACE INSTALLATION:

A. STRUCTURAL SPRAY:

- 1) The polyurethane shall be single component structural spray. Aromatic color to be black or red. Other colors are available.
- 2) Rubber granules shall be EPDM not less than 0.5 mm and no more than 1.5 mm.
- 3) All containers shall be completely empty to ensure the proper ratio of mixture.
- 4) No solvents or emulsified agents shall be used in the building to extend the curing of the mixture.
- 5) The spray will be applied in two coats, in opposite directions to achieve the desired pounds per square yard coverage.



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B. PHYSICAL PROPERTIES OF FINISHED SURFACE:

Thickness: 1-3 mm average or as specified by the architect, engineer or owner.
Color: Black, Red, Beige, Green, Blue or as specified by owner.

NOTE: This proposal is for red.

Test	Specs	Results
Weight (lbs/gal)	ASTM D 1475	9 + or - 0.5
VOC	ASTM D 3960	0 lbs/gal
Solids by Volume	Calculated	100%
Flash Point	Pansky Martens Closed cup	150° F
Storage Stability	59°F-77°F	6 months
Viscosity	Brookfield	2400 CPS
Tensile Strength (psi)	ASTM 412	1000
Elongation	ASTM 412	100%

4.06 LINES AND EVENT MARKINGS:

- A. The track will be laid out as a 400 meter track
- B. The National Federation of State High Schools Association (NFHS) rules will apply.
- C. All painting will be reviewed with the proper school representative prior to painting.
- D. See attached diagram for events to be marked.
- E. Hurdles will be one direction.
- F. Three sets of numbers.



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G. Extra painting could be subject to a negotiated change order.

4.07 JOB SITE CLEAN-UP:

- A. The job site and all adjacent areas occupied during construction will be left clean.
- B. All job related debris will be cleaned up and disposed of properly off site.
- C. All unused material will be removed from the job site and recycled.



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PART 5: WARRANTY

Pro Track and Tennis, Inc. warrants its labor and materials for a period of five (5) years from the date of completion of work on any track & three (3) years on any outdoor tennis, basketball, and pickleball court. There is a five (5) year warranty on Armor Crack Repair. All work performed by Pro Track and Tennis, Inc. is warranted against peeling, chipping and flaking under normal use. Pro Track and Tennis, Inc. further warrants that any paint applied during the striping or resurfacing of any track or tennis court will not flake or peel for a period of two (2) years from the date application is completed.

Customer acknowledges that they are aware that Pro Track and Tennis, Inc. is not responsible for defects, cracks, patches or uneven surfaces in the substrate which is being resurfaced by Pro Track and Tennis, Inc. Pro Track and Tennis, Inc. does not warrant that existing cracks or patches in existing substrate surfaces will not open or continue to increase in size. Pro Track and Tennis, Inc. shall not warrant nor be in anyway be responsible for peeling of paint or damage to any surface caused by failure of customer to keep the surface free of debris, vegetation or dirt and shall further not be responsible for damage to painted surfaces or any other actions caused by the customer. Pro Track and Tennis, Inc. does not warrant separation of the coatings from the concrete base where the base lacks a vapor barrier. Lack of a vapor barrier can cause moisture to be retained under the coating, which will eventually result in lack of adhesion to the surface. Pro Track and Tennis, Inc. does not warrant separation of the coating or bubbling of the coating when moisture is present due to passing from below an asphalt or concrete base.

In the event of any claims arising under this Warranty, damages incurred by the customer shall be limited to such repairs to be performed by Pro Track and Tennis, Inc. as are necessary to remedy any defects. Pro Track and Tennis, Inc. hereby agrees to perform any such repairs (weather permitting) promptly, after written notification of such claim from customer. Pro Track and Tennis, Inc. shall not be liable for any breach of any express or implied warranty except where expressly prohibited by applicable law.



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Attachment I: Bid Sheet and Certification

Cowley college reserves the right to accept or reject any or all bids based on product specifications, pricing terms and conditions, availability, shipping and handling charges and budget availability.

Item No.	Qty	Description of Product	Bid/Quote Per Product	Total Bid/Quote Price
1	1	Structural re-spray (orange) over the existing track oval and field events areas. Repair existing track deficiencies on oval and high jump area prior to re-spray. This includes approximately 300 SF of full depth repair.	\$	\$ 247,000.00
2	1	New javelin runway with impermeable structural spray (orange) 13mm thickness	\$	\$ Include in line 3 pricing
3	1	5" concrete thickness with base. Rebar/reinforcement for javelin runway form and pour 120'x15'.	\$	\$ 105,995.00
		If concrete services not available please note	\$	\$
		TOTAL COST	\$	\$ 352,995.00

Specify Deliver Time (After Receipt of Order (ARO) _____

Include, on a separate sheet, other information required. Attach to Bid Sheet any exception to the specifications.

CONTACT: David Channel

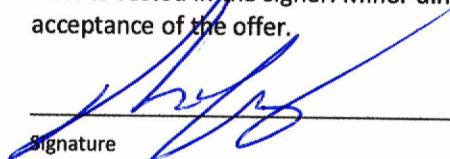
EMAIL: David@unitedturfandtrack.com

TELEPHONE: (316)250-8312

The undersigned applicant, in response to Cowley College Request for Bid Track Resurfacing and Javelin Runway having carefully examined the bid documents and being familiar with the conditions surrounding the proposed purchase, hereby proposes to provide such services meeting the requirements outlined in this Request for Bid/Quote, in accordance with the RFP attached hereto.

Respondent hereby certifies: (a) that this bid/quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFP is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.


Signature

2/28/24

Date

Mike Grady / CFO

Signer Name

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

VII. DISCUSSION AGENDA

A. Faculty Professional Leave (Sabbatical) Request

Chair Bazil requests the Board review and discuss the Faculty Professional Leave (Sabbatical) request (See attached.)

B. Trustee Vacancy

Chair Bazil requests the Board continue the previously tabled discussion on the vacant seat of Marla Sexson.

January 28, 2024

Dear President Schoon:

I'm submitting this letter to request a sabbatical for the fall 2024 semester. I've already spoken to the department chair, and Amy is both supportive and encouraging. I am requesting the fall semester because my duties are less demanding then than in the spring – I generally have several more CEP and/or adjunct class observations to do then, and I have fewer unique course offerings, for example. There will be no burden of cost to the college, and Amy and I think that the recent hire, among the other faculty and adjuncts, will be able to absorb the course load without incident for the brief absence. I have also explained my request to the Vice President of Academic Affairs, and she directed me to proceed per the Master Agreement.

My plan is to research, write and publish, but the summer alone will not provide enough time, and there are too many tasks as a teacher, lead instructor, and community contributor during the semester to accomplish my goals because in order to be effective at all of those roles I must continue to read, study and professionally develop, which takes additional energy beyond what the calendar allows.

The benefit to the college, outside my personal growth, and other than the potential growth of knowledge for the department (and others), can be the shared enlightenment of the writing and publishing process to students.

I would expect to assist the department's preparation for my absence in any way necessary before I leave in May then resume full duties as usual for the spring 2025 semester. Per the Master Agreement, I presume the one semester sabbatical would allow my regular contract to be uninterrupted, and that I would be granted full salary for the next academic year.

I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Deborah Layton".

Deborah Layton

Humanities Department

Addendum to Sabbatical Request for Deborah Layton

January 31, 2024

After meeting with President Schoon, I am submitting this document outlining details of the benefits for the college as a follow up for paragraph three of my letter for clarity per our conversation.

Personal Growth:

- Further development of my own writing skills
- Ability to identify with the students in the writing process
- Professionally develop in the writing/publishing field
- Personal achievement/accomplishment – this is something that not only helps me build my resume, but it will give me a better sense of value. (These things, in turn, will make me a more productive employee.)

Department Advancement: I will share my experience through department meetings and to the outreach community through Advisory Council.

- Ideas about the writing process for them and what can be used for their classes
- Ideas about the publishing field for them and what can be used for their classes
- Knowledge about AI as it relates to the publishing world and related organizations like universities beyond Kansas

Other College Faculty/Staff and Board: Professional development breakout sessions.

- I can relate the information shared with the department (as above) to others in the college who may be interested in publishing or learning more about the effects of AI beyond the student/college experience.
- I would be eager to share about the experience with the Board upon my return.

Community Engagement: Workshop offerings

- I could host an evening workshop for community members and/or Golden Tigers on the writing process and publishing.
- Cowley could host their own Writer's Conference. With connections made from this experience, I would ask visiting authors and a publishing representative to present sessions on the process, and I would lead a session on my experience.
- Community members as well as Cowley students and those from area high schools interested in writing would be invited. (This could be a recruiting opportunity as well.)

Students: Students in classes as well as the Creative Claws

- Knowledge would be shared with students in classes relating to the process, general application, and AI
- I would present to Creative Claws at their meetings.

4. PROFESSIONAL LEAVE (SABBATICAL)

a. Purpose

A sabbatical leave may be granted for any activity which, in the judgment of the Board will contribute to personal and professional growth. It will be the responsibility of the Professional Employee to demonstrate clearly how a particular work, study, or travel plan will accomplish this objective. The proposal will be set forth in writing on such forms as the administration shall from time to time determine.

b. Definition of Terms

1. A Professional Employee means an employee of the College who is paid on the basis of a full-time contract.
2. Six (6) years on continuous full-time employment as used in this Article means six (6) continuous years of employment by an eligible employee without interruption, except as hereinafter defined or otherwise specified in the contract. To be eligible for consideration of a sabbatical leave, a Professional Employee must have completed the six (6) year period as defined herein on or before the commencement of the requested sabbatical leave. An approved, uncompensated long-term leave of more than one (1) month shall not be counted toward the six (6) years required for sabbatical leave eligibility.

c. Eligibility

1. The Board may grant sabbatical leave in their sole discretion to Professional Employees.
2. During the sixth year of service, or any later year, a Professional Employee is entitled to apply for sabbatical leave.
3. Sabbatical leave is non-cumulative; as an example thereof, a Professional Employee who has twelve (12) uninterrupted continuous full-time years of employment with the College will not be entitled to two (2) sabbatical leaves.

4. A Professional Employee who has received a sabbatical leave shall not be eligible to begin another sabbatical leave until such person has completed six (6) additional years of continuous full-time service as herein defined.

d. Conditions

1. A plan for the period of the leave shall accompany the request for leave which shall be in writing and directed to the President for consideration by the President and the Board. Sabbatical leaves are granted at the regular salary for a one (1) semester sabbatical and one-half (1/2) salary for a two (2) semester sabbatical. Other time frames involving the leave period for the sabbatical proposal will be eligible for Board consideration. Any days in excess of the number of working days in a regular semester shall be specified in the approved sabbatical plan. Regular salary is defined as the salary being paid at the time the leave begins or salary that would have been received if the Professional Employee were assigned regular duties at that time. In the event the period covered by the sabbatical leave spans more than one (1) fiscal year, a Professional Employee will be eligible for consideration for any Board approved salary adjustments upon return from sabbatical.
2. All insurance, life, health, dental, vision, major medical, and disability, and tax sheltered annuities being paid at the time of the sabbatical shall continue during the sabbatical leave on the basis of the regular base salary to the extent permitted by the applicable insurance carrier and as approved by the College for members of the bargaining unit; however, other benefits and all provisions of the Agreement relating to any other leave shall not apply.
3. Failure to meet the terms and conditions imposed in the sabbatical leave will obligate the Professional Employee to reimburse the College for salary and fringe benefits paid to the Professional Employee during the leave. Such reimbursement shall be made within thirty (30) days from notice of the President or the President's designee for repayment.
4. A Professional Employee receiving a sabbatical leave is required to return to the College for a period of two (2) contract years following the sabbatical leave. Failure to do so will mandate that the Professional Employee reimburse the College for Salary and Fringe Benefit pool dollars paid on the employee's behalf if the Board so determines.
5. Professional Employees who desire to apply to the Board of Trustees for sabbatical leave consideration shall submit their applications for sabbatical leave to the President of the College on or before February 1 of the academic year, prior to the year in which the leave is being requested. The Board of Trustees will respond to the sabbatical leave applications, granting or denying such, on or before the April Board of Trustees meeting (following the February deadline for applications). A full written report by the Professional Employee on sabbatical leave regarding the use of the sabbatical leave is to be presented to the appropriate Dean for approval and to the President (or the President's designee) for approval. The date of said

report to be as fixed and determined by the sabbatical leave conditions as they are individually set by the Board for each person.

6. The Professional Employee will take the leave the year it is granted. The College may at its discretion, however, offer to grant the requested sabbatical at a time more convenient to the College.

7. In those cases where a Professional Employee applies for and receives a sabbatical leave and is employed for work approved by the College, the payment from College funds (even though entitled to sabbatical leave conditions or half salary) shall be no more than the difference between the Professional Employee's College salary and the salary received during the outside employment; provided, however, in the event the Professional Employee shall receive compensation from the outside employer in an amount the same as or more than the Professional Employee's College contract, no salary will be paid by the College.

e. Number of Professional Employees on Sabbatical Leave

The number of salaries Professional Employees released each year for sabbatical leave will be annually determined by the President, or the President's designee, as approved by the Board.

PUBLIC NOTICE

Notice is hereby given pursuant to the provisions of K.S.A. 71-201(15) of a vacancy in the membership of the Board of Trustees of Cowley County Community College, and that such vacancy will be filled by appointment of the Board of Trustees not sooner than fifteen (15) days following publication of this notice. The appointed member will serve the remainder of the unexpired term ending January 12, 2026.

Such vacancy exists by reason of the resignation of Marla Sexson, a former resident of Cowley County, Kansas. The person(s) appointed must also be a Cowley County resident.

Submit letters of interest to: Board Clerk, Cowley College, P.O. Box 1147, Arkansas City, KS 67005, or email to: boardclerk@cowley.edu

By order of the Board of Trustees, Cowley County Community College, this 11th day of March 2024.

Brett Bazil, Chair

Attest:

Tiffany Vollmer, Board Clerk

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

VIII. EXECUTIVE SESSION

Chair Bazil requests the Board enter into executive session for discussion related to non-elected personnel, regarding the President's employment contract, pursuant to the exception related to non-elected personnel for 30 minutes. Action may follow. The Board requests David Andreas and Dr. Michelle Schoon be present in the executive session.

**Meeting of the Board of Trustees
Cowley College**

March 11, 2024

IX. OTHER BUSINESS

Trustees are encouraged to submit items to be included in the Agenda or to request certain information. Such items may be submitted to the Chair or to the President prior to the preparation of the Agenda or brought up under “Other Business”. If an item requires certain information or clarification, or if official action is required, it is preferable to have the item identified on the Agenda. Items suggested for discussion at the meeting are: