

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, September 13, 2022

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

Trustees: Gena Clouch
Vicki Curry
Lonnie Larson
Robin Schallie
Jessica Thompson

Call to Order Others: Dr. Bruce Moses, President
Tosca Harris, Interim VP for Academic Affairs
Cynthia Jacobson, VP for Student Affairs
Roberta Nickell, Interim Chief Financial Officer
Rebecca Bilderback, Dean for Academic Affairs-Online

Melanie Wallace, Interim Dean for Academic Affairs-Onsite
Niccole Beagley, Campus Services Tech/ Administrative Assistant
Tracy Lee, English Instructor
Nikki Peters, Director of Enrollment Management
Carla Smith, Graphic Designer
Morgan Baska, Student Senate President
Doug Dunlap, Director of Information Technology
Richard Luken, Iola Register

Minutes Lonnie Larson moved to approve the minutes of the regular Board of Trustees
Approval meeting on August 9, 2022 and special meeting on August 25, 2022. Seconded
by Robin Schallie, motion passed 6-0.

Old Business

COVID-19 Cynthia Jacobson, Vice President for Student Affairs, reported having 5 students
and 1 staff member test positive for COVID-19. All athletes and residential
students on the Iola Campus were tested upon arrival. As of September 8, Osage
County is at low risk and Allen County is at medium risk for COVID-19.

Student Morgan Baska, Student Senate President, introduced herself to the Board.
Life

Finance and Roberta Nickell, Interim VP for Finance & Operations, shared with the board the
Operations fieldwork for the annual financial audit has been completed. The College
property, cyber, auto, and liability insurance renewal is included in the bills to
approve, overall there was a 13.5% increase in premiums. Nickell requested

approval for statement of claims totaling \$1,082,485.52. Vicki Curry moved to approve the statement of claims, second by Robin Schallie, motion passed 6-0.

Allen
Website

Nikki Peters, Director of Enrollment Management, and Carla Smith, Graphic Designer, presented the upgrade of Allen's website with vender Finalsite that could potentially evolve into next semester for a cost of \$40,000. Lonnie Larson moved for approval to pay \$40,000 to Finalsite for Allen's website upgrade. Seconded by Jessica Thompson, motion passed 6-0.

Academic
Affairs

Tosca Harris, Interim VP for Academic Affairs, reported that the date for new textbooks moved from the fall semester to the spring semester to provide faculty more time to review new textbooks and design course shells. Dr. Moses, President, and Harris met with Gates Corporation, Russell Stover Candies, Sonic Equipment Company, and B & W Trailer Hitches to offer a variety of workforce training. The completion of the year four Assurance Argument for HLC is in progress, and will be presented prior to the February 6, 2023 deadline. The Performance Agreement Report will be presented to KBOR on October 4.

Student
Affairs

Cynthia Jacobson, Vice President for Student Affairs, reported that Census Day is September 19. As of the first day of classes head count is down 4%. Several student events were scheduled in August. The Library Cultural series will have The Beaufort Winds Quintet perform on September 14. Student events scheduled in the next two weeks include Mayan Exhibit at Union Station in Kansas City on September 15, "We the People" for Constitution Day on September 16, and a transfer trip to Washburn University on September 22.

Academic
Affairs
Onsite

Melanie Wallace, Interim Dean for Academic Affairs-Onsite, reported on topics discussed at the faculty meeting on August 22 that included MyAllen portal, ESP's, the use of dropout detective, transcripts, and financial aid. Doug Joseph, Math Instructor, is sponsoring the lola PTK organization while continuing to look for a co-sponsor for the lola Campus. Sharon Lawless, Computer Science Instructor, and Erin O'Keefe, English Instructor, co-sponsor the Burlingame PTK organization. Bruce Symes, Writing Center Coordinator, hired four tutors for FA22. Steve Sodergren, Math Instructor, is overseeing the tutoring center at the Burlingame Campus. Wallace met with Ryan Alexander, CJS Program Coordinator, to discuss agenda items for the CTE Committee meeting on September 21.

Online
Learning

Rebecca Bilderback, Dean for Academic Affairs-Online, reported that there are 175 online and hybrid course sections in Canvas. There are five new adjunct instructors teaching this fall. Adjunct meetings are scheduled for September 27 and November 29 via Zoom. The Online Learning team has scheduled six opportunities for training that will be held via Zoom. Dropout detective software

has been integrated into Canvas to help identify students at risk of dropping out or failing courses.

KACCT/COPS Meeting Dr. Bruce Moses and Lonnie Larson reported on the August 26 and 27 KACCT/COPS meeting in Fort Scott.

New Business

Job Description Dr. Moses requested new and revised policy approvals for Administrative Assistant to Senior Administration (President), Director for Institutional Effectiveness and Research, and Director of Instructional Technology. Jessica Thompson moved to accept the job descriptions as presented. Seconded by Lonnie Larson, motion passed 6-0.

Iola Register Lonnie Larson revisited the Iola Register proposal to provide Allen Community College with the newspaper. The Board would like to invite Tim Stauffer back to find out more information at the next Board meeting in October.

Governance Compliance Management Software Dr. Moses requested approval to spend \$12,500 for Governance and Compliance Management Software. Gena Clouch moved to approve spending up to \$12,500 on the software. Seconded by Vicki Curry, motion passed 6-0.

Athletic Report Dr. Moses reported that the Booster Club luncheon is on September 19. Volleyball is 2-1 this season, Men's Soccer is 13th in the Nation, Women's Soccer is 9th in the Nation, and Cross Country is 15th out of 32 teams. There are over 300 athletes on campus this year.

Agenda Items Assessment of the roof will be brought to the October's Board meeting.

Maintenance Software Roberta Nickell requested approval for a maintenance software. Vicki Curry moved to allow spending up to \$12,838 for maintenance software. Seconded by Robin Schallie, motion passed 6-0.

403b Lonnie Larson brought a question forward about 403b plan options.

Adjournment At 9:00 PM Vicki Curry moved to adjourn the meeting. Jessica Thompson seconded, motion passed 6-0.

Chairperson: _____

Clerk: _____