

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, JANUARY 12, 2021

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
 Trevor Hoag, Iola Register
 Nancy Ford, Digital Media Instructor
 Sharon Lawless, Computer Science Instructor
 Tracy Lee, English Instructor
 Amy Lemer, Mathematics Instructor
 Karen McKarnin, Mathematics Instructor
 Amy Pietan, Psychology Instructor
 Tera Schultz, Art Instructor
 Dr. Jon Wells, History Instructor
 Rachel Janzen, Head Women's Basketball Coach/Instructional Staff
 Jeremy McGinnis, Head Women's Soccer Coach / Admissions Counselor
 Andy Shaw, Asst. Athletic Director/Head Men's Basketball Coach
 Clint Stoy, Head Baseball Coach / Instructional Staff
 McKinley Jackson, Admin. Asst. for Dir. of Development & Student Life

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

Board Neal Barclay, Board Chair conducted the election and appointment of the officers for
Reorganization 2021. They are as follow:

- Neal Barclay, Chairman
- Jenny Spillman, Vice Chairman
- Gena Clouch, Secretary
- Vicki Curry, Treasurer
- Lonnie Larson, KACCT Representative
- Lonnie Larson, Iola Industries Representative
- Barbara Anderson, Endowment Board Representative
- Roberta Nickell, Clerk of the Board
- Bob Johnson, Board Attorney

Lonnie Larson moved to approve the appointment of Board Officers for 2021. Seconded by Vicky Curry, and motion passed 6-0.

Vickie Curry moved to conduct regular Board of Trustee meetings the second Tuesday of each month at 6 PM in the Stadler Conference Room/Zoom. Seconded by Barbara Anderson, and motion passed 6-0.

COVID-19 Update John Masterson, President, reported that athletic attendance will allow 25% capacity in the gym for students, faculty, and staff if passed by KJCCC. Lonnie Larson moved to approve the athletic attendance as presented. Seconded by Barbara Anderson, motion passed 6-0.

Cynthia Jacobson, Vice President for Student Affairs, reported that the College purchased COVID-19 tests to be used during the spring semester. All employees and students on the Iola Campus will have the opportunity to be tested on specified dates. As of January 12, there have been 10 students testing positive, 15 students in quarantine, no employees testing positive, and 1 employee in quarantine.

Old Business

Student Activities Josiah D'Albini, Director of Student Life, reported that students will be given Vision Board kits that allow students to create their own vision for 20-21 to help encourage them to stay positive and to focus on their goals. Dr. Dustin York, Leadership speaker, will be presenting to students over Zoom on January 25. February 1 is the Student Senate blood drive in the Activities Building. February 11 is the first Student Senate meeting, and elections will be in April with newly elected officers taking over in May.

Finance and Operations Roberta Nickell, Chief Financial Officer, went over areas of the financial reports. President Masterson reported on the physical plant and IT areas.

Academic Affairs Jon Marshall, Vice President for Academic Affairs, reported that students are continuing to enroll for the SP21 session that begins January 19. Mr. Marshall reviewed for the Board of Trustees the College's Minimum Expectations for Online Instructors, which have been in place for 10 years. Mr. Marshall shared information gained from KBOR and TAAC meetings attended. Textbook processes for rental/purchase and delivery/shipping began for SP21. The College will be participating in an Employee Assistance Program through "New Directions" offered through Greenbush and BCBS. Allen's Human Resources area has responded to 116 Unemployment Insurance fraud claims. Assessment Day for January 12 will involve all full-time faculty and instructional staff. The All-College Convocation on January 14 will be virtual over Zoom.

Student Affairs Cynthia Jacobson, Vice President for Student Affairs, reported that as of January 6 the College has 1885 students enrolled for SP21. Currently there are 59 international students enrolled with the anticipation of another 10-15 to arrive before classes begin. Housing is currently at 90% occupancy.

Iola Campus Tosca Harris, Dean for Academic Affairs-Onsite, reported that the Iola Campus is preparing for classes to begin January 19. Currently there are 138 sections offered with 38 of those being taught in Flex format. The CTE Committee will continue to work on program assessment and will host Zoom Advisory Board meetings in the spring.

Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that the online staff is working on spring courses of which ten courses will take place on Canvas. Summer courses will be moving to Canvas, then FA21 courses will follow.
Burlingame Campus	Dr. Chris Green, Associate Dean for Academic Affairs, reported that Burlingame's PTK chapter presented the first fall 2020 Virtual Induction Ceremony, with a total of 26 new members. On December 30, Dr. Green was featured in an episode of the Higher Ed podcast that focused on trends, marketing and student acquisition in regard to challenges caused by the current pandemic. Potential space usage in case of an emergency/natural disaster was discussed with Matt Baker, Police Chief for the City of Burlingame; Michelle Mullinix, City Council member; and Dr. Green. All agreed for the College to use the lower level basement space at one of the apartment buildings. Jerald Johnson, Adjunct Faculty Coordinator, will be conducting in-person observations for SP21 and will be assisting the Online Learning team on the Lola Campus.
State Meetings	President Masterson discussed topics from the state meetings he attended in December. The main topic was the COVID-19 stimulus money.

New Business

2021-2022 Tuition/Fees/Housing Costs	Cynthia Jacobson, Vice President for Student Affairs, presented the recommendation that College tuition, fees, and housing rates stay the same for the upcoming academic year. Vicki Curry moved to approve the recommendations as presented. Seconded by Gena Clunch, motion passed 6-0.
Revised Job Description	The revision of the Instructor position description will remain tabled for later review.
Athletic Report	John Masterson reported for the Athletic Department. Men's Basketball has played two winning scrimmage games. Competition begins January 20, 2021.
Information Items	John Masterson reviewed upcoming events for the month of January and February. All-College Convocation, January 14; College closed January 18 for MLK day; spring semester begins and Endowment Board meeting, January 19; Vice President's meeting, January 26. Allen Blood Drive and Lola Industries meeting, February 1; and the next regular Board of Trustees meeting, February 9 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, personnel considerations, employment status of administrators, and moving April's meeting.
Executive Session	At 8:00 PM Vicki Curry moved to enter executive session for no more than 15 minutes for the purpose of preliminary discussion of the acquisition of real property. Lonnie Larson seconded, motion passed 6-0. At 8:15 PM the Board returned to open session, no action was taken.
Executive Session	At 8:15 PM Vicky Curry moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Gena Clunch seconded, motion passed 6-0.

At 8:45 PM the Board returned to open session. Vicki Curry moved to extend President Masterson's contract through the 2021-2022 Academic year with salary to be determined at a later date. President Masterson accepted with the announcement of his intent to retire at the end of the contract. Seconded by Gena Clouch, motion passed 6-0.

Approval of Statement of Claims Vicki Curry moved to pay the bills and approve the statement of claims totaling \$594,796.54. Jenny Spillman seconded, motion passed 6-0.

Adjournment At 9:41 PM Gena Clouch moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

Chairman: _____

Clerk: _____