

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, October 11, 2022

Jenny Spillman called the meeting to order at 6:00 p.m.; 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 VP for Finance and Operations
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
Josiah D'Albini, Director of Student Life
Ryan Sigg, Director of Physical Plant Operations
Tim Stauffer, Iola Register
Vicki Moss, Iola Register
Jake Strecker, INAalert
Brian Ewing, INAalert

Minutes Approval Robin Schallie moved to approve the minutes of the regular Board of Trustees meeting on September 13, 2022. Seconded by Vicki Curry, motion passed 6-0.

Patron's Concerns Tim Stauffer, Iola Register, came to clarify the offer of unlimited digital access to Iola Register website.

Old Business

COVID-19 Cynthia Jacobson, Vice President for Student Affairs, reported that there have been no positive cases for COVID-19 since last month.

Student Life Josiah D'Albini, Director of Student Life, reported that the Elevator Challenge event with high school students was a success. Student Life events for this month include What Do You Want Wednesday, \$1 haunted house, diversity film night and \$1 movie night.

Finance and Operations Report Ryan Sigg, Director of Physical Plant Operations, presented the Coryell Roofing assessment report for Iola Campus. Vicki Curry moved to work with Coryell Roofing to file insurance claim on the roof. Seconded by Gena Clouch, motion passed 6-0.

Roberta Nickel, Interim VP for Finance and Operations, requested an amendment on the NAVEX Management software contract. Robin Schallie moved to spend up to \$17,987.36 on the NAVEX software. Seconded by Vicki Curry, motion passed 6-0.

Roberta Nickel requested approval to join TIPS Co-op. Vicki Curry moved to join TIPS Co-op. Seconded by Gena Clouch, motion passed 6-0.

Roberta Nickel requested the approval to purchase shelving for maintenance inventory. Vicki Curry moved to spend up to \$20,000 on shelving. Seconded by Gena Clouch, motion passed 6-0.

Roberta Nickell, requested approval for claims. Vicki Curry moved to pay the bills and approved the statement of claims totaling \$1,470,888.20. Seconded by Jessica Thompson, motion passed 6-0.

Academic Affairs Tosca Harris, Interim VP for Academic Affairs, reported that meetings are being conducted with faculty to complete work on the negotiated items for the faculty evaluation process and instruments. In Assessment and Accreditation President Moses who is an HLC peer reviewer, will be visiting a college in Nebraska later this month. The College received KBOR approval for the Criminal Justice Leadership Certificate.

Student Affairs Cynthia Jacobson reported that disbursement of Federal aid was on September 30 for the fall semester. The financial aid staff are visiting high schools to provide information on completing the FAFSA. Bobbie Haviland, Registrar, and Nikki Peters, Director of Enrollment Management, attended the KACRAO (Kansas Association of College Registrars and Admissions Officers) conference in Kansas City. Four Allen employees attended the Michael Tillford conference covering Diversity and Multiculturalism at Washburn University. The Allen Jenzabar User's Group meets monthly to address issues concerning the student information system and technology.

Academic Affairs Onsite Melanie Wallace, Interim Dean for Academic Affairs-Onsite, reported that classroom evaluations of instruction began this week. Phi Theta Kappa letters have been mailed to students who meet the qualifications for membership. The PTK induction ceremony will be held on November 8 at 5pm on the Iola Campus. Tera Schultz, Art Instructor, is hosting the annual Family Art Night on October 20 in the Student Center. This is a free event for all children and their families.

Quentin Yoho, Livestock Judging Coach, and the livestock judging team recently competed in Amarillo Texas and Tulsa Oklahoma.

Online Learning Rebecca Bilderback, Dean for Academic Affairs-Online, reported that there are 11 online courses for the second 8-week session that begins October 17. The Online Learning team is working on new course designs for the spring 2023 and fall 2024 semesters. The spring 2023 course schedule is in progress. Both academic deans are working with division chairs, full-time faculty, adjunct faculty, and academic advisors to create the schedule. Enrollment for spring will begin November 7.

Curriculum Matters Tosca Harris presented the new and revised course proposals for CIS126 PowerPoint, CIS130 Microsoft Excel, CIS175 Microsoft Word, ECE206 Professional Development Leadership, PRO180 Page Layout: InDesign, PRO200 Wed and Motion Graphics. New program proposals were presented for a Business Technology Certificate and Leadership Studies Certificate, and one revised program proposal for the Early Childhood Education Certificate. Vicki Curry moved to approve the new and revised course and certificate program proposals as presented. Seconded by Jessica Thompson, motion passed 6-0.

New Business

INAalert Jake Strecker, INAalert representative, presented information about INAalert installing a keycard entry system on the lola Campus over Christmas break for all the outside doors. Lonnie Larson moved to accept INAalert's bid for \$186,115.08. Seconded by Gena Clunch, motion passed 6-0.

Tuition The Allen Community College Board of Trustees on Tuesday, October 11, voted unanimously to increase tuition and return to a tiered rate system beginning summer 2023. The new tuition rate for resident in-district per credit hour increases to \$75.00, out-of-district increases to \$85.00, out of state increases to \$95.00, and international increases to \$105.00. Jessica Thompson moved to approve the tuition proposal. Seconded by Vicki Curry, motion passed 6-0.

Position Description Dr. Moses presented a position description for the Assistant Director IT (Information Technology). Robin Schallie moved to accept the Assistant Director IT job description. Seconded by Lonnie Larson, motion passed 6-0.

Athletic Report Dr. Moses reported Cross Country competed at Cedarbrook Golf Course with six teams of men and six teams of women. There were 50 athletes who participated in working the Chiefs game as a fundraiser, and will be working with the local elementary schools with High Five Fridays. Volleyball is 14-9, Men's Soccer is 9-2, and Women's Soccer is 8-4. Men's Cross Country is #6 in the nation.

- Agenda Items Dr. Moses stated he wants to address unresolved items from previous meeting and Iola Newspaper's proposal.
- Executive Session At 9:30 PM Vicki Curry moved to enter executive session to discuss matters concerning nonelected personnel for 30 minutes. Lonnie Larson seconded, motion passed 6-0.
- Open Session At 9:55 PM the Board returned to open session. Robin Schallie moved to accept the resignation of Tasha Frazier and approved the search for an Assistant Track Coach/Residence Hall Director, hire Ricardo Banuelos as the Assistant Cross Country Coach/Residence Hall Director, and accept the retirement of Tosca Harris as of March 1, 2023. Vicki Curry seconded, motion passed 6-0.
- Adjournment At 9:58 PM Robin Schallie moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

Chairperson: _____

Clerk: _____