

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, FEBRUARY 9, 2021

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

- | | |
|------------------------|---|
| Trustees: | Barbara Anderson, arrived at 6:05 PM
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
Kinsey Stuewe, Student Senate President
Tracy Lee, English Instructor
Dr. Jon Wells, History Instructor
Dr. Susan McKinnis, English Instructor
Katie Mitchell, Sociology instructor
Melanie Wallace, Mathematics Instructor |
| Minutes Approval | Lonnie Larson moved to approve the minutes of the regular Board of Trustees meeting on January 12, 2021. Seconded by Vicki Curry, motion passed 5-0. |
| COVID-19 Update | Cynthia Jacobson, Vice President of Student Affairs, reported that two students are in quarantine, one from Burlingame and one online student. Currently there are no students or staff testing positive, and no staff in quarantine. John Masterson, President, shared that the College will continue to follow Governor Kelly's plan for reopening Kansas. He also shared that the Higher Education is not a part of the vaccine phase. Fans will now be allowed at athletic events as outlined to the KJCCC protocol and Allen restrictions. |
| <u>Old Business</u> | |
| Student Activities | Kinsey Stuewe, Student Senate President, reported that the Student Senate is conducting a fundraiser for homeless veterans, and is currently preparing for the April elections. |
| Finance and Operations | Roberta Nickell, Chief Financial Officer, reported that the College received the CARES II funding authorization. The SPARKS II deadline was extended to March 1. President Masterson reported that he and Tyler Fredricks, Director of the Physical Plant Operations, will discuss future projects for next year's budget. Such projects consist of |

the HVAC controls and replacement. The maintenance crew have been working diligently clearing sidewalks and keeping the campus roads in good condition during inclement weather.

Academic Affairs	Jon Marshall, Vice President for Academic Affairs, reported that enrollment for SP 2021 2 nd 8-week session, beginning March 22, has been continuous. The SU 2021 and FA 2021 course schedule is in the early planning stages, and enrollment will start April 5; SU 2021 courses begin June 7. Marshall reviewed the Concurrent Enrollment Partnership Agreement as the College approaches its renewals. Marshall updated the agreement form to comply with KBOR policy, and it was sent to participating high schools. The General Education Working Group continues to meet to create a common framework across Kansas for general education requirements. Preparations are nearly complete for data collections through the U.S. Department of Education's National Center for Education Statistics system, IPEDS. Marshall reported that the spring 2021 Virtual All-College Convocation was a success and received a significant amount of feedback.
Student Affairs	Cynthia Jacobson, Vice President for Student Affairs, reported that the College purchased 200 additional COVID-19 tests to be used primarily for athletes' random testing. As of February 3 the SP21 enrollment was at 2085; in comparison with SP20, enrollment was 2287. Total credit hour is currently 18,417, which is only 39 credits less than last spring. The enrollment management staff is developing a virtual Senior Day for high school students. Recruitment boxes will be sent to high school counselors of all schools with concurrent and/or dual credit enrollment. A virtual campus tour and other orientation videos are in development for this spring. Allen students participated in a virtual leadership program led by Dr. Dustin York on January 25. Athletic events will continue to be streamed in the Student Center. Currently, there are 70 housing applications for student housing for 2021-2022. The Registrar's office is preparing for commencement scheduled for May 8; the event will either be in person, live-streamed, or virtual. The Student Handbook is being updated for the spring semester. Last fall, the new Title IX procedures went into effect from the DOE Office of Civil Rights.
Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, reported that both faculty and students were better prepared for flex classes this semester. The library has 16 laptops which students who are in quarantine can check out. The library also has three cameras and tripod sets for use in the classrooms for zooming in students who are in quarantine. The CTE Committee members have been working on the KBOR follow up report due in February. March 4 th , the Music Department will be holding a Winter Concert at the Iola Fine Arts Bowlus Center at 7:00 PM. The annual Phi Theta Kappa Academic All American Award ceremony will be on Zoom March 3. Student award winners for the Iola Campus Chapter are Chance Fuhrman and Kinsey Stuewe.
Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that there were 61 participants who attended the Canvas Zoom session during the All-College Convocation. Currently, 28-course sections out of 198 are on Canvas. Sixty-nine instructors have been enrolled in online Canvas training, facilitated by one of Allen's adjunct instructors, who also trains new Canvas users at Washington University in St. Louis. Four hundred seventy-four students are enrolled in the Canvas student orientation, and all the summer courses will be migrated from Blackboard to Canvas. The state extended the exception to hold clinics in a lab simulation environment for Allied Health classes

starting before May 31, 2021. Courses beginning June 1 and after will be required to have clinicals in a long-term care facility.

Burlingame Campus Dr. Christopher Green, Associate Dean for Academic Affairs, reported that the Burlingame Campus is in the process of gaining new exterior signage for the campus. Finalization plans are in the process for hiring and scheduling Math tutors to work with students in the Academic Success Center. Jerald Johnson, Adjunct Faculty Coordinator, is now primarily housed at the Iola Campus and will continue to support CEP needs and work with Burlingame Adjuncts as needed. Faculty contracts for the Burlingame Campus have been processed for the spring semester.

State Meetings John Masterson, President, discussed highlights from the State meetings he attended in the previous month. Topics included budgets for the upcoming fiscal year, the Kansas Promise Act funding, unemployment fraud, and COVID procedures.

Excel in CTE Funding President Masterson went over the error in the Excel CTE funding report with the Trustees. A request was made to the TEA to correct the mistake as was denied. As a result, all hours for students who were ensured for SP20 only, will be lost for funding.

Baseball/Softball Project President Masterson updated the Trustees on the Baseball/Softball field project. The project is less than two weeks away from being completed, weather permitting. The baseball and softball games are currently being scheduled at Humboldt until the fields are ready.

New Business

Personnel Considerations Jon Marshall, Vice President for Academic Affairs, discussed personnel considerations for the future. These include Public Health Instructor, Criminal Justice Instructor, Technical Theatre Instructor, Administrative Assistant to Online Learning, Online Learning Coordinator/Faculty Development, Bookstore Assistant, and the Administrator position at the Burlingame Campus. Cynthia Jacobson, Vice President for Student Affairs, discussed her future considerations, including Receptionist/Transcript Clerk and Admissions Counselor.

Preparations For Presidential John Masterson and the Trustees discussed the planning and procedures for hiring a new President for Allen. The process is still in the research stage, and a goal has been made to hire someone by December 2021. Neal Barclay and Lonnie Larson will be on a work group to recommend to the Trustees a process and timeline for the selection.

Athletic Report John Masterson reported that Dudley's BBQ is donating a free meal to the Athlete of the Month. Random COVID testing will be performed on athletes to try and control the spread of the virus. Athletes are working with Rotary to pick up cardboard from businesses to be recycled. Allen students and 40 people on a "pass list" are allowed to attend games. Visiting fans are not allowed, but pay-per-view live streaming is available.

- Men's and Women's Soccer: return at normal time and will continue to train in the off season
- Basketball:
 - Women: currently 0-6 overall and 0-4 in conference; next home game is Feb 10 at 6 PM against Dodge City

- Men: currently 3-3 overall and 2-2 in conference, lost a heartbreaker on Saturday against Colby; next home game is Feb 10 against Dodge City at 8 PM
- Baseball: return Jan. 10; first game is Feb. 13 at home against Carl Albert
- Softball: first home game is Feb. 23 at 2 and 4 PM in Humboldt
- Baseball: currently 1-1 and scheduled to play at Ottawa on Feb. 21
- Cheer/Dance: performing during home basketball and volleyball games
- Track: have had several qualifiers for Nationals; next meet is Feb 13 in Pittsburg
- Soccer: Men and Women's teams are training to prepare for the season to start in March.

Information Items John Masterson reviewed upcoming events for the months of February and March. February 24 will be KASB negotiations training with the Trustees and negotiation team via Zoom at 4:00 PM. March 1 the COVID Task Force meet at 10:00 AM, Marketing Committee meet at 2:00 PM, the KJCCC meeting at 3:00 PM, and Iola Industries will meet via Zoom 4:00 PM. On March 3, the All Kansas Academic Team Ceremony will take place on Zoom at 12:00 PM. On March 6, the KACCT Quarterly Meeting at 8:00 PM. The COVID Task Force will meet on March 8 at 10:00 AM. The next regular Board of Trustees meeting will be on March 9 at 6:00 PM.

Executive Session At 8:10 PM Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Gena Clouch seconded, motion passed 6-0.

Open Session At 8:18 PM, upon returning to open session, Gena Clouch moved to accept the resignation of Sarah Wellman, Admissions Counselor as of February 19, 2021 and approve the search for a replacement; accept the resignation of Dr. Christopher Green, Associate Dean for Academic Affairs as of February 26, 2021; and upon satisfactory completion of their current contracts, unless otherwise notified within the stipulations of Board Policy, the following administrators will be offered employment for the 2021-22 academic year at a salary to be determined at a later date:

- Jon Marshall, Vice President for Academic Affairs
- Cynthia Jacobson, Vice President for Student Affairs
- Tosca Harris, Dean for Academic Affairs – Onsite
- Dr. Sherry Phelan, Dean for Academic Affairs – Online
- Roberta Nickell, Chief Financial Officer

Jenny Spillman seconded, motion passed 6-0.

Approval of Statement of Claims Vicki Curry moved to pay the bills and approve the statement of claims totaling \$660,691.71. Lonnie Larson seconded, motion passed 6-0.

Adjournment At 8:25 PM Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

Chairman: _____

Clerk: _____