

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, OCTOBER 13, 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
 Roberta Nickell, Chief Financial Officer
 Tosca Harris, Dean for Academic Affairs-Onsite
 Dr. Sherry Phelan, Dean for Academic Affairs-Online
 Dr. Christopher Green, Associate Dean for Academic Affairs
 Josiah D’Albini, Director of Student Life
 Doug Dunlap, Director of Information Technology
 Shanice Douglas, Campus Services Tech / Administrative Assistant
 Trevor Hoag, Iola Register
 Tracy Lee, English Instructor

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on September 8, 2020. Seconded by Gena Clouch and passed 6-0.

COVID-19 Cynthia Jacobson, Vice President for Student Affairs, presented a summary of data, examining how many students were affected by COVID-19. Since August 3, 51 students tested positive and 193 were in quarantine on the Iola Campus. At the Burlingame campus, there was one student tested positive and four in quarantine. As of October 13, two students on the Iola campus are positive, and ten are in quarantine. At the Burlingame Campus, one student tested positive. Since August 17, three Iola employees have tested positive, and 11 were quarantined. No employees at the Burlingame Campus have tested positive, but five have been in quarantine. As of October 13, no employees at either Campus have tested positive. One employee from the Iola campus is waiting on test results and is quarantined. Great Western Dining staff have been quarantined since October 1. College meals have been provided with the help from Piazza Hut, Bollings, Dudley's, and Rookies. The College staff has been volunteering to serve meals until GWD staff returns. Iola students will be leaving Campus for fall break and continuing the last week of school and final exams virtually. Students will start coming back January 3.

Old Business

Student Josiah D'Albini, Director of Student Life, reported that the first Student Senate
Activities meeting is October 15. Residence Hall Olympics and the Ping Pong Tournament were canceled due to the rising numbers of COVID-19 cases. The Student Life and Financial

Aid offices have planned a FAFSA Palooza event every Wednesday in October. The event is geared to help prepare students to fill out FAFSA forms.

Finance and Operations	Roberta Nickell, Chief Financial Officer, reported on areas of the financial reports. The SPARKS II funding has been received and is currently being reviewed for how the funds will be spent. President Masterson reported updates on projects in the Physical Plant and IT Departments.
Academic Affairs	Jon Marshall, Vice President for Academic Affairs, reported that the 2nd 8-week courses began October 12 and will continue through December 11. The spring 2021 Course Schedule will be released on the College website October 19; enrollment will begin November 2. Mr. Marshall explained that the College engages in a structured program of assessing student learning which includes Classroom Assessment, Course Assessment, CTE Program Assessment, General Education Assessment, and Co-Curricular Assessment. Mr. Marshall discussed the Interim Report that was submitted to the Higher Learning Commission on September 17. The Interim Report is posted on the myallen portal. Mr. Marshall shared the timeline for Instructional and Non-Instructional Program Reviews. Textbook meetings were conducted to identify courses where new textbooks might be considered for adoption.
Student Affairs	Cynthia Jacobson, Vice President for Student Affairs, reported that two Academic Advisors were hired pending Board approval. One advisor will assist international students, and the other advisor will be responsible for new student orientations. Advising for spring will begin October 26, with registration following on November 2. Enrollment management staff will start contacting current and prospective students and high school counselors to make sure students are enrolled. Josiah D'Albini is working on student housing for the spring semester to prepare for the potential 60 international students on the Iola Campus.
Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, reported that faculty and students have been meeting the challenges of students shifting in and out of quarantine. For the upcoming spring semester, the Iola course schedule offers 121 sections, with 47 of those being conducted in the flex format. The Theatre Department presented <i>The Inspector General</i> last week at the Bowlus Fine Arts Center. The Music Department will present the fall concert October 15 at the Bowlus Fine Arts Center.
Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that instructor evaluations are underway, with seven full-time instructor observations and 34 online adjunct instructor observations. Instructional Design staff are updating and redesigning 19 courses, including four new course offerings. This semester three instructors have been using Flipgrid to facilitate their introduction discussion board assignment. Flipgrid is a technology that allows instructors to create and facilitate video discussions. Beth Toland, Early Childhood Education Specialist, has accepted the invitation to represent Human Services on the Kansas Advisory Committee for Career and Technical Education. She will coordinate Early Childhood Quality Instructional Partners and participate in the statewide ECE Workforce Development Group and the Anti-Bias Education workgroup.

Burlingame Campus	Dr. Christopher Green, Associate Dean for Academic Affairs, shared that he was one of four guest speakers at the second "Know Your Rights" Teen Summit September 26. The event was hosted by Strengthening and Equipping Neighborhoods Together (SENT) Topeka and Daniel Martin, an Allen Alumni. September 30, Laura Neely, Administrative Assistant to the Burlingame Campus, and Kamryn Dailey, Burlingame student work-study, volunteered on behalf of the Burlingame Campus to assist Carolyn Strohm, a founding member of the Burlingame Historical Preservation Society, Inc. with preparing documents for the Burlingame Community Fund Drive. October 10, Dr. Green attended the Get Out & Vote event at Hillcrest Park in Topeka. Dr. Green reported that he received positive feedback regarding the first campus virtual meeting held on September 25.
State Meetings	President Masterson reported that he is continuing to meet with Heather Morgan every Friday at 11:00 AM. President Masterson reported the outcome from his first meeting with Dr. Marcy Cassidy, Superintendent of Schools, Burlingame, USD 454.
Enrollment/ Housing Report	Cynthia Jacobson reported that the Census Day report has not changed significantly since the previous Board meeting. Currently, the headcount is down 12%, and credit hours down 7%. The Iola Campus is down 19%, Online Learning is up 16%, and Burlingame is down 48% in credit hours. Housing is at 90.7% occupancy.

New Business

Revised Job Description	<p>Jon Marshall presented the revised position description for the Division Chair position. Vicki Curry moved to approve the revised position description as presented. Seconded by Barbara Anderson, the motion passed 6-0.</p> <p>Roberta Nickell presented the revised position description for the Business Office Assistant. Vicki Curry moved to approve the revised position description as presented. Seconded by Barbara Anderson, the motion passed 6-0.</p>
Curriculum Matters	<p>Jon Marshall presented revised course proposals for approval:</p> <ul style="list-style-type: none"> • ECE103 Child Health, Safety, and Nutrition • ECE104 Creative Experiences for Young Children • ECE105 Observing and Interacting with Young Children • ECE201 Infant and Toddler Education and Care • ECE202 Preschool Education and Care • ECE207 Early Childhood Program Administration • HUM130 New Testament • HUM135 World Religions • MUS103 Music Theory II • MUS117 Keyboard Harmony I • MUS118 Keyboard Harmony II • PSC154 Physical Geology • PSC204 Engineering Physics I • PSC205 Engineering Physics II • THE210 Voice and Diction

Vicki Curry moved to approve the course revisions as presented. Seconded by Jenny Spillman, motion passed 6-0.

Athletic Report John Masterson reported that Allen held a Cross Country meet at the old Cedarbrook golf course. There were 11 teams for men and women in attendance. Doug Desmarteau, Athletic Director and Men's Soccer Coach, is working with Athletics COVID Task Force to adjust procedures for teams, scrimmages, and practices. All athletic teams will help Rotary with recycling on Saturday mornings.

- Volleyball: first home scrimmage on Thursday
- Men's Soccer: rescheduled scrimmage on Friday at 3 PM
- Women's Soccer: home scrimmage Oct. 24 against Coffeyville
- Cross Country/Track:
 - Women: Rachel Bycroft finished 5th and Elka Billings finished 10th at the home Cross Country meet Oct. 3
 - Region and Conference Meet Oct. 28 in Eldorado
 - Men: won the first three meets of the season and are currently ranked #1 in the nation in Division 2 Cross Country
- Basketball:
 - Men and Women: official practices started Oct. 1. The first scrimmage is Oct. 30 against Highland
- Baseball: continues with practice and weight lifting in preparation for spring
- Softball: continues with practices and preparing for the spring. First scrimmage is Oct. 14 against Independence.
- Cheer/Dance: practicing and preparing for the spring.

Information Items John Masterson reviewed upcoming events for the months of October and November. Throughout October there will be a legislative update with Heather Morgan every Friday at 11:00 AM. Faculty negotiations October 15 at 1:00 PM. The Allen County ECODEV meeting October 19 at 4:00 PM at THRIVE. Endowment Board Meeting October 20 at 12:00 PM in the Ambler Board Room. Iola Industries will meet November 2 in the Stadler Conference Room at 4:00 PM. The next Board of Trustees meeting 10 at 6:00 PM in the Library Conference Room and Zoom.

Executive Session At 8:15 PM Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel for no more than 15 minutes. Jenny Spillman seconded, motion passed 6-0.

At 8:21 PM, upon returning to open session, Jenny Spillman moved to approve the hire of Nathanael (Nate) Rodriguez and Matheau (Alex) Simpson as Academic Advisors. Vicki Curry seconded, motion passed 6-0.

Executive Session At 8:22 PM Vicki Curry moved to enter executive session to discuss employer/employee negotiations for 10 minutes. Gena Clouch seconded, motion passed 6-0.

At 8:32 PM, the board returned to open session, no action was taken.

Approval of Statement of Claims Vicki Curry moved to pay the bills and approve the statement of claims totaling \$1,303,372.94. Jenny Spillman seconded, motion passed 6-0.

Adjournment At 8:35 PM Gena Clouch moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

Chairman: _____

Clerk: _____