



BOARD OF TRUSTEES AGENDA

Regular
Regular Meeting
Tuesday, November 12, 2024
6:00 PM
Ambler Board Room
1801 N. Cottonwood
Iola, KS 66749

Current Board Members:

Gena Clouch; Vicki Curry; Rebecca Nilges; Corey Schinstock; Jenny Spillman; Jessica Thompson

1. **Call to order and establish quorum.**
2. **Approval of Agenda**
3. **Patron's Concerns**

"Persons who wish to address the Board of Trustees regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the Board of Trustees regarding items not on the agenda and that are under the jurisdiction of the Board of Trustees may do so at this time when called upon by the Chair. Comments on personnel matters and matters pending in court are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. No action will be taken."

4. **Consent agenda**

4.a. Approval of October 8, 2024 Regular meeting minutes

4.b. Approval of October 29, 2024 Special meeting minutes

4.c. Approval of Bills and Claims/Ratifications

5. **Reports and/or Board Discussion**

VPAA Board Report 11-24-2024

SA Board Report 11-12-24

Dean for Distance_Gen Ed Board Report 11.12.2024

Dean for CTE Board Report 11-12-2024

IE_IR Board Report 11-12-2024

Athletic Board Report 11-12-24

SLHSS_Board Report Nov 12, 2024

5.a. Update on J1

Jerald Johnson, Doug Dunlap, Jacob Reichard

J1 Board Update

6. **Board Reports**

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KACC - Jessica Thompson
Iola Industries - Corey Schinstock
ACC Endowment - Vicki Curry
CTE and Maintenance Buildings—Corey Schinstock/Becky Nilges
Presidential Search - Jessica Thompson
Board Finance Committee - Gena Clouch/Vicki Curry
Other Board members

7. **Old Business (Action, Report, or Discussion)**

- 7.a. Parkford Apartment contract
- 7.b. President on-campus interviews schedule
- 7.c. Board Policy Reviews

8. **New Business (Action, Report, or Discussion)**

- 8.a. Academic Calendar 2025-26
Dr. Kara Wheeler
- 8.b. Request to serve alcohol at the Christmas Party
Dr. Kara Wheeler

9. **Executive Session**

- 9.a. Executive session for the purpose of discussing personnel matters for non-elected personnel

- 9.a.1. Open Session

- At 9:08 PM Jenny Spillman moved to hire Nicholas Black, Head Cheer and Dance Coach; approve position transfers for Kirk Doyle, Assistant Baseball Coach to Interim Head Baseball Coach, Doug Desmarteau to full-time Athletic Director, and Gefte Blanc, Assistant Men's Soccer Coach to Head Men's Soccer Coach; and approve for a supplemental agreement for 2024-2025 for Josiah D'Albini, Director of Development, during the transition of changing job positions from Director of Student Life. Seconded by Jessica Thompson, motion carried 6-0.

- 9.b. Executive session for the purpose of discussing attorney-client privilege

- 9.b.1. Open session

- At 9:18 PM returned to open session, no action taken.

10. **Upcoming Meetings**

11. **Pending Agenda Items**

12. **Adjournment**



Iola Campus, Online Learning, and CEP (Concurrent Enrollment Partnerships)

Report to the Board of Trustees

Dr. Kara Wheeler: Vice President for Academic Affairs

November 2024

Academic Affairs

- I am finishing all the template documents for Academic Program Review, which will begin in the next few weeks. Jacob is helping to pull the data for programs as well. We also have sub-committees from Assessment Committee working on Departmental Review for non-academic areas, co-curricular assessment, and Institutional Learning Outcomes. This massive project is a part of our Quality Initiative with the Higher Learning Commission.
- Spring Schedule is live and students are able to enroll for the spring semester.
- Discussions continue regarding the decisions to be made regarding the CTE Building with Architect One and Simpson Construction.
- We (President and VP's) held our second campus monthly update meeting to try and keep employees informed of what all is going on around the college. We addressed questions that came in through an anonymous survey.
- We have been working with The Arnold Group on the Compensation study. Alicia, Shellie, and I were able to complete the excel document and get to them on all employees' titles, years of service, salaries, etc. John provided some follow-up information they requested, and we meet with them on the 6th to review where they are at.
- I met with the General Education Council with KBOR for our monthly meeting. They have opened up the portal for schools to propose new courses for the general education buckets that are state aligned as needed.
- I sent out the results of the Student Survey on the 4-day class schedule, textbooks, and the finals schedule. The survey gathered 139 responses with an average completion time of 2:43 minutes. The overall sentiment towards the 4-day class schedule this fall was positive, with an average rating of 4.65. Respondents provided various suggestions for improving the class and finals schedules, as well as additional feedback on their experiences.
- I am continuing the work of updating the board policies per the requests of the board. I have requested again our last third of policies from KASB.
- We met with our southern High Schools to discuss different pathways we can offer next academic year on campus. The main one will be Allied Health, but we have suggested other ones to them as well. We will be setting up a schedule where students can be on

campus from 8-10 Monday through Thursday with the courses they need in their pathway. Overall we had positive feedback, and we plan to get back together in January as a follow-up.

KBOR:

- KBOR is once again discussing the idea of the “First 15” for concurrent/dual-credit students. This proposal recommendation would designate five specific courses that eligible high school students may take at no cost to them. They have not figured out how funding would work yet, but their recommendation would be that KBOR would work collaboratively with school districts and dual/concurrent enrollment providers to develop a funding framework that permits students to take “First 15” courses at no cost.
- The projects we are currently working on:
 - Monthly meetings are occurring to assist with the roll-out of math pathways. As a reminder, these must be implemented by Fall 2025.
 - English faculty are starting their professional development sessions in preparation for the co-requisite switch.
 - I submitted our Excel in CTE fees for this year to KBOR for approval by the TEA.
 - KBOR has us checking all CTE aligned programs across the state to make sure we are following the approved alignments on KBOR’s website. This will be due in the spring.

Student Affairs Report to the Board of Trustees

Cynthia Jacobson, Vice President for Student Affairs



November 12, 2024

Enrollment Management

Enrollment for the Spring 2025 semester started on November 4th. The Enrollment Management staff had an early enrollment day on Friday, November 1st for returning students. We had 47 students take advantage of the early enrollment opportunity.

On November 8th we will have Junior/Senior Day on campus. This is a good opportunity for students who are seriously considering Allen to spend time on campus; meet with coaches, sponsors, and faculty; and see what it's like to live on campus.

Nikki Peters and Carla Smith attended the National Council for Marketing and Public Relations in St. Paul, MN October 1-3. NCMPR focuses on marketing for technical and community colleges and this has been a great conference for us to gather new ideas and meet new vendors. Admissions staff are busy attending Career Planning Conferences. The Kansas Association of Collegiate Registrar's and Admissions Officers (KACRAO) sponsors these events throughout the state where high school students can meet with admissions staff from colleges and universities in our region. We host a CPC at Allen each year. This year our CPC will be held on October 28.

Registrar

Bobbie Haviland also recently attended the KACRAO Conference. Issue of concern were reverse transfer, holding transcripts, and KBOR general education buckets. Bobbie, Josiah D'Albini, and Alison Fees will be attending the Southeast Kansas Veteran's Student Success Symposium on October 17th at Bulter.

Financial Aid

The Financial Aid Office is officially live on JFA! We will continue to process aid for 2024-2025 on our CX platform and will start awarding aid for 2025-2026 on JFA (J1). Financial Aid will be working in both systems until the end of the summer term.

FAFSA's were supposed to be available to students October 1st, but the Department of Education is continuing to have issues so students probably won't have access to the FAFSA until the spring semester. This means that even though we are up and running, we won't be working in JFA for a while.

Student Life

Josiah is also busy this fall traveling to conferences. In addition to the VA symposium, he attended the Tilford Conference at Wichita State October 3-4 and will attend the Heartland Safety Summit at KU on November 13-14.

Student Affairs

This year we have implemented a Care Team at Allen. The purpose of this team is to provide a proactive approach to identify and assist students who are in psychological distress or are at risk for personal harm or interpersonal violence. Employees can share their student concerns with the team and the team will decide on an action plan to respond to concerning behavior. Care Teams have been successful ways to intervene before a crisis occurs at other colleges and universities. We hope it will also be successful here at Allen.

Allen Community College

Iola Campus and Online Learning

Melanie Wallace, Dean for Distance and General Education

Report to the Board of Trustees, November 12th, 2024

Faculty and Classes:

- I will be concluding mentor meetings for the fall 2024 semester in the coming weeks for all our new/non-tenured faculty.
- I will conclude classroom evaluations for full time faculty before Thanksgiving break and adjunct faculty evaluations for fall 2024 are complete.
- Division chairs are completing their adjunct evaluations over the next couple of weeks. I asked them to try to complete them before Thanksgiving break.
- The Theatre department is working on their upcoming performance of The Woman in Black. Performances will be November 15th, 16th, 20th and 21st at 7:30pm in the Allen Theatre.
- Band is preparing for their holiday performance which will take place on December 5th at 7pm at the Bowlus Fine Arts Center.
- Amy Lemer, Mathematics faculty will be attending the AMATYC (American Mathematical Association of Two Year Colleges) conference in Atlanta GA November 14th – 16th.
- Anne Marie Foley, Sociology Instructor, will be attending and presenting at the National Women's Studies Annual Conference in Detroit MI November 13th – 17th.
- Travis Robb and Sherry Miller, Biology Instructors, will be attending the National Association of Biology Teachers Conference in Anaheim CA. They hope to gain ideas for new and innovative ideas to bring to their classrooms.

Online Learning:

- Course design projects for fall 2024 will be wrapping up this month. Mason will begin tech reviews on the new course designs and Jerald and I will complete the master course reviews on those courses. All courses will also go through a peer review to check content. Once all reviews are complete the courses will be ready to begin in the spring 2025 semester.
- Our last adjunct faculty meeting will take place on November 20th at 6pm.
- I will be working with a few new adjunct faculty members to onboard them for the spring 2025 semester.

Upcoming Events:

- Theatre Production of The Woman in Black – November 15th, 16th, 20th and 21st at 7:30pm in the Allen Theatre
- Fall Break – November 25th – 29th.
- Holiday Band Concert – December 5th at 7pm at the Bowlus Fine Arts Center
- Final Exams - December 9th, 10th and 11th
- Last Faculty Contract Day for Fall 2024 – December 13th

Allen Community College

CTE & Industry

Lisa Wicoff, Dean for CTE & Industry

Report to the Board of Trustees, November 12, 2024

New Programs, Recruitment and Staffing:

- Still working out the MOU for the CDL program that we may partner with to offer CDL for our area. At this point we are waiting on an attorney to review the MOU.
- Allen will have GED on campus, again! We are partnering with Paola School District to offer on campus support two days a week. Additionally, we will be part of their A-OK program that provides adult education support to adult students in CTE coursework. We will start out next semester with support two days a week for CNA and CMA students. We are very excited to have adult education supports back on campus, without any expense to Allen.
- CJS interview will begin Nov. 8.
- A program for an Aging Specialist AAS is in development, please let me know if you have any questions about this degree program which builds off of our Health Specialist Certificates. Allen's Aging Specialist AAS degree will provide a comprehensive, interdisciplinary and experiential approach to train direct service workers in the health care industry to work with older adults in a variety of for-profit and non-profit agencies, adult care facilities, home-health agencies, hospice agencies, and businesses and industries. Course work will provide comprehensive training including the physical, psychological, and social aspects of the aging process while providing necessary certifications for direct service workers as required by KDADS.
- Wicoff attended Paola High School interview prep and opportunities fair with Kelly Baker. After helping students with Mock Interviews we participated in the career and college fair.

CTE Faculty and Students:

- Workforce Development/Apprenticeship-Kelly Baker-

Workforce Development and Apprenticeships participated in the Workforce Solutions Meeting held on October 22nd. This meeting was facilitated by Thrive, SEK, Inc., and Allen Community College. We had a nice turnout and excellent conversation about the issues facing our local businesses and industries. Those in attendance were introduced to the Registered Apprenticeship Program and the benefits it holds for both the employers and employees.

The second Registered Apprenticeship (Nurse Assistant, Certified) has been submitted for review and approval. I expect to hear back by mid-November. Once approved, this will

facilitate our first Registered Apprenticeship outside of Allen. The On-the Job Training portion will be conducted at Heartland Meadows Nursing Facility.

Back in September, I viewed a demo of the WorkHands app. This app allows the apprentice, the apprentice's supervisor, and the admin's of the app (Kelly & Lisa) to view the apprentice's progress in both their training and their academic instruction. Our State-Funded account has been initiated and setup has begun. Each apprentice and supervisor should have access to this app by November 15th at the latest.

Lisa Wicoff and Kelly Baker will attend the State Apprenticeship Day in Salina on Nov. 21.

- Livestock-Rhett Taylor- Allen Community College Livestock Judging team has been busy this semester.

The team traveled to the Saddle and Sirloin Club in Kansas City, MO on Oct. 16th where the team helped listen to oral reasons of high school seniors competing in East Central District (ECD) FFA Horse Judging Contest. The team got to mark cards alongside myself and learn more on horse judging. This will benefit the team for a future contest when the students at Allen are sophomores competing at Fort Worth Stock Show & Rodeo. Ft. Worth's collegiate livestock judging contest includes 2 horse judging classes. The team wasn't competing in the FFA Horse judging contest just marking cards to show me where they are at on evaluating a different specie than what is in a livestock judging contest.

Listening to reasons for high school contests is a two-way street of learning. Not only is it beneficial for the contest but also teaches our students at Allen we are always learning. They got to take mental notes from high quality presentation of oral reasons and take that and use it to better their own skills in presenting.

The team used their soft skills from Allen on how to take (listen to) oral reasons and score students fairly on their sets of oral reasons, alongside feedback for students looking to improve.

The team worked out on Oct. 16th (practiced) in Plattsburgh, MO at Ward Brothers Cattle Company shortly after we finished the ECD FFA Horse Judging contest and made the hour drive this was a closed workout exclusive Allen Livestock Judging team. We met with Carter Ward, a graduate from Blackhawk East College and Oklahoma State University where he was a member of the livestock judging teams at both colleges. Carter Ward was a member of the national champion team at OSU 2018. He shared some experience with collegiate livestock judging and where it can take you in life. Networking skills, hard work in what you strive to achieve. Carter showed us some pens of sale calves they will auction in their sale The Legacy Continues, at the ranch. The team got to evaluate high quality cattle in numerous breeds. While working out Mr. Jack Ward came out (Carter's father) and shared some experience in his field and how livestock judging can benefit a young person today. Jack Ward is the CEO of American Hereford Association and works daily in Kansas City at the

breeds association office. Mr. Ward shared his livestock judging experience where he has judged cattle shows in Australia, Canada, Mexico, Argentina, Paraguay, Uruguay, and Columbia. The team was very amazed to meet a CEO of a company and have the opportunity to evaluate their cattle. The team prepared a thank you card which is being mailed to Ward Brothers for their time and cattle to livestock judge.

The team worked out in Edmond, OK at Callahan Cattle Company and Shelby Cattle Company on Friday, Oct. 18th. The workout was an open workout which means multiple teams from any state were able to attend. Teams from Oklahoma, Texas, and Kansas all stopped by to practice. Callahan's were gracious to provide lunch prior to the workout for the teams also. Allen Livestock Judging team prepared a card signed by the members and presented it to Mr. Will Shelby for this tremendous workout they put together. The team evaluated high quality cattle in numerous breeds. The heifer calves are going to be auctioned in the Next Chapter sale, at the ranch, Oct. 19th. The team also evaluated bred cows that have been turned out and set in production.

The team had the opportunity to judge at Express Ranches in Yukon, OK on Friday, Oct. 18th. Express Ranches is the world's largest purebred seedstock producer in beef cattle. The team got to pick up a sale catalog from their recent auction the Hereford event, Oct. 20th at the ranch. The team and I walked through the pens and did a breeding cattle exercise on selecting their top 5 heifers in the auction. This exercise was designed to critically think on using the priorities in judging and selecting cattle that are functional and combine the extras of high-quality cattle.

The team showed growth in marking cards and being able to present oral reasons to a higher degree than when the team began working out in August.

Team members include:

Bryce Overman, Sophomore

Rafe Allen, Freshman

Kynlee Lynd, Freshman



Photos from trip to National Barrow Show



- Graphic Design-Nancy Ford- The Art and Graphic Design departments hosted their much-anticipated annual Family Art Night, a magnificent celebration of creativity and community that truly exceeded all expectations! The evening brought together an incredible turnout of 62 enthusiastic children, along with their supportive parents and guardians, creating an electric atmosphere of joy and imagination!

As the doors opened, a flurry of excitement filled the air with food, laughter, and a kaleidoscope of vibrant activities waiting to be explored. Families dove headfirst into a variety of enchanting art stations, each offering a unique adventure:

- Pinecone Crafts: Participants transformed nature's treasures into whimsical wonders!
- Ghost/Pumpkin Painting: Young artists unleashed their creativity, bringing hauntingly delightful designs to life!
- Coloring Pages: Everyone dived into a world of color and creativity with picturesque designs perfect for all ages!
- Skeleton Building: Families assembled their own hilarious bone buddies for that spooky touch!
- Tattoos & Face Painting: Attendees adorned themselves with colorful designs and transformed into anything from fierce tigers to playful fairies!
- Spider Ring Toss & Bean Bag Toss: Participants tested their skills and aim at fun challenges that kept the laughter rolling!
- Bowling: Families knocked down those pins to see who came out on top!
- Ghost Darts & Witches Cones: Players put their aim to the test with these thrilling games that delighted everyone!

Behind the scenes, over 20 vibrant students, including scholarship recipients, design enthusiasts, and spirited student-athletes, came together to ensure everything ran smoothly. Their energy was infectious, making every corner of the event sparkle with inspiration!

A heartfelt thank you went out to everyone who joined in on the fun and contributed to a night bursting with laughter and creativity. It truly was a magical evening where art came alive, and families made unforgettable memories together! Here's to more creative adventures in the future!

- Allied Health-Jennifer Delich-

We had a 100% pass rate for our CMA students from the first 8-week course! We are adding some in-person support to our CNA classes in the northern tier with in person sessions at Santa Fe Trail high school.

- HOSA-Leslie Weir, Adviser

5 students attended the Fall Leadership Conference in Manhattan, KS. Allen also had a recruitment booth at the event (which had over 800 in attendance) and had a very busy morning discussing Allen opportunities with students. Thank you to Kelly Baker, Anthony Maness, and Lisa Wicoff for also attending the event! Anthony also presented a session to student attendees.

Upcoming Events:

Lisa Wicoff and Leslie Weir will attend the National ACTE Conference in San Antonio December 3-6.

Allen will host the State HOSA-Future Health Professionals students on December 14.

Institutional Effectiveness and Research

Jacob Reichard, Director of Institutional Effectiveness and Research

Report to the Board of Trustees, November 12, 2024

- The fall collection of IPEDS has been finalized. As part of the report, KBOR checks on any issues and worked with us to ensure that the data that was reported was correct. This year, they checked with us about our completion data to make sure that we were reporting the same information that we had reported for the Academic Year report that was submitted to the state in September. Aside from that, we didn't have any issues.
- I am working with Kara on Program Review. As part of this project, I am reviewing data about the core classes of a program for the last year to the last three years. This includes the number of students in the program, where their residency is, and how successful the students were.
- Continued working through the J1 Implementation. Our 1st pass has completed, and we can now see ACC data in the new system. This allows us to utilize our data as we start going through the training that is starting. Training sessions have included JICS (the web portal that all students utilize), Student Life, and Communications Plus. Upcoming training sessions include General Ledger, Purchasing, Fixed Assets, and more Student life.

Had our Booster club luncheon and named athletes of the month for September. Athletes of the month were Audrey Peek from Volleyball and Callum Murphy from Men's soccer. Have had several programs sign several players for next year already, since signing date is now Nov. 1st for everyone. Will have several athletes here for senior day on Nov. 8th. Will be adopting several kids again for Christmas this year. Met with Allen Athletic Hall of Fame committee to establish first class of Hall of Famers, we will be doing a presentation at halftime of the men's basketball game on Feb. 22nd. We have been working with Community Endowment to establish a fund to name the gym and campaign will be starting soon. G & W hosted a media day for men's and women's basketball and it went great.

Soccer:

Men: Finished season 5-9-2 overall and finished 5th in the district, so did not make the playoffs. Waiting to see who received post season awards.

Women: Finished season 8-9-1 overall and lost in the playoffs at Johnson. Waiting to see who received post season awards.

Volleyball: Finished season 25-8 and host highland in the first round of playoffs Wednesday 11/6 at 6 pm, if they win will play in District final against Cowley on Saturday at Friends.

Basketball:

Women: Currently 2-0 overall, Next home game is Tuesday, Nov. 12th at 6 pm against Crowder. Red Devil classic will be on Nov. 15th and 16th.

Men: Currently 1-0 next home game is Friday at 7pm against National Park in the Red Devil Classic

Cheer and Dance:

Performing at Halftimes and during all home basketball games.

Cross Country: Will be travelling to Virginia this week to compete in Nationals

Rest of teams are preparing for season to start in spring.

Student Life, Housing, & Senate Report – As of October 1, 2024

Student Life and Housing continues to hold events while wrapping up the semester. Currently, we have roughly 40 students staying over Fall Break. Terri Fahnestock is working to make sure that students who are here over the Break have something to do on Wednesday, November 27th. The Cafeteria is closed Wednesday, Thursday, and Friday of Thanksgiving due to the Holiday. We have received notice from two students who are leaving at semester. We have also received 10 housing applications for the Spring 2025 semester.

Student Senate has approved three new organizations: Creative Writing Club, Soccer Club, and Dungeons & Dragons Club. We could potentially have up to eight more clubs be recognized by Finals Week.

Upcoming Events

- November 7th – Red Devil Blaze Challenge
- November 14th - \$1 Movie Night

Heart of a Devil

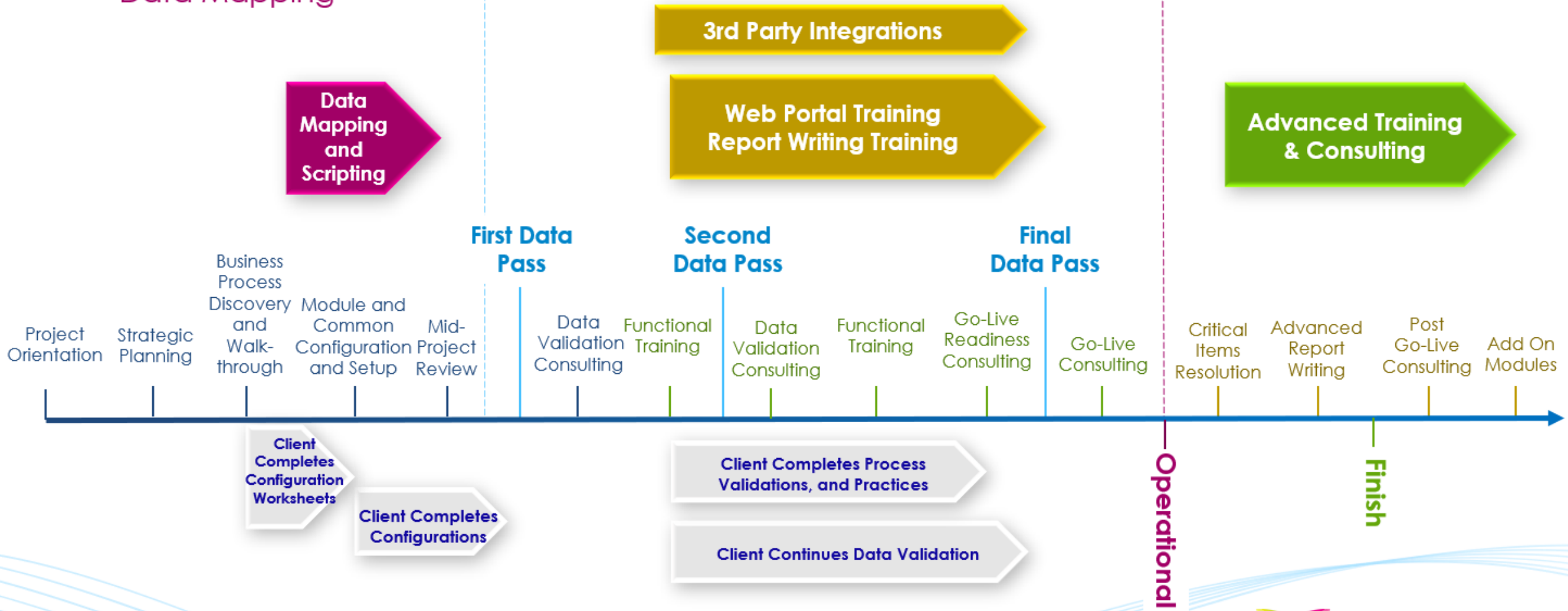
From time to time our office does receive compliments about faculty and staff. I plan to share that in this new section so we hear the positives that are going on.

Hannah Vieira (Student) – I received a note from a community member of how well Hannah did with her child during the Soccer Academy. Hannah actively worked to make sure her child was involved throughout the Academy and participating.

Phase ② Set-up Configuration & Data Mapping

Phase ③ Training Module Training & Data Conversion

Phase ④ Operational Post Go-Live Consulting



J1 Implementation Timeline

- Business Process Discovery (Jan-Apr 24)
- Configuration and Setup (Mar-Aug 24)
- Data Conversion from CX (Aug-Oct 24)
- Financial Aid go-live (Oct 24)
- First Data Pass (Oct 24)
- Data Validation (Nov-Dec 24)
- Basic Training (Nov 24-Feb 25)
- Second Data Pass (Feb 25)
- Advanced Training and Data Validation (Feb-June 25)
- Final Data Pass (June 25)
- Go-Live (July 25)