

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, MAY 11, 2021

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

Trustees: 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
Nikki Peters, Director of Enrollment Management
Shanice Douglas, Campus Services Tech / Administrative Assistant
Trevor Hoag, Iola Register
Tracy Lee, English Instructor
Erik Griffith, English Instructor
Katie Mitchell, Sociology Instructor
Kinsey Stuewe, Student Senate President
Kyla McLaughlin, Student
Evelyn Turner, Student
Lacey Bright, Student
Samaria Hines, Student
Ken McGuffin

Minutes Approval Gena Clouch moved to approve the minutes of the regular Board of Trustees meeting on April 20, 2021. Seconded by Vicki Curry and the motion passed 5-0.

Patrons' Concerns Instructors, Erik Griffith and Katie Mitchell read prepared statements in support of Dr. Matthew Antonik. Several students shared their positive experiences with Dr. Antonik.

Filling Board Vacancy Ken McGuffin agreed to fill the position to replace Barbara Anderson as a member of the Board of Trustees until December 31, 2021. Gena Clouch moved to approve Ken McGuffin filling the Trustee vacancy. Seconded by Vicki Curry, the motion passed 5-0.

COVID-19 Update Cynthia Jacobson, Vice President of Student Affairs, discussed the expectations of lifting the mask mandate in Allen County. The College will need to decide what to do regarding masks for the fall semester. The CDC, State Health Department, and local Health Departments' guidelines will be used as a blueprint for making decisions at the College. Currently, no students or staff at either campus have tested positive for COVID-19.

Old Business

Student Activities	Kinsey Stuewe, Student Senate President, discussed the events that took place over the past semester. Josiah D'Albini, Director of Student Life, presented the tentative student activities calendar for the upcoming school year. Mr. D'Albini distributed a copy of a letter from the CEO of the Veterans Community Project regarding the fundraising event coordinated by Allen's Student Senate.
Finance and Operations	Chief Financial Officer, Roberta Nickell, went over areas of interest in the financials and informed the Trustees of the working budget and its' current state. John Masterson, President, commended on the quality of work from the Physical Plant and updated the Trustees on the HVAC plan with Design Mechanicals.
Academic Affairs	Jon Marshall, Vice President for Academic Affairs, informed that the SU 2021 and FA 2021 enrollment began April 12. Summer courses begin on June 7. Student Evaluations of Instruction for the Spring 2021 semester was available to students via myAllen portal with three hundred and eighty-two students submitting their feedback. The General Education Assessment Norming and Scoring Sessions have met five different times and plan to meet May 13 for the last session. Instructional Program Reviews for the Physical and Life Sciences Division and the Social and Behavioral Sciences Division were presented by the two divisions.
Student Affairs	Cynthia Jacobson, Vice President for Student Affairs, updated the Trustees on the Enrollment Management Staff and their preparation for contacting students to enroll and Admissions Staff's attendance at high school award nights and distribution of scholarship certificates for academic and activity scholarships. Currently, there are over 200 students with housing applications for the fall. There will be nine students and one intern staying on campus this summer.
Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, shared that the musical performance, "Lucky Stiff" was presented April 29-May 1 by the Allen Theatre Department and Allen Music Department. The annual Digital Photography Exhibit was May 5, and the Spring Music Recital performed on May 6. Ms. Harris updated the Trustees on the USD 257 relationship with Allen, noting information regarding Anatomy and Physiology classes as well as work-based learning programs led by KBOR.
Online Learning	Dr. Sherry Phelan, Dean for Academic Affairs-Online, reported on the continued efforts by the online learning staff to transfer all courses from Blackboard to the new Canvas platform. Two informational sessions for students were held on May 4 to demonstrate a Canvas classroom. Additional sessions will be held during the first two weeks of school. Students enrolled in CNA courses will be returning to approved long-term care facilities for clinicals beginning June 1, 2021. Monthly COVID testing and other precautions measures will be required.
Burlingame Campus	Jon Marshall updated the Trustees on the weekly visits to the Burlingame Campus. Administrators will continue to supervise on a rotation every Monday and Wednesday.
State	John Masterson, President, shared the topics discussed at the State meetings he

- Meetings attended. Topics include the State's Budget, which is flat with no cuts, the Kansas Promise Act which goes into effect for FA21, and future COVID-19 funding.
- Budget Review Roberta Nickell, CFO, reported on the status of the budget process. Requested items have been reviewed to determine if any qualify for COVID related funding. Ms. Nickell also informed the Trustees that we will be budgeting to pay off the debt for Masterson Hall from reserves in fund 16 in the next fiscal year. After negotiations are completed, the budget process should be able to be finished up.
- Revised Job Description President Masterson presented the revised position description for the President's job. Vicki Curry moved to approve the revisions as presented. Seconded by Lonnie Larson, the motion passed 6-0.

New Business

- Vehicle Replacement Roberta Nickell reported that two Allen vehicles are close to the 100,000 mile mark and will need replaced. Ms. Nickell presented a bid from Twin Motors Ford to replace those vehicles with a purchase of two Ford Fusion's. The total purchase price for both cars after trade-in is \$25,332. Ken McGuffin moved to approve the bid from Twin Motors Ford. Seconded by Vicki Curry, motion passed 6-0.
- College Property Inquiry President Masterson received an email regarding interest in purchasing property owned by the College. The property falls behind a resident's home with a total of five acres. Lonnie Larson moved to do nothing regarding the interest. Seconded by Vicki Curry, motion passed 6-0.
- Kansas Promise Scholarship Cynthia Jacobson shared information about the Kansas Promise Scholarship. The Kansas Promise Scholarship is considered a last dollar scholarship for specific programs. Eligible Kansas students can be enrolled as a fulltime or part time student and have up to 30 months to complete their program of study. Students receiving the Kansas Promise Scholarship must agree to work in Kansas for a minimum of two years after completing their education or repay the scholarship dollars received.
- Security Camera Bids Cynthia Jacobson shared potential plans to add security cameras for the main building on the Iola Campus. Ms. Jacobson presented a proposal from Sandifer with a total of \$21,734.58. Ken McGuffin moved to accept the bid from Sandifer as presented. Lonnie Larson seconded, motion passed 6-0.
- COVID-19 Spending Bids Nikki Peters, Director of Enrollment Management, recommended Concept 3D's bid for the interactive campus map and tour for a total of \$31,000 for two years. Jenny Spillman moved to approve the bid as presented. Seconded by Vicki Curry, motion passed 6-0.
- Ms. Jacobson recommended My Student Support Programs' (MySSP) bid for remote mental health services for a total of \$44,800 for two years. Vicki Curry moved to approve the bid as presented. Seconded by Gena Clouch, motion passed 6-0.
- Ms. Peters recommended EdSights bid for their chatbot services which include a chatbot for the Allen website, a retention bot, and an admission bot for a total of \$91,636 for two years. Ken McGuffin moved to accept EdSights bid as presented. Seconded by

Lonnie Larson, the motion failed 3-3. Ms. Peters revised her recommendation to EdSights bid and eliminated the chatbot. The recommendation eliminated the chatbot service but keep the retention bot and the admissions bot. Ken McGuffin moved to approve the bid. Seconded by Lonnie Larson, the motion passed 6-0.

Student Senate Revisions Josiah D'Albini presented the policy revisions for the Student Senate and the updated Student Senate Constitution for Board approval. Vicki Curry moved to accept the policy revisions and updated Constitution as presented. Seconded by Jenny Spillman, the motion passed 6-0.

Job Description Revision Cynthia Jacobson proposed the newly revised job position description for Admissions Counselor for Board approval. Vicki Curry moved to approve the revisions as presented. Seconded by Ken McGuffin, the motion passed 6-0.

New Position Jon Marshall presented the new Criminal Justice Studies Program Coordinator position for Board approval, and permission to search for the full-time position. Lonnie Larson moved to approve the position and the search. Seconded by Ken McGuffin, the motion passed 5-1.

Athletic Report John Masterson reported that Doug Desmarteau attended the Region and Conference meetings via Zoom with no changes to report on. Nationally they will allow second-year sophomores to not count as an LOI for next year. A payment plan schedule for usage of softball and baseball fields is in development. Early athletes will start to arrive on August 9.

- Baseball: 20-10 overall and 7-7 in Conference with several series left to complete the Conference schedule
- Softball: 5-20 overall and 0-10 in Conference, the team is looking forward to play at home Saturday against Cowley
- Men's Soccer: currently ranked number 18 in the nation and are 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
- Cross-Country/Track: 22 athletes will be competing at the outdoor track meet at South Plains, Texas
- Men's Basketball: 15 athletes are committed for next year, with a few scholarships yet to fill; most of team will be returning for the next session
- Women's Basketball: recruiting is ongoing with a few scholarships left
- Volleyball: 17 athletes have committed for next year; the plan is to recruit a few more team members
- Cheer and Dance: there are over 25 participants for next year; the plan is to recruit 5-10 more athletes.

Information Items John Masterson reviewed upcoming events for the months of May and June. Every Friday the KACCT/COP Zoom Meeting with Heather Morgan at 11:00 AM. The COVID-19 Taskforce will meet every Monday at 10:00 AM. The President will be taking vacation Thursday afternoons from March through June. Finals take place May 10 -May 14. The last faculty contract day is May 14. Memorial Day, May 31, the College will be

closed. Summer session begins June 7. The next regular Board of Trustees meeting will be on June 8 at 6:00 PM in the Board Room.

Executive Session At 10:10 PM Vicki Curry moved to enter executive session to discuss employer/employee negotiations for 20 minutes. Gena Clouch seconded, motion passed 6-0. At 10:30 PM the Board returned to open session. Vicki Curry moved to extend the executive session to discuss employer/employee negotiations for another 20 minutes, Jenny Spillman seconded, motion passed 6-0.

Open Session At 10:50 PM the Board returned to open session, no action was taken.

Executive Session At 10:55 PM Jenny Spillman moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Gena Clouch seconded, motion passed 6-0. At 11:22 pm, the Board returned to open session. Vicki Curry moved to extend the executive session to discuss matters concerning non-elected personnel for 15 minutes, Gena Clouch seconded, motion passed 6-0.

Open Session At 11:35 PM, the Board returned to open session. Jenny Spillman moved to:

- Not renew the contract, or will accept the resignation, of Dr. Matthew Antonik, Physical Science Instructor,
- Accept the resignation of Dr. Robert Holmes, Biology Instructor,
- Grant tenure to Dr. Sherry Miller, Biology Instructor,
- Accept the resignation of Katie Mitchell, Sociology Instructor, and authorize the search for a replacement, and
- Not renew the contract, or will accept the resignation, of Rachel Janzen, Head Basketball Coach/Instructional Staff, and authorize the search for a replacement.

Vicki Curry seconded, motion passed 6-0.

Jenny Spillman moved that upon satisfactory completion of the current contract, unless otherwise notified within the stipulations of the Master Agreement or Board Policy, full-time faculty, management/supervisory, and support staff will be offered employment for the 2021-2022 academic year. Lonnie Larson seconded, motion passed 6-0.

Executive Session At 11:45 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 11:57 PM the Board returned to open session, no action was taken.

Approval of Statement of Claims Gena Clouch moved to pay the bills and approve the statement of claims totaling \$558,103.55. Ken McGuffin seconded, motion passed 6-0.

Adjournment At 11:59 PM Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

Chairman: _____

Clerk: _____