

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, DECEMBER 10, 2019

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

Trustees:        Spencer Ambler  
                      Barbara Anderson, ABSENT  
                      Jenny Spillman  
                      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  
                         Shellie Regher, Human Resources  
                         Shanice Douglas, Campus Services Tech / Administrative Assistant  
                         Alexis Turntine, Student Senate President  
                         Gena Clouch, Newly Elected Board Member  
                         Vicki S. Curry, Newly Elected Board Member  
                         Lonnie Larson, Newly Elected Board Member

Minutes        Neal Barclay moved to approve the minutes of the regular Board of Trustees  
Approval       meeting on November 12<sup>th</sup>, 2019. Seconded by Jenny Spillman, motion passed 5-0.

Additions to    John Masterson added a section to discuss COPS and KACCT meetings, as well as other  
the Agenda       hot topics at the state level.

Old Business

Student        Alexis Turntine, Student Senate President, reported on the Student Senate events:  
Activities       Homecoming February 12<sup>th</sup>, Spirit Week, the week of Homecoming, and a Blood Drive February 3<sup>rd</sup>.  
                      A revision was made to the Tobacco Policy, which now includes any type of e-cigarette.

Academic        Jon Marshall, Vice President for Academic Affairs, reported on the First Fifteen        Affairs  
Initiative        Initiative with the potential to pilot English Composition I in Fall 2020. The  
                      Initiative was created by the Kansas Board of Regents and the Kansas State Department of Education  
                      to make the first 15 General Education/Liberal Arts college credits free of charge to all Kansas junior  
                      and senior high school students. New program development is underway with several new courses  
                      being considered for Leadership Studies, Technical Theatre, Public Health, Public Safety, Logistics, and  
                      Videography. The TAAC Quality Assurance Report was discussed at the KBOR November 2019 meeting  
                      at Pittsburg State University.

Finance/  
Operations       Brian Council, Vice President for Finance and Operations, reviewed the November  
                      financial statements, highlighting areas of interest. Mr. Council reported ongoing projects with the  
                      Physical Plant, Campus Services, and the Business Office. He also discussed results of the 2018-19  
                      College Audit and how they compared to prior years.

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| Student Affairs   | Cynthia Jacobson, Vice President for Student Affairs, reported that the Advising staff are contacting students for enrollment for the spring semester and are sending out postcards and text messages. Kara Wheeler, Director for Admissions and Marketing, is working on a Counselor/Coordinator Appreciation Day for February 13 <sup>th</sup> . Josiah D'Albini, Academic Advisor, is working with four departments on scripts for their orientation videos for the spring semester. The Financial Aid Department are awarding students for the spring semester and processing applications for 2020-21. Therapy dogs were on campus for the students a week before finals began. As an annual tradition, snacks were provided for students and employees during the week of finals.                                                                                                                                                                                                                                                                         |
| Iola Campus       | Tosca Harris, Dean for the Iola Campus, reported that the Interpersonal Communication class project, led by Terri Piazza, Communication Instructor, developed presentations that identified various types of human diversities, interpersonal conflicts that arise from such diversities, and skills to overcome or resolve such conflicts. The presentations consisted of cultural interviews, visual presentations, and skits. The Intro to Business class project, led by Nicci Denny, Business Instructor, worked with the Iola Area Chamber of Commerce on a decision-making plan for expansion. Phi Theta Kappa selected two Academic All-American team members for this year, Alexis Turntine and Wilson Kafka. The Music Department presented their holiday concert at the Presbyterian Church, performed in the fall student music recital, and was involved with the Tuba Christmas event, all in the last couple of weeks. The Agriculture students began drone training last week.                                                                  |
| Burlingame Campus | Dr. Christopher Green, Associate Dean for Academic Affairs, reported that the two new HVAC units were replaced before Thanksgiving break. The PTK Chapter's fundraiser at the Burlingame Campus sponsored the Kansas Neurological Institute group home for Christmas, raising \$500. The PTK Chapter will present the check to the KNI group home December 12 <sup>th</sup> . Burlingame campus hosted their 4th annual Computer Mayhem Event November 22 <sup>nd</sup> , with the attendance of 13 high school students. Mayhem contest team winners are Alexis Reed and Kinder Rhodes from Ottawa High School. Dr. Green volunteered at the Topeka Rescue Mission (TRM), with the potential for student/staff volunteer/collaboration opportunities between TRM Ministries and Burlingame Campus in the near future. Matt Baker, Police Chief for the City of Burlingame, agreed to patrol and provide assistance for the Burlingame Campus, as needed. Jerry Vincent, Math Center Coordinator, completed 50 math consultations during the month of November. |
| Online Learning   | Dr. Sherry Phelan, Dean for Online Learning, presented a tour of the Online "Campus", showing the Blackboard platform from the perspective of a student, an instructor, and an administrator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| State Meetings    | John Masterson, President, and Ken McGuffin, Chairman, discussed legislation topics that were shared at the COPS and KAACT meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### 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 proposal revisions as presented. Seconded by Jenny Spillman, motion passed 6-0.

**Position Descriptions** Jon Marshall discussed the need to revise the position description for the Dean of the Iola Campus, Dean for Online Learning, and the Administrative Assistant to the Dean for the Burlingame Campus to be more indicative of their actual duties. In addition to their revisions, the titles will be changed to Dean for Academic Affairs - Online, Dean for Academic Affairs - Onsite, and Administrative Assistant for the Burlingame Campus. Spencer Ambler moved to approve the changes as presented. Seconded by Neal Barclay, motion passed 5-0.

Cynthia Jacobson, Vice President for Student Affairs, presented the revised position description for Public Relations Coordinator and title change to Graphic Designer, and revised position description for Social Media Specialist and title change to Media Specialist. Spencer Ambler moved to approve the

changes as presented. Seconded by Mary Kay Heard, motion passed 5-0.

- Athletic Report** President Masterson reported for Doug Desmarteau. The Booster Club met December 9<sup>th</sup> at Dudley's BBQ. November Athletes of the Month are Malik Hardmon and Courtney Crippen. St. Timothy's Episcopal Church provided meals for the athletes over Thanksgiving break, and will do the same over Christmas break. The Athletic Department adopted 32 local kids through the Baptist Church, providing a shopping spree on November 20<sup>th</sup>. Women's Basketball is currently 6-7 overall and 1-3 in Conference, the next home game is December 11<sup>th</sup> 6:00 PM against Dodge City CC, and will play January 4<sup>th</sup> 5:30 PM at Hutchinson CC. Men's Basketball is currently 9-4 and 4-0 in Conference, the next home game is December 11<sup>th</sup> 8:00 PM against Dodge CC, and will play January 4<sup>th</sup> 7:30 PM at Hutchinson CC. Jordan Mase, Men's Soccer, was named 1<sup>st</sup> Team All-Conference. Amanda Wray, Women's Soccer, was named Honorable Mention All-Conference. Laia Jaca, Volleyball, was named Honorable Mention All-Conference. Baseball, Softball, and Indoor Track athletics have been training for games and contests that will be starting the first of the year.
- Information Items** John Masterson reviewed upcoming events for the months of December and January. The College Christmas Party December 13<sup>th</sup> at 6:30 PM; final exams December 10<sup>th</sup> through December 13<sup>th</sup>; winter break December 23<sup>rd</sup> through January 1<sup>st</sup>; Adjunct Faculty Convocation January 11<sup>th</sup> at Burlingame Campus; Assessment Day January 14<sup>th</sup>; All-College Convocation January 16<sup>th</sup> on the Iola Campus; the next Board Meeting January 14<sup>th</sup> 6:00 PM in the Ambler Board Room.
- Agenda Items for Next Meeting** John Masterson discussed the agenda items for the next Board Meeting, which include: unresolved items from the previous meeting, reorganization of the Board of Trustees, annual appointment for Board Clerk and Board Attorney, and the President Evaluation and employment status.
- Executive Session** At 8:40 PM, Spencer Ambler moved to enter executive session to discuss personnel issues under the non-elected personnel exemption under KOMA period not to exceed 40 minutes. Seconded by Neal Barclay, motion passed 5-0.
- Open Session** At 9:13 PM, Spencer Ambler moved to leave executive session. Mary Kay Heard seconded, motion passed 5-0.
- Upon returning to open session, Jenny Spillman moved to accept the resignation of Danielle Johnson (Assistant Women's Basketball Coach) for December 31<sup>st</sup>, 2019. Ms. Spillman moved to approve hire of Rhonda Shepherd (Allied Health Specialist) and Nancy Ford (Digital Media Instructor). She also moved to accept the retirement of Tony Piazza (Theatre Instructor) and Terri Piazza (Communication Instructor) for May 2020. Ms. Spillman moved to approve the advertising for Assistant Women's Basketball Coach, Graphic Design position, Theatre Instructor position, and Communication Instructor. Seconded by Mary Kay Heard, motion passed 5-0.
- Payment of Bills** Spencer Ambler moved to pay the bills and approve the Statement of Claims totaling \$531,523.91. Mary Kay Heard seconded, motion passed 6-0.
- Meeting Adjourned** At 9:18 PM, Spencer Ambler moved to adjourn the meeting. Jenny Spillman seconded, motion passed 6-0.

Chairman: \_\_\_\_\_

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