

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, JUNE 9th, 2020

Neal Barclay called the meeting to order at 6:11 PM; also showing present:

Trustees: Barbara Anderson
 Gena Clouch
 Vicki Curry, arrived at 6:14 PM
 Lonnie Larson
 Jenny Spillman

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
 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

Minutes Gena Clouch moved to approve the minutes of the regular Board of Trustees
Approval meeting May 12, 2020. Seconded by Barbara Anderson and passed 5-0.

Old Business

Academic Jon Marshall, Vice President for Academic Affairs, reported that the summer session
Affairs began on June 8th with good enrollment numbers. Faculty will be back on campus
 August 5th, the fall semester starting August 17th. Mr. Marshall discussed the conclusion
 of the spring semester, faculty study days, and final exams. Deanna Carpenter, Director
 of Institutional Research and Reporting, analyzed and compared grade distributions
 from spring 2019 to spring 2020 to find the effect of the transition from onsite
 instruction to online instruction in the middle of the semester. The analysis showed no
 significant difference in grade distributions. Academic Affairs is working on goals for the
 2020-2021 academic year. Goals from the previous year, such as General Education
 Program Assessment and revisions of the Associate in General Studies degree
 requirements will be continued due to the interruption of activities in response to the
 coronavirus pandemic. During the May KBOR meeting the Transfer and Articulation
 Council identified seven new courses for consideration for System Wide Transfer
 courses. The Kansas Core Outcomes Groups plan to meet in October, 2020, and are
 considering using a virtual platform for the meetings. Virginia Shaffer, Director of
 Library, will serve as the Community College representative on the Kansas Library
 Association Educational Foundation Board for a three-year term beginning January
 2021. Personnel searches continue for a Biology Instructor for the Iola Campus.

Finance and Operations	<p>John Masterson, President, reported that Roberta Nickell has been assisting with the finance and operations sector of the College. Mr. Masterson went over areas of the financials and discussed the Physical Plant and the IT department.</p> <p>Gena Clouch moved to remove Brian Council from all financial accounts and give Roberta Nickell authorization to sign on behalf of the College, and to authorize John Masterson as a signer on the financial accounts, if needed. Seconded by Lonnie Larson, motion passed 6-0.</p>
Student Affairs	<p>Cynthia Jacobson, Vice President for Student Affairs, reported that the Student Affairs division is continuing to plan for the fall semester, and for possible effects of the COVID-19 pandemic. Carla Smith, Graphic Designer, and Kara Wheeler, Director of Admissions and Marketing, continue to work on the new website, which is scheduled to go live in July. Admissions staff are handling requests for on-campus visits from prospective students which will be scheduled after June 15th. Ms. Jacobson reported on the slow process for enrolling high school concurrent students and dual credit students, mainly because of high school counselors having to meet with students remotely. Enrollment for summer and fall is continuing with a 3% increase for summer, but year-to-date enrollment for fall is significantly lower. Currently, there are 120 international students enrolled, those traveling to the US could possibly run into issues on receiving their Visa. The international students are being asked to arrive no later than August 3rd to allow for a possible two-week quarantine. The Financial Aid Office is busy finishing summer applications and working with students who have not made satisfactory academic progress. The Department of Education is allowing colleges to not penalize students who did not make academic progress this spring. The Registrar's Office is busy sending and receiving transcripts. Bobbie Haviland, Registrar, is working on a "Proud Allen Graduate" decal to send to all our graduates as a gesture for the cancellation of commencement. There are over 300 applications for housing this fall, the number is subject to change due to nonpayment or students not being enrolled for the fall semester.</p>
Iola Campus	<p>Tosca Harris, Dean for Academic Affairs-Onsite, reported she has been working closely with maintenance staff to update faculty offices and classrooms. Classrooms are being prepped for social distancing. The 21st Annual Summer Youth Theatre will commence activities on a "virtual" platform, via a group Facebook page that will host a series of 12 video sessions. The sessions are instructed by Tony Piazza, Theatre Instructor, Adrienne Flemming, Choir Instructor, and Jordan Garcia, an Allen alumnus (2015). The Allen Summer Youth Theatre is made possible by a grant from the Helen Gates Whitehead Trust and the support of the College.</p>
Online Learning	<p>Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that the Online Learning staff is busy with phone calls assisting students and faculty with Blackboard for the first week of the summer session. Dr. Phelan presented data of students taking online courses in spring 2019 to spring 2020. Students in 16-week courses have a 92% retention rate and a 77% success rate. This fall, the College will be testing two Learning Management Systems, more information will be shared as this project continues. The Instructional Design staff are working on 15 design projects that will be completed over the summer. The Online Learning team is working on several summer projects, such as</p>

creating and launching a new virtual "Innovation Center" to deliver online professional development, information, and resources for instructors, developing new training modules on various teaching and learning topics, and training instructors and preparing courses for the fall LMS pilots.

Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, reported that he will be assisting the current USD #454 Superintendent, Allen Konicek, with any needed assistance for his replacement, Dr. Marcy Cassidy. Jerry Vincent, Math Center Coordinator, is continuing to work remotely and will be on campus half days during the week to provide support for students via phone, email, and video conferencing. Mr. Vincent will continue to work with a limited number of students on campus who need more individualized tutoring. Jerald Johnson, Adjunct Faculty Coordinator, is working remotely and will continue to provide adjunct faculty support and assistance. The Adjunct Faculty Professional Development Incentive Program for the 2019-2020 academic year has a total of 18 adjunct faculty who qualified to receive a \$150.00 stipend.

Budget Review John Masterson reported on the progress of the current budget and the possible COVID-19 pandemic effects. Mr. Masterson and Roberta Nickell plan to meet and discuss the coming budget this week. The goal is to develop the FY 2020-2021 budget as usual, and adjust as problems arise. Approval for the FY 2020-2021 budget will be presented at the next board meeting.

Bus John Masterson reported that the offer for the athletic bus is up to \$15,500 from the authorized minimum bid of \$10,000.

Opening Up Kansas John Masterson went over the recommendations presented by the Governor of Kansas for re-opening the State. Plans for the College and college employees were presented for approval. Gena Clouch moved to approve the plans as presented. Vicki Curry seconded, motion passed 6-0.

Staffing Needs John Masterson shared open positions at the College. These include:

- Vice President for Finance and Operations
- Assistant Men's Soccer Coach/Residence Hall Director
- Assistant Athletic Trainer- tentative and depends on whether or not there are students on campus in fall
- Livestock Judging Coach and Agriculture Career Specialist

State Meetings Lonnie Larson, Trustee, and John Masterson discussed the KACCT/COPS Zoom meeting they attended in May. They highlighted areas of interest in legislation that could affect the College.

New Business

Opening of Summer Term Report Cynthia Jacobson reported that there are 4,348 credit hours for the summer session. The numbers are subject to change and will be presented at the next Board Meeting.

Request to John Masterson reported on the appeal the College is making to the NJCAA to move

Move to Division II	the basketball teams to Division II. The move will be effective for the 2021-2022 academic year.
Director of Student Life	Cynthia Jacobson presented the revised Director of Student Life position description. Minor changes were made to the position description and job responsibilities were reorganized. Additions to the job responsibilities include the use of social media for promotion and co-curricular assessment. Barbara Anderson moved to accept the position description as presented. Lonnie Larson seconded, motion passed 6-0.
Athletic Report	<p>John Masterson reported that the Athletic Program is busy with updating the website, getting secure contracts for athletic insurance and the charter bus, and working on recruiting students for the fall. The number of athletes on each team thus far are listed below:</p> <ul style="list-style-type: none"> • Men's Soccer: 70+ • Women's Soccer: 27 • Volleyball: 21 • Women's Basketball: 16 • Men's Basketball: 15 • Cheer/Dance: 27 • Softball: 29 • Baseball: 60+ • Track/Cross Country: 50 • Athletic Training: 12
Information Items	John Masterson reviewed upcoming events for the months of June and July. Throughout June there will be a legislative update with Heather Morgan every Friday at 12:00 PM. June 15 th , Phase III of the Governor's Plan. June 16 th , Endowment Board meeting at 12:00 PM in the Stadler Conference Room. June 30 th , Phase IV of the Governor's Plan. July 3 rd , Independence Day holiday, the College will be closed. July 14 th , Board of Trustees meeting 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, consideration and final approval of the budget, authorize publication of the budget, review of the College calendar, and negotiations.
Executive Session	<p>At 8:12 PM, Gena Clunch moved to enter executive session for the purpose of discussing matters concerning non-elected personnel for 30 minutes. Barbara Anderson seconded, motion passed 6-0.</p> <p>At 8:42 PM, Vicki Curry moved to extend executive session for 30 minutes. Seconded by Lonnie Larson, motion passed 6-0.</p> <p>At 9:12 PM, Jenny Spellman moved to extend executive session for 10 minutes. Vicki Curry seconded, motion passed 6-0.</p>
Open Session	At 9:22 PM, upon returning to open session, Neal Barclay moved to accept resignations and approve personnel searches for Brian Council, Vice President of Finance and

Operations, Rachel Stone, Biology Instructor, and Fernando Robles, Assistant Men's Soccer Coach/Residence Hall Director; approve to hire Ryan Bilderback, Leadership Studies Instructor, and Trevor Belt, Theatre Instructor/Director; and approve personnel search for Director of Student Life. Gena Clouch seconded, motion passed 6-0.

Executive Session At 9:40 PM, Gena Clouch moved to enter executive session to discuss employee negotiations for 20 minutes. Seconded by Vicki Curry, vote passed 6-0.

At 10:00 PM, the Trustees left executive session. No action was taken.

Payment of Bills Vicki Curry moved to pay the bills and approve the statement of claims totaling \$216,758.51. Lonnie Larson seconded, motion passed 6-0.

Meeting Adjourned At 10:02 PM, Gena Clouch moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

Chairman: _____

Clerk: _____