

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, NOVEMBER 12, 2019

Ken McGuffin called the meeting to order at 6:00 PM; also showing present:

Trustees:	Spencer Ambler Barbara Anderson Jenny Spillman, arrived at 6:15 PM Neal Barclay Mary Kay Heard
Call to Order	Others: John Masterson, President Brian Council, VP for Finance & Operations Jon Marshall, VP for Academic Affairs Cynthia Jacobson, VP for Student Affairs Tosca Harris, Dean for the Iola Campus Dr. Christopher Green, Associate Dean for Academic Affairs Dr. Sherry Phelan, Dean for Online Learning Ryan Bilderback, Director for Student Life Aimee Thompson, Director of Development Shanice Douglas, Campus Services Tech / Administrative Assistant Alexis Turntine, Student Senate President Mike Cooper, Owner of Mike's Carpet World Gena Clouch, Newly Elected Board Member Vicki S. Curry, Newly Elected Board Member Lonnie Larson, Newly Elected Board Member Laura Johnson, President Elect of the Endowment Board Brett Lisher, Endowment Board Greg Shields, Endowment Board
Minutes Approval	Spencer Ambler moved to approve the minutes of the regular Board of Trustees meeting on October 8, 2019. Seconded by Neal Barclay and passed 5-0.
Additions to the Agenda	Ken McGuffin added four agenda items, 2020-21 academic calendar, reception for new and retiring Board members, Allied Health Specialist job description revision, and an additional executive session to discuss personnel issues of non-elected personnel under KOMA.
Patrons' Concerns	Mike Cooper, owner of Mike's Carpet World in Iola, attended the meeting to discuss his concern following an incident where an Allen student shot a BB into his store windows. Chairman McGuffin sent Mr. Cooper a letter addressing the issue. A copy of that letter is attached as part of these minutes.
Endowment Board Meeting	Aimee Thompson, Director of Development, introduced a few members of the Endowment Board, Laura Johnson, President Elect, Brett Lisher, and Greg Shields. Endowment goals were discussed, and board members asked how they could support the College with the plans to construct a new Activity Building on the Iola Campus. John Masterson, President, shared information from meetings he has attended with the City and County. President Masterson, Mr. Council and Mr. Shields agreed that there are community members that have different ideas about where the College is in the process

of investigating, planning and building a new activity building. It was agreed that a town meeting would be beneficial to let the community know where the College is with the planning for an Activity Building. Currently, administration is vetting possible partnerships within the community. The College wants to allow all possible partnerships to form, prior to any serious planning, so the project can cover the needs of all parties involved.

Old Business

Student Activities

Alexis Turntine, Student Senate President, shared Student Senate meetings, projects, and community service events. The Student Senate worked with students from K-State and Thrive on the LaHarpe clean-up project. The Ping Pong Tournament in the Student Center on November 7th was a huge success. The next Student Senate meeting is November 21st.

Academic Affairs

Jon Marshall, Vice President for Academic Affairs, shared information that the Transfer and Articulation Council facilitated the Kansas Core Outcome meetings with faculty, and 13 new courses were considered and nine others reviewed. The First Fifteen Initiative is a project that will allow the first 15 General Education/Liberal Arts of post-secondary education free of charge to all Kansas High School students in their junior and senior years. The Initiative was developed by members of the Kansas Legislature, the Kansas Board of Regents, and the Kansas State Department of Education. Staff and faculty members have met to prepare for this potential initiative to reach out to the USD's if the initiative becomes funded by the state. The *Kansas Can* school redesign project from the Kansas State Department of Education is embarking on a redesign of K-12 education in the State of Kansas. Faculty and staff engaged in group discussions concerning the school redesign project. Information was shared about mentoring new employees, spending purposeful time to share practices, processes, and systems both within the College and within the State, so that they might better understand all the various aspects of the higher education system.

Finance/Operations

Brian Council, Vice President for Finance and Operations, reviewed the October financial statements, highlighting areas of interest. He updated the Trustees about ongoing projects with the Physical Plant, Campus Services, the Business Office and the financial audit. Mr. Council plans to explain financial statements more thoroughly after the new Trustees have officially taken office.

Student Affairs

Cynthia Jacobson, Vice President for Student Affairs, reported that the Admissions and Marketing staff are recruiting at conferences. Kara Wheeler, Dr. Sherry Phelan, and Sarah Evans attended the Missouri High School Counselor Conference, and plan to attend the Kansas Home School Conference in Wichita. Kara Wheeler is working with the Web Design Task Force for a major update with Allen's website to begin next year. Senior Day, November 6th, was a success with 91 high school seniors and their families in attendance. The advising staff have been providing an ongoing orientation through the Food 4 Thought project, covering financial aid, academic support and advising. Students can participate either in person on the Lola Campus, or through live streaming. Food 4 Thought videos are available for students to watch at any time after the sessions. There are 30 prospective international students who plan to enroll for the spring semester. The Registrar staff is busy with degree audits for students. The more students who come to Allen with college credit, the more critical the process of degree auditing. The Safety and Security Committee with 19 members has six subcommittees to work on the following projects: Night Locks, NIMS Training, Emergency Personnel, Burlingame Issues-1st Aid Kits, 911 calls, Emergency Training and Drills, and Emergency Communication.

The committee is continuing to work on updating security cameras and expanding Allen's emergency procedures.

Iola Campus Tosca Harris, Dean for the Iola Campus, reported that the Art Department held its annual Family Art Night, which consisted of over 100 people in attendance. The Graphic Design students attended an open house event at the GIT Department at Pittsburg State. Tera Schultz, Art Instructor, attended training for the new AbovAdobe computer program at Pittsburg State. The Introduction to Business class, led by Nicci Denny, has been working on a project for the Iola Area Chamber of Commerce. The students will present the end results December 4th to the Chamber of Commerce and Allen administrators. The Allen Music Department has had various performances that include the Scholarship Luncheon, Senior Day, and performances at the Burlington High School and Burlington Senior Care Facility. Dr. Jeffrey Anderson, Music Instructor, will be taking his Music Appreciation class and music students to the Lyric Opera of Kansas City's performance of La Boheme November 15th. The Holiday Concert will be at the First Presbyterian Church of Iola December 5th; the fall student recital December 6th; and Tuba Christmas December 8th. Ten theatre students participated in the Boo Bash Halloween Carnival October 26th, sponsored by the Kiwanis club. Theatre students are rehearsing for the *Love/Sick* performance scheduled for November 20-23. The Livestock Judging Team are competing in several events, placing in the top five in six of the ten events.

Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, has been focusing on building strong working relationships with college faculty and staff, and with others associated with the College community. Twenty-one students participated in the Phi Theta Kappa induction ceremony November 3rd. Steve Sodergren, Mathematics Instructor, will be completing his 50th Campaign Marathon, raising over \$185,000 for cancer research.

Online Learning Dr. Sherry Phelan, Dean for Online Learning, is working to complete full-time faculty evaluations. The interviewing process continues with the hiring of new online adjunct faculty for Geology, Astronomy, Social Work, Accounting, and Allied Health. Candidates will be teaching in SP20 after completing Blackboard training. Proctoring service options are being researched. A pilot for the Honorlock proctoring service is scheduled for the spring semester. The Online Exploratory Group is reviewing different learning management systems. The Instructional Design and Technology team are working with course designers for seven course revisions and one new course development. A new scheduling system for students to sign up for math proctoring has been created, this will help reduce the number of two-way email communications between students and online staff. Video tutorials are being developed to assist students and faculty with common Blackboard issues, along with a "Guide to Getting Started" infographic to help with new online instructors. Beth Toland, Early Childhood Education Specialist, is coordinating a collaboration to kick off the Dolly Parton Imagination Library program for all children in Allen County, and is participating in the statewide Childcare Workforce Work Group for the Governor.

New Business

Curriculum Matters Jon Marshall presented matters brought before the Curriculum Committee. The matters consist of a proposed revision to COL237 Children's Literature and MUS117 Keyboard Harmony I class prerequisites, and a proposal to revise course title and learning

outcomes for NHA238 Pharmacology for Health Professionals (former title: Pharmacology for Pharmacy Technicians). Spencer Ambler moved to approve the proposed revisions as presented. Seconded by Jenny Spillman, motion passed 6-0.

Policy Matters	Brian Council, Vice President for Finance and Operations, shared two policy revisions and two new policies. The new Open Records Policy pertains to the Open Records Act, KSA 45-215. The policy states which public records are maintained by Allen, a person's rights regarding the policy, the responsibilities the College has for the records, and how to request a record. The new Lost and Found Policy provides a procedure for lost and found items that will be located in Campus Services. The revised policy, Admission to College Sponsored Activities, regards activity passes and how they are acquired. The revised Disposal of College Property Policy pertains to the disposal of college property. Spencer Ambler moved to approve the new and revised policies as presented. Seconded by Neal Barclay, motion passed 6-0.
Calendar for 2020- 21	Cynthia Jacobson, Vice President for Student Affairs, presented the 2020-21 Academic Calendar for approval. Neal Barclay moved to approve the calendar. Seconded by Jenny Spillman, motion passed 6-0.
Reception for Trustees	John Masterson, President, announced that there will be a reception December 10 th for retiring Board members and the newly elected Board members from 5:00 PM to 6:00 PM in the Stadler Conference Room.
Allied Health Position Description	Jon Marshall, Vice President for Academic Affairs, presented the revised Allied Health Specialist position description. The proposed position is to change from a teaching position to a clerical position. Spencer Ambler moved to approve the revised position description. Seconded by Neal Barclay, motion passed 6-0.
Strategic Plan Review	President Masterson went over updates to the Strategic Plan, and explained the 5 year process of the Strategic Plan to the newly elected Trustees. He highlighted updates that have taken place once this last year.
Athletic Report	President Masterson reported for Doug Desmarteau. The Booster Club met November 11 th at Dudley's BBQ. October Athletes of the Month are Jordan Mase, Men's Soccer, and Dorothy Usher, Women's Soccer. Several athletic programs have signed players for next year. Over 75 athletes attended Allen's Senior Day event, several have committed to a team. The Region/Conference Cross Country Meet was held in Iola at the Country Club with exceptional results. Women's Basketball is 2-3 overall, the next home game is October 16 th , 4:00 PM against Ozark Christian College. Men's Basketball is 1-4 overall, the next home game is November 12 th against KCK. Cheer and Dance are performing at all home basketball games. The Men's Cross Country team won eight straight conferences and placed third in the region, they finished 9 th in the Nation at the National meet in New Mexico. Josh Doria, Henos Anderbrhan, and Mitchell Dervin were named Men's All-Conference and Men's All-Region.
Information Items	John Masterson reviewed upcoming events for the months of November and December. Tobacco Free Committee November 15 th ; Allen County Economic Development Committee November 18 th ; Endowment Board Meeting November 18 th 12:00 PM; KBOR at Pittsburg State November 20 th ; THRIVE annual meeting and dinner November 22 nd 5:30 PM; VP meeting November 26 th ; Iola Industries December 2 nd 4:00 PM; final exams

December 9th to the 13th; Board of Trustees December 10th at 6:00 PM in the Ambler Board Room; and the College Christmas Party December 13th.

- Agenda Items for Next Meeting John Masterson discussed the agenda items for the next Board Meeting, which include: unresolved items from the previous meeting and introduction of new employees and international students.
- Executive Session At 9:35 PM, Spencer Ambler moved to enter executive session to discuss matters adversely or favorably affecting a person as student/student discipline under KOMA for a period not to extend 20 minutes.
- At 9:45 PM, Neal Barclay moved to extend executive session by five minutes. Seconded by Barbara Anderson, motion passed 6-0.
- Open Session At 10:00 PM, Spencer Amber moved to leave executive session. Barbara Anderson seconded, motion passed 6-0. No action was taken.
- Executive Session At 10:00 PM, Spencer Ambler moved to enter executive session to discuss personnel issues under the non-elected personnel exemption under KOMA period not to exceed 10 minutes. Seconded by Neal Barclay, motion passed 6-0.
- Open Session At 10:10 PM, Neal Barclay moved to leave executive session. Spencer Ambler seconded, motion passed 6-0.
- Upon returning to open session, Jenny Spillman moved to accept the resignation of Austin Gilbert, Assistant Athletic Trainer, and gave permission to advertise for the Assistant Athletic Trainer position. Seconded by Spencer Ambler, motion passed 6-0.
- Payment of Bills Spencer Ambler moved to pay the bills and approve the Statement of Claims totaling \$749,483.68. Mary Kay Heard seconded, motion passed 6-0.
- Meeting Adjourned At 10:17 PM, Spencer Ambler moved to adjourn the meeting. Jenny Spillman seconded, motion passed 6-0.

Chairman: _____

Clerk: _____