

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, APRIL 11, 2023

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

Trustees: Gena Clouch
Vicki Curry
Lonnie Larson
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
Stephen Ebel, Director for Institutional Effectiveness and Research
Heather Morgan, Executive Director, KACCT
Carla Smith, Graphic Designer
Nikki Peters, Director of Enrollment Management
Doug Dunlap, Director of Information Technology
Lauren Maisberger, Director of Development
Rebecca Nilges, Patron

Minutes Approval Gena Clouch moved to approve the minutes of the regular Board of Trustees meeting on March 14, 2023. Seconded by Vicki Curry, motion passed 5-0.

Old Business

Student Life Josiah D’Albini, Director of Student Life, introduced two of the three Allen Entrepreneurial Challenge winners: Pauline Ard and Bernice Erasmus. The 2023-2024 elected Student Senate is Taylor O’Brien. Upcoming events include ping-pong tournament April 12; Dodgeball with head coaches vs. freshmen and assistant coaches vs. sophomores April 18; and Sophomore Sendoff May 5.

KACCT/COPS Dr. Bruce Moses, President, introduced Heather Morgan, Executive Director of KACCT. Morgan presented updates on legislation for Community Colleges. Dr. Moses provided an update on the HLC Assurance Argument Review, Allen met all criterion. There are improvements the College will engage in as Allen moves through the strategic plan.

Finance and Operations Roberta Nickell, Interim Vice President for Finance & Operations, reported that the IPEDS report has been completed. InAalert is approximately 80% finished, and Horton Hall should be finished in June. The College finalized the land purchase for \$325,000 on March 30. Gena Clouch, Lonnie Larson, and Vicki Curry's Board member positions are up for re-election, the filing deadline is noon on June 1.

Lonnie Larson moved to pay the bills and approve the statement of claims totaling \$2,925,859.04. Seconded by Gena Clouch, motion passed 5-0.

Student Affairs Cynthia Jacobson, Vice President for Student Affairs, shared that Commencement will be on May 6. Jacobson presented marketing changes that are moving towards a digital platform. Nikki Peters, Director of Enrollment Management, and Carla Smith, Graphic Designer, provided a demonstration of the new website that went live last month. Peters requested approval for the purchase of the Full Measure App. Gena Clouch moved to approve the purchase of the Full Measure App. for \$21,000 for 3 years. Seconded by Lonnie Larson, motion passed 5-0.

Institutional Effectiveness Stephen Ebel, Director for Institutional Effectiveness and Research, provided an update on both the Accreditation and Assessment Committees. Ebel created a Charter draft for each committee that will include a long-term plan for each document. Ebel will work with Student Affairs to administer the 2023-2024 SENSE and CCCSE surveys to establish base lines for student engagement metrics. Spring 2023 IPEDS collection and HLC Assurance Argument Review were both completed on time. Ebel and Doug Dunlap, Director of Information Technology, attended the Ellucian Live Conference in March. The College is hosting an upcoming Discovery Day with Ellucian and Anthology on May 16 & 17.

Student Academic Affairs-Onsite Melanie Wallace, Interim Dean for Academic Affairs-Onsite, reported that the 2023 summer and fall enrollment started on April 10. The spring 2023 Mentoring Committee meetings have been completed. Classroom evaluations are in progress and will be completed by the end of April. The tenure review meeting for two faculty members were held on April 10. Division chairs have submitted budget requests for 2023-2024. Allen hosted Aggie Day April 6 with a large number of high school participants. Equipment for the Online/Zoom tutoring is ready for use and will be implemented for fall 2023. CTE faculty will set up a recruiting table at Rural Regional Technical Center in LaHarpe.

Academic Affairs-Online Rebecca Bilderback, Dean for Academic Affairs-Online, shared that the Student Evaluations of Instruction is April 10-25. The Online Learning team is updating the course learning outcomes from the fall KCOG meetings. Alternatives to online Discussion Board sessions was held over Zoom and recorded on March 21. A session on Accessibility was well attended on April 11. The Online Learning

team will host an adjunct faculty meeting over Zoom April 25. Felipe Pedilla, Program Advocate for ECE, joined Allen on March 13. Pedilla is translating admissions forms, letters, marketing materials, and several ECE Common Course Outlines into Spanish versions.

New Business

- Curriculum Matters** Wallace presented recommendations for the revised course descriptions and learning outcomes for PRO131 Graphic Design I and PRO 231 Graphic Design II; proposal to revise the credit hours for the Production Media Certificate; and a new program proposal for Early Childhood Education Preservice Stand-Alone Parent Program. Jessica Thompson moved to approve recommendations as presented. Seconded by Vicki Curry, motion passed 5-0.
- Summer Renovations** Nickell presented recommendations for a revised proposal from Loyd Builders for work on the cafeteria clerestory operable blinds, ceramic floor tile, kitchen-folding grill, and pizza pass-through. The work will be finished by July 13. Vicki Curry moved to accept the revised proposal from Loyd Builders for \$220,941.00. Seconded by Jessica Thompson, motion passed 5-0.
- Athletic Report** The athletic coaches are working to get student athletes rolled over to an In-State student status. The Athletic Director met with St. Luke's staff about scheduling student athlete physicals for the fall and scheduling a nurse to be on campus to provide service to students and staff. The men's soccer team conducted a soccer clinic in Humboldt for the recreation department. Men and women's soccer teams are helping run and referee the Iola Recreation Department soccer leagues. February athletes of the month are Britney Schroer, Women's Basketball, and Sean Dixon, Track and Field. The Athletic Banquet is April 30 at 1 pm in the gym. Cross Country/Track have started competing in outdoor events with athletes qualifying for Nationals. Baseball is 20-19 overall and 9-11 in conference, with several series left to play; the next home game is April 13 against Fort Scott. Softball is 8-17 overall and 0-6 in conference; next home game is April 15 against Cowley. Cheer/Dance competed in Nationals at Daytona, Florida. Other Allen sports are in the off-season training and recruiting.
- Executive Session** At 8:33 PM Vicki Curry moved to enter executive session for the purpose of discussing matters concerning non-elected personnel for 15 minutes. Lonnie Larson seconded, motion passed 5-0.
- Open Session** At 8:48 PM the Board returned to open session. Vicki Curry moved to accept resignations of DeQuann Haggerty, Assistant Men's Basketball Coach; Andy Shaw, Head Men's Basketball Coach/Assistant Athletic Director; and Kay Gordon, Financial Aid Specialist – Burlingame Campus. Accept application for retirement and approve participation in early retirement program for Mike Higgins,

Technology Instructor, and Steve Sodergren, Math Instructor. Accept retirement for Joyce Lickteig, Custodial and Maintenance Staff, and approve permission to advertise for the positions. Jessica Thompson seconded, motion passed 5-0.

Jessica Thompson moved to hire Melanie Wallace as Dean for Academic Affairs – Onsite; Alicia Sterling as Comptroller; Dallas Yocham as Evening Custodian; and approve tenure for Ryan Bilderback, Leadership Studies Instructor, and Terri Fahnstock, Communication Instructor. Vicki Curry seconded, motion passed 5-0.

Vicki Curry moved to fill the vacant board seat with Rebecca Nilges. Jessica Thompson seconded, motion passed 5-0.

Executive Session At 8:55 PM Vicki Curry moved to enter executive session for the purpose of discussing matters concerning non-elected personnel for 15 minutes. Jessica Thompson seconded, motion passed 5-0.

Open Session At 9:10 PM the Board returned to open session. No action taken.

Adjournment At 9:12 PM Gena Clunch moved to adjourn the meeting. Vicki Curry seconded, motion passed 5-0.

Chairperson: _____

Clerk: _____