

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, MARCH 9, 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
 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
 Katie Mitchell, Sociology Instructor

Minutes Gena Clouch moved to approve the minutes of the regular Board of Trustees
Approval meeting on February 9, 2021. Seconded by Jenny Spillman, motion passed 6-0.

COVID-19 Cynthia Jacobson, VP for Student Affairs, shared with the Trustees the numbers of
Update students and staff currently afflicted with COVID-19. As of March 9, one student from
 the Burlingame campus is quarantined. Twenty-five (25) employees from the Iola
 Campus had the first vaccination with 25-30 more scheduled on March 11. Laura
 Neeley, the Administrative Assistant to the Burlingame Campus, is working with
 Burlingame Health Department at scheduling vaccinations for the Burlingame Campus.

Old Business

Student Josiah D'Albini, Director of Student Life, updated the Trustees on the Change Wars
Activities fundraiser being held by the Student Senate. The event raised over \$400. Anthony
 Moore will be holding a Zoom crafting night for the students on April 27. Homecoming
 is March 24 with the crowning during half time.

Finance and Roberta Nickell, Chief Financial Officer, went over the financial reports for February.
Operations Financial Aid was disbursed to students on February 26. The final SPARKS II spending
 report was submitted and CARES II funding is in progress. The budget process is in its
 beginning stages. John Masterson, President, reported that the Physical Plant is
 currently working with Mechanical Design to update the College's HVAC system.

Academic Affairs	<p>Jon Marshall, Vice President for Academic Affairs, reported that SP21 enrollment continues for the 2nd 8-week session which begins March 22; Summer and Fall 2021 course schedule will be available on the website for viewing starting March 22; Summer and Fall 2021 enrollment begins April 12 and the summer courses begin June 7. Administrators and staff on the Iola Campus will be visiting the Burlingame Campus to help with coordination and communication for the remainder of the semester. Tosca Harris, Dean for Academic Affairs-Onsite, has been drafting the FA21 course schedule for the Burlingame Campus with input from the full-time instructors. Marshall reported on the Concurrent Enrollment Partnerships Report that was submitted to the Kansas Board of Regents. A new instrument is being piloted for observing and evaluating adjunct instructors in their classrooms in all modalities during the spring semester. The instrument will be assessed after the pilot and revised for implementation. Marshall updated the Trustees on events held in the Library, the Canvas training schedule, and personnel searches.</p>
Student Affairs	<p>Cynthia Jacobson, Vice President for Student Affairs, reported that the cafeteria will be allowing people to serve themselves beverages, and the salad bar will be available. Virtual Senior Day is March 28, and early enrollment is April 12, 15, and 21. Returning students will meet with advisors to self-enroll once enrollment opens. Thirty-eight (38) new international students will be attending Allen in Fall 2021. Bobbie Haviland, Registrar, completed the audit for the VA. Commencement will either be in person or virtual, details are being decided. Financial aid has started awarding for the 21-22 academic year.</p>
Iola Campus	<p>Tosca Harris, Dean for Academic Affairs Onsite, reported that Ryan Bilderback, Leadership Studies Instructor, scheduled Sheriff Murphy to speak to the Civic Leadership class, and Nathan Fawson, Executive Director for the Southeast Kansas Mental Health Center, to speak to the Principles of Leadership class. Trevor Belt, Theatre Instructor, has students exploring the beginning steps of the Meisner Acting Technique. These exercises are designed to get the students out of their heads and to focus on their instincts. The Virtual Award Ceremony for the PTK Academic All American students on the Iola Campus took place last week. Burlingame's PTK ceremony will take place after Spring Break.</p>
Online Learning	<p>Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported that online courses are currently being transitioned from Blackboard to the Canvas LMS platform. All of the summer courses have been migrated to the Canvas platform. Canvas training sessions will begin in April.</p>
Burlingame Campus	<p>Jon Marshall reported that Tosca Harris has been working with Burlingame Campus faculty on their classrooms and course schedules.</p>
State Meetings	<p>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, and COVID procedures.</p>

Furniture Bids Cynthia Jacobson updated the Trustees on the annual replacement of furniture in the Residence Halls. Different bids from different companies were presented with the recommendation from Contract Supply Inc. Vicki Curry moved to approve the bid from Contact Supply Inc. as presented. Seconded by Jenny Spillman, motion passed 6-0.

Baseball/Softball Project John Masterson presented updates for the Baseball and Softball field renovations. Excavation and base work will be done on March 12 for the baseball field and March 19 for the softball field. The turf installation requires 10 days to be completed; once completed, sprinklers and water lines will be updated. Softball and Baseball teams are playing games at the Humboldt field during construction.

Presidential Search Neal Barclay reported on topics discussed between committee members regarding search for a new President. The committee is discussing whether to hire an outside organization to conduct the search or form an internal committee, as well as who should be on the search committee. Lonnie Larson emphasized that the Board needs to be involved in decisions and a timeline needs to be established.

New Business

Thrive Walking Trails John Masterson presented updates on the process and details for the trails that Thrive Allen County is trying to extend to the College. The Board requested that Masterson invite Thrive to the April meeting for a presentation.

Curriculum Matters Jon Marshall presented newly revised course proposals for the following courses:

- ART 160 Digital Photography: Using Smartphones, Tablets and Apps: Proposal to revise course title, description, and learning outcomes
- BUS 278 Marketing: Proposal to revise and align learning outcomes with KRSN learning outcomes
- COL 237 Children's Literature: Proposal to revise and align learning outcomes with KRSN learning outcomes
- MAT 103 Intermediate Algebra: Proposal to revise and align learning outcomes with KRSN learning outcomes and competencies
- PSC 100 Introduction to Meteorology: Proposal to revise and align learning outcomes with KRSN learning outcomes.

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

Policy and Procedures John Masterson shared suggested revisions to Temporary Closing of College Operations (formerly, Dismissal of College Activities) policy that includes expectations. Vicki Curry moved to approve the policy revisions as presented. Seconded by Gena Clouch, motion passed 6-0.

Information Items	John Masterson reviewed upcoming events for the months of March and April. March 15 Allen County ECODEVO meets at 4:00 PM. March 15 – 19 is Spring Break; March 18 and 19 the College is closed for Spring Break. The Covid Task Force meets every Monday at 10:00 AM. March 23 the Vice Presidents meet at 1:30 PM. April 5 the Marketing Committee meets at 2:00 PM, and Iola Industries meets at 4:00 PM. April 8 – 16 the President will be on vacation. The next regular Board of Trustees meeting will be April 20 at 6:00 PM.
Executive Session	At 9:07 PM Gena Clouch moved to enter executive session to discuss matters concerning non-elected personnel for 15 minutes. Vicki Curry seconded, motion passed 6-0.
Open Session	At 9:15 PM, the Board returned to open session. Vicki Curry moved to accept the retirement of Phil Reilly effective July 1, 2021 and approved the search for an agriculture instructor. Jenny Spillman seconded, motion passed 6-0.
Executive Session	At 9:16 PM Vicki Curry moved to enter executive session for the purpose of discussing employer/employee negotiations for 20 minutes. Barbara Anderson seconded, motion passed 6-0.
Open Session	At 9:36 PM, the Board returned to open session.
Executive Session	At 9:36 PM Vicki Curry moved to enter executive session for the purpose of discussing employer/employee negotiations for 15 minutes. Barbara Anderson seconded, motion passed 6-0.
Open Session	At 9:51 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 \$1,136,387.89. Barbara Anderson seconded, motion passed 6-0.
Adjournment	At 9:52 PM Jenny Spillman moved to adjourn the meeting. Vicki Curry seconded, motion passed 6-0.

Chairman: _____

Clerk: _____