

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, JULY 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, arrived at 6:10 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  
                      Dr. Christopher Green, Associate Dean for Academic Affairs  
                      Roberta Nickell, Comptroller  
                      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 June 9, 2020. Seconded by Barbara Anderson and passed 5-0.

COVID-19        President John Masterson went over the recommendations for reopening the  
                      College. Administrators are addressing the need for a designated place for students in  
                      the event a student tests positive for COVID-19.

Old Business

Finance and     Roberta Nickell, Comptroller, reported on the revenue and expenditure summary,  
Operations        treasurers report, and the investments with the Trustees. Ms. Nickell highlighted that  
                      revenues are higher than expenditures because of cuts in expenses due to COVID-19.

Academic        Jon Marshall, Vice President for Academic Affairs, reported that the fall semester begins  
Affairs          on Monday, August 17, 2020. Mr. Marshall discussed the Instructional Guidelines to  
                      ensure the safety of instructors and students in classrooms during the COVID-19  
                      pandemic. Mr. Marshall, the Academic Deans, and Coordinators met with Faculty  
                      Division Chairs and Academic Support colleagues to discuss the Instructional Guidelines  
                      and preparations for the semester. Personnel search for an Anatomy and Physiology  
                      Biology Instructor is in progress.

Student         Cynthia Jacobson, Vice President for Student Affairs, discussed the obstacles faced while  
Affairs          planning to have students back on campus for the fall semester during the COVID-19  
                      pandemic. Students will be responsible for providing thermometers and masks for  
                      themselves. The College plans to purchase face masks for those students who forget or  
                      are not able to provide a mask for themselves. Students who will need to quarantine  
                      for two-weeks must be on campus by August 3<sup>rd</sup>. The Cross Country Team will be on

campus August 6<sup>th</sup>. All other students who live on campus will move in August 12<sup>th</sup>. Ms. Jacobson is working on student residence issues that involve isolating. The general public will not be allowed to eat in the cafeteria. Students will eat at three different lunch shifts with supervision from the Assistant Coaches. The new website launched on June 19<sup>th</sup>; additions and changes to the website are still being made. Ms. Jacobson and Bobbie Haviland, Registrar, are working on admissions and marketing for the College. Advisors have been contacting students to enroll for the fall session. Enrollment is down in comparison to previous years.

- Iola Campus Jon Marshall reported for Tosca Harris, Dean for Academic Affairs-Onsite, that she would like to thank Tyler Fredricks, Director of the Physical Plant Operations, and Joel Williams, Custodial and Maintenance Staff at the Burlingame Campus for working together at making the classrooms safe. On ground classrooms are being set up to allow spacing for social distancing during each class. The maintenance crew have worked at refurbishing offices for the three new faculty members.
- Online Learning Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that she is working on identifying potential onsite courses, primarily sciences, that would require software or simulations to deliver content entirely online. Dr. Phelan is also working with instructors to find appropriate instructional materials well in advance. Instructors who will be teaching flex courses have been given online course shells to prepare classes for the fall semester. Dr. Phelan is working with instructors to make more flexible policies regarding students turning in late work if they become sick. A back-up plan is being developed in case instructors become ill for an extended amount of time. A small number of selected instructors will be testing Canvas Learning Programs and a different Blackboard program for their fall 2020 online courses.
- Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, attended Allen Konicek's, former USD #454 Superintendent, retirement celebration June 29<sup>th</sup>. As the new USD #454 Superintendent, Dr. Marcy Cassidy, navigates her new role, Dr. Green plans to work with her more to better understand her strategic plan for the district as it relates to dual credit offerings. Security will continue to patrol the Burlingame Campus once a month and has been made aware of the College's plans regarding social distancing and wearing face coverings. Jerry Vincent, Math Center Coordinator, will continue to work with a limited number of students on campus who need more individualized tutoring. Jerald Johnson, Adjunct Faculty Coordinator, is currently working with textbook publishers to provide textbook materials for the adjunct faculty.
- 2020-2021 Budget John Masterson and Roberta Nickell reviewed the 2020-2021 budget summary and requested consideration for final approval, and permission to publish. Vicki Curry moved to approve and publish the budget summary and give notice of public hearing of the 2020-2021 budget at the Board of Trustees meeting August 11<sup>th</sup> 6:00 PM. Seconded by Barbara Anderson, motion passed 6-0.
- Bus John Masterson reported that the bus sold for \$16,000 on Purple Wave.
- KCCLI John Masterson presented the KCCLI 2020 meeting schedule. The majority of the meetings will meet over Zoom, three meetings will be face-to-face. Roberta Nickell and Kim Murry will be attending on behalf of Allen.

Health Insurance John Masterson presented the new health insurance rates for 2020-2021. The employee rates have significantly gone down.

College Calendar Ms. Jacobson reviewed and presented the 2020-2021 College Calendar. There were no changes made on the calendar thus far.

Athletic Report John Masterson reported that the Athletic Department is preparing for athletes to arrive on four separate dates, preparing for COVID-19 testing, and quarantining those who are positive. Six teams and 59 athletes made NJCAA all-academic. NJCAA has made drastic changes. All the fall and winter sports except Cross Country will be competing in the spring. The athletic staff and coaches are working on the schedule changes.

The number of athletes on each team is as follows:

Men's Soccer	65
Women's Soccer	27
Volleyball	21
Women's Basketball	16
Men's Basketball	16
Cheer/Dance	25
Softball	31
Baseball	65
Track/Cross Country	50
Athletic Training	10

Information Items John Masterson reviewed upcoming events for the months of July and August. Throughout July there will be a legislative update with Heather Morgan every Friday at 12:00 pm. July 20<sup>th</sup>, negotiations will take place at 1:30 PM. Allen County ECODEVO Advisory Committee will meet at THRIVE, 4:00 PM. Endowment Board meeting July 21<sup>st</sup> at 12:00 PM. July 28<sup>th</sup> & 29<sup>th</sup> KJCCC & Region VI will meet. August 3<sup>rd</sup> early athletes who must quarantine and test for COVID-19. Iola Industries meet August 3<sup>rd</sup> at 4:00 PM. Early Athletes who will not need to quarantine will be on campus August 6<sup>th</sup>. August 11<sup>th</sup>, Board of Trustees and Budget Hearing 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, public budget hearing, budget approval, personnel assignments, and negotiations.

Executive Session At 8:53 PM, Gena Clunch moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 9:13 PM, upon returning to open session, Barbara Anderson moved to approve the position and job description for Chief Financial Officer. Vicki Curry seconded, motion passed 5-1.

Lonnie Larson moved to approve the hire of Roberta Nickell as Chief Financial Officer and Board Clerk. Vicki Curry seconded, motion passed 5-1.

- Executive Session At 9:26 PM, Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel for 20 minutes. Gena Clouch seconded, motion passed 6-0.
- Open Session At 9:46 PM, upon returning to open session, Neal Barclay moved to approve the offer of Biology Instructor to Stephanie Williams; accept the resignation of Marlee Harvey and approve the hire of Amara Mills, Assistant Women’s Basketball Coach/Residence Hall Director; accept the hire of Josiah D’Albini, Director of Student Life; approve the search for Academic Advisor; accept the resignation of Kara Wheeler and approve the search for Director of Admissions and Marketing; accept the resignation of Allie Johnston and approve the search for the Administrative Receptionist and Transcript Clerk. Vicki Curry seconded, motion passed 6-0.
- Gena Clouch moved to deny Terri Piazza’s request for early retirement. Vicki Curry seconded, motion passed 5-1.
- Executive Session At 9:50 PM, Barbara Anderson moved to enter executive session to discuss employee negotiations for 20 minutes. Seconded by Vicki Curry, motion passed 6-0.
- Open Session At 10:10 PM, the Trustees left executive session. No action was taken.
- Approval of Statement of Claims Vicki Curry moved to pay the bills and approve the statement of claims totaling \$524,386.13. Lonnie Larson seconded, motion passed 6-0.
- Adjournment At 10:12 PM, Barbara Anderson moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

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

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