

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, APRIL 20, 2021

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

Trustees:        Barbara Anderson, arrived at 6:06 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  
                      Josiah D’Albini, Director of Student Life  
                      Doug Dunlap, Director of Information Technology  
                      Tyler Fredricks, Director of Physical Plant Operations  
                      Shanice Douglas, Campus Services Tech / Administrative Assistant  
                      Trevor Hoag, Iola Register  
                      Tracy Lee, English Instructor  
                      Lisse Regehr, President and CEO for Thrive Allen County  
                      Kyla McLaughlin, Student Senate President

Minutes         Jenny Spillman moved to approve the minutes of the regular Board of Trustees  
Approval        meeting on March 9, 2021. Seconded by Lonnie Larson, motion passed 5-0.

Thrive Trail     Lisse Regehr, President and CEO for Thrive Allen County, discussed the plans to build a  
Partnership     low maintenance walking and biking trail around the College to ensure better access for  
                      the community. The project will be paid for by a grant received from Thrive. The  
                      College will be responsible for any additional maintenance the trail will need post-  
                      construction. The trail will be 1.19 miles and should be completed by June 2021. Vicki  
                      Curry moved to approve the plans for building the walking/biking trail as presented.  
                      Seconded by Barbara Anderson, motion passed 6-0.

COVID-19       Cynthia Jacobson, VP for Student Affairs, updated the Trustees on the removal of the  
Update         state-wide mask requirements. Information on Senate Bill 40 was also presented. This  
                      bill allows students and employees who do not agree with the College’s Pandemic Plan  
                      to appeal to the Board and district board. An updated COVID-19 Plan was presented.  
                      Gena Clouch moved to approve the updated plan as presented. Seconded by Vicki  
                      Curry, motion passed 6-0.

Old Business

Student         Josiah D’Albini, Director of Student Life, reported that the student voter turnout was at  
Activities        23.9% for the Student Senate elections. The student debates highlighted issues  
                      students were concerned with, such as student involvement at the College, and student

safety. Comedian Anthony Moore will be performing an hour long show over Zoom for Allen students on April 27. The new Student Senate President, Kyla McLaughlin, shared Student Senate introductions with the Trustees.

Finance and  
Operations

Roberta Nickell, Chief Financial Officer, highlighted areas of the financial reports. Nickell informed the Trustees on student grants from the CARES II Act and explained how students were picked for that process. Nickell went over the COVID expenses and how COVID funding sources were used.

Tyler Fredricks, Director of Physical Plant Operations, presented a list of projects the Physical Plant has been working on. Fredricks discussed the plans for updating the HVAC building controls for the main building, theatre building, activities building, and physical plant.

Doug Dunlap, Director of Information Technology, discussed updating the College's network, and presented the network improvement proposal from Peak Uptime; this update will qualify for CARES II funding. Vicki Curry moved to approve the proposal as presented. Seconded by Jenny Spillman, motion passed 6-0.

Academic  
Affairs

Jon Marshall, Vice President for Academic Affairs, reported that enrollment for SU21 and FA21 began April 12. Summer classes start June 7 and fall classes start August 23. Marshall reported the results from the Working Group who are updating the Minimum Expectations for Online Instructors. The Group provided research for best practices and reported on what other colleges and universities require for online instructional standards. For AY 2021-2022, the College is considering forming an Online Learning Advisory Group/ Task Force to focus on quality practices and contemporary issues in online instruction. Marshall shared the General Education Assessment norming and scoring session dates and times. The Transfer and Articulation Council approved six new courses for consideration from the State-wide Kansas Core Outcomes Group toward system-wide course learning outcomes for October 2021. Two of the six courses will be new to Allen; Cultural Diversity/ Multicultural Society Awareness and Educating Exceptional Students. Deanna Carpenter, Institutional Research and Reporting, attended the HLC Virtual Annual Conference April 6 - 9. Marshall updated the Trustees on a new Bookstore project that will consist of the adoption of three Open Educational Resources through OpenStax that include an eBook that may be integrated into the Canvas LMS.

Student  
Affairs

Cynthia Jacobson, Vice President for Student Affairs, reported as of April 14 that there are no students or staff members in quarantine. On April 12, the Southeast Kansas Health Department was on the lola Campus to give COVID vaccinations to students; 108 students received vaccinations. All students are encouraged to receive COVID vaccines before the Fall 2021 semester. Jacobson reported on the early enrollment days for new students on the lola campus and virtually. In the upcoming year the College will focus more on digital marketing and less on billboards, newspapers, and radio. There will be two commercials, in which one of these will be focused on Burlingame. There were 186 students who turned in FA21 housing applications. Josiah D'Albini is working with the activity sponsors and coaches to have scholarship students complete their housing applications. The spring 2021 Commencement will be held in the gymnasium on the lola

Campus May 8. There will be two ceremonies to insure social distancing and other COVID protocols.

Iola Campus Tosca Harris, Dean for Academic Affairs-Onsite, reported that Nancy Ford, Digital Media Instructor, has been working with USD 257 at recruiting students to the Iola Campus for the fall 2021 Graphic Design I class. Allen will be offering BIO257 Human A & P class at the Rural Regional Technical Center in LaHarpe in the fall; 14 students plan to enroll for this course. Harris will be attending a meeting at Humboldt High School to discuss the possibility of work-based learning and internships for students. On April 2 Trevor Belt, Theatre Instructor, brought in a professional actor, Scott Cox, who conducted a workshop with Belt's acting students and then presented a one-man show, *And God Did Shake the Pear*, directed by Belt. The spring musical, *Lucky Stiff*, will be performed at the Iola Bowlus Fine Art Center April 29-May 1 at 7:30pm.

Online Learning Dr. Sherry Phelan, Dean for Academic Affairs-Online, updated the Trustees on the Canvas training which will continue through April 30. Early May and during the first couple weeks of the fall semester, the Online Team will be holding student sessions to help students navigate through Canvas. The virtual Center for Teaching Innovation has been launched in Canvas; this site will be a gateway for instructor teaching and learning resources, online training modules, information about campus events, and other professional development-related content. Allen's first Open Educational Resource course will be BUS120 Introduction to Business. Students taking the course will have access to the textbook from within the Canvas course and a print textbook from the Bookstore.

Burlingame Campus Jon Marshall, Vice President for Academic Affairs, updated the Trustees on the weekly visits to the Burlingame Campus. Marshall reminded the Trustees that the College administrators attend the campus on Mondays and Wednesdays.

State Meetings Jon Marshall attended State meetings in April with topics that included the Diversity, Equity, and Inclusion Initiative; Bills being passed in regards to the pandemic; the American Rescue Plan; and state grants.

Presidential Search Neal Barclay updated the Trustees on topics discussed in the Presidential Search Committee. Barclay discussed the timeline, future deadlines, and the projected process.

Budget Review Roberta Nickell reported on the status of the 2021-22 budget for the College. All budget requests have been turned in and will be discussed with President Masterson to determine what can be considered COVID-related spending.

Summer Housing Rates Cynthia Jacobson presented and discussed the new Summer Housing Rates for the dorms. Vicki Curry moved to approve the housing rates as presented. Seconded by Barbara Anderson, motion passed 6-0.

### **New Business**

Curriculum Matters Jon Marshall presented the revised course proposals and revised program proposal from the Curriculum Committee meeting of April 1. The two revised courses are CJS 221 Criminal Law and HUM 131 Old Testament. The revised program proposal is for the

program certificate in Early Childhood Education. Jenny Spillman moved to approve the revisions as presented. Seconded by Lonnie Larson, motion passed 6-0.

**Revised Job Description** John Masterson, President, presented the revised job description for the President. Upon further review, the job description needed more revisions and will be presented at next board meeting.

**Senate Bill 13** John Masterson presented the changes being made to Senate Bill 13.

**Commencement** Cynthia Jacobson presented information about Commencement. There will be two separate ceremonies on May 8. The first will be at 9:00 AM and the second at 11:00 AM. Students will be divided by degree. Each student has been given two tickets for family attendance.

**Board Vacancy** John Masterson opened the discussion of replacing a current Board member. The vacancy announcement needs to be publicized before appointing a new member. Trustee Barbara Anderson announced that she was retiring and moving to Wichita. She resigned her Trustee position effective at the end of the meeting. Lonnie Larson moved to approve the resignation and the vacancy announcement. Seconded by Vicki Curry, motion passed 6-0.

**Athletic Report** John Masterson reported that the Men's and Women's Soccer teams completed a clinic in Humboldt for the recreation department. All teams are continuing to work with the Iola Rotary with recycling on Saturdays. The Athletic COVID-19 Taskforce has been adjusting to the pandemic and meeting on Mondays to make improvements. The turf completion for both the softball and baseball fields is nearly completed. Softball will use their field this week and baseball will take longer due to the sod work that needs to be finished.

- Cross Country/Track: have competed in four meets, and has a few athletes who have qualified for nationals
- Baseball: 20-10 overall and 7-7 in conference; have several series left to complete the conference schedule
- Softball: 5-20 overall and 0-10 in conference; the team will be playing at home on Saturday against Cowley
- Men's Soccer: currently ranked number 18 in the nation; 4-1 on season and 3-0 in conference; the team will travel to Southeast Nebraska CC on Wednesday
- Women's Soccer: currently ranked number 20 in the nation and are 4-0 on the season; the team will travel to Southeast Nebraska CC on Wednesday.

The rest of the sports are in the off-season training and recruiting.

**Information Items** John Masterson reviewed upcoming events for the months of April and May. Every Friday the KACCT/COP Zoom Meeting with Heather Morgan will take place at 11:00 AM. The Athletic COVID-19 Taskforce will meet every Monday at 10:00 AM. The President will be taking vacation Thursday afternoons from March through June. On April 26, the KJCCC Spring meeting will take place. On May 3, Iola Industries will meet at 4:00 PM. Commencement will take place on May 8 at 9:00 AM and 11:00 AM. Final exam week is May 10-May 14. The next regular Board of Trustees meeting is May 11 at 6:00 PM.

Executive Session At 9:20 PM Barbara Anderson moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 9:48 PM, the Board returned to open session. Jenny Spillman moved to hire Sally Kittrell for the Biology Instructor position, accept the resignation of Stedman Allen, and approve the search for the Men's Basketball Coach/Residence Hall Director position. Vicky Curry seconded, motion passed 6-0.

Approval of Statement of Claims Gena Clouch moved to pay the bills and approve the statement of claims totaling \$1,063,555.39. Vicki Curry seconded, motion passed 6-0.

Adjournment At 10:00 PM Barbara Anderson moved to adjourn the meeting. Lonnie Larson seconded, motion passed 6-0.

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

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