

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, APRIL 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  
                          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  
                          Deanna Carpenter, Institutional Research and Reporting  
                          Doug Dunlap, Director of Information Technology  
                          Shanice Douglas, Campus Services Tech / Administrative Assistant  
                          Trevor Hoag, Iola Register

Minutes         Gena Clouch moved to approve the minutes of the regular Board of Trustees  
Approval        meeting on March 10, 2020. Seconded by Vicki Curry and passed 6-0.

Additions to    John Masterson, President, added a section to discuss residence hall furniture.  
the Agenda

President's        President Masterson discussed the state of the college since the last Board Meeting due  
Comments        to COVID-19. President Masterson shared the timeline of transitioning from having on  
                          campus classes and students living on campus to all online classes and students living at  
                          home.

Old Business

Student         Ryan Bilderback, Director of Student Life, reported that all student events have been  
Activities        canceled through the end of fall semester. Eighteen students will continue to live on  
                          campus due to regulations on traveling to return home. Lunch and dinner are provided  
                          to the students, and snack foods from the college pantry are also being provided. Mr.  
                          Bilderback reported on routine checkups with the students who are on campus and  
                          expressed concern for the mental well-being of the students. Due to the cancelation of  
                          the 2020 Commencement, the graduating class may be commemorated via social  
                          media, or students who would have walked this year will be invited to attend the 2021  
                          Commencement.

Academic Affairs	Jon Marshall, Vice President for Academic Affairs, discussed how quickly face-to-face classes converted to online and reassured the Trustees the transition went smoothly due to 60% of courses already online. In response to the pandemic, two MED102 Certified Nurse Aide courses were cancelled prior to starting, as assisted living facilities had discontinued student clinicals. Meetings will continue with the KBOR Transfer and Articulation Council via Zoom April 15 <sup>th</sup> . Personnel searches will continue for a Theatre and Leadership Instructor, while the Online Learning Coordinator position and responsibilities will be reviewed.
Finance and Operations	Brian Council, Vice President for Finance and Operations, reported on different areas of the financials. Mr. Council highlighted several areas in the financials, including the Statement of Claims where room and board refunds were issued. Mr. Council went over projects in the Business Office, Campus Services, Food Service, and the Physical Plant. The Business Office is evaluating HR changes and the effects of COVID-19 stimulus packages, while maintenance is focused on summer projects.
Student Affairs	Cynthia Jacobson reported on the effects of COVID-19 on students and with the efforts staff have been making to support and help students in need. Marketing staff have completed their training with Finalsite on the new website and will begin to update and change content for specific pages. Advisors have been meeting with students via Zoom to enroll for summer and fall classes. Admissions and Advising have been using Calendly, an app that allows them to coordinate scheduling between Outlook and Zoom. The Financial Aid Staff has been busy reevaluating student awards based on jobs lost by students and their families. The remaining students who live on campus will be moving into one residence hall. Student Life and maintenance staff have been packing and mailing out student belongings who were unable to return to campus to move out themselves.
Iola Campus	Tosca Harris, Dean for Academic Affairs Onsite, reported she is continuing to perform staff evaluations. Budgets are being submitted by division chairs and activity sponsors. The CTE Committee members are completing their program assessments for the HLC follow up report. Once the reports are complete, Ms. Harris will write up a synthesis of the process and future steps outlined in the CTE program assessment process. Ms. Harris will begin online training to better assist students and faculty with questions.
Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs Online, reported on the series of events that occurred during the transition to all online learning courses. All summer courses will be online, and a potential fully online schedule for fall is being planned.
Burlingame Campus	Dr. Christopher Green, Associate Dean for Academic Affairs, reported on the Orientation and Enrollment Zoom meeting with USD #454. The overall purpose of the meeting was to provide information to eligible high school students about the dual credit process at Allen for the upcoming fall semester. Students who participated were entered into a scholarship drawing, the winner receiving a 3-credit hour scholarship for an eligible course in the fall. Dr. Green reported on the Burlingame Campus response to COVID-19. The personnel of the campus provided charitable donations to assist the local community. Donations were made to the Topeka Rescue Mission and the Harvesters

Community Food Network. Matt Baker, Police Chief for the City of Burlingame, continues to patrol the Burlingame Campus exterior once a month and plans on attending the Safety and Security Committee meetings if scheduled. Dr. Green also mentioned that Jerry Vincent, Math Center Coordinator at the Burlingame Campus, is currently working remotely to provide overall support and guidance for the Math Center in consultation with his counterparts for students via phone, email, and video conferencing.

**Budget Review** Brian Council, Vice President for Finance and Operations, reviewed the revenue budgets for all funds. Salaries and benefits will be reviewed at the May Board Meeting. Departmental budgets will be reviewed in June. An alternative budget is being considered due to COVID-19 and the possibility students won't be in College Housing in the fall.

**State Meetings** President Masterson reported on his visit to the Kansas All-State Academic Team Luncheon. Four students from Allen were in attendance to represent the College.

#### New Business

**Housing Rental To City of Iola** Brian Council reported that the City of Iola requested to rent housing in the residence halls for quarantine and isolation if needed. Mr. Council suggested that the College allow first responders and medical personnel to stay in the Red Devil Duplexes, if needed, free of charge. Gena Clouch moved to approve the request, and Vicki Curry seconded, motion passed 6-0.

**Curriculum Matters** Jon Marshall presented curriculum changes for board approval. The changes are as follows:

- LDR271 Internship in Leadership II: Change from 1 credit to 2 credits to align with all other 200-level internship course offerings
- HPE105 Personal Hygiene and Community Health: Proposal to revise and align learning outcomes
- HUM105 Ethics: Proposal to revise and align learning outcomes
- HUM211 Current World Affairs: Proposal to revise course description and learning outcomes
- MAT106 Plane Trigonometry: Proposal to revise prerequisite statement
- PSC\_\_\_ Introduction to Meteorology: New course proposal; lecture and lab.

Jenny Spillman moved to approve the curriculum changes. Seconded by Vicki Curry, motion passed 6-0.

**Hiring of Communication Instructor** Jon Marshall presented the Communication Instructor, Terri Fahnstock, for Board approval. Jenny Spillman moved to hire Terri Fahnstock as Communication Instructor. Seconded by Vicki Curry, motion passed 6-0.

**Residence Hall Furniture Bids** Cynthia Jacobson presented three residence hall annual furniture rotation bids. Ms. Jacobson recommend the bid by Contract Supply for \$16,337.00. Vicki Curry moved to approve the bid by Contract Supply for \$16,337.00 for new residence hall furniture. Seconded by Barbara Anderson, motion passed 6-0.

Information Items John Masterson reviewed upcoming events for the months of April and May. Throughout April and May there will be a Legislative update with Heather Morgan every Friday at 12:00 pm. The Jayhawk Conference/Region VI meetings will be through Zoom from 9:00 am to 12:00 pm April 27-28. Finals will be from May 11-15. The next Board Meeting will be May 12<sup>th</sup> at 6:00 pm.

Athletic Report John Masterson reported the Athletic Department has been conducting Zoom meetings with coaches once a week to stay informed of recruiting, ordering of gear, scheduling, and budgets. The Athletic Department is working on strategies to recruit potential students. Coaches have developed virtual tours of campus, face-time tours, and have shown YouTube videos. Coaches are contacting current students to make sure they are staying on tasks with classes and workouts, completing paperwork for next year, and helping sophomores with transferability options.

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, employment of faculty, employment status of manager/supervisory staff, employment of support staff, and negotiations.

Payment of Bills Vicki Curry moved to pay the bills and approve the statement of claims totaling \$835,541.55. Barbara Anderson seconded, motion passed 6-0.

Meeting Adjourned At 8:03 PM, Gena Clunch moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

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

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