

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, MAY 12, 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, arrived at 6:11 PM

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  
                      Deanna Carpenter, Director of Institutional Research and Reporting  
                      Doug Dunlap, Director of Information Technology  
                      Shanice Douglas, Campus Services Tech / Administrative Assistant  
                      Trevor Hoag, Iola Register  
                      Doug Desmarteau, Athletic Director  
                      Zariah Sango, Allen student, and her parents  
                      Rachel Janzen, Head Women's Basketball Coach  
                      Marlee Harvey, Assistant Women's Basketball Coach

Minutes         Gena Clouch moved to approve the minutes of the regular Board of Trustees  
Approval        meeting on April 14, 2020. Seconded by Vicki Curry and passed 5-0.

Executive        At 6:05 PM, Gena Clouch moved to enter executive session for the purpose for  
Session         discussing matters of an Allen student for a period no longer than 45 minutes. Barbara  
                      Anderson seconded, motion passed 5-0.

At 6:50 PM, the Trustees returned to open session. In regards to athletes transferring to another school in the Jayhawk conference, Vicky Curry moved to dismiss the waiver for the concerned student, and to continue following the current policy regarding the matter. Lonnie Larson seconded, motion passed 5-0.

Old Business

Athletic         Doug Desmarteau, Athletic Director, reported that he attended Regional and other  
Report         conference Zoom meetings to discuss changing the by-laws for athletes transitioning to  
                      online courses. The number of students committed to each sport this upcoming year  
                      thus far are listed below.

- Cross Country/Track: 40 students
- Men's Basketball: 15 students
- Women's Basketball: 14 students

- Softball: 31 students
- Baseball: 60 to 70 students
- Women's Soccer: 27 students
- Men's Soccer: 70 students
- Volleyball: 21 students
- Cheer/Dance: 25 students

Academic Affairs	Jon Marshall, Vice President for Academic Affairs, reported on the progress of students engaged in online course work, those who are engaged are doing well, those who are not, have been referred to Academic Advisors. Student Evaluations of Instruction were given to students enrolled in uninterrupted 16-week online courses, with a total of 277 student submissions. Mr. Marshall discussed the April KBOR Zoom meeting, where a framework for a Program Articulation Task Force was presented. Mr. Marshall has expressed support for a state-wide Program Articulation Task Force.
Finance and Operations	Brian Council, Vice President for Finance and Operations, reported on different areas of the financials. Mr. Council went over projects in the Business Office, Food Service, and the Physical Plant.
Student Affairs	Cynthia Jacobson, Vice President for Student Affairs, reported that Student Affairs areas are working on scenarios for the College, due to the uncertainty of the COVID-19 pandemic impact. The new website is currently in progress and plans are to go live by July. Kara Wheeler, Director of Admissions and Marketing, and Sarah Wellman, Admissions Counselor, led two high school counselor training online sessions. Allen participated in the Virtual College Fair that KACRAO sponsored for Kansas High School students. The CARES Act, which is a part of the stimulus package, is an emergency fund for students who attended on-campus courses only and are aid eligible. Allen will distribute \$208,000 in CARES Act funds to students by May 15 <sup>th</sup> . The Registrar's Office is working on the annual summer project of reviewing hardcopy files. Three of the 18 students who are currently on campus will be staying in the dorms over the summer.
Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, reported that the Career and Technical Education Committee completed program assessments for the HLC interim report due in September. Data for the report was collected and analyzed from the CTE programs, with the assistance of Deanna Carpenter, Director of Institutional Research and Reporting. Once the analysis was complete, the Committee included possible program changes to help better meet the outcomes assessed.
Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported an increase in the technical and instructional support for both students and instructors who transitioned to courses online. The instructional design team has been working with course designers on 25 design projects. Over the summer, 13 course design projects will be completed.
Burlingame Campus	Dr. Christopher Green, Associate Dean for Academic Affairs, reported that there was a Burlingame Campus student and her family who were adversely affected by COVID-19. In response, the Burlingame Campus personnel provided charitable donations to assist.

Matt Baker, Police Chief, will continue to patrol the Burlingame Campus once a month if needed, and will continue attending the upcoming Safety and Security meetings at the campus. Jerry Vincent is working remotely to provide overall support and guidance for the Math Center. Jerald Johnson is continuing to provide support and guidance to the adjunct faculty.

**Budget Review** Brian Council, Vice President for Finance and Operations, reviewed the budget timeline with the Trustees.

**Bus** Brian Council reported that he has not been able to find a buyer for the athletic bus. Mr. Council asked for permission to put the bus on Purple Wave for auction. Vicki Curry moved to place the bus on Purple Wave with a starting bid price at \$10,000. Gena Clouch seconded, motion passed 6-0.

New Business

**Opening Up Kansas** John Masterson, President, reviewed the recommendations presented by the Governor of Kansas for reopening the state due to the COVID-19 pandemic. President Masterson presented reopening plans for the College for approval. Lonnie Larson moved to approve the plan as presented. Vicki Curry seconded, motion passed 6-0.

**Tenure Review** Jon Marshall asked for tenure approval for Katie Mitchell, Sociology Instructor, and Jeffery Anderson, Music Instructor. Jenny Spillman moved to approve the tenure for Ms. Mitchell and Mr. Anderson. Barbara Anderson seconded, motion passed 6-0.

**Information Items** John Masterson reviewed upcoming events for the months of May and June. Throughout May and June a legislative update with Heather Morgan will be every Friday at 12:00 pm. May 18<sup>th</sup>, Phase II of the Governor's Plan. May 19<sup>th</sup>, Endowment Board Meeting via Zoom, 12:00 PM. June 1<sup>st</sup>, Phase III of the Governor's Plan. June 6<sup>th</sup>, KACCT Quarterly meeting via Zoom, 8:15 AM to 9:15 AM. Summer classes begin on June 8<sup>th</sup>. The next Board Meeting June 9<sup>th</sup> via Zoom is at 6:00 PM.

**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, staffing needs, opening of summer reports, and negotiations.

**Payment of Bills** Vicki Curry moved to pay the bills and approve the statement of claims totaling \$368,323.98. Lonnie Larson seconded, motion passed 6-0.

**Meeting Adjourned** At 9:15 PM, Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

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

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