

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, JANUARY 14, 2020

Neal Barclay called the meeting to order at 6:00 PM; also showing present:

Trustees: Barbara Anderson
 Gena Clouch
 Vicki Curry
 Lonnie Larson
 Jenny Spillman

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
 Dr. Sherry Phelan, Dean for Academic Affairs
 Shanice Douglas, Campus Services Tech / Administrative Assistant
 Phillip A Jarred, CPA of Jarred, Gilmore & Phillips,

Minutes Jenny Spillman moved to approve the minutes of the regular Board of Trustees
Approval meeting December 10th, 2019. Seconded by Lonnie Larson, motion passed 6-0.

Additions to Neal Barclay added a section to New Business to discuss the revised Residence Hall
the Agenda Director job description.

Board Vice Chairman Barclay conducted the election and appointment of the officers and
Reorganization appointees for 2020-2021. They are as follow:

- Neal Barclay, Chairman. Moved by Barbara Anderson. Seconded by Jenny Spillman, motion passed 6-0.
- Jenny Spillman, Vice Chairman. Moved by Barbara Anderson. Seconded by Lonnie Larson, motion passed 6-0.
- Gena Clouch, Secretary. Moved by Barbara Anderson. Seconded by Vicki Curry, motion passed 6-0.
- Vicki Curry, Treasurer. Moved by Barbara Anderson. Seconded by Lonnie Larson, motion passed 6-0.
- Lonnie Larson, KACCT Representative. Moved by Jenny Spillman. Seconded by Barbara Anderson, motion passed 6-0.
- Lonnie Larson, Iola Industries Representative. Moved by Barbara Anderson. Seconded by Jenny Spillman, motion passed 6-0.
- Barbara Anderson, Endowment Board Representative. Moved by Lonnie Larson. Seconded by Vicki Curry, motion passed 6-0.
- Brian Council, Board Clerk. Moved by Gena Clouch. Seconded by Jenny Spillman, motion passed 6-0.
- Bob Johnson, Board Attorney. Moved by Jenny Spillman. Seconded by Lonnie Larson, motion passed 6-0.

The meeting date will remain the second Tuesday of every month at 6:00 PM in the Ambler Board Room.

2018-2019
Audit Phillip Jarred, CPA of Jarred, Gilmore & Phillips, presented the 2018-2019 College Audit, and explained the results of the audit.

Old Business

Academic
Affairs Jon Marshall, Vice President for Academic Affairs, shared updates for new course developments. The two areas of focus are Leadership Studies and Public Health. The Kansas Military Articulation Initiative was discussed. The Kansas Board of Regents will be hosting a convening of KBOR staff, military personnel from Fort Riley and Army University, faculty and leadership from a selection of public colleges and universities, and staff from the Department of Commerce and Labor toward creating a more comprehensive Kansas Military Articulation Initiative focusing on General Education and Liberal Arts. Allen and Emporia State University have been asked to present an institutional process for creating military articulations. Bobbie Haviland, Registrar, and himself will be representing Allen February 5th, 2020. John Masterson, President, and himself will be attending the Kansas Community College Leadership Institute in Topeka to discuss the working relationship between the College President and Vice President for Academic Affairs February 6th. The All-College Convocation, January 16th and the Adjunct Faculty Convocation, January 18th will focus on Diversity, Equity, and Inclusion (DEI), presented by the DEI Committee.

Finance/
Operations Brian Council, Vice President for Finance and Operations, reported on projects with the Maintenance Physical Plant, Campus Services, and the audit. Areas of the summary of funds were highlighted, and the Statement of Claims was reviewed.

Student
Affairs Cynthia Jacobson, Vice President for Student Affairs, reported that the Advising staff are continuing to enroll students for the spring semester. Kara Wheeler, Director for Admissions and Marketing and Tera Schultz, Art Instructor, scheduled to take professional photographs of all employees. The Financial Aid office are awarding students for the spring semester, and processing applications for 2020-2021. Student Senate meeting is scheduled for January 23rd, Blood Drive February 3rd, and Homecoming February 12th. The current housing occupancy for the spring semester is at 80%.

Iola Campus Jon Marshall, Vice President for Academic Affairs, reported for Ms. Tosca Harris, Dean for Academic Affairs. Ms. Harris wanted to thank the maintenance department for all their hard work providing service on both campuses. Danielle Cleaver, part-time Writing Center staff, and Greg Bergette, English Adjunct Instructor, are assisting with the Writing Center. The Theatre Department took students to an acting workshop in Des Moines. The Livestock Judging Team is preparing for competition in Nebraska.

Burlingame
Campus Jon Marshall, Vice President for Academic Affairs, reported for Dr. Christopher Green, Associate Dean for Academic Affairs. Jerry Vincent, Math Center Coordinator, was Santa Claus for Health Centers in Osage and Sedgwick County. The Math Relay for Osage County High School students is scheduled for January 15th on the Burlingame Campus.

Dr. Green has been in communications with the Topeka Chamber of Commerce to deepen the relationship between them and the Burlingame Campus.

Online Learning Dr. Sherry Phelan, Dean for Academic Affairs, shared statistics for Fall 2018 online courses and compared them to Fall 2019. The enrollment retention for 16-week courses ended at 92%, 1st eight-week courses 97%, 2nd eight-week courses 95%. The enrollment success for 16-week courses was 74%, 1st eight-week courses 82%, and 2nd eight-week courses 77%.

Tuition/Fees/Book Rental/Housing/Food Service Cynthia Jacobson, Vice President for Student Affairs, reported that there will be no changes made for tuition, fees, book rental, housing or food service. There will be more meals served from Great Western Dining without an increase in cost.

New Business

Web Site Cynthia Jacobson, Vice President for Student Affairs, reported on the two companies of choice to re-vamp Allen's website and requested permission to choose one of the two, pending maximum cost. Vicki Curry moved to approve the decision with a maximum cost of \$27,500. Seconded by Barbara Anderson, motion passed 6-0.

Position Description Cynthia Jacobson, Vice President for Student Affairs, shared the revised Residence Hall Director job description. Gena Clouch moved to approve the job description as presented. Seconded by Barbara Anderson, motion passed 6-0.

Athletic Report President Masterson reported for Doug Desmarteau. Athlete of the Month Committee meets January 24th, Booster Club January 27th at Dudley's BBQ. Over break, St. Timothy's Episcopal Church will provide meals for the athletes. Coaches will be selling raffle tickets for the Gala auction. Allen coaches will be playing Donkey Ball at Iola High School January 28th. The first indoor track meet is January 17th at the University of Arkansas. Women's Basketball team is 6-11 overall and 1-7 in Conference, next home game January 18th against Coffeyville. Men's Basketball is 12-5 overall and 7-1 in Conference and are ranked #22 in the nation, next home game is January 18th against Coffeyville. Softball and Baseball teams are returning to the Iola Campus a week early to begin practice. The first Softball game is February 21st against Tabor JV. The first Baseball game is February 8th and 9th against Iowa Lakes Community College. The Cheer and Dance team have been performing at basketball games, and working with a choreographer to develop routines for upcoming competitions.

Information Items John Masterson reviewed upcoming events for the months of January and February. All-College Convocation at the Iola Campus, and KBOR/COPS meeting in Topeka January 16th; Allen County ECODEVO meeting January 20th; Endowment Board meeting January 20th; Legislative Update Conference January 24th and 31st; Booster Club Luncheon January 27th; KCCLI Presentation February 6th in Topeka; and the next Board of Trustees meeting February 11th at 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, employment status for administrators, and personnel considerations.

Executive Session At 9:17 PM, Jenny Spillman moved to enter executive session to discuss personnel issues under the non-elected personnel exemption under KOMA period not to exceed 20 minutes. Seconded by Barbara Anderson, motion passed 6-0.

At 9:37 PM, Vicki Curry moved to extend executive session by 10 minutes, seconded by Gena Clouch, motion passed 6-0.

Executive Session At 9:47 PM, Vicki Curry moved to leave the executive session, seconded by Gena Clouch, motion passed 6-0.

Upon returning to open session, Barbara Anderson moved to extend President Masterson's contract through 2020-2021 Academic year with salary to be determined at a later date. Seconded by Gena Clouch, motion passed 6-0.

Payment of Bills Jenny Spillman moved to pay the bills and approve the Statement of Claims totaling \$465,674.08. Lonnie Larson seconded, motion passed 6-0.

Meeting Adjourned At 10:13 PM, Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

Chairman: _____

Clerk: _____