

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, MAY 9, 2023

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

Trustees: Gena Clouch
Vicki Curry
Rebecca Nilges
Jenny Spillman
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, Dean for Academic Affairs-Onsite
Niccole Beagley, Campus Services Tech/ Administrative Assistant
Stephen Ebel, Director for Institutional Effectiveness and Research
Jeremy McGinnis, Head Women's Soccer Coach
Beth Toland, Early Childhood Education Program Coordinator
Felipe Padilla, Program Advocate for Early Childhood Education
Tanika Rother, International Student Representative

Minutes Approval	Vicki Curry moved to approve the minutes as corrected for the regular Board of Trustees meeting on April 11, 2023. Seconded by Gena Clounch, motion passed 6-0.
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Patron Concerns	Tanika Rother, International Student Representative, expressed concerns regarding the updated Admissions Requirements for International Student Policy concerning payment plans. No action was taken.
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Early Childhood Education	Beth Toland, Early Childhood Education Program Coordinator, reported on the Early Childhood Education Strategic Plan and shared program goals to be completed in a three-year timeline. Felipe Padilla, Program Advocate for Early Childhood Education, was introduced.
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Old Business

Student Life Report	Cynthia Jacobson, Vice President for Student Affairs, reported that Josiah D’Albini, Director of Student Life, is wrapping up the spring semester with \$1 Dairy Queen on May 9. Events for next semester are in progress.
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KACCT/COPS Dr. Bruce Moses, President, reported that the next KACCT/COPS meeting will be held on June 2-3 in Dodge City, KS.

Finance and Operations Roberta Nickell, Interim Vice President for Finance & Operations reminded Board members Gena Clouch, Lonnie Larson, and Vicki Curry of the filing deadline for re-election. An update on the GEER II grant through KBOR was provided. This grant provides support for the food pantry, to date \$16,399.15 has been spent of the \$30,000 available in the grant. INAAalert has worked with Doug Dunlap and Ryan Sigg to get the schedule set up for the unlocking and locking of exterior doors. In the most recent fire marshal visit, there was a citation on the gym doors. Quotes have been requested but not received at this time.

Vicki Curry moved to pay the bills and approve the statement of claims totaling \$2,596,889.20. Seconded by Jessica Thompson, motion passed 6-0.

Student Affairs Jacobson reported that Enrollment Management surveyed employees and students about the new website and are making changes and updates as needed. Admissions and financial aid staff are focused on enrollment and awarding aid for the summer and fall semesters. Once grades are submitted, staff will begin the process for Satisfactory Academic Progress (SAP). The College is looking to increase the work-study hourly rate to \$9.00 in 2023-2024.

Institutional Research and Reporting Stephen Ebel, Director for Institutional Effectiveness and Research, reported that the Assessment and Accreditation Committee charters are being finalized after feedback from committee members. The Title III Grant is in progress. The Ellucian Colleague demo for Student Information System (SIS) will be presented on May 16 & 17. The Anthology demo for SIS declined to submit an RFP. The College will be administering a SENSE survey in fall 2023 and a CCCSE survey in spring 2024; these are engagement surveys with the goal of having 50% participation.

Academic Affairs-Onsite Melanie Wallace, Dean for Academic Affairs-Onsite, reported that 2023 summer and fall enrollment is ongoing. Music and Theatre end-of-semester performances were on May 4 and May 8. Nancy Ford, Digital Media Instructor, attended the Rural Regional Technical Center Open House in LaHarpe to promote CTE programs. Textbook adoptions were finalized for 2023-2024; potential textbook adoptions for 2024-2025 are being pursued.

Academic Affairs-Online Rebecca Bilderback, Dean for Academic Affairs-Online, shared that the College administrators met with Allen County Regional Hospital administration to discuss partnering to develop new programs and offer on-site training and clinicals. Dr. Moses, Bilderback, Wallace, and Ebel met with representatives from NIMA (National Institute for Materials Advancement) to discuss a partnership as the College prepares to support the CHIPs Act at EMP Shield. The College and KBOR have been working with the Perkins V Grant Funding for eligibility. Fort Scott has agreed to work with Allen Community College to prepare the Perkins V Grant

application and budget that is due by June 1. Dr. Moses, Bilderback, and Wallace met with Baker University to begin creating a pathway for students in the Criminal Justice Program; the curriculum is to be finalized by June 6. The College has submitted the application for the NC-SARA agreement for another year allowing Allen to continue to offer online classes in other states.

New Business

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| Curriculum Matters | Wallace presented recommendations for the revised course titles for PRO180 Page Layout: InDesign and PRO200 Web and Motion Graphics; the revised program title for Production Media Certificate; and the revised credit hours for the Associate of Science Degree and the Associate of Arts Degree from 64 credit hours to 60 credit hours. Jessica Thompson moved to approve the recommendations as presented. Seconded by Vicki Curry, motion passed 6-0. |
| Job Descriptions | Jacobson presented revisions to the job description for the Financial Aid Specialist. The position will be off-campus work, traveling to high schools and companies to help individuals fill out FASFA paperwork. Vicki Curry moved to accept the changes to the job description as presented. Seconded by Lonnie Larson, motion passed 6-0. |
| Strategic Plan Goals | Dr. Moses presented the goals and objectives for the Strategic Plan timeline. Jessica Thompson moved to approve the Strategic Plan timeline as presented. Seconded by Vicki Curry, motion passed 6-0. |
| Finishing Mower Bid | Nickell presented bids for a finishing mower. Heartland Tractor presented a bid for a 15 ft. mower for \$28,000 and a 17 ft. mower for \$30,000. Keast Enterprises presented a bid for a 20 ft. mower for \$22,440. Vicki Curry moved to accept the Keast Enterprises bid for \$22,440. Seconded by Gena Clouch, motion passed 6-0. |
| Roof Top Units | Nickell presented a bid from Design Mechanical to repair the compressors on the rooftop. Vicki Curry moved to accept the Design Mechanical bid for up to \$25,000. Seconded by Jessica Thompson, motion passed 6-0. |
| Masterson Hall Appliances | Nickell presented a bid from Flynn Appliances to replace appliances in Masterson Hall for 15 stoves, 15 refrigerators, 15 range hoods, and installation for \$21,945. Gena Clouch moved to accept the appliance bid for \$21,945. Seconded by Vicki Curry, motion passed 6-0. |
| Athletic Report | Dr. Moses reported Athletes of the Month for April were Gage Stark, Baseball and Madisyn Havenstein, Softball. May Athletes of the Month are Carson Shepard, Baseball, and Brooklyn Goehring, Softball. At the annual Athletic Banquet, David and Tracy Lee received the Community Award, Temesgn Tezera received the Allen Pride award, and Naomi Smith, Nick Whittick, and Devan Crow |

were named the Athletes of the Year. The Athletic Department is working to fill open positions before the end of the year. In Cross Country/Track Devan Crow finished fourth in the Arkansas Twilight in the 1500. There are 12 athletes going to nationals in Hobbs, New Mexico next week. Baseball tied for sixth in the East and will travel to Butler on May 10 to play a three-game series to decide who goes to Wichita for the Region Tournament. All of the athletic coaches are working on recruitment and have signed several athletes for next year. Volleyball is working on individual training, and Cheer/Dance has completed competitions.

Executive Session At 9:00 PM Lonnie Larson moved to enter executive session for the purpose of discussing matters concerning non-elected personnel for 30 minutes. Seconded by Gena Clouch, motion passed 6-0.

Open Session At 9:30 PM the Board returned to open session. Jessica Thompson moved to accept the resignations of Stormie Bush, Assistant Softball Coach/Residence Hall Director, Whitney Shaw, Head Volleyball Coach/Academic Advisor, Carrie Shaffer Athletic Trainer, Amy Pietan, Psychology Instructor, Mackenzie Anstaett, Head Cheer-Dance Coach/Admission Counselor, and permission to advertise the vacant positions, pending official notification for Pietan and Anstaett. Seconded by Vicki Curry, motion passed 6-0.

Gena Clouch moved to approve the hire of Patrick Nee, Head Men's Basketball Coach, and Diana Dashnaw, Bookstore Manager, and permission to advertise for a full-time Bookstore Assistant. Upon satisfactory completion of the current contract, unless otherwise notified within the stipulations of the Master Agreement or Board Policy, full-time faculty, management/supervisory, and support staff will be offered employment for the 2023-2024 year. Seconded by Vicki Curry, motion passed 6-0.

At 9:34 PM Lonnie Larson moved to enter executive session for the purpose of discussing matters concerning non-elected personnel for 10 minutes. Seconded by Gena Clouch, motion passed 6-0.

At 9:44 PM the Board returned to open session. No action was taken.

At 9:45 PM Vicki Curry moved to adjourn the meeting. Seconded by Jessica Thompson, motion passed 6-0.

Chairperson: _____

Clerk: _____