

**Cowley College
Board of Trustees Official Minutes**

February 16, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on February 16, 2026 in the President's Dining Room, inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS 67005

Trustees	Present	Dr. Alan Marcotte, Chair Phil White, Vice Chair Brett Bazil, Trustee Stanley Cochran, Trustee Bob McGregor, Trustee Jacinda Shaw-Kinzie, Trustee Joe Shriver, Trustee Gary Wilson, Trustee
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Staff	Dr. Michelle Schoon, President Tiffany Vollmer, Board Clerk J.T. Seitz, Legal Counsel Holly Harper, VP of Finance and Administration Dr. Scott Layton, VP of Academic Affairs Paul Erdmann, VP of Information Technology Dr. Ryan Burkett, Executive Director of Institutional Effectiveness Kristi Shaw, Executive Director of Student Services Stefani Jones, Director of Student Enrollment and Success Jeff Fluty, Athletic Director Dr. Brooke Istas, CEA Liaison Carissa Honkomp, admissions and Jenzabar Support Specialist
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Guests	Dacey Morris, Student of the Month John Shelman, Cowley Courier/Traveler
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The Invocation was presented by Phil White and the College Mission Statement was read by Chair Marcotte.

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
 - **Met with Senator Roger Marshall, Air National Guard staff, and the community college consortium at Butler Andover Campus January 21 to outline a new partnership**
 - **Signed an agreement with the Air National Guard to partner in cybersecurity training to support faculty and students, February 11**
 - **Working in conjunction with a community college consortium (Butler, Hutchinson, Barton, Garden City and Cloud) on a Patterson Grant to support cybersecurity programs**
 - **Hosted 39 students for Humanities and Communications Day**
 - **Attended budget meetings in Topeka, Feb. 3**

- Assisted Phi Theta Kappa students with ideas for their yearly project
- The College will undergo a Perkins programs review and site visit as part of the federal grant requirements, including a site visit in September
- Cowley College Quiz Bowl won NAQT (National Academic Quiz Tournament) Sectionals and qualified for the championships in Chicago
- Commencement planning meetings have started. May 9 at 10:00 am
- Negotiations with faculty association start in March
- Hosting Transfer and Job fair, Feb. 25, in partnership with Cowley County Economic Development and the Workforce Centers.
- Nine schools participated in the third annual ACK Welding Showdown, January 29.

Strategic Enrollment Management:

- Current enrollment (Academic Year 2025) FTE up 1%, Head Count up 1.3% from spring 2024
- 6.8% FTE increase from spring 2022

Attended:

- 2/2 - USD 465 Foundation meeting
- 2/6 – Wellington Chamber Banquet
- 2/7 - Athletic Hall of Fame banquet and awards
- 2/3, 2/11 - Topeka

B. Dacey Morris was recognized as the February 2026 Student of the Month.

C. Jessica Lucas submitted a legislative report.

D. Administration Reports

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

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an update from the February 9, 2026 meeting.

1. Procurement - Blackboard Contract Renewal

This request is for the renewal of Cowley College's Blackboard agreement with Anthology. Blackboard serves as the College's primary Learning Management System (LMS) and supports online, hybrid, and traditional course delivery across all campuses.

The agreement includes Blackboard Learn SaaS Plus (4,000 users), Anthology Ally accessibility tools, Illuminate Reporting Premium, Video Studio, Evaluate Core, Direct Data Access, custom development support, training, and related hosting and storage services.

Pricing Summary from Blackboard:

Contract Year	Fiscal Year	Price
Year 1	2026-2027	\$123,975.00
Year 2	2027-2028	\$130,173.80
Year 3	2028-2029	\$136,684.95
	Total	\$390,833.75

The agreement reflects standard annual increases over the three-year term. Blackboard Learn SaaS is the College’s established enterprise LMS platform and is fully integrated into academic operations, student access, faculty workflows, reporting, and compliance requirements.

This renewal maintains service continuity, preserves system integrations, and avoids transition costs or disruption to instruction. The agreement also includes accessibility tools (Ally), analytics/reporting (Illuminate), video tools, evaluation modules, and hosting/storage services necessary for ongoing academic operations.

Recommendation:

Administration and the Finance Subcommittee request approval to renew the three-year Blackboard (Anthology) agreement in the total amount of \$390,833.75 for the period July 1, 2026 through June 30, 2029.

This purchase will be funded through the Operating Fund as part of the College’s annual technology and instructional software budget. Renewal ensures uninterrupted learning management services for faculty and students and supports the College’s strategic priorities related to online delivery and instructional quality.

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

RESOLVED, that the Board of Trustees authorizes the renewal of the three-year Blackboard (Anthology) agreement in the total amount of \$390,833.75, using operating funds, for the period July 1, 2026 through June 30, 2029.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

1. Sumner Land Donation – Complete
2. Budget and State Funding Discussion

B. Trustee Academic Subcommittee –

Phil White provided an update from the February 10, 2026 meeting.

1. Course Procedures
 - ENG2212 Comp II

- CTE Course Procedure Edits
2. Pathway Updates
 - Entrepreneurship Pathway (New)
 - Media and Digital Journalism Pathway (Formerly Mass Communication)
 3. Blackboard Renewal
 4. High School Survey Results - Sumner County
 5. New Courses
 - CIS1530 Introduction to AI
 - CIS1531 AI Security Operations (SECOPS)
 - CIS1532 AI Native Networking (AIOps)
 - CIS1533 AI-Driven Log Analysis Troubleshooting

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

RESOLVED, that the Board of Trustees approves the new Computer Information Systems (CIS) 1530, 1531, 1532, 1533 courses as presented.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

6. Four-day schedule
 - Fluctuations in site enrollment
 - Preparing for the Fall

C. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an update from the February 12, 2026 meeting and review of the following policies.

1. 152.00 – Insurance: Property and Liability (revised)
2. 157.00 – Student Account Bad Debt Write-off (revised)

V. Consent Agenda

A. Board Minutes -

- January 20, 2026 regular Minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending January 31, 2026 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, 2026 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, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 5,066.48	\$ 5,066.48	\$ -
		\$ 5,066.48	\$ 5,066.48	\$ -
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	875,786.09	7,887.95	867,898.14
USB	Federal Grants Fund	21,591.00	-	21,591.00
Total General Operating Activities		\$ 902,612.72	\$ 7,887.95	\$ 894,724.77

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$5,066.48 net \$0.
- **General Operating Activities**
 - Disbursements gross \$881,021.72 net \$873,133.77.
 - Federal Funds gross and net \$21,591.00.
 - Total General Operating Activities gross \$902,612.72 net \$894,724.77.

The Executive Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending January 31, 2026. The Executive Vice President of Finance and Administration is hereby directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

D. Personnel Transactions -

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

Resignations:

- Cevin Clark, Groundskeeper, effective January 27, 2026
- Kami Moore, Director of Adult Education, effective February 4, 2026.

Separations:

- Steve Anderson, Custodian/Dorm Manager – Sumner Campus, effective January 29, 2026

E. Board Policy Approval –

1. 139.00 – Sexual Harassment (revised)

Dr. Alan Marcotte 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 Phil White and the following votes were cast:

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

VI. Discussion Agenda

A. Board Handbook Revisions (Fourth Review)

Chair Marcotte requested the Board review and approve the revised Board of Trustee handbook as presented.

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

RESOLVED, that the Board of Trustees approves the revised Board of Trustee Handbook as presented.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Nay
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

VII. Board Officer Amendment

Chair Marcotte requested the Board approved the amended slate of officers for the 2026 calendar year, replacing Chair Marcotte with Jacinda Shaw-Kinzie on the Academic Subcommittee.

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

RESOLVED, that the Board of Trustees approves the amended slate of officers for the 2026 calendar year, as presented.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

VIII. First Executive Session

Chair Marcotte introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss a Memorandum of Understanding with a local organization, pursuant to the exception related to attorney-client privilege for 15 minutes, beginning at 7:00 pm, and reconvening in open session at 7:15 pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, and J.T. Seitz be present in the executive session. No action to follow.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

Following the executive session, the meeting reconvened in open session at 7:15 pm in the same room.

IX. Second Executive Session

Chair Marcotte introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss a Memorandum of Understanding with a local organization, pursuant to the exception related to attorney-client privilege for 5 minutes, beginning at 7:17 pm, and reconvening in open session at 7:22 pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, and J.T. Seitz be present in the executive session. No action to follow.

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

Chair Marcotte	Aye	Trustee McGregor	Aye
Vice Chair White	Aye	Trustee Shaw-Kinzie	Aye
Trustee Bazil	Aye	Trustee Shriver	Aye
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

Following the executive session, the meeting reconvened in open session at 7:22 pm in the same room.

X. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:23 p.m.



Tiffany Vollmer
Board Clerk