

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, SEPTEMBER 8th, 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
 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
 Doug Desmarteau, Athletic Director / Head Men's Soccer Coach
 Shanice Douglas, Campus Services Tech / Administrative Assistant
 Trevor Hoag, Iola Register
 Kinsey Stuewe, Student Senate President
 Loren Korte, Insurance Provider
 Matt Korte, Insurance Provider

Minutes Gena Clouch moved to approve the minutes of the regular Board of Trustees
Approval meeting on August 11th, 2020. Seconded by Lonnie Larson and passed 6-0.

Insurance Loren and Matt Korte, Personal Service Insurance, presented the College's
Review insurance plan. Loren and Matt discussed the details provided in the coverage package.

COVID-19 Doug Desmarteau, Athletic Director/ Head Men's Soccer Coach, reported that the
Update Athletic department is entering phase three of the Athletics Operational Plan and are
 preparing to play scrimmages. Mr. Desmarteau reviewed the rules and regulations for
 playing scrimmages against other schools, reporting that all scrimmages will be at the
 College and no Allen teams will be traveling to play.

Old Business

Student Life Kinsey Stuewe, Student Senate President, introduced herself and reported that all the
 delegate positions have been assigned. Student Senate is working on events that
 include Residence Hall Olympics, a social distanced Blizzard Night, and a future ping-
 pong tournament.

Finance and Operations	<p>Roberta Nickell, Chief Financial Officer, updated the Trustees on the financial audit that met virtually September 8-11. The County approved the SPARKS funding. The SPARKS II funds have been received and will need to be committed by October and spent by December 31st. President Masterson discussed operations in the Physical Plant and IT Departments.</p>
Academic Affairs	<p>Jon Marshall, Vice President for Academic Affairs, shared that the second eight-week courses are open for enrollment and will begin October 12th. The spring 2021 semester course schedules are in development. During the annual Division Chairs and Deans Retreat, members developed objectives to work on in AYS 2021-2023. The goals are as follows:</p> <ul style="list-style-type: none"> • Mental Health Services for members of the College community • Investigating and developing a physical presence in communities aligned with businesses and industries • Developing new academic programs • Creating and fostering diversity in the curriculum. <p>Mr. Marshall reported on the Assessment of Student Learning. There are several courses identified for student assignments (artifacts) that will be scored using rubrics that faculty and staff members developed. The Transfer and Articulation Council plans a virtual Kansas Core Outcomes Group meeting October 16th, facilitated by Wichita State University.</p>
Student Affairs	<p>Cynthia Jacobson, Vice President for Student Affairs, presented the College's new website, and pointed out where the COVID-19 information is located. There are a total of twelve individuals at Allen who tested positive for COVID-19. Forty-two individuals have been quarantined due to possible exposure. Currently, one staff member is in isolation. Admissions staff are developing video tours to share at virtual high school visits and career planning conferences, and they are developing residence hall video tours. Disbursement of financial aid will go out to students September 25th. Josiah D'Albini, Director of Student Life, and Ms. Jacobson are researching virtual and onsite mental health options for the students.</p>
Iola Campus	<p>Tosca Harris, Dean for Academic Affairs-Onsite, reported on the number of flex format courses that are being taught this semester. Ms. Harris discussed the logistics of faculty using the larger classrooms, and how faculty are helping out with cleaning classrooms after each use. Last month the Iola Register wrote three articles on Allen's new faculty members: Trevor Belt, Theatre Instructor, Ryan Bilderback, Leadership Studies Instructor, and Terri Fahnestock, Communication Instructor. The Collegiate Farm Bureau students participated in a virtual Zoom Leadership Camp September 3rd. The annual Day at the Farm event has been canceled due to COVID-19.</p>
Online Learning	<p>Dr. Sherry Phelan, Dean for Academic Affairs-Online, announced that the Certified Nurse Aide and Medication Aide courses are available this semester. Clinical simulation labs are set up on the Iola campus. Dr. Phelan presented and compared the new pilot</p>

Learning Management System, CANVAS, with the present learning management system, Blackboard.

Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, reported on the finalization of the onboarding process of three new CEP adjuncts and one high school coordinator. Dr. Green reported on how well Burlingame's on-campus fall semester is operating. Laura Neeley, Administrative Assistant for the Burlingame Campus, completed the fall semester teaching contract requests for CEP adjuncts, high school coordinators, and full-time overload Burlingame faculty. Joel Williams, Custodial and Maintenance for the Burlingame Campus, submitted his letter of resignation.

State Meetings President Masterson and Lonnie Larson, Board Trustee, shared information discussed at the KACCT, State, and COPS meetings this month. Topics included state funding, contact tracing, tuition revenues, the CARES Act, SPARKS funding, state deficits, and legislative priorities this year.

Enrollment/Housing Report Cynthia Jacobson reported that the official Census Day is September 14th, and the actual Census Day numbers will be presented at the next board meeting. Currently, the headcount is down 12%, and credit hours are down 7%. The Iola Campus is down 19%, and online is up 16%. Outreach courses are down 63%. Burlingame is down 48% in credit hours. Housing is at 90.7% occupancy.

New Business

New Job Description Cynthia Jacobson presented the new job title and description for the Director of Enrollment Management. The new position description combines the Director of Advising position with the Director of Admissions and Marketing position. Vicki Curry moved to accept the new job description as presented. Seconded by Barbara Anderson, motion passed 6-0.

Revised Salary Ranges President Masterson shared the changes made to the minimum salary ranges of staff members at the College. No action was taken.

Athletic Report Doug Desmarteau, Athletic Director, shared that Allen teams have been easing into practices, and athletes have been doing well with complying with policies. Coaches met to discuss strategies to stay diligent and not become complacent. Schedules for teams to return in the spring are currently in development. A contract is in process to begin drug testing at the Allen County Regional Hospital. The Endowment and Athletic Departments are working together to set up an online auction for the items that were left from the spring auction.

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 every Friday at 12:00 pm. Iola Industries Board Meeting is September 14th, 4:00 PM in the Stadler Room. Endowment Board Meeting September 15th, 12:00 PM in the Board Room. The Allen County ECODEVO meeting September 21st, 4:00 PM at Thrive. Flu Shots will be at the Iola Campus October 1st. Iola Industries will meet again October 5th at 4:00 PM in the Stadler Room. The next regular Board of Trustees meeting is October 13th at 6:00 PM in the Board Room.

Agenda Items for Next Meeting John Masterson discussed the agenda items for the next Board Meeting, which include: unresolved items from the previous meeting, introductions of new employees, and negotiations.

Executive Session At 9:25 PM Gena Clouch moved to enter executive session to discuss matters concerning non-elected personnel for 10 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 9:35 PM, upon returning to open session, Jenny Spillman moved to approve the hire of Nikki Peters as the Director of Enrollment Management, the search for another Academic Advisor on the Iola campus, and the elimination of the Administrative Assistant for Student Services position on the Burlingame campus. Vicki Curry seconded, motion passed 6-0.

Approval of Statement of Claims Vicki Curry moved to pay the bills and approve the statement of claims totaling \$905,650.88. Gena Clouch seconded, motion passed 6-0.

Adjournment At 9:38 PM Vicki Curry moved to adjourn the meeting. Lonnie Larson seconded, motion passed 6-0.

Chairman: _____

Clerk: _____