

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, DECEMBER 8, 2020

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

Trustees:	Barbara Anderson Gena Clouch Vicki Curry, absent Lonnie Larson Jenny Spillman, arrived at 6:30
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 Trevor Belt, Theatre Instructor Dr. Jon Wells, History Instructor Neil Phillips, Jarred Gilmore Phillips
Minutes Approval	Lonnie Larson moved to approve the minutes of the regular Board of Trustees meeting on November 10, 2020. Seconded by Gena Clouch and passed 4-0.
Introductions	New Employees at Allen Community College shared introductions with the Trustees. The new employees are as follows: <ul style="list-style-type: none"><li>• Trevor Belt, Theatre Instructor</li></ul>
2019- 2020 Audit	Neil Phillips, Jarred Gilmore Phillips, presented the 2019-2020 audited financial statements. Mr. Phillips reviewed statements and issued an unmodified opinion with no write-ups for the financial statements. Gena Clouch moved to approve the financial statements as presented. Seconded by Lonnie Larson and passed 5-0.
COVID-19 Update	Cynthia Jacobson, Vice President for Student Affairs, reported on the current number of students and staff who have tested positive for COVID-19. As of December 8, there are zero Iola students and two Burlingame students who tested positive; zero Iola and two Burlingame students who are in quarantine; two Iola and zero Burlingame staff members who tested positive; and zero Iola and one Burlingame staff member in quarantine. John Masterson, President, reported on the current state of the SPARKS funding. There have been discussions to extend the deadline of December 30 to spend the SPARKS funds.

## Old Business

Student Activities	Josiah D'Albini, Director of Student Life, reported that Dr. Dustin York, Leadership speaker, will be presenting to students over Zoom in January. Mr. D'Albini reported on the KBOR Chief Diversity Officer meetings he has been attending and plans to continue to meet over Zoom to discuss DEI successes and challenges. The revised 2021 Residence Hall Handbook was presented. Lonnie Larson moved to approve the Residence Hall Handbook. Seconded by Barbara Anderson, the motion passed 5-0.
Finance and Operations	Roberta Nickell, Chief Financial Officer, reported that the Business Office is working with students for spring semester payments. Ms. Nickell went over areas of the financial reports. John Masterson, President, discussed the necessary process of updating the HVAC system at the College.
Academic Affairs	Jon Marshall, Vice President for Academic Affairs, reported that students can still enroll for SP21; FA20 final exams end December 11; semester grades are due December 14; and SP21 courses start January 19. Academic Division Chairs developed objectives for AY 2021-2023 that include mental health services for members of the College community, investigating and developing a physical presence in communities aligned with businesses and industries, the development of new academic programs such as public health, public safety, videography, logistics, etc., creating and fostering diversity in the curriculum, and promoting diverse voices, global topics, and diversity-equity-inclusion in the current curriculum. Mr. Marshall went in-depth on assessing student learning, and the criteria for accreditation with the Higher Learning Commission. Student Learning Assessment includes classroom assessment, course assessment, CTE program assessment, general education assessment, and co-curricular assessment. Mr. Marshall shared updates on the Military Credential Advancement Initiative, where Mr. Marshall participated in five Zoom meetings with partnering universities and one webinar with KBOR staff members and personnel from McConnell AFB on moving the initiative forward.
Student Affairs	Cynthia Jacobson, Vice President for Student Affairs, reported that there are currently a few COVID positive employees and students. Iola students are finishing the semester remotely. Forty students will stay on campus through the end of the term, and half of them will remain on campus until January. There were 50 International students taking courses at Allen this past semester, and 73 more are expected for spring.
Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, reported that the Iola Campus Phi Theta Kappa Chapter selected two students for the All Kansas Academic Team nominations, Chance Fuhrman, Art major from Bronson, KS, and Kinsey Stuewe, Criminal Justice major from Alma, KS. In the spring, the College will be working with Iola High School, Humboldt High School, and Osage City High School on a work-based learning initiative from KSDE, KDOC, KBOR, and KDOL. Students in the Page Layout: InDesign class are finalizing the marketing materials for the community Project Bookshelf. Nancy Ford, Graphic Design Instructor, is in discussion with the Iola Veteran's Day Committee for a project next semester.

Online Learning Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that the online staff is working on wrapping up the fall course design projects, and are preparing for the end of the semester. Course copies for the spring semester have started; ten classes will take place on Canvas. The newly developed timeline for the Canvas transition will help guide the process and provide implementation information to faculty and staff. Summer courses will move to Canvas first, then fall courses, and any remaining courses will be moved after that. Training modules and an information site have been created in Canvas to help prepare instructors for the LMS change. An All-Adjunct Zoom meeting took place on December 2 to discuss the Canvas transition.

Burlingame Campus Dr. Chris Green, Associate Dean for Academic Affairs, reported that on November 12, Dr. Marcy Cassidy, USD 454 Superintendent, and he met with Jeff Carson, owner of Gizmo Pictures, to discuss potential marketing strategies and plans that will benefit the local school district and Burlingame Campus. The Burlingame PTK Chapter is planning their annual fundraiser at the Burlingame Campus and adopting a group home at the Kansas Neurological Association in Topeka this holiday season as done in previous years. Jerald Johnson, Adjunct Faculty Coordinator, is currently working on in-person adjunct faculty observations. Mr. Johnson is maintaining regular communication with CEP partners via phone, email, or video conferencing.

State Meetings Lonnie Larson and President Masterson discussed topics from the state meetings they attended in November. Topics included different legislative decisions that will affect the College and SPARKS funding.

Resolution for Lease Agreement John Masterson presented the Lease-Purchase Agreement and explained the need for a resolution from the Board to allow the College to start the baseball and softball projects. Lonnie Larson moved to approve the Resolution. Seconded by Barbara Anderson, motion passed 5-0.

Capital Outlay Authorization Neal Barclay went over the resolution to levy tax and to continue the capital outlay mil levy. The resolution will be a maximum of 5 mils for the next five years. Barbara Anderson moved to approve the resolution as presented. Seconded by Lonnie Larson, motion passed 5-0.

### **New Business**

Curriculum Matters Jon Marshall presented course proposals to remove the prerequisites from PRO126 Typography and PRO200 Web and Motion Graphics. Jenny Spillman moved to approve the curriculum proposals as presented. Seconded by Barbara Anderson, the motion passed 5-0.

Revised Job Description Jon Marshall presented a revision of the Instructor position description. The Board tables the revision for later review.

Request from Adjunct Employee John Masterson discussed a request from a former full-time employee, who is currently an online adjunct employee, to use the Spouse or Dependent Children Grant. Lonnie Larson moved to decline the request. Seconded by Gena Clouch, motion passed 5-0.

President Evaluation President Masterson and the Trustees discussed the information they will need for the President's annual evaluation next month.

Athletic Report	<p>John Masterson reported that the Athletic Department had a meeting with Conference presidents and AD's to set procedures for competitions in the spring. Later this month, they will be meeting with individual sports committees to develop sport-specific procedures. Currently, the Athletic Department is working on setting up a pay per view for live streaming home games.</p> <ul style="list-style-type: none"> <li>• Volleyball, Women's and Men's Basketball: return January 3</li> <li>• Cross Country: the men's team finished 2<sup>nd</sup> in Nation, highest ever to finish for any athletic team in Allen history; three athletes, Brig Merritt, Henos Andebrhan and Phillip Semien earned All-American; the women's team, Elka Billings finished 3<sup>rd</sup> and Rachel Bycroft finished 9<sup>th</sup> in the nation and earned All-American</li> <li>• Track, Baseball, Cheer/Dance, and Softball: return January 10</li> <li>• Men's and Women's Soccer: will not return early.</li> </ul>
Information Items	<p>John Masterson reviewed upcoming events for the months of December and January. December 11 is the last day of classes. Allen County ECODEVO meeting December 21 at 4:00 PM at Thrive. Vice President's meeting December 22. The College will be closed December 24 through January 3 and will reopen January 4. Iola Industries meet January 4 at 4:00 PM in the Stadler Conference Room. The next regular Board of Trustees meeting January 12 at 6:00 PM.</p>
Executive Session	<p>At 9:10 PM Gena Clunch moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Jenny Spillman seconded, motion passed 6-0.</p>
Open Session	<p>At 9:40 PM, the board returned to open session, no action was taken.</p>
Approval of Statement of Claims	<p>Lonnie Larson moved to pay the bills and approve the statement of claims totaling \$701,225.72 . Gena Clunch seconded, motion passed 6-0.</p>
Adjournment	<p>At 9:41 PM Gena Clunch moved to adjourn the meeting. Barbara Anderson seconded, motion passed 6-0.</p>

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

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