

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, FEBRUARY 14, 2023

Lonnie Larson called the meeting to order at 6:00 PM; also showing present:

Trustees: Gena Clouch
Vicki Curry
Robin Schallie-via Zoom
Jenny Spillman (absent until executive session)-via Zoom
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
Richard Luken, Iola Register
Ryan Sigg, Director of Physical Plant Operations
Lauren Maisberger, Director of Development
Rebecca Nilges, Patron

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on January 10, 2023. Seconded by Jessica Thompson, motion passed
5-0.

Vicki Curry moved to approve the minutes with corrections of the Special Board
of Trustees meeting on February 7, 2023. Seconded by Jessica Thompson,
motion passed 5-0.

March Gala Lauren Maisberger, Director of Development, requested approval to serve
alcohol at the March Gala. Gena Clouch moved to approve serving alcohol at
the March Gala. Seconded by Vicki Curry, motion passed 5-0.

Patron's Rebecca Nilges, Patron, expressed an opinion in regards to the Board letting the
Concerns public know when the executive session is open, and on public knowledge of
contact information for each Board member.

Old Business

- Student Life** Josiah D’Albini, Director of Student Life, reported the Allen Entrepreneurial Challenge summaries have been submitted, presentations are scheduled for February 21. Student housing applications for 2023-2024 are now available for students. Movie night, blood drive, and homecoming events were successful.
- COVID-19** Cynthia Jacobson, Vice President for Student Affairs, reported that there were two faculty members and one student with COVID-19. Both Allen County and Osage County are at low risk for COVID-19.
- Finance and Operations** Roberta Nickell, Interim Vice President for Finance and Operations, reported that Allen has received a check from the insurance company for Horton Hall repairs. Ryan Sigg, Director of Physical Plant Operations, and Nickell will be meeting with Lloyd Builders on the moisture test on the Cafeteria’s floor. INAAalert is still waiting on parts that should be in by the end of the month, and plan to start work the first week of March. Budget requests for 2023-2024 will be sent out next week to each department.
- Vicki Curry moved to pay the bills and approve the statement of claims totaling \$769,296.19. Seconded by Gena Clouch, motion passed 5-0.
- Student Affairs** Cynthia Jacobson reported that the new website for enrollment management will go live next month. Ocelot chat bot for students is being implemented; and will go live with the new website. Jenzabar discovery session is scheduled for February 17. A J1 demonstration covering the student information system is scheduled March 20-21. Jacobson is working with a representative from Navex to finish the compliance training implementation.
- Academic Affairs-Onsite** Melanie Wallace, Interim Dean for Academic Affairs-Onsite, reported that the Assurance Argument was submitted to the Higher Learning Commission on February 6, 2023. Doug Dunlap, IT Director, is working with faculty in the preparation and submission of KBOR’s follow-up report that is due February 24, 2023. Wallace and Rebecca Bilderback, Dean for Academic Affairs-Online, will be working with B&W on the curriculum for a new CNC (Computer Numerical Control) Certificate to submit to the Curriculum Committee.
- Academic Affairs-Online** Rebecca Bilderback reported that there are 11 course design projects in the beginning stages and will be completed by fall enrollment. An Adjunct meeting is scheduled for February 28. Dr. Moses and Bilderback met with a representative from the Kansas Department of Commerce to continue work on opportunities for partnerships and funding for future CTE programs. Dr. Moses and Bilderback met with Lt. Governor, David Toland, to discuss potential sources of funding for future programming. Academic Affairs Council met February 9. Personnel searches for Vice President for Academic Affairs, Program Advocate

for Early Childhood Education, and Biology-A&P Instructor are in progress. The City of Iola Commissioners and the Allen County Commissioners issued proclamations in acknowledgement of the milestones in Allen's 100-year history.

KACCT/TOPS Dr. Bruce Moses, President, reported on the KBOR meeting with David Toland to discuss pursuing grants through the Department of Commerce for assistance with building a new CTE Advance Technical Building.

New Business

Curriculum Matters Wallace presented the revised course proposals for ANT111 Anthropology, CHE125 College Chemistry I, CHE136 College Chemistry II, SOC 102 Introduction to Sociology, BIO260 Human Anatomy & Physiology I, BIO265 Human Anatomy & Physiology II, and MUS114, 115, 214, and 215 Applied Music I-IV; and revised program proposals for Computer & Network Support Technician Certificate, Cybersecurity Computer Certificate, Associate in Applied Science in Information Networking Technology, Associate in Science with an emphasis in Information Technology, and Associate in Science with an emphasis in Cybersecurity. Gena Clouch moved to approve the proposals as presented. Seconded by Vicki Curry, motion passed 5-0.

Evaluations Tool Update Bilderback and Wallace requested Board approval for the updated faculty and student evaluation tools. Jessica Thompson moved to approve the updates to the faculty and student evaluation tools. Seconded by Vicki Curry, motion passed 5-0.

Parking Lot Bids Roberta Nickel and Ryan Sigg reported that the College received two bids for the parking lot repair job. Bettis Asphalt bid \$685,000 and McConnell & Associates bid \$628,000. Nickell and Sigg requested approval to use McConnell & Associates to mill and overlay the parking lot. Jessica Thompson moved to approve McConnell & Associates bid for \$628,000. Seconded by Vicki Curry, motion passed 5-0.

Broiler Bids Nickell and Sigg reported that the College received two bids to replace the aging hot water broiler. CDL presented a bid for \$43,140.56 and Anderson Plumbing presented a bid for \$37,555.09. Nickell and Sigg requested approval to use Anderson Plumbing for the broiler replacement. Gena Clouch moved to approve the Anderson Plumbing bid for \$37,555.09. Seconded by Jessica Thompson, motion passed 5-0.

Room & Board Rates Jacobson recommended the room and board rates increase for the 23-24 year. Included with the rate increase is a change for all housing students to have a 19-meal plan. Gena Clouch moved to approve the rate increase as presented. Seconded by Vicki Curry, motion passed 5-0.

Policy Updates Jacobson recommended changes to the VIII-A-1.2 Admissions Requirements for International Student Policy. Jessica Thompson moved to approve changes to the Admissions Requirements for International Student Policy. Seconded by Vicki Curry, motion passed 5-0.

Room & Board Refund Jacobson recommended changes to the room and board refund policy. Jessica Thompson approved changes to the room and board refund. Seconded by Vicki Curry, motion passed 5-0.

Athletic Report Dr. Moses reported on the discussions with St. Luke's on how to better collaborate between Allen and St. Luke's, a meeting is scheduled for March 8. Rookie's athlete of the month is Ahmed Mahgoub, men's basketball and Naomi Smith, women's basketball. Athletics are working with Endowment to receive auction items for the Gala. Athletics are involved with discussions with the school district about doing some cooperation with baseball/softball fields and possible athletic training coverage, and have been serving on the NJCAA division one soccer committee and plans to attend the NJCAA national convention in April. Athletics are working with the Summer School Intersession Task Force; and are involved with ESL to try to establish more opportunities for students. Women's basketball is currently 14-9 overall and 3-5 in conference. Men are currently 17-7 overall and 6-2 in conference. Indoor track has several athletes qualify for nationals. Baseball is currently 1-3. Cheer/Dance are performing during home basketball games.

Executive Session At 8:04 PM Vicki Curry moved to enter executive session to discuss matters concerning nonelected personnel for 25 minutes. Jessica Thompson seconded, motion passed 5-0.

At 8:15 PM Jenny Spillman joined the meeting by Zoom.

At 8:29 PM the Board returned to open session.

Vicki Curry moved to renew Cynthia Jacobson, Vice President for Student Affairs contract for the 2023-2024 year. Jessica Thompson seconded, motion passed 6-0.

Jessica Thompson moved to renew Rebecca Bilderback, Dean for Academic Affairs - Online contract for the 2023-2024 year. Vicki Curry seconded, motion passed 6-0.

Jessica Thompson moved to accept the resignations from Dr. Ryan Alexander, Criminal Justice Studies Program Coordinator; Justin Chandlee, Custodian; Cala Jamison, Assistant Women's Soccer Coach/Residence Hall Director; Joshua Macat, Part-time Assistant Baseball Coach/Residence Hall Director; Reine Meyer,

Bookstore Manager; Michael Wright, Assistant Men's Soccer Coach/Residence Hall Director; and Katrina Froebe, Assistant Women's Basketball Coach/Residence Hall Director. Vicki Curry seconded, motion passed 6-0.

Vicki Curry moved to hire Kim Murry as Comptroller effective February 6, 2023. Jessica Thompson seconded, motion passed 6-0.

Vicki Curry moved to hire Kelly Baker as Interim Director of Financial Aid effective February 13, 2023. Jessica Thompson seconded, motion passed 6-0.

Vicki Curry moved to hire Diana Dashnaw as Interim Bookstore Manager effective February 23, 2023. Jessica Thompson seconded, motion passed 6-0.

Vicki Curry moved to post Criminal Justice Studies Program Coordinator, Bookstore Manager, Assistant Men's Soccer Coach/Residence Hall Director, Assistant Women's Soccer Coach/Residence Hall Director, Assistant Women's Basketball Coach/Residence Hall Director, Custodian, and Director of Financial Aid positions. Jessica Thompson seconded, motion passed 6-0.

Vicki Curry inquired about completing the President's evaluation, which is typically completed in February. Dr. Moses asked what formal evaluation tool is used for the evaluation process. Jenny Spillman shared there is not a formalized tool. Dr. Moses suggested an evaluation tool that might be available through ACCT, AACC, KASB or KACCT.

At 8:39 PM Jessica Thompson moved to enter executive session for preliminary discussion relating to the acquisition of real property for 15 minutes. Vicki Curry seconded, motion passed 6-0.

At 8:54 PM the Board returned to open session. No action taken.

At 8:56 PM Jessica Thompson moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

Chairperson: _____

Clerk: _____