

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, NOVEMBER 10, 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
 Terri Fahnstock, Communication Instructor
 Julio Guerrero, Assistant Women’s Soccer Coach/Res. Hall Director
 Alex Hale, Assistant Athletic Trainer/Assistant Res. Hall Director
 Amara Mills, Assistant Women’s Basketball Coach/Res. Hall Director
 Nate Rodriguez, Academic Advisor
 Alex Simpson, Academic Advisor
 Carla Smith, Graphic Designer

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on October 13, 2020. Seconded by Gena Clouch and passed 6-0.

Introduction New Employees at Allen Community College shared introductions. New employees
of New Staff are as follows:

- Terri Fahnstock, Communication Instructor
- Julio Guererro, Assistant Women's Soccer Coach/ Residence Hall Director
- Alex Hale, Assistant Athletic Trainer/ Residence Hall Director
- Amara Mills, Assistant Women's Basketball Coach/ Residence Hall Director
- Nate Rodriguez, Academic Advisor
- Alex Simpson, Academic Advisor
- Carla Smith, Graphic Designer

COVID-19 Cynthia Jacobson, Vice President for Student Affairs, reported that there are 12 COVID
 positive students as of November 12, 2020. Nine of the 12 are on the Iola Campus, and
 three are on the Burlingame Campus. John Masterson, President, stated that the
 College will continue to follow Governor Kelly's plan to re-open Kansas. After November

20, in-person classes on the Iola Campus will transition into online classes. There will be a few students staying on campus after fall break until December 11. The spring semester is on track as planned. The College is prepared to have online-only courses if need be. The College will spend part of the SPARKS II funding on COVID-19 tests for students unless the State decides to pay for college students to get tested.

Old Business

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| Student Activities | Josiah D'Albini, Director of Student Life, reported that students participated in a ping pong tournament last week. The next activity scheduled is a cornhole competition. The Student Senate plans to hold a fundraiser for the Veterans Community Project and a fundraiser to purchase student pantry supplies. |
| Finance and Operations | Roberta Nickell, Chief Financial Officer, went over the financial reports and shared that the College audit is close to being finished. Ms. Nickell mentioned that the SPARKS II funding report is due soon, and she is waiting to hear if the State will fund the COVID-19 testing. President Masterson discussed the air purifying equipment the Physical Plant ordered for the College and the two air purifying units purchased from Sonic Equipment. |
| Academic Affairs | Jon Marshall, Vice President for Academic Affairs, reported that spring enrollment began November 2. Mr. Marshall went in-depth on how the College's structured Assessment of Student Learning program works. Using the General Education Assessment as an example, Mr. Marshall shared that faculty and staff members score student assignments (artifacts) according to the faculty-developed General Education Assessment rubrics. Mr. Marshall shared that the Higher Learning Commission's response to the Interim Report submitted on September 17 acknowledges that Allen will not require additional reporting. The Business, Technology and Agriculture Division, and the Communication and Fine Arts Division met with the President and Mr. Marshall to review and discuss each of their Program Reviews. In response to a Lumina Foundation Grant, administered by KBOR, Allen is partnering with Washburn University, Emporia State University, and the University of Kansas in creating pathways for Bachelor degree programs for active military and veterans through credit for prior learning/training in military career specialties to Associate and Bachelor degrees. |
| Student Affairs | Cynthia Jacobson, Vice President for Student Affairs, reported that the Iola and Burlingame academic advisors are striving to get students enrolled for spring 2021 before leaving on break. As of November 10, there are 812 students enrolled for the spring semester. There are approximately 30 expected new and returning International students coming to the Iola Campus in the spring, pending new travel restrictions. During the FAFSA Palooza event in October there were 86 students who completed the FAFSA for 2021-2022. The College will supply a small freezer, refrigerator and microwave in Horton Hall for the students who will be staying on campus over the break. |
| Iola Campus | Tosca Harris, Dean for Academic Affairs-Onsite, shared that the InDesign class, taught by Nancy Ford, Digital Media Instructor, is working on a community project with Project Bookshelf. Students will have an opportunity to experience working with an actual client by creating all of the marketing materials for Project Bookshelf. Carla Smith, Graphic Designer, is working with the CTE programs to create recruitment materials that will include a QR code. The Theatre program will present <i>Love and Information</i> at the |

College Theatre November 17-21. The Music program will present its Holiday Music Concert November 21 at 2:00 PM, and the Fall Student Music Recital November 22 at 6:00 PM; both performances will be at the Iola First Christian Church. All theatre and music performances are set up for social distancing.

Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, shared examples of ways the Instructional Design and Technology team included more active learning activities in Allen's online courses. Kansas has allowed a temporary workaround for students taking the Certified Nurse Aide course in the Iola area by encouraging schools to provide a lab simulation environment for students to learn CNA skills. Iola CNA students completed CNA clinicals in a lab simulation setting at the Iola Campus under the instructor's guidance. Dr. Phelan shared results from the Online Learning Management System investigation and presented her recommendation of switching to Canvas' LMS. Classes will begin the transition from Blackboard to Canvas during Spring 21 and will be fully launched by Fall 21. Gena Clouch moved to approve the switch to Canvas from Blackboard, based on the results presented. Seconded by Vicki Curry, the motion passed 5-1.
Burlingame Campus	Dr. Christopher Green, Associate Dean for Academic Affairs, reported that the Burlingame Campus participated in a food drive; he personally delivered non-perishable food items to the Topeka Rescue Mission and a local Burlingame food pantry to help families in need. Matt Baker, Police Chief for the City of Burlingame, and his officers continue to patrol the Burlingame Campus. Jerald Johnson, Adjunct Faculty Coordinator, and Dr. Green plan to complete two in-person evaluations at Humboldt High School this month. October 14, the USD 454 School Board approved the one-year lease agreement presented by Allen. The new lease agreement will be effective from January 1, 2021 through December 31, 2021, pending Board approval. The Burlingame Campus held its second Campus Meeting via Zoom October 30.
State Meetings	John Masterson, President, highlighted information discussed at the October State meeting. Two items discussed were the anticipated Kansas Board of Regents' effort to move Associate degrees to 60-credit hours and the Promise Act.
KBOR Performance	President Masterson presented the Allen Community College performance report results for the AY 2019.
Burlingame Lease	President Masterson presented and discussed the Lease Agreement for the building in Burlingame. Vicki Curry moved to approve the Lease Agreement from January 1, 2021 through December 31, 2021. Seconded by Lonnie Larson, the motion passed 6-0.
Baseball/ Softball Project	President Masterson discussed the project and financing to update the Baseball and Softball fields on the Iola Campus that was approved by the Trustees in March but put on hold because of complications regarding COVID-19. No action was taken.

New Business

Curriculum Matters Jon Marshall presented the proposal for the course revision for AGR216 Agriculture Technology Management learning outcomes. Two proposals for program revisions were presented for the Associate in Applied Science in Farm and Ranch Management Production and Associate in Applied Science in Information Networking Technology. Lonnie Larson moved to approve the curriculum proposals as presented. Seconded by Jenny Spillman, the motion passed 6-0.

2021-2022 Calendar Cynthia Jacobson presented the AY Calendar for 2021-2022. Vicki Curry moved to approve the calendar as presented. Seconded by Gena Clouch, the motion passed 6-0.

Policy Updates Cynthia Jacobson presented revised policies for Dropping and Adding Classes and Tuition and Fee Payment. Both policies were revised to add one day to allow for the last day to add/drop to not fall on a Sunday and keep the refund policy in line. Vicki Curry moved to approve the policy changes as presented. Seconded by Gena Clouch, motion passed 6-0.

Strategic Plan President Masterson discussed Strategic Planning objectives and strategies that were completed in the past year.

Athletic Report President Masterson reported that the Athletic Department will participate in an Adopt-A-Kid event with the First Baptist Church. Thirty-five children were adopted. Teams plan to shop for items November 16 with the money from fundraising events earned by the athletes.

- Volleyball: played two very competitive scrimmages against Coffeyville and Butler; they will be preparing for the spring season in January
- Men's Soccer: played two scrimmages against Coffeyville and Cowley; the team will be finishing up the semester and will be preparing for spring season
Women's Soccer: played two successful scrimmages against Cowley and Coffeyville; they will be preparing for the spring season
- Cross Country/Track: men took 2nd in Conference and placed 4th in the Region; they are currently ranked #3 in the nation and will be running in the National Championship Saturday at Fort Dodge, IA; the women will be competing at Fort Dodge
- Women's Basketball: scrimmaged against Highland Community College; the next scrimmage is November 13 against Independence
Men's Basketball: scrimmaged against Barton Community College; the next scrimmage is November 14 against Butler CC
- Baseball: scrimmaged against the High School Baseball Academy; the team is preparing for the spring season
- Softball: played 3 scrimmages this fall and are preparing for the spring season
- Cheer/Dance: practicing and preparing for the spring
- Track: preparing for indoor and outdoor seasons next semester.

Information Items	John Masterson reviewed upcoming events for the months of November and December. Throughout November there will be a legislative update with Heather Morgan every Friday at 11:00 AM. Allen County ECODEVO meeting November 16, 4:00 PM at Thrive. Endowment Board Meeting November 17 at 12:00 PM. Fall Break November 21-29. The College will be closed for Thanksgiving November 25-27. KJCCC meets November 30 at 2:00 PM over Zoom. The next regular Board of Trustees meeting December 8 at 6:00 PM in the Ambler Board Room. Final Examinations December 7-11.
Executive Session	At 9:26 PM Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel for no more than 10 minutes. Gena Clouch seconded, motion passed 6-0.
Open Session	At 9:30 PM, upon returning to open session, Jenny Spillman moved to accept the resignation of Joseph (Jerry) Vincent, approve the hire of Savannah Williams as Business Office Assistant, and approve the search for a Bookstore Assistant. Vicki Curry seconded, motion passed 6-0.
Executive Session	At 9:33 PM Vicki Curry moved to enter executive session to discuss Employer/Employee Negotiations for 10 minutes. Jenny Spillman seconded, motion passed 6-0.
Open Session	At 9:36 PM, upon returning to open session, Neal Barclay moved to authorize the payment of any longevity increases earned by employees in 2019-2020 to be included on the 2020-2021 contract, and those increases will be added to base salaries on current contracts. The Trustees also authorize a one-time stipend of \$500 for all current full-time employees. The stipend is a single payment and will not affect an employee's base salary going forward. Current part-time employees who are contracted to work a minimum of 500 hours during the year are also eligible for the stipend. Vicki Curry seconded, motion passed 6-0.
Approval of Statement of Claims	Vicky Curry moved to pay the bills and approve the statement of claims totaling \$714,507.85 . Neal Barclay seconded, motion passed 6-0.
Adjournment	At 9:38 PM Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

Chairman: _____

Clerk: _____