

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, MARCH 10, 2020

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

Trustees: Barbara Anderson
 Gena Clouch
 Vicki Curry, Left at 8:10 pm
 Lonnie Larson
 Jenny Spillman

Call to Order Others: John Masterson, President
 Jon Marshall, VP for Academic Affairs
 Cynthia Jacobson, VP for Student Affairs
 Brian Council, VP for Finance and Operations
 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 Development
 Doug Desmarteau, Athletic Director
 Nicole Peters, Director of Advising and Enrollment
 Clint Stoy, Head Baseball Coach
 Drew Noble, Assistant Baseball Coach
 Chris Mileham, Assistant Baseball Coach
 Cindy Stanberry, Great Western Dining Food Service Director
 Jill Hartman, Director of the Iola Chamber of Commerce
 Shanice Douglas, Campus Services Tech / Administrative Assistant
 Alexis Turntine, Student Senate President
 Trevor Hoag, Iola Register

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees meeting
Approval on February 11, 2020 and the Special Meeting on February 17, 2020. Seconded by Gena
 Clouch and passed 6-0.

Additions to Neal Barclay added a section to discuss adding a Junior Varsity Baseball Team and hiring
the Agenda an Assistant Baseball Coach. Chairman Barclay also added the following sections to Old
 Business: Activities Building Meeting Recap and Curriculum Matters.

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

Chamber of Jill Hartman, Director of the Iola Chamber of Commerce, and Cindy Stanberry, Great
Commerce Western Dining Food Service Director, requested serving beer and wine at their
Request annual dinner which will be held in the cafeteria at the Iola Campus March 18th. The
 beer and wine will be donated by Chamber of Commerce members. Vicki Curry moved
 to allow the Chamber of Commerce to serve beer and wine at their annual dinner.
 Lonnie Larson seconded, motion passed 6-0.

Baseball/
Softball
Request

Doug Desmarteau, Athletic Director, presented a plan for improvements to the existing complex. Proposed improvements include turf infields for both programs, a new fence for the softball field and a clubhouse for the softball program. Head Baseball Coach, Clint Stoy, reported that the improvements would alleviate the propensity for cancelled games due to inclement weather, which will eliminate extra cost for moving or cancelling the games. In addition, the improvements would help with recruiting and allow both teams to hold more camps and tournaments, increasing revenues for the College and the athletic department. Area teams would be able to use the field more, due to all weather surfaces, increasing the College's exposure to potential students and solidifying an already strong relationship with the community. The project has a total cost of \$480,000 and the athletic department can recognize \$80,000 in project discounts from contractors who are already partners of the College. Mr. Desmarteau petitioned the Board of Trustees to provide 1/3 of the remaining \$400,000 (\$133,000), if the athletic department and both athletic programs would fundraise the remaining \$267,000. At the time of the request to the Trustees, the programs had already received \$151,000 in pledges for the project. Barbara Anderson moved to approve the request for \$133,333.00, seconded by Jenny Spillman and passed 6-0.

JV Baseball
& Assistant
Coach

Doug Desmarteau and Clint Stoy ask the Trustees to approve a JV Baseball team and a 2nd Assistant Coach for the program. A JV Baseball team would bring an additional 30 students to the campus, without added scholarships. Brian Council, VPFO, told the Trustees the JV team would bring in more revenue for the College than it would expenses. Lonnie Larson moved to approve the request for the JV team and the added coach, seconded by Jenny Spillman and passed 6-0.

Old Business

Athletic
Report

Doug Desmarteau reported that Alejandra Handie, Volleyball student, and Vinny Tinoco, Baseball student, were named February athletes of the month. The Athletic Department has been working closely with Endowment on the Gala Auction, which is scheduled March 21st. Teams have been working with the Iola Rotary Club to pick-up recycling every Saturday until school is out. Teams are working with the Iola School District to help with setting-up for a Block Fest, and with the upcoming school carnival in April. The month of April is Community College Appreciation Month. Indoor Track recently attended nationals at Lynchburg, VA. Rashion Walker finished 7th place in the 400 and broke a school record with 48 seconds flat. The relay team finished 7th place. Men and Women's Basketball lost in the first round of playoffs. Malik Hardmon, Men's Basketball, was named 1st Team All-Conference, Joel Boyce, Men's Basketball, was named 2nd Team All-Conference, and Ariel Walker, Women's Basketball, was named 2nd Team All-Conference. Softball is 5-7 overall, and Baseball is 8-9 overall. Other teams are currently off-season, coaches are working on recruiting and off-season workouts.

Student
Activities

Alexis Turtine, Student Senate President, reported on past and upcoming student events. The next Student Senate meeting is March 12th. Student Senate is currently planning for the Sophomore Send-Off event. Ryan Bilderback, Director of Student Life, showed the movie, *A League of their Own*, for Women's History Month. A student discussion panel about the movie and time period took place prior to watching the movie.

Academic Affairs Jon Marshall, Vice President for Academic Affairs, shared that there was nothing but positive feedback from students regarding the potential Leadership Studies degree program. Academic Affairs will continue to develop and work toward having a Technical Theatre curriculum, and is working with the Bowlus Fine Arts Center to create a formal student internship. There is continued work on developing a curriculum for Public Health, Public Safety, Logistics, and Videography. Currently, assessment of Student Learning in General Education is being conducted. Authentic student artifacts are being collected in the following areas: General Education and Learning Outcomes, Effective Written and Oral Communication, Mathematics and Analytical Reasoning, Critical Thinking and Problem Solving, Social Context in the World, and Appreciation of Arts and Humanities. The artifacts will be scored using rubrics faculty created, and will take place on March 30th, April 1st, and April 3rd. The data from the scoring session will be shared with the Assessment and Accreditation Committees later in April. The Music Program Collaboration between Allen, Neosho County Community College, and Fort Scott Community College is scheduled for April 15th. Mr. Marshall discussed his meeting with Dr. JuliAnn Mazachek, Vice President for Academic Affairs at Washburn University, on February 20th about the 2+2 Programs between Washburn and Allen for the Leadership Studies Program. Personnel searches for a Communications and Theatre Instructor are in progress.

Finance and Operations Brian Council, Vice President for Finance and Operations, reviewed the updated financial statements with the Trustees and highlighted several areas of information. Mr. Council has been working with President Masterson and Doug Desmarteau on tracking scholarships, evaluating athletic team travel, reviewing coach's duties and other areas of athletics. Some work is done for financial reasons, others are for tracking and review. Mr. Council has created a spreadsheet to move the budget process from paper form to digital form and will share the spreadsheet and the budgeting process with the Trustees later in the meeting. The State Fire Marshall inspected the Iola Campus and will be providing feedback to the College within a week. Mr. Council will share the feedback with the Trustees when it becomes available. Mr. Council is working with Tyler Fredricks, Director of Physical Plant Operations, and outside contractors to perform a review of the College HVAC system and will provide recommendations in the future. Mr. Council and Doug Dunlap, Director of IT, hosted Peak Uptime on the Iola Campus, connecting virtually with the Burlingame Campus, to review future IT needs for the College and Cyber Security/Data Security.

Student Affairs Cynthia Jacobson, Vice President for Student Affairs, reported that she will be attending a meeting with other Student Affairs Officers in Topeka on March 11th. Financial Aid has been awarding aid to students, and are preparing for a new system implemented by the Department of Education as a requirement for FAFSA. The new system will help verify student loans and help students to be aware of how much money they have borrowed. Admissions staff is continuing to make orientation videos for students, and has finished filming admissions, advising, student life, and housing processes. The videos will soon be posted on the Allen website, and Allen's YouTube channel. Advising staff is planning to meet with students to prepare to enroll in classes for next semester, and will be contacting students who have not yet applied. A draft on

how the College will respond to the Coronavirus outbreak has been developed. Discussions for this plan will ensue.

- Iola Campus Tosca Harris, Dean for Academic Affairs Onsite, is conducting evaluations for staff and faculty, completing the Summer and Fall 2020 schedules, and is working on the 2020-21 budgets. The CTE Committee is working on program learning outcomes and assessment methods in preparation for the HLC report. Instructors Sharon Lawless and Nicci Denny attended the K-State College of Business- Business Educator and Advisor Summit. Todd Wilkinson, Director of the Jazz Program at Ottawa University, visited and worked with the Allen Jazz Band on February 18th. The Allen Jazz Band traveled and performed for the Garnett High School and Garnett Parkview nursing home. Allen Choir had a Singing Valentine fundraiser on February 14th. The Theatre Department presented Student Directed One-Acts, and is hosting an interactive theatre workshop on the Iola Campus for 30 middle school students from the gifted student's program at ANW. Members of the Allen Community College Collegiate Farm Bureau attended the Young Farmers and Ranchers Conference in Manhattan February 7- 9. Allen's College Quiz Bowl hosted in the College Quiz Bowl February 22nd, and participated in a Community Service Project of packaging food. February 21st Collegiate Farm Bureau members attended the Western Farm Show in Kansas City, Mo, and on March 6th members attended the KSU Cattlemen's Conference in Manhattan, KS. Allen agriculture students will host the Southeast District FFA Dairy and Poultry contest March 10th. Students in the Graphic Design class are working on projects, and attended the College of Technology Open House at PSU on March 6th. The Photoshop class has completed several projects ranging from old photo restoration to creating a Frankenstein Monster, and are now working on a self-portrait project. The Adobe Animate class is learning how to create animation for the web, and plans to start a character animation project.
- Online Learning Dr. Sherry Phelan, Dean for Academic Affairs Online, reported summer and fall online schedules are completed, offering two new hybrid courses. Classroom and faculty observations are in progress. Different learning management system platforms have been reviewed among staff and administrators. A pilot for two of the systems are tentatively being planned at a future date in several online courses. This semester there are 30 instructional design projects. Online staff are working on several multimedia projects, one of which is a video and infographic for the Assessment Committee. Allen hosted an Early Education Conference on March 7th with Child Care Aware of Eastern Kansas. Beth Toland, ECE Specialist, is working on the annual Science Camp held on the Iola Campus June 8-12.
- Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, reported on the Black History Month event on the Burlingame campus February 28th. Daniel Martin, an Allen and PTK Alum presented to students and staff. There will be a two-part Women's History Month event that will include a round table discussion led by Allen students, featuring a diverse group of women in different positions at the College March 11th and March 25th. Matt Baker, Police Chief for the City of Burlingame, and his officers have patrolled the campus twice during February, and plans to attend the upcoming Safety and Security Committee meetings. February 28th was the first Safety and Security

Committee meeting which entailed updates about the College, and upcoming events and activities. Jerry Vincent, Math Center Coordinator, is providing math consultations for Iola, Burlingame, and Online students.

Budget Review Brian Council, Vice President for Finance and Operations, shared the budget process with the Trustees, to help the new Trustees understand the process. He also shared the electronic forms he created in order to move the process to a digital format. Mr. Council gave a power point presentation to outline the processes and share the reports created. He will update the Trustees on the process of the 2020-21 budget at the April Board of Trustee meeting.

Physical Plant Brian Council shared the timeline of expenses for the Physical Plant. The dates span from 1992 to 2019. In 27 years the College has spent \$23,492,554.52 on major capital projects, facility improvements, and repairs.

Tobacco Usage Policy John Masterson, President, presented the updated Tobacco Usage Policy. The revisions were more lenient than the restrictions prior, as well as more detailed in describing why certain policies are in place. Lonnie Larson moved to approve the Tobacco Usage Policy as presented. Barbara Anderson seconded, motion passed 6-0.

Census Day Cynthia Jacobson shared the Census Report for spring semester. Discussion ensued regarding the trends in enrollment from last year to this year. Students enrolled only in Online classes and students enrolled in Online and Burlingame classes showed a decrease in enrollment, all the other categories increased.

Activities Building Meeting Chairman Barclay led the discussion, recapping last month's community meeting regarding the new Activities Building. The trustees agreed it is time to come together with athletics to create a spending proposal for the new building.

New Business

Bridge Performance Agreement President Masterson shared the Bridge Performance Agreement with KBOR for the AY 2020 and AY 2021. The indicators are as follows: increase graduation rate for first-time, full-time, and College ready freshman; increase first to second year retention rates of the College ready cohort; increase the percentage of graduates/completers who subsequently were employed in Kansas or transferred within KBOR; increase the percentage of students who successfully complete Intermediate Algebra (MAT 020) with a C or better; increase the success index rate for student completion and retention; and increase the percentage of students who successfully complete the initial college level writing course (COL 101) with a C or better.

Allen Collegiate Farm Bureau Activity Tosca Harris presented a proposal for ten Allen Collegiate Farm Bureau Scholarships. Iola's Farm Bureau is a national chapter and are very active. The goal for the scholarship is to increase enrollment in the Agriculture Department. The scholarships will require students to participate in all Farm Bureau activities and enroll in a minimum of three credit hours of Agriculture classes each semester. Jenny Spillman moved to approve the Allen Collegiate Farm Bureau Scholarship. Gena Clouch seconded, motion passed 5-0.

Full-time Faculty Position For Leadership Studies Jon Marshall presented a program degree track for Leadership Studies. Dr. Sherry Phelan and himself are currently working on creating an infographic to explain and market the program. Articulations are being reviewed with four-year schools. Mr. Marshall requested approval to advertise for a Leadership Instructor position. Lonnie Larson moved to approve the Leadership Instructor position and to advertise for the position. Gena Clouch seconded, motion passed 5-0.

Vice President Jon Marshall presented the VP for Academic Affairs position description revision. Gena Clouch moved to approve the revised VP for Academic Affairs position description as presented. Barbara Anderson seconded, motion passed 5-0.

Curriculum Matters Jon Marshall brought forth the new course proposals, course revision proposals, and new and revised program proposals to the Trustees.

The Curriculum Committee proposes to revise the follow courses:

- BIO260 Human Anatomy & Physiology I and BIO265 Human Anatomy & Physiology II: revise course descriptions and learning outcomes
- BUS275 Principles of Management: revise course learning outcomes (KRSN)
- COL115 Creative Writing: revise course title from Beginning Creative Writing, revise course description and learning outcomes (KRSN)
- LDR101 Principles of Leadership: revise course title from BUS117 Introduction to Leadership and course description (KRSN)
- PRO116 Raster Graphics I: Photoshop: Proposal to revise course title from PRO116 Introduction to Photoshop
- PRO116 Vector Graphics: Illustrator: revise course title from PRO116 Introduction to Photoshop
- PRO115 Web Design: HTML/JavaScript: revise the course title from PRO115 HTML/JavaScript
- PRO180 Page Layout: InDesign: revise course title from PRO180 InDesign.
- PRO201 Web Site Design: Dreamweaver: revise course title from PRO201 Dreamweaver
- PRO225 Raster Graphics II: Photoshop: revise course title from PRO225 Advanced Photoshop
- PRO251 Web Design: Adobe Suite: revise course title from PRO251 Fundamentals of Web Design
- ART120 Design I and ART121 Design II: revise course descriptions and learning outcomes
- PSY101 Introduction to Psychology: revise course title from PSY101 General Psychology

The Curriculum Committee proposes the following new courses:

- CJS171 Internship in Criminal Justice I
- CJS271 Internship in Criminal Justice II
- POL171 Internship in Political Science I
- POL271 Internship in Political Science II

- EDU2_Introduction to Special Education and Inclusive Practices
- EDU2_Educational Technology in Teaching
- FRE101 French I
- FRE102 French II
- LDR140 Civic Leadership
- LDR171 Internship in Leadership I
- LDR201 Ethics and Diversity in Leadership
- LDR240 Organizational Leadership
- LDR271 Internship in Leadership II
- PSC1_Physical Science
- PSC1_Descriptive Astronomy

The Curriculum Committee proposes these new and revised programs:

- Associate in Arts with an emphasis in Leadership Studies: new program degree track proposal
- Associate in Applied Science Degree in Production Media: proposal to revise degree track

Jenny Spillman moved to approve the course revisions, new courses and the new and revised programs. Lonnie Larson seconded, motion passed 5-0.

Information Items	John Masterson reviewed upcoming events for the months of March and April. Kansas All-State Academic Team Luncheon/KACCT/COPS in Topeka March 12 th ; Spring Break March 16–20; ECO-DEVO Meeting March 16 th ; Endowment Board Meeting March 17 th ; Gala Auction in the Gymnasium at 5:00 PM March 21 st ; Topeka Meeting with Commerce/Iola Industries March 30 th ; President to Phoenix April 2–7; the next Board of Trustees Meeting April 14 th 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, budget review, and negotiations.
Executive Session	<p>At 10:00 PM, Barbara Anderson 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 Gena Clouch, motion passed 5-0.</p> <p>At 10:10 PM, upon returning to open session, Lonnie Larson moved to hire Julio Gurrero as the Assistant Women’s Soccer Coach/Horton Residence Hall Director and Game Day Assistant. Seconded by Jenny Spillman, motion passed 5-0.</p>
Executive Session	<p>At 10:10 PM, Barbara Anderson moved to enter executive session for the purpose of discussing matters concerning employee/employer negotiations under KOMA for a period not to exceed 10 minutes. Seconded by Gena Clouch, motion passed 4-0.</p> <p>At 10:20 PM, the Trustees left executive session. No action was taken.</p>

Payment of Bills Lonnie Larson moved to pay the bills and approve the statement of claims totaling \$1,302,955.18. Barbara Anderson seconded, motion passed 5-0.

Meeting Adjourned At 10:24 PM, Gena Clouch moved to adjourn the meeting. Jenny Spillman seconded, motion passed 5-0.

Chairman: _____

Clerk: _____