

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, FEBRUARY 11, 2020

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

Trustees: Barbara Anderson, absent
 Gena Clouch
 Vicki Curry
 Lonnie Larson, absent
 Jenny Spillman, arrived at 6:04 PM

Call to Order Others: John Masterson, President
 Jon Marshall, VP for Academic Affairs
 Cynthia Jacobson, VP for Student Affairs
 Dr. Sherry Phelan, Dean for Academic Affairs Online
 Tosca Harris, Dean for Academic Affairs Onsite
 Dr. Christopher Green, Associate Dean for Academic Affairs
 Ryan Bilderback, Director of Student Life
 Aimee Thompson, Director of Endowment
 Rebecca Bilderback, Director of Online Learning / Instructional Designer
 Kattia Andrews, Instructional Technology Coordinator
 Shanice Douglas, Campus Services Tech / Administrative Assistant
 Alexis Turntine, Student Senate President
 Trevor Hoag, Iola Register

Minutes Jenny Spillman moved to approve the minutes of the regular Board of Trustees
Approval meeting on January 14th, 2020. Seconded by Vicki Curry and passed 4-0.

Additions to Neal Barclay added a section to Old Business to discuss the state meeting John
the Agenda Masterson attended in January.

Introductions Four of the 51 International students on the Iola Campus shared introductions.

Old Business

Student Alexis Turtine, Student Senate President, reported on past and upcoming student
 events. In February Student Senate held a Super Bowl Party and a Blood Drive. There is
 a possibility for a collaboration with Hope Unlimited for a LGBTQ support group.

Academic Jon Marshall, Vice President for Academic Affairs, reported that the spring 2020
Affairs eight-week course schedule is ready and open for enrollment. Mr. Marshall and Dr.
 Sherry Phelan, Dean for Academic Affairs Online, met with the Student Senate on
 January 23rd to share the curriculum for a potential Leadership Studies program. Over
 25 students were present for the discussion, and their reaction to the program was
 overwhelmingly positive, with 23 students expressing interest in enrolling in one or
 more of the courses. February 5th, Mr. Marshall represented Allen at the Kansas Board
 of Regents convening with military personnel, personnel from a selection of the public
 colleges and universities, and staff from the Departments of Commerce and Labor, to

create a more extensive Kansas Articulation Program Initiative for General Education and Liberal Arts. February 6th Mr. Marshall and John Masterson, President, attended the “Life in the Trenches of a President and Vice President” session at the State Capitol. A music collaboration program with Allen Community College, Fort Scott Community College, and Neosho County Community College is April 15, 2020, at the Memorial Auditorium in Chanute, KS. Mr. Marshall will meet with Dr. JuliAnn Mazachek, Vice President for Academic Affairs, at Washburn University February 20, 2020, to discuss Allen-Washburn collaborations. January 29th, Mr. Marshall and Dr. Phelan, Dean for Academic Affairs Online, met with John Krappelman, Russel Stover Plant Manager and Human Resources representatives to discuss Allen student internships and increasing part-time employment opportunities for Allen students at the lola plant.

Student Affairs Cynthia Jacobson, Vice President for Student Affairs, reported that the new website contract was signed with Finalsite, and the goal is to be up and running by July 1st. lola Campus will be hosting 30 high school counselors and coordinators for Counselor Appreciation Day February 13th. Admissions Advisors are working on re-vamping the orientation process for new students with detailed videos regarding different enrollment processes. The Financial Aid Office finished processing student aid applications for fall. Financial Aid refund disbursement is February 28th. Student Life staff will distribute the 2020 Census to students who live on campus.

lola Campus Tosca Harris, Dean for Academic Affairs Onsite, reported that the process for fall and summer 2020 schedules, department budgets, and faculty and staff evaluations have begun. The monthly mentor meetings for new faculty are continuing. Student evaluation of instruction is underway. The CTE Committee is preparing to complete the first round of program outcome assessments in preparation for the HLC report due September 2020. CTE faculty are working to complete the follow-up report on program graduates for KBOR. Bruce Symes, Writing Center Coordinator, is visiting lola classes to inform and encourage students to use the Writing Center. Spencer Ames, Allen music student, was accepted into the Kansas Intercollegiate Orchestra as 2nd trombone. Dr. Jeffrey Anderson, Music Instructor, has coordinated with Devin Carey, USD 257 Band Instructor, for the Allen Jazz Band to play with the lola Middle School Jazz Band and High School Concert Band February 11th. Allen students will speak after performing, and then play alongside with the other two bands. The choir will be scheduling singing valentines for February 14th. Terry Powelson, Agriculture Instructor, traveled with the Collegiate Farm Bureau students to compete at the Young Farmers and Ranchers Conference in Manhattan, Kansas. The Livestock Judging team competed at the Sioux Empire Livestock Show and Judging at Sioux Falls, SD, January 24th and 25th.

Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, reported that the Burlingame Campus held its third annual Osage County Math Relays. Fifty-four high school students from Osage City, Mission Valley, Santa Fe Trail, and Marais des Cygnes Valley participated. First and second place winners will receive a Presidential Scholarship to attend Allen Community College. Dr. Green will be meeting with Keith Tatum, Director of Training and Staff Development at the Kansas Neurological Institute, to discuss building a stronger working relationship. February 28th the Burlingame Campus will be hosting a Black History Month program, the presentation will be led by

Daniel Martin, Allen and PTK alumni. Jerry Vincent, Math Center Coordinator, will be hosting Burlingame's annual math "boot camps" and "algebra reviews" January 13-16th. Mr. Vincent visited the Iola and Burlingame Campuses to inform and encourage students to use the Math Center tutors.

Online Learning Dr. Sherry Phelan, Dean for Academic Affairs Online, Rebecca Bilderback, Director of Online Learning / Instructional Design, and Kattia Andrews, Instructional Technology Coordinator, shared a presentation on the process and importance of instructional design. Ms. Bilderback and Ms. Andrews shared the new method they created for course designers to design more interactive online classes for students. Dr. Phelan explained the differences between the old course design methods with the new implemented course design method.

FY 2020 in CTE John Masterson, President, discussed the Fall 2019 enrollment for Career Technical Education (CTE) courses and corresponding state payment, along with a five-year comparison.

ACCT Information John Masterson went over the colleges membership with the American Association of Community College Trustees. Mr. Masterson shared dates of events the Trustees may attend and the benefits of being a member.

State Meetings John Masterson reported on the KACCT/COP meeting, and discussed the upcoming KBOR dinner on February 19th at Washburn Tech.

New Business

Negotiations John Masterson started a discussion regarding the negotiation process. The process will begin next month with a letter outlining the items that the Trustees would like to negotiate submitted by March 31, 2020. An executive session will be held at next month's meeting to discuss items to be negotiated.

2020 Community College Data Book President Masterson discussed several items of interest in the Kansas Board of Regents 2020 Community College Data Book, which was sent to the Trustees via email. The website was presented and discussed on where to find items related to the college.

Personnel Considerations President Masterson discussed personnel additions and renewals being discussed for the coming academic year.

Athletic Report President Masterson reported for Doug Desmarteau. Mitchell Dervin and Destiny Castillo were named athletes of the month for January. The next Booster Club Luncheon will be on March 9th at noon at Dudley's. The Athletic Department is working with the Endowment on the Gala event by selling raffle tickets and submitting donated items. The Athletic Banquet is scheduled for April 26th at 1:00 PM in the gym. Women's Basketball team is 7-18 overall and 2-14 in conference, the next home game is homecoming, February 12th at 6:00 PM. Men's Basketball team is 15-11 overall and 9-7 in conference, in 5th place in the East, and have a chance to finish 4th and host a playoff game. The next game is February 12th at 8:00 PM. Indoor Track has several athletes

who qualify for nationals, have broken school records, and a few who are ranked in the top ten in the nation. The next track meet is February 14th and 15th at Pittsburg. Softball is currently 0-2, and Baseball 1-2.

Information Items John Masterson reviewed upcoming events for the months of February and March. Counselor Appreciation Day February 13th; Census day February 17th; Community Town Hall Meeting about the Activities Building/Field House February 17th; Endowment Board Meeting February 18th; KBOR President and Trustee Chair Dinner February 19th at Topeka; Allen’s Winter Concert March 5th at the Bowlus; Booster Club meeting March 9th; and the next Board of Trustees Meeting March 10th 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, Census Day enrollment report, residence hall occupancy, physical plant status report, budget review, and negotiations.

Executive Session At 8:20 PM, Gena Clunch moved to enter executive session for the purpose of discussing matters concerning non-elected personnel under KOMA for a period not to exceed 20 minutes. Seconded by Jenny Spillman, motion passed 4-0.

At 8:40 PM, Vicki Curry moved to accept the resignation of Eric Treleaven, Assistant Women’s Soccer Coach, begin advertising for the position, and to hire Carla Smith, Graphic Designer. Seconded by Jenny Spillman, motion passed 4-0.

Executive Session At 8:42 PM, Jenny Spillman moved to enter executive session for the purpose of discussing matters concerning non-elected personnel under KOMA for a period not to exceed 10 minutes. Seconded by Vicki Curry, motion passed 4-0.

At 8:52PM, Vicki Curry moved to offer the following administrators a contract for 2020-2021 academic year at a salary to be determined at a later date. Seconded by Jenny Spillman, motion passed 4-0.

- Vice President for Finance and Operations, Brian Council
- Vice President for Student Affairs, Cynthia Jacobson
- Vice President for Academic Affairs, Jon Marshall
- Dean for Academic Affairs Onsite, Tosca Harris
- Dean for Academic Affairs Online, Dr. Sherry Phelan
- Associate Dean for Academic Affairs, Dr. Christopher Green

Payment of Bills Vicki Curry moved to pay the bills and approve the statement of claims totaling \$465,674.08. Jenny Spillman seconded, motion passed 4-0.

Meeting Adjourned At 8:55 PM, Gena Clunch moved to adjourn the meeting. Vicki Curry seconded, motion passed 4-0.

Chairman: _____

Clerk: _____