

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, AUGUST 11th, 2020

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

Trustees: Barbara Anderson, absent
 Gena Clouch
 Vicki Curry
 Lonnie Larson
 Jenny Spillman, arrived at 6:07 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
 Tosca Harris, Dean for Academic Affairs-Onsite
 Dr. Christopher Green, Associate Dean for Academic Affairs
 Roberta Nickell, Chief Financial Officer
 Josiah D’Albini, Director of Student Life
 Shanice Douglas, Campus Services Tech / Administrative Assistant
 Trevor Hoag, Iola Register

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on July 10, 2020. Seconded by Lonnie Larson and passed 4-0.

Budget A public budget hearing was held with no objections to the budget from the public.
Hearing Gena Clouch moved to approve the budget as presented. Seconded by Vicki Curry,
 motion passed 4-0.

COVID-19 John Masterson, President, presented the plans for reopening the College. Two
Update rounds of COVID testing have taken place on campus, August 3rd for students and
 August 6th for staff. Thus far, four students have tested positive and were
 asymptomatic. Two of the four went home to isolate, and the other two are separated
 in the College's designated isolation residence. The next COVID testing is August 12th.
 Administrators are working on grants and funding for the College during the pandemic.
 Gena Clouch moved to accept the plans to reopen as presented. Seconded by Vicki
 Curry, motion passed 4-0.

Old Business

Student Life Josiah D'Albini, Director of Student Life, reported that the College will be holding a
 residence hall Olympics event. Every two weeks, there will be a competitive contactless
 event, both athletic and academic. Student leaders are being searched out to
 participate in the Student Senate.

Finance and Roberta Nickell, Chief Financial Officer, reported that the Business Office is processing
Operations student payments for the semester and preparing for the auditors. The College received
 the last of the CARES funding and will be receiving SPARKS funds from the county once
 the county receives approval from the Office of Recovery. The county approved the

reimbursement as well as the direct aid plan submitted. President Masterson discussed operations in the Physical Plant and IT Department.

Academic
Affairs

Jon Marshall, Vice President for Academic Affairs, shared information about the Annual Division Chairs and Deans Retreat in Burlington August 3rd, and the follow-up meeting on August 4th over Zoom. Topics discussed at the retreat revolved around leadership and mobilizing people to make progress on difficult challenges. The College's fall Assessment Day took place on August 11th. Faculty and instructional staff, academic coordinators, directors, and deans met on the Lola Campus to review General Education Learning Outcomes and to discuss the collection of assessment data from SP20 and multi-semester trends. August 5th, John Masterson, Dr. Chris Green, and Mr. Marshall attended a Zoom meeting with Matt Pivarnik, Executive Director of the Topeka Chamber of Commerce, and Barbara Stapleton, Vice President of Business Retention & Talent Initiatives at Go Topeka, to further develop relationships in the Topeka region. Mr. Marshall reported on updates on the revised available hours for faculty. The policy states that five hours are dedicated to virtual availability and 15 hours for on-campus office hours. To avoid office congestion, virtual and on-campus office hours will be changed, temporarily, to ten hours each. Mr. Marshall shared that the Interim Report for the Higher Learning Commission is in progress, and is due September 30, 2020. The report addresses progress in the areas of General Education, Program Assessment, and Co-Curricular Assessment. The Lola Register has been contacted by Shellie Regehr, Human Resources Specialist, to inform that the College hired three new full-time faculty members so the newspaper might run a feature article on each person. Administrators, faculty, and staff are working toward making short term and long term succession plans due to COVID-19. To start the 2020-2021 academic year and share institutional priorities, President Masterson will share a Welcome Message with faculty and staff. Academic Division meetings were conducted on August 11th. Future Academic Division meetings for the AY 2020-2021 will be both in-person and via Zoom technology.

Student
Affairs

Cynthia Jacobson, Vice President for Student Affairs, informed that the official move-in day for students is August 12th with approximately 200 students. Testing for all students moving in will also be provided on August 12th. Students will be quarantined until test results are received. Forty-five students are currently in mandatory quarantine. A draft of the College's COVID-19 Pandemic Guidelines was presented. The guidelines will be posted on the website, which includes information on contact tracing and financial aid. Ms. Jacobson shared and presented the Athletics Operational Plan for COVID-19. The detailed plan was distributed to all athletes and coaches. The cafeteria has limited seating to 45 people at a time. The general public will not be allowed in the dining room. Students and employees will have the option of taking their meals to go instead of eating in the dining room. Books, mail keys, and student IDs have been pre-assembled and provided for students in their residence to prevent congestion in Campus Services and the Bookstore. Residence halls are full except for the designated isolation area. The College is down 13% in credit hours and 16% down in enrollment.

Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, reported that she is working on logistics and classroom details. The faculty are working together to give students the best experience possible. For example, Clint Stoy, Head Baseball Coach, allows Adrienne Fleming's choir classes to use the batting pavilion to meet. The outdoor space will allow for social distancing while the choir is rehearsing. Ms. Harris reported on succession plans and how they are useful, even in non-pandemic circumstances. Katie Mitchell, Sociology Instructor, recently gave birth and will be out for the first couple of weeks of classes. Rebecca Bilderback, Director of Online Learning / Instructional Designer; Amy Pietan, Psychology Instructor; and Jon Wells, History and Political Science Instructor, will be substituting for Ms. Mitchell's classes until she returns in September.
Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that new course sections have been added to accommodate the increased number of online enrollments. The Online Learning team created course copies for all fall courses to prepare for a switch to all online classes if needed. The College will be piloting two new Learning Management Systems this semester, Canvas Learning Management System and Blackboard Ultra Learning Management System. There are 265 students using the Canvas system, and 100 students using Blackboard Ultra. The Online Learning Team has created and implemented a three-stage review process to ensure course quality.
Burlingame Campus	Dr. Christopher Green, Associate Dean for Academic Affairs, reported that he attended a Teen Summit- Know Your Rights event in Topeka, KS. The event was organized by Daniel Martin, an Allen graduate from the Burlingame Campus. Forty to fifty people were in attendance, and Dr. Green supplied Allen information materials. Dr. Green is working with Jerald Johnson to inform online dual credit students that they need to attend college classes starting on August 17 th , even if their starting day at their high school is different. The Burlingame Campus plans to resume campus meetings in-person and through Zoom technology, starting the end of September. Dr. Green is finalizing the facility changes in preparation for the fall semester.
Personnel Assignments	President Masterson presented and distributed the newly updated Organizational Chart for the College, including personnel vacancies. The Organizational Chart is located on the College website and myAllen portal.
Lawnmower Purchase	President Masterson presented the Trustees with different lawnmower bids from Triple K Parts & Service, Heartland Tractor, and John Deere. The maintenance staff's recommendation is the Grasshopper mower from Triple K Parts & Service for \$11,743.00 with a trade. Vicki Curry moved to approve the bid for \$11,743.00 with a trade. Seconded by Lonnie Larson, motion passed 5-0.
Negotiations	President Masterson updated the Trustees on negotiations and explained how the expected revenue loss would affect the process. He presented a letter to the Department of Labor to pause the process until September 1, 2020, which was approved by the DOL.

New Business

- Public Health Disclosures Policy** President Masterson presented a required Public Health Disclosure Policy that deals with contact tracking for Board approval. Vicki Curry moved to approve the policy as presented. Seconded by Gena Clouch, motion passed 5-0.
- Athletic Report** John Masterson reported that the Athletic Department has a COVID-19 task force and are planning to do athletic orientations with each individual team as they start to meet, either in person or virtual. The Cross Country teams are practicing and preparing for a fall competition season.
- Information Items** John Masterson reviewed upcoming events for the months of August and September. Throughout August there will be a legislative update with Heather Morgan, KACCT Executive Director, every Friday at 12:00 pm. COVID-19 testing and Move In Day for residence halls is August 12th. The KJCCC & Region VI meeting will meet August 13th and 14th on Zoom. The Allen County ECODEVO meeting is August 17th at 4:00 PM through Zoom technology. The fall semester begins August 17th. The Endowment Board meeting is August 18th at 12:00 PM in the Board Room. August 29th is the KACCT Quarterly meeting over Zoom at 8:00 AM. COPS meeting is August 31st on Zoom at 8:00 AM. September 7th is Labor Day, and the College will be closed. September 8th, Board of Trustees meet 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, review of the insurance programs, and faculty negotiations.
- Executive Session** At 7:54 PM Gena Clouch moved to enter executive session to discuss matters concerning non-elected personnel for 10 minutes. Vicki Curry seconded, motion passed 5-0.
- Open Session** At 8:04 PM, upon returning to open session, Jenny Spillman moved to approve the hire of Alex Hale, Assistant Athletic Trainer/Residence Hall Director. Vicki Curry seconded, motion passed 5-0.
- Approval of Statement of Claims** Gena Clouch moved to pay the bills and approve the statement of claims totaling \$867,132.07. Vicki Curry seconded, motion passed 5-0.
- Adjournment** Jenny Spillman moved to adjourn the meeting. Vicki Curry seconded, motion passed 5-0.

Chairman: _____

Clerk: _____