

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, JUNE 8, 2021

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

Trustees: Gena Clouch
Vicki Curry
Lonnie Larson
Ken McGuffin
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
Nikki Peters, Director of Enrollment Management
Shanice Douglas, Campus Services Tech / Administrative Assistant
Trevor Hoag, Iola Register
Tracy Lee, English Instructor
Dr. Jon Wells, History and Political Science Instructor
Todd Francis, Chemistry Instructor
Lynn Heskett, Accounts Receivable Officer
Shellie Regehr, Human Resources Specialist
Drew Noble, Assistant Baseball Coach/Assistant Residence Hall Director
Sarah Baker, Assistant Volleyball Coach/Residence Hall Director

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on May 11, 2021. Seconded by Jenny Spillman and the motion passed 6-0.

League for John Masterson, President, awarded and presented the League for Innovation
Innovation Excellence Awards to Lynn Heskett, Accounts Receivable Officer, and Todd Francis,
Excellence Awards Chemistry Instructor.
Awards

Executive Ken McGuffin moved to enter executive session to discuss matters of non-elected
Session personnel for 15 minutes. Vicki Curry seconded, motion passed 6-0.

Open After 15 minutes the Board returned to open session, no action was taken.
Session

COVID-19 President Masterson presented the newly revised COVID-19 Pandemic Plan. The plan
Update has been shortened due to lesser regulations made by local health departments and the
CDC. Concern regarding the wording in point V in the plan was expressed. Jenny

Spillman moved to change the wording of point V from “individuals not vaccinated for COVID-19 must maintain social distance and wear masks” to “individuals not vaccinated for COVID-19 are strongly recommended to maintain social distance and wear masks”. Seconded by Vicki Curry, the motion passed 6-0.

Old Business

Student Affairs Josiah D'Albini, Director of Student Life, reported on information regarding Constitution Day, which will take place on Friday, September 17 at 12:30 PM. The event will teach students how the Constitution is implemented in local governments. Mr. D'Albini shared information about Move-In Day for the students, and the activities for the week.

Finance and Operations Roberta Nickell, CFO, reviewed areas of the financials. Ms. Nickell presented the cost and savings on paying off the debt for Masterson Hall. The debt would be paid off using reserves from the auxiliary fund. Lonnie Larson moved to approve paying off the Masterson Hall debt. Seconded by Vicki Curry, motion passed 6-0.

Ms. Nickell presented the plans from Design Mechanical to upgrade the College's HVAC system. Vicki Curry moved to approve Design Mechanical's upgrade plan. Seconded by Gena Clouch, motion passed 6-0.

Doug Dunlap, Director of Information and Technology, reported on the networking project that took place last week, and future projects that will happen in the upcoming weeks.

Academic Affairs Jon Marshall, Vice President for Academic Affairs, informed the Trustees that the summer session began June 7. Mr. Marshall presented updates on the General Education Assessment, and thanked faculty and staff for participating in the scoring of student artifacts.

Student Affairs Cynthia Jacobson, Vice President for Student Affairs, shared that possible incentives are being discussed to encourage students to receive the COVID-19 vaccine. Ms. Jacobson shared that 758 students are enrolled for summer and that the number will continue to increase. Fall enrollment is currently at 930. Videographers were on the Iola and Burlingame campuses June 1 and 2 to film the new commercials. They made the send-off video for the Women's Soccer Team. In housing, there are 263 students who have completed applications. Josiah D'Albini will be sending out housing assignments the first week of July. Eleven students will be living on campus as well as one intern this summer. The Kansas Promise Scholarship Act will begin implementation this coming fall semester. The website page regarding the Act is completed and will go live as soon as the scholarship is ready.

Iola Campus Tosca Harris, Dean for Academic Affairs-Onsite, reported that both campuses are undergoing preparations for regular classes next fall. The annual Summer Youth Theatre production, *Tammy: A Coming of Age Story About a Girl Who is Part T-Rex*, will be performed on June 18 and 19 at the Allen Theatre.

Online Learning Dr. Sherry Phelan, Dean for Academic Affairs-Online, announced that all online courses are officially transferred over to Canvas from Blackboard. Dr. Phelan expressed gratitude toward the Online Learning team, Rebecca Bilderback, Kattia Andrews, and

Jerald Johnson, for their work in transitioning to Canvas in a timely and efficient manner.

- Burlingame Campus Jon Marshall presented updates on the weekly visits to the Burlingame Campus. Administrators and staff members continue to supervise and visit the campus on a rotation every Monday and Wednesday.
- State Meetings Lonnie Larson shared his notes from the State meetings he attended during the past month. President Masterson shared information regarding the State budget.
- Staffing Needs President Masterson shared that there are 15 vacancies available at both the Iola and Burlingame campuses.
- Budget Review Roberta Nickell shared the working 2021-2022 budget with the Trustees. Discussions were held regarding the Revenue-Neutral Bill and the official budget hearing needed if revenues are to exceed the previous year.

New Business

- Revised Job Descriptions Jon Marshall presented the revised position descriptions for Activity Sponsors, Adjunct Faculty Coordinator, Criminal Justice Studies Program Coordinator, and the Early Childhood Education Program Coordinator. Lonnie Larson moved to approve the revised job descriptions as presented. Seconded by Neal Barclay, motion passed 6-0.
- Outside Employment President Masterson presented the revised Outside Employment policy. Jon Wells, History and Political Science Instructor and KNEA representative, expressed concern regarding certain points in the revisions as they deviate from the Master Agreement. Upon further discussion, no action was taken.
- New Job Description Cynthia Jacobson presented a new position description for a Degree Audit Clerk. Vicki Curry moved to approve the position description. Lonnie Larson seconded, motion passed 6-0.
- Information Items John Masterson reviewed the upcoming events for the months of June and July. Every Friday the KACCT/COP Zoom Meeting with Heather Morgan meet at 11:00 AM. The Allen County ECODEVO meet June 21, 4:00 PM at Thrive. The Activities Building Meeting will meet June 22 at 10:00 AM in the Stadler Conference Room. Endowment Board meeting is June 22 at 12:00 PM in the Board Room. The BCBS meeting will be June 23. The College will be closed July 5 in observance of Independence Day. Iola Industries meet July 5 at 4:00 PM in the Stadler Conference Room. The next regular Board of Trustees meeting will be July 13 at 6:00 PM in the Board Room.
- Executive Session At 8:45 PM Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel for 30 minutes. Jenny Spillman seconded, motion passed 6-0.
- Open Session At 9:10 PM the Board returned to open session. Neal Barclay moved to approve the housing request of employees Sarah Baker and Drew Noble. Vicki Curry seconded, motion passed 6-0.

Executive Session At 9:15 PM Gena Clouch moved to enter executive session to discuss matters concerning non-elected personnel for 20 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 9:25 PM, the Board returned to open session. Jenny Spillman moved to:

- Accept the resignation of Tyler Fredricks, Director of Physical Plant Operations, and authorize the search for a replacement,
- Accept the resignation of Aimee Thompson, Director of Development, and authorize the search for a replacement,
- Accept the resignation of Elizabeth Akindolie, Assistant Track-Cross Country Coach/Residence Hall Director, and authorize the search for a replacement,
- Accept the resignation of Amara Mills, Assistant Women's Basketball Coach/Residence Hall Director, and authorize the search for a replacement,
- Accept the resignation of Sherry Phelan, Dean for Academic Affairs-Online, and authorize the search for a replacement,
- Approve the hiring of Mason Ingle as the Admissions Counselor on the Burlingame campus,
- Approve the hiring of Patrick Nee as the Assistant Men's Basketball Coach, and
- Approve the hiring of Leslie Crane as the Women's Basketball Coach/Degree Audit Clerk.

Vicki Curry seconded, motion passed 6-0.

Executive Session At 9:30 PM Gena Clouch moved to enter executive session to discuss employer/employee negotiations for 20 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 9:50 PM the Board returned to open session, no action was taken.

Executive Session At 9:55 PM Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel for 15 minutes. Gena Clouch seconded, motion passed 6-0.

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

Approval of Statement of Claims Lonnie Larson moved to pay the bills and approve the statement of claims totaling \$879,104.95. Vicki Curry seconded, motion passed 6-0.

Adjournment At 10:12 PM Jenny Spillman moved to adjourn the meeting, Ken McGuffin seconded, motion passed 6-0.

Chairman: _____

Clerk: _____