

**Cowley College
Board of Trustees Official Minutes**

May 18, 2026

I. Call to Order

The regular meeting of the Board of Trustees of Cowley College was called to order on May 18, 2026 in the President's Dining Room inside the McAtee Dining Center, 206 S. 4th Street, Arkansas City, KS.

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 (Zoom) Dr. Scott Layton, VP of Academic Affairs Paul Erdmann, VP of Information Technology Dr. Ryan Burkett, Executive Director of Institutional Effectiveness Dr. Brooke Istas, CEA Liaison Greg Butler, Director of Impact Program Matt Stone, Director of Campus Safety Frank Owens, Criminal Justice Instructor Jon Tyler, Campus Safety Officer
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Guests

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

II. Awards and Reports

- A. Dr. Michelle Schoon provided a College update.**
- **Cowley College conferred 428 degrees and certificates during its 103rd Commencement ceremony on Saturday, May 9, with nearly 300 graduates participating in the ceremony. Thank you for your participation and attendance.**
 - **Presented the State of Cowley College at the Winfield Chamber Lunch Bites program**
 - **Robotics Challenge, two day event, was a success with approximately 200 students participating**
 - **Cowley hosted the Region VI track and Field Championships April 30 – May 2**
 - **Hosted a retirement celebration, May 11, for three employees with many years of experience**
 - **Kristi Shaw – 29 years**

- Stefani Jones – 28 years
- Lavaughan Scheurich – 15 years
- Submitted and/or working on three grants – Patterson Foundation Cybersecurity Consortium in partnership with the 184th Wing (cybersecurity), Strengthening Community Colleges (data collection), Perkins Reserve (student retention)
- Summer office hours start June 1, 7:00 – 4:30 Monday through Thursday
- Planning dates for summer meetings and retreats (Administrative Council and Board)

Awards:

- Cowley College February student of the month, Dacey Morris, won the Arkansas City Outstanding Student award
- Ben LeClair Staff Award – Peyton Snively

Strategic Enrollment Management:

- Enrollment started for Fall 2026 and summer enrollment is ongoing
- Adopting an AI platform to assist with student retention
- Cowley enrollment tour was a success
- Area partner USDs Scholarship night participation

Attended:

- April 27 – Athletic Banquet
- May 4 – USD 465 Foundation
- May 5 – Spring music concert
- May 7 - Community Partners Transformation Strategies
- Ongoing weekly president’s meetings, Rotary, Chamber, KBOR and committee meetings

Upcoming:

- KACC quarterly meeting hosted by Allen County Community College, June 7 & 8

B. Greg Butler provided the annual Impact TRiO program update

C. Matt Stone and Frank Owens provided an update on the campus-wide active intruder training

D. Matt Stone and Frank Owens provided an active Intruder training update

E. 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

E. Thank you to Cowley College Norwich Project Prom

F. Thank you to Cowley College from Cameron 4H

G. Thank you to Cowley College from MJ Harper

H. Thank you to Cowley College from Lowell Elementary PTO

I. Thank you to Cowley College from Arty Hicks, Arkansas City Chamber of Commerce

III. Public Comment

No public comment

IV. Standing Committee Reports

A. Trustee Finance Subcommittee –

Bob McGregor provided an update from the May 11, 2026 meeting.

1. Procurement – Webb-Brown HVAC – Tech Ed Capital Outlay Funds

This request is for the replacement of the large rooftop HVAC unit serving the Webb-Brown Academic Building. The existing McQuay unit is original to the facility and is experiencing ongoing mechanical issues. Due to the age of the equipment, repairs are becoming more frequent and increasingly costly. Replacing this unit will improve system reliability, increase energy efficiency, and reduce the likelihood of unexpected downtime and emergency repair costs.

This project includes:

- Removal and disposal of the existing HVAC unit
- Installation of a new commercial rooftop unit
- Integration with the building’s existing system and controls
- Necessary electrical, crane, and installation services

Vendor Quotes

Vendor	Location	Includes Controls ?	Cost
P1 Service, LLC	Wichita, KS	No	\$130,141.00
Select Mechanical, LLC	Wichita, KS	Yes	\$115,958.80
Winfield Plumbing & Heating	Winfield, KS	Yes	\$132,480.00

Evaluation

While the proposals are similar in cost, there are important differences in scope:

- P1 Service, LLC excludes several key components from its proposal, including:
 - Controls integration
 - Electrical upgrades
 - Permits and fees
 - Certain project coordination elements
- Select Mechanical, LLC includes several project components such as electrical connections, crane services, startup/commissioning, and permits; however, their proposal specifically excludes:
 - Fire and smoke system rework
 - Bonding
 - Certain tax-related costs
 - Additional work outside the quoted scope
- Winfield Plumbing & Heating provides a comprehensive, turnkey proposal that includes:
 - Controls integration with the existing VAV system
 - Electrical modifications and connections
 - Crane services and full installation coordination
 - Permits and inspections

Although Select Mechanical submitted the lowest overall proposal at \$115,958.80, Winfield Plumbing & Heating’s proposal provides the most comprehensive turnkey scope and project coordination. Selecting a proposal with a more complete scope reduces the likelihood of change orders, simplifies project management, and provides greater certainty in the total project cost.

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

RESOLVED, That the Board of Trustees authorizes the college to contract with Winfield Heating and Plumbing for the Webb-Brown HVAC replacement at a cost of \$132,480, using Tech Ed Capital Outlay funds.

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.

- 2. Cowley College & Cowley Foundation MOU**
Administration and the Finance Subcommittee request the Board Authorize the Chair to sign the final Memorandum of Understanding (MOU) between Cowley College and the Cowley Foundation.

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

RESOLVED, that the Board of Trustees authorizes the Chair to sign the final memorandum of Understanding (MOU)

The motion was seconded by Stan Cochran 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.

- 3. Roofing Repairs Update**
Holly Harper provided an update on the campus roofing repairs.

B. Trustee Policy Subcommittee –

Dr. Alan Marcotte provided an update from the May 13, 2026 electronic review of the following policies.

- 1. 272.00 – Employee Participation in Student Elections (revised)**

V. First Executive Session

Brett Bazil introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess into executive session to discuss personnel transactions, pursuant to the exception related to non-elected personnel for 20 minutes, beginning at 6:42 pm, and reconvening in open session at 7:02 pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, and J.T. Seitz be present in the executive session. Action may follow.

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.

The meeting then resumed in open session at 7:02 pm in the same room. No action followed the executive session.

VI. Second Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss personnel transactions, pursuant to the exception related to non-elected personnel for 5 minutes, beginning at 7:03 pm, and reconvening in open session at 7:08 pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, and J.T. Seitz be present in the executive session. Action may 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.

The meeting then resumed in open session at 7:08 pm in the same room. No action followed the executive session.

VII. Consent Agenda

A. Board Minutes -

1. April 20, 2026 regular meeting minutes

B. Financial Reports –

Copies of the Financial Reports for the month ending April 30, 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, April 30, 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				
April 30, 2026				
		Total	Total	Net
		Check Amount	Check Amount	Check Amount
		Written	Voided	Disbursed
Student Refunds				
USB	Student Refund Checks	\$ 208,918.55	\$ 8,609.60	\$ 200,308.95
		\$ 208,918.55	\$ 8,609.60	\$ 200,308.95
General Operating Activities				
RCB	Operating Fund	5,235.63	-	5,235.63
USB	Operating Fund	1,112,991.13	5,535.00	1,107,456.13
USB	Federal Grants Fund	2,040.00		2,040.00
Total General Operating Activities		\$ 1,120,266.76	\$ 5,535.00	\$ 1,114,731.76

- **Student Refunds**
 - Financial Aid Funds/Student Refund Check gross \$208,918.55 net \$200,308.95.
- **General Operating Activities**
 - Disbursements gross \$1,118,226.76 net \$1,112,691.76.
 - Federal Funds gross and net \$2,040.00.
 - Total General Operating Activities gross \$1,120,266.76 net \$1,114,731.76.

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 April 30, 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

- Andrea Major, Fitness Trainer, effective May 29, 2026
- Kim Peri, Library Assistant, effective May 29, 2026

Administration

- Dr. C. Jason Kegler, Vice President of Student Affairs, at an annual salary of \$115,000, plus benefits, effective June 1, 2026

Staff

- Stephanye Edwards, Director of Student Enrollment and Success, at an annual salary of \$60,000, plus benefits, effective June 1, 2026
- Lexie Perrett, Health Professions Coordinator and Campus Nurse, at an annual salary of \$57,000, plus fringe benefits, effective June 1, 2026
- Jamaal Watson, Director of Adult Education, at an annual salary of \$56,633, plus benefits, effective June 1, 2026

Club Sponsor Pay

<u>Name</u>	<u>Club</u>	<u>Pay</u>
Clubs		
• AJ Ybarra	Math & Science Club	\$600
• Braidon Hughes	Math & Science Club	\$600
• Uwe Conrad	Math & Science Club-Mulvane	\$600
• Mark Flickinger	Art Club	\$800
• Ryan Doom	Mile Marker Review	\$600
• Krystle Nies	Hope Squad	\$300
• Rebecca Holman	Hope Squad	\$300
• Peyton Snively	Hope Squad	\$300
• Brianna Hand	Hope Squad	\$300
• Julie Kratt	FCA/CRU	\$300
• Mason Warren	FCA/CRU	\$300
• Katie Ryberg	Generation One	\$600
• Jeremy Durham	Gaming Club	\$500
• Lynell Durham	Gaming Club	\$500
• Frank Owens	Turning Point	\$250 (spring only)
• Holly Peters	Turning Point	\$250 (spring only)
Organizations		
• Paige Ratcliff	PTK – Sponsor	\$2,000*
• Dianne Flickinger	CQB – Sponsor	\$1,600*
• Ali Nittler	Deca – Sponsor	\$900*
• Jeremy Durham	E-Sports – Sponsor	\$2,000*
	Total Pay	<u>\$13,600</u>

** 50% Paid in December, 50% Paid in May*

Requests for Advanced Pay

Certain faculty members, who will have completed their contractual obligations at the end of the school year, have requested advance payment of their salaries for June and July. These faculty members are:

Holly Peters	Bethany Stewart
Jeremy Durham	Zack Rozell
April Nittler	Delayne Dale
Steve Cooper	Amy McWhirt
Humphrey Wamocho	Steve Butler
Pam Smith	Uwe Conrad

E. Board Policy Approval –

1. 253.00 – Registration and Enrollment (revised)
2. 266.00 – Academic Progress (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	Nay
Trustee Bazil	Nay	Trustee Shriver	Nay
Trustee Cochran	Aye	Trustee Wilson	Aye

Motion carried.

VIII. Third Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss the Professional Negotiations, pursuant to the exception related to employer-employee negotiations, for 15 minutes, beginning at 7:11 pm, and reconvening in open session at 7:26 pm in the same room. The Board requested Dr. Michelle Schoon, Holly Harper, Dr. Scott Layton, and J.T. Seitz be present in the executive session. No action to follow.

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.

The meeting then resumed in open session at 7:26 pm in the same room.

IX. Fourth Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss the President's annual evaluation, pursuant to the exception related to non-elected personnel, for 10 minutes, beginning at 7:28 pm, and reconvening in open session at 7:38 pm in the same room. The Board requested J.T. Seitz be present in the executive session. Action may 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.

The meeting then resumed in open session at 7:38 pm in the same room. No action followed the executive session.

X. Fifth Executive Session

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

RESOLVED, that the Board of Trustees recess into executive session to discuss the College technology systems, pursuant to the exception related to security measures, for 10 minutes, beginning at 7:39 pm, and reconvening in open session at 7:49 pm in the same room. The Board requested Dr. Michelle Schoon, Paul Erdmann, 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.

The meeting then resumed in open session at 7:49 pm in the same room. No action followed the executive session.

VIII. Adjournment

With no other business to be discussed, the Chair declared the meeting adjourned at 7:50 pm.



Tiffany Vollmer
Board Clerk