

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, DECEMBER 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-Absent
Jessica Thompson

Call to Order Others: Dr. Bruce Moses, President
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
Gregg Hutton, City of Iola
Richard Luken, Iola Register
Phil Jarred, Jarred, Gilmore & Phillips, PA
Beth Toland, Early Childhood Education Program Coordinator

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

Patron’s Gregg Hutton, City of Iola, presented additional information on the
Concerns Neighborhood Revitalization Plan that was approved at the November 8 Board
meeting.

Auditors Philip Jarred, CPA, with Jarred, Gilmore, & Phillips, P.A. presented the 2021-
Report 2022 audit report. Vicki Curry moved to approve the report as presented.
Seconded by Gena Clouch, motion passed 5-0.

Early Beth Toland, Early Childhood Education Program Coordinator, presented a
Childhood proposal to offer Allen’s 16-credit hour Foundations in ECE Certificate in Spanish.
Proposal Toland also presented a proposal for a new position, Program Advocate for Early
Childhood Education, to assist with the proposed certificate offering. Lonnie
Larson moved to approve the 16-credit hour certificate and the new position as
presented. Seconded by Jessica Thompson, motion passed 5-0.

Old Business

- COVID-19 Cynthia Jacobson, Vice President for Student Affairs, reported that there have been nine positive COVID-19 cases since November. Allen County is at high risk for COVID-19 and Osage County is at medium risk.
- Student Life Josiah D’Albini, Director of Student Life, reported that homecoming is February 11. Events are being planned for the spring semester.
- Finance and Operations Roberta Nickell, Interim Vice President for Finance & Operations, reported that GEAR funds were used to purchase coats and hats for students. Maintenance is looking for an outside contractor to help with the cleaning. Ryan Sigg, Director of Physical Plant Operations, is working on scheduling summer projects, one for parking lot improvements and another for repairing floors in the student center.
- Vicki Curry moved to pay the bills and approve the statement of claims totaling \$521,071.59. Seconded by Jessica Thompson, motion passed 5-0.
- Academic Affairs Rebecca Bilderback, Dean for Academic Affairs-Online, reported that positive progress is being made in all the workgroups to complete goals. KBOR announced that the new General Education requirements will become mandatory for universities beginning in the fall 2024 semester; community colleges are expected to comply.
- Student Affairs Cynthia Jacobson reported that the Spring 2023 enrollment is currently at 1399. There will be 10 students staying on campus over break. Athletic teams will return on January 2. There will be no further updates from Jenzabar with the CX student information system after June 2024. There will be a SCOT analysis for students in January.
- Academic Affairs-Onsite Melanie Wallace, Interim Dean for Academic Affairs-Onsite, reported that all classroom evaluations and mentor meetings for Fall 2022 have been completed. Bruce Symes, Writing Center Coordinator, and Doug Dunlap, Director of IT, are researching on what equipment is needed to offer online Math tutoring. Several CTE Committee Members attended career fairs in November.
- Online Learning Rebecca Bilderback reported on the meeting with Kansas Department of Commerce and Kansas Works with discussion of opportunities for partnership and funding as CTE initiatives are being considered. Online instructional designers and staff are working to finish fall course design projects, and have started working on the spring semester. KBOR moved ECE101 Early Childhood Growth and Development to a tiered course, which makes the course eligible for Excel in CTE for high school students. There are 22 participants enrolled in ECE104 and 18 enrolled in ECE201 for the Rural Childcare Provider Cohort.

Curriculum Matters Melanie Wallace presented the revised course proposals for COL011 Pre-Composition, MAT015 Elementary Algebra, and MAT105 College Algebra; and new program proposal for Pre-Actuarial Science Certificate. Vicki Curry moved to approve the proposals presented. Seconded by Lonnie Larson, motion passed 5-0.

New Business

NorthPoint Roberta Nickell reported that the insurance claim for the roofing damages is an on-going process. NorthPoint Claim Services, LLC (Public Adjuster Services) and Adam Brenner will represent and assist in the insurance claim for the roof. NorthPoint will be at Allen when an engineer inspects the roof.

Burlingame Lease 2023 The Burlingame building lease is up for renewal for the year 2023. Gena Clouch moved to approve the lease renewal for the year 2023. Seconded by Vicki Curry, motion passed 5-0.

Theatre Seats & Carpet Bids Roberta Nickell presented bids to replace the theatre seats and carpet. A bid for the theatre seats from Sonic was \$32,000. Two carpet bids were submitted, one from Bauman's Carpet & Furniture for \$22,382 and one from Decorator Supply for \$17,000. Nickell proposed to use Sonic for the seats and Bauman's for the carpet. Vicki Curry moved to accept the bids from Sonic and Bauman's. Seconded by Jessica Thompson, motion passed 5-0.

Overhead Doors Roberta Nickell reported there are three overhead doors that need to be replaced, one for the music room, one for maintenance and one for the boiler room. Overhead Doors made a bid for \$22,700 for all three doors to be replaced. Vicki Curry moved to accept the bid from Overhead Doors for \$22,700. Seconded by Jessica Thompson, motion passed 5-0.

Holiday Policy Cynthia Jacobson reported on the revision for on the Holidays policy in the Policy Manual. The policy will now state that if a holiday falls on a Saturday employees will be given Friday before the holiday off, and if a holiday falls on a Sunday employees will be given the Monday after the holiday off. Vicki Curry moved to accept the policy change. Seconded by Lonnie Larson, motion passed 5-0.

Athletic Report Dr. Moses, President, gave a brief report on athletics. Men's Soccer: Olimidara Olukayode, Temesgn Tezera, Yuki Ikezaki, Daniel Galindo, and Leonardo Andognini were named All-Conference 1st team. Thiago Fernandes, Geovany Pacheco, and Yuto Kamakura were named 2nd team All-Conference. Olimidara Olukayode was named the defensive player of the year in the conference. Women's Soccer: Jessica Allen, Kate Giblin, Autumn Wyatt, Rebecca Lord, and Hannah Meadwell were named All-Conference 1st team. Mirla

Chavarria, Tanika Rother, and Daniela Gonzalez were named Honorable Mention All-Conference. Kate Giblin was named defensive player and Kate Giblin was named 3rd team All-American. Volleyball: Gabriela Dominguez, Andrea Maldonado, Sofia Otero, and Alycia Shaw were named Honorable Mention All-Conference. Men's Cross Country finished 3rd in Conference and 5th in the region. Devan Crow finished fifth in the nation and was named All-Conference, All-Region, and All-American. Prince Ntozo was named All-Conference.

Executive Session At 7:57 PM Vicki Curry moved to enter executive session to discuss matters concerning nonelected personnel for 45 minutes. Gena Clouch seconded, motion passed 5-0.

At 8:42 PM Vicki Curry moved to extend executive session for an additional 15 minutes. Jessica Thompson seconded, motion passed 5-0.

At 8:57 PM Vicki Curry moved to extend executive session for an additional 30 minutes. Gena Clouch seconded, motion passed 5-0.

Open Session At 9:23 PM the Board returned to open session. Vicki Curry moved to accept the retirement of Roberta Nickell and the participation in the early retirement program as of July 1, 2023. Jessica Thompson seconded, motion passed 5-0.

Vicki Curry moved to accept the revised position description for Vice President for Finance & Operations/CFO and to post the position. Jessica Thompson seconded, motion passed 5-0.

Vicki Curry moved to accept the change in the retirement date to January 1, 2023 for Tosca Harris. Lonnie Larson seconded, motion passed 5-0.

Vicki Curry moved to accept the resignation of Sarah Baker, Assistant Volleyball Coach, effective November 11, 2022 and approve for search. Gena Clouch seconded, motion passed 5-0.

Jessica Thompson moved to hire Stephen Ebel as Director of Institutional Effectiveness & Research. Gena Clouch seconded, motion passed 5-0.

Gena Clouch moved to put Leslie Crane on administrative leave with pay pending investigation. Discipline will be based on investigation results. Jessica Thompson seconded, motion passed 5-0.

Adjournment At 9:27 PM Vicki Curry moved to adjourn the meeting. Jessica Thompson seconded, motion passed 5-0.

Chairperson: _____

Clerk: _____