

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, May 10, 2022

Lonnie Larson called the meeting to order at 6:00 p.m.; also showing present:

Trustees: Gena Clouch  
Vicki Curry  
Robin Schallie

Call to Order Others: John Masterson, President  
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  
Tracy Lee, English Instructor  
Josiah D’Albini, Director of Student Life  
Cala Jamison, Assistant Women’s Soccer Coach/Residence Hall Dir  
Michael Wright, Assistant Men’s Soccer Coach/Residence Hall Dir.  
Shellie Regehr, Human Resources Specialist

Minutes meeting Approval Vicki Curry moved to approve the minutes of the regular Board of Trustees meeting on April 12, 2022. Seconded by Robin Schallie, motion passed 4-0.

Old Business

Student Life Josiah D’Albini, Director of Student Life, reported the plans to schedule “What-do-you-want Wednesday” meetings to get ideas, concerns and interest from students.

Finance and Operations Roberta Nickell, Chief Financial Officer, reported that checks were issued to approximately 1,200 students for the last distribution of HEERF grant funds for AY21/22. The 2016 Ford Focus was replaced with a 2021 Ford Eco Sport, after trade-in the cost was \$19,000.00. Insurance policies will be reviewed for renewal with Loren Korte.

Roberta Nickell requested approval for statement of claims. Vicki Curry moved to pay the bills and approve the statement of claims totaling \$1,070,437.45. Seconded by Gena Clouch, motion passed 4-0.

John Masterson, President, reported that the State has underfunded Community Colleges in tiered and non-tiered courses. An overpayment of \$467,000 for Allen

County in the tiered courses, and underfunded \$399,432.00 in the non-tiered courses. The underpayment will be paid in FY23 and the overpayment will be repaid half in FY24 and half in FY25.

**Academic Matters** Jon Marshall, Vice President for Student Affairs, reported that the academic course schedule for SU22 and FA22 are now open for enrollment. The academic course schedule for Burlingame is a Secondary Student Focus schedule of offerings for fall 2022 and spring 2023, with Track 1 and Track 2 options. The 2021-2022 Instructional Program Reviews for the English and Math Divisions were presented to the President and VP for Academic Affairs. Both program reviews are housed in the library.

**Student Affairs** Cynthia Jacobson, Vice President of Student Affairs, reported the current enrollment for summer is at 592 and 708 for the fall. Students will begin moving out of the residence halls after final exams have been completed. There will be 15-20 athletes staying on campus May 19-21 for the National Track and Field Championships.

**Iola Camps** Tosca Harris, Dean for Academic Affairs-Onsite, reported that Ryan Alexander, CJS Instructor has been in contact with the Kansas Law Enforcement Training Academy on receiving College credit for those who finish the academy, and is working on what courses to use for credit. The Allen Collegiate Farm Bureau joined Colby CC and North Western Tech to receive recognition as the three most active chapters. Erik Griffith, English Instructor, recently traveled with the Quiz Bowl students to the State competition in Salina.

**Online Learning** Rebecca Bilderback, Dean for Academic Affairs-Online, reported that the College has been approved for another year of participation in SARA (State Authorization Reciprocity Agreements). The Online Learning team completed 45 evaluations and observations for adjuncts and full-time faculty. The team will be working on 25 course design projects over the summer, and 24 for the fall semester.

**Budget Progress** Roberta Nickell updated the Board on the budget process for the 22-23 year. Budgets will be presented at the next month's Board meeting.

#### New Business

**Website Privacy Policy** Cynthia Jacobson presented the new Allen Website Privacy Policy that was recommended for the College's website. The policy addresses personal information, the use of Cookies, and security. Vicki Curry moved to approve the new policy. Seconded by Robin Schallie, motion passed 4-0.

Emergency and Mass Notification	Cynthia Jacobson reported that the College is currently using the RAVE Mobile Safety for emergency and mass notification system. The Safety and Security Committee was presented a demonstration from Regroup with the potential of using Regroup for the College's new emergency and mass notification system. The cost of Regroup is \$7,150 for the first year and \$6,150 for each year after that. Vicki Curry moved to approve Regroup for emergency and mass notification. Seconded by Robin Schallie, motion passed 4-0.
Curriculum Matters	Jon Marshall reported on new and revised course proposals for Computer Repair-Core Hardware, Computer Network +, Network Security +, Computer Repair-Operating Systems, Capstone in Criminal Justice, Psychology of Human Sexuality, and Introduction to Women's Studies. New and revised program proposals for a Certificate in Criminal Justice Studies and Leadership Studies, AS with an emphasis in Information Technology, and AAS in Information Networking Technology. Gena Clouch moved to approve the course and program proposals as presented. Seconded by Vicki Curry, motion passed 4-0.
Job Description	John Masterson presented revisions to the Director of Information Technology job description. Vicki Curry moved to approve new job description as presented. Seconded by Robin Schallie, motion passed 4-0.
Athletic Report	John Masterson reported that the Athlete of the Month luncheon was May 9. Track and Field is traveling to Hutchinson for Nationals next week. Men's Basketball has 13 players committed for next year; Women's Basketball has 14 players; Softball 20 players; Baseball over 40 players; Men's Soccer 70 players; Women's Soccer 24 players; and Volleyball 16 players. Cheer and Dance have signed several students for the fall semester.
Executive Session	At 8:05 PM Robin Schallie moved to enter executive session to discuss matters concerning nonelected personnel for 15 minutes. Gena Clouch seconded, motion passed 4-0.
Open Session	At 8:20 PM the Board returned to open session.
Executive Session	Gena Clouch moved to return to executive session for 10 minutes. Vicki Curry seconded, motion passed 4-0.
Open Session	At 8:30 PM the Board returned to open session.
Executive Session	Vicki Curry moved to return to executive session for 20 minutes. Gena Clouch seconded, motion passed 4-0.

Open  
Session

At 8:42 PM the Board returned to open session.

Gena Clouch moved to grant tenure to Nancy Ford, Instructor of Digital Media. Vicki Curry seconded, motion passed 4-0.

Gena Clouch moved to grant tenure to Michael Marsh, Instructor of Economics. Robin Schallie seconded, motion passed 4-0.

Gena Clouch moved to approve the resignation of Trevor Belt and approve the search for a Theatre Instructor. Robin Schallie seconded, motion passed 4-0.

Gena Clouch moved to hire Katrina Froebe as the Assistant Women's Basketball Coach/Residence Hall Director. Vicki Curry seconded, motion passed 4-0.

Gena Clouch moved to approve the intent of non-renewal for Jose Perez Reisler, Instructor of Sociology. Vicki Curry seconded, motion passed 4-0.

Gena Clouch moved to approve the resolution: Upon satisfactory completion of the current contract, unless otherwise notified within the stipulations of the Master Agreement or Board Policy, full-time faculty, management/supervisory, and support staff will be offered employment for the 2022-2023 academic year. Vicki Curry seconded, motion passed 4-0.

Adjournment At 8:45 PM Vicki Curry moved to adjourn the meeting. Robin Schallie seconded, motion passed 4-0.

Chairperson: \_\_\_\_\_

Clerk: \_\_\_\_\_