

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, April 12, 2022

Jenny Spillman called the meeting to order at 6:00 PM; also showing present:

Trustees: Gena Clouch
 Vicki Curry
 Robin Schallie
 Jessica Thompson

Call to Order Others: Jon Marshall, VP for Academic Affairs
 Cynthia Jacobson, VP for Student Affairs
 Roberta Nickell, Chief Financial Officer
 Tosca Harris, Dean for Academic Affairs-Onsite
 Rebecca Bilderback, Dean for Academic Affairs-Online
 Niccole Beagley, Campus Services Tech/ Administrative Assistant
 Amy Lemer, Mathematics Instructor
 Josiah D’Albini, Director of Student Life
 Vicki Moss, Iola Register

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
meeting on March 8, 2022. Seconded by Gena Clouch, motion passed 5-0.
Approval

Covid-19 Cynthia Jacobson, VP for Student Affairs, reported that there is currently no
Update employees or students who are in isolation due to Covid-19. Most of Allen
 Community College employees and students have stopped wearing masks. Allen
 will continue to welcome those that choose to wear a mask.

Old Business

Student Life Josiah D’Albini, Director of Student Life, reported that the Student Senate
 President and Vice President have not yet been filled. Bobbie Haviland,
 Registrar, has ordered graduation caps and gowns to be disbursed to students.
 Lauren Maisberger, Director of Development, is working on a celebration event
 for Allen sophomores. The Katie Kramer event was rescheduled for October 11.

Finance and Roberta Nickell, Chief Financial Officer, reported that approximately \$60,000
Operations from the statement of claims went to the second 8-week federal disbursements
 for students. Ms. Nickell reported that the College is in need of replacing the
 2016 Ford Focus. Twin Motors is working with the College for a trade in for the
 cost of up to \$25,000. Vicki Curry moved to approve the purchase of a newer
 vehicle up to \$25,000. Seconded by Jessica Thompson, motion passed 5-0.

Ms. Nickell requested approval for statement of claims. Vicki Curry moved to pay the bills and approve the statement of claims totaling \$956,465.70. Seconded by Jessica Thompson, motion passed 5-0.

Academic Matters Jon Marshall, VP for Academic Affairs, reported that the budget development process has been completed for 34 program and work area budgets assigned to this area. A secondary student focus course schedule for Burlingame Campus was developed for fall 2022 and spring 2023 using Track 1 and Track 2 options, in M-W-F and T-R formats. Burlingame will also offer their traditional course schedule of 3-hour blocks. The Annual Institutional Data Update was submitted on March 10 to the Higher Learning Commission. Shellie Regehr, HR Specialist, is collecting employee performance reviews from supervisors throughout the College during the months of March and April.

Student Affairs Cynthia Jacobson reported that enrollment for summer and fall terms will begin on April 11. Early enrollment for new students is April 13 and 18 on the Iola Campus. The Financial Aid Office is awarding aid for 2022-2023. The maximum amount for the Pell Grant has increased \$400 to \$6,895. Great Western Dining is asking for 6 percent increase with an additional meal (18 to 19) to the full meal plan.

Iola Campus Tosca Harris, Dean for Academic Affairs-Onsite, reported that enrollment starts this week for summer and fall semester. The Theater program will be presenting *The Spitfire Grill* musical on April 21-23 at the Bowlus Fine Arts Center. The Music program will be presenting a combined concert with Fort Scott CC and Neosho CCC at the Memorial Auditorium in Chanute, KS on April 28. Ms. Harris reported that Aggie Day was on the Iola Campus and at the AC Fair Grounds on April 7 with approximately 700 students participating in contests.

Online Learning Rebecca Bilderback, Dean for Academic Affairs-Online, reported that the course schedule is available on the website and advising and enrollment has begun. The online team has begun updating the learning outcomes in all of the master courses. On April 19, the Online Learning team will host an adjunct faculty meeting via Zoom. On April 26, the Online Learning team will be offering a professional development opportunity on building rubrics in Canvas.

Budget Progress Roberta Nickell updated the Board on the budget process for the 22-23 year.

New Business

Academic Freedom Policy Cynthia Jacobson reported that currently the Academic Freedom policy is only available in the master faculty contract. Ms. Jacobson proposed to include this policy in the Board Policy Manual. Vicki Curry moved to include the policy in the Board Policy Manual. Seconded by Robin Schallie, motion passed 5-0.

Student Transport Fee	Cynthia Jacobson reported that the College would like to charge students a nominal fee of \$20 for airport pick up starting in FA22. Also, charge \$75 to students who need transportation outside of these scheduled dates. Vicki Curry moved to accept the transportation fee of \$20 and \$75. Seconded by Gena Clouch, motion passed 5-0.
Residence Hall Furniture	Cynthia Jacobson reported that the College received a bid from Contract Supply, Inc. and Savoy for residence hall furniture replacement. Ms. Jacobson recommended the approval of the Contract Supply contract. Vicki Curry moved to approve the purchase of the furniture with CSI as presented. Seconded by Jessica Thompson, motion passed 5-0.
Housing Contract Cancellation Refund	<p>Cynthia Jacobson reported that currently students only forfeit their deposit if they cancel their housing contract after August or January 1. Ms. Jacobson proposed the following changes to the housing contract:</p> <ul style="list-style-type: none"> • On or before August 1 or January 1: Housing deposit is refunded, no room or board charges • August 2 or January 2 to 15 calendar day of the semester: Deposit forfeited, room and board prorated on a daily basis, 100% refund of balance • 16th-29th calendar day of the semester: Deposit forfeited, room and board prorated, 25% refund of balance • 30th day to end of semester: Deposit forfeited, 0% refund of balance <p>Vicki Curry moved to approve revisions to the housing contract. Seconded by Robin Schallie, motion passed 5-0.</p>
Athletic Report	Cynthia Jacobson reported that the Booster Club/Athlete of Month luncheon was April 11. Cross Country/Track have competed in two meets, sprinters going to Wichita State April 16-17. Softball is currently 9-17 and 4-8 in Conference. Baseball is currently 6-12 and 7-9 in Conference. Cheer/Dance went to Region 6 competition in Salina, Kansas and came back with several trophies.
Executive Session	At 7:30 PM Jessica Thompson moved to enter executive session to discuss matters concerning nonelected personnel for 10 minutes. Vicki Curry seconded, motion passed 5-0.
Open Session	At 7:40 PM the Board returned to open session. Robin Schallie moved to accept the resignation of Porscha Jewell and approve the search for an Assistant Women's Basketball Coach/Residence Hall Director. Gena Clouch seconded, motion passed 5-0.

Adjournment At 7:42 PM Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 5-0.

Chairperson: _____

Clerk: _____