

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

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

Trustees:	Gena Clouch Vicki Curry Lonnie Larson Rebecca Nilges Jessica Thompson-Absent
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Call to Order Others:	Dr. Bruce Moses, President Cynthia Jacobson, VP for Student Affairs Melanie Wallace, Dean for Academic Affairs-Onsite Niccole Beagley, Campus Services Tech/ Administrative Assistant Stephen Ebel, Director for Institutional Effectiveness and Research Josiah D’Albini, Director of Student Life Tracy Lee, English Instructor Ryan Sigg, Director of Physical Plant Operations Shellie Regehr, Human Resources Specialist Loren Korte, PSI Insurance Richard Luken, Iola Register
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Minutes Approval	Vicki Curry moved to approve the minutes of the regular Board of Trustees meeting on June 13, 2023. Seconded by Lonnie Larson; motion passed 5-0.
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Old Business

Questions Concerning Admin Reports	Lonnie Larson, Board Trustee, inquired about who represents the off-campus students for student senate positions. Josiah D’Albini, Director of Student Life, reported that off-campus students have the same student senate requirements for on-campus students to participate in the student senate elections.
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Larson asked about who reaches out to former students regarding transferring back credit hours. Cynthia Jacobson, VP for Student Affairs, stated that the Registrar reviews the academic records of former students who earned 45 or more credit hours but did not graduate, and then conducts a degree audit and informs students of the courses required to obtain a degree from Allen Community College.

Larson asked if fall enrollment for international students in 2023 was affected by the recent new policy decision. Jacobson explained that there were fewer international students enrolling for the fall semester. The College did anticipate

a decrease because of the increased enrollment in the past two years because of Covid-19 during which the College had two recruiting groups to help fill the gap.

Rebecca Nilges, Board Trustee, inquired about what the exceptions are for international students in the payment process. Jacobson explained that transfer students are able to receive additional time for enrollment processing.

Nilges inquired about fall enrollment numbers. According to Jacobson, there has been a decrease in fall enrollment compared to previous years. Some high schools on the fall schedule are in the process of enrolling, and online students typically enroll right before classes begin. Housing enrollment is significantly lower due to applications that have not been received yet.

Nilges asked about the origin of the two available admission counselor positions. Jacobson responded that one counselor position was assigned to the Cheer/Dance Coach and the other one was assigned to the Head Softball Coach.

Nilges asked about the fall schedule changes due to the departure of a mathematics instructor. Melanie Wallace, Dean for Academic Affairs-Onsite, responded that Amy Lemer, Mathematics Instructor, is teaching an extra math section with the possibility to teach one Calculus section by arrangement. Wallace will be teaching six credit hours.

Nilges asked about the status of the Psychology instructor position. Wallace reported that an offer was made on July 12, and is waiting to hear back next week. An offer for the Criminal Justice Studies Coordinator position was made on July 11 and is waiting to hear back.

Larson inquired if Academic Support and Bruce Symes' tutoring service are the same. Wallace confirmed that both are the same. The College is seeking alternative vendors, Brainfuse or Tutor.com due to the current vendor, Net Tutor, being inefficient.

Larson asked about the difference between Hyflex and Hybrid. Wallace explained that Hybrid classes are mostly online and meet once a week or every two weeks. Hyflex allows students to attend classes in person on campus, at a high school or home, or virtually through Zoom. Students can also watch recorded classes and complete coursework on their own time.

Statement of Claims	Vicki Curry moved to pay the bills and approve the statement of claims totaling \$854,941.54. Seconded by Rebecca Nilges; motion passed 5-0.
Insurance Review	Loren Korte, PSI Insurance representative, reported that some areas of the insurance policy will experience coverage increases.

- Machine Shed Ryan Sigg, Director of Physical Plant Operations, reported that there were complications when ordering a 20ft mower for \$22,440 from Keast Enterprises, as they did not have one available for purchase. Sigg presented a new bid from Machine Shed for a 16ft mower at \$24,457.82. Vicki Curry moved to approve Machine Shed's bid as presented. Seconded by Rebecca Nilges; motion passed 5-0.
- Concrete Bid Sigg presented a bid of \$40,325 for a gymnasium door and ramp extension from Hofer & Hofer, while DH Pace placed a bid for \$51,268. Vicki Curry moved to approve DH Pace's bid as presented. Seconded by Lonnie Larson; motion passed 5-0.
- Cyber Security Bid Dr. Bruce Moses, President, presented a bid from Tandem Cybersecurity Services with consortium details for a five-year agreement for \$185,381.03. Vicki Curry moved to approve the bid as presented. Seconded by Gena Clouch; motion passed 5-0.

#### New Business

- Budget Review Dr. Moses reviewed the working budget with the Board of Trustees. Moses reported that the College plans to use \$2,517,000.30 from reserves, mostly for the new SIS system. The appropriation budget will be presented for approval at the September Board meeting.
- Revenue Neutral Rate Dr. Moses presented information on the Revenue Neutral rate for the 23-24 budget year. Lonnie Larson moved to exceed the Revenue Neutral rate. Seconded by Vicki Curry; motion passed 5-0.
- Update Instructor Job Description Wallace reported revisions to the Instructor position description policy II-C-2.1. The reporting relationship listed on 2.01a and 2.02a was changed to remove the Dean for Iola Campus/Burlingame Campus and now states "Dean for Academic Affairs as assigned."
- Strategic Planning Update Dr. Moses reported that the Strategic Plan has been publicly shared and posted on Allen's website. The SCOT analysis and information regarding the strategic plan has been posted on the website and social media.
- SIS Proposal Jacobson recommended Jenzabar for the new SIS system. Gena Clouch moved to approve the purchase for \$2,335,745.00. Vicki Curry seconded; motion passed 5-0.
- Athletic Report The athletic department is preparing for the arrival of early athletes on July 31. Physicals will be held in the gym on August 1 at 6:30 AM for early athletes and on August 22 at 6:30 AM for the remaining athletes. Allen County Regional Hospital will be conducting the physicals. Fall sports games are scheduled to

begin in the third week of August. Region and conference meetings will be held at the end of the month in KCK. Head coaches have met with Dr. Moses to discuss goals and plans for the upcoming year, and plan to start coach meetings at the end of July. The process of hiring coaches to fill vacancies is underway, with a goal to be completed by August.

Executive Session At 8:00 PM Vicki Curry moved to enter executive session to discuss matters concerning nonelected personnel for 10 minutes. Seconded Gena Clouch; motion passed 5-0.

Open Session At 8:10 PM the Board returned to open session.

Gena Clouch moved to hire Dr. Kara Wheeler as Vice President for Academic Affairs, Tonya Johnson as Vice President for Finance and Operations and Board Clerk, Laura Magleau as Assistant Women's Soccer Coach/Residence Hall Director, Tina Mader as Custodian, Nicholas Olson as Bookstore Assistant, and Jim Papen as Assistant Women's Basketball Coach/Bus Driver. Seconded by Vicki Curry; motion passed 5-0.

Adjournment At 8:13 PM Vicki Curry moved to adjourn the meeting. Seconded by Gena Clouch; motion passed 5-0.

Chairperson: \_\_\_\_\_

Clerk: \_\_\_\_\_