

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, SEPTEMBER 14, 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, absent

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
Rebecca Bilderback, Dean for Academic Affairs-Online
Josiah D’Albini, Director of Student Life
Deanna Carpenter, Institutional Research and Reporting
Shellie Regehr, Human Resources Specialist
Shanice Douglas, Campus Services Tech / Administrative Assistant
Tracy Lee, English Instructor
Kyla McLaughlin, Student Senate President
Dr. Kathi Swanson, CEO and President of CLARUS
Mark Peters, Guest

Minutes Approval Gena Clouch moved to approve the minutes of the regular Board of Trustees meeting on August 10, 2021. Seconded by Vicki Curry. The motion passed 5-0.

Revenue Neutral Rate Hearing Roberta Nickell, Chief Financial Officer, presented the proposal to exceed the revenue-neutral rate. Lonnie Larson moved to approve the proposal as published. Seconded by Vicki Curry, the motion passed 5-0.

Budget Hearing Neil Barclay conducted the Budget Hearing based on the published budget. Vicki Curry moved to approve the budget as published in the Iola Register. Seconded by Ken McGuffin, the motion passed 5-0.

CLARUS Corporation Scope of Work Dr. Kathi Swanson, CEO and President of CLARUS, discussed the scope of work CLARUS will perform, and shared the expected outcomes. Interviews with various individuals and committees will take place to gain information on the College to be used to develop plans for marketing and recruitment, and retention of students.

COVID-19 Update Cynthia Jacobson, Vice President for Student Affairs, reported there are currently two COVID positive cases on the Iola Campus and one positive case on the Burlingame Campus. Any student showing symptoms are required to log their symptoms on a mobile app each day. As of August 1, there has been 13 positive cases on both campuses. Vaccines were offered on September 2.

Old Business

Student Life	Kyla McLaughlin, Student Senate President, informed the Trustees of the open positions in the Student Senate. Josiah D'Albini, Director of Student Life, reported on the upcoming Student Life events. The International Food Night will serve Italian food on next months' menu.
Finance and Operations	Roberta Nickell went over areas of the financial reports. The annual financial audit field work is complete, with only a couple of items to forward on to the auditing firm. Mrs. Nickell also gave an update on the accounts receivable officer search process. John Masterson, President, informed the Trustees that the new Director of the Physical Plant, Ryan Sigg, is acclimating to the position. Mechanical Design is currently replacing all of the HVAC controls and making equipment upgrades where necessary.
Academic Affairs	Jon Marshall, Vice President of Academic Affairs, distributed a list of Councils, Committees, Task Forces, and Work Groups to the Trustees. The FA 2021 second 8-week courses begin October 18. The Academic Affairs Council will be focusing on enhancing student engagement in courses and activities. The new Leadership program, and the Criminal Justice program with the new coordinator, Dr. Ryan Alexander, are doing very well with good enrollment and student engagement. Mr. Marshall presented updates on the Burlingame Campus, Instructional Program Review, the College Library, and personnel searches.
Student Affairs	Cynthia Jacobson reported that Census Day will take place on September 20. The Enrollment Management team will start attending recruitment events, and CPC's throughout the State in October. The admissions staff is utilizing the new admissions bot and will go live September 13. There are currently 324 students in housing. Disbursement of Federal Aid is October 1. Federal aid applications for 2022-2023 will be available October 1.
Iola Campus	Tosca Harris, Dean for Academic Affairs-Onsite, reported that all onsite courses now have an online course shell attached. Several instructors are using the Flip Grip feature for their initial student introductions. Steve Dodson, History Instructor, and a few of his students created the <i>2021 Commemoration of the Santa Fe Trail 1821</i> booklet.
Online Learning	Rebecca Bilderback, Dean for Academic Affairs-Online, reported that the online course observations with adjunct instructors will start this month. Adjunct meetings are scheduled for September 28 and November 30 via Zoom. Ms. Bilderback shared that the Online Learning department is offering professional development training.
State Meetings	Lonnie Larson, Trustee, updated the Trustees on topics discussed at the monthly State meeting. The topics include enrollment trends, the need for student assistance, retention, weekend courses, and the Kansas Promise Act. John Masterson shared his conversations with Heather Morgan regarding legislation.
Personnel Assignments	John Masterson presented the organizational chart and shared the current vacancies and new positions available at the College.

Performance Agreement	John Masterson shared highlights from the meeting with the Kansas Board of Regents Board Academic Affairs Committee. Allen's Performance Agreement was approved for 100% funding.
Position Description Revision	Jon Marshall presented the revisions to the Online Learning Coordinator position description. Vicki Curry moved to approve the revisions as presented. Seconded by Ken McGuffin, the motion passed 5-0.
Athletic Report	John Masterson shared that the next Booster Club/Athlete of the month luncheon will be on Monday, September 20 at Dudley's BBQ. The Athletic Department is working with Thrive and Russell Stover to set up fundraising opportunities and fill local business needs. The Men's and Women's soccer teams will be offering a soccer academy on Sunday afternoons for local youth in the community. Cheer and Dance will be hosting a Red Devil Rally on October 15 to promote all of the athletic teams.
Information Items	John Masterson reviewed upcoming events for the months of September and October. Every Friday the KACCT/COP Zoom meeting with Heather Morgan will meet at 11:00 AM. CLARUS meetings are scheduled on the Iola Campus September 14-16. Iola Industries will meet September 13 at 4:00 PM. Interviews for the Director of Development will take place on September 20 and 23. Allen County ECODEVO will meet on September 20 at 4:00 PM at Thrive. The Endowment Board meeting will be September 21 at 12:00 PM. The CTE RRTC meeting is September 21. The VP meeting is September 28. October 4-5 is the WIB Conference in Wichita. The next regular Board of Trustees meeting will be on October 12 at 6:00 PM.
Executive Session	At 8:10 PM Ken McGuffin moved to enter executive session to discuss matters concerning non-elected personnel for 20 minutes. Gena Clouch seconded, motion passed 5-0.
Open Session	At 8:20 PM the Board returned to open session. Vicki Curry moved to accept the resignations of Fernando Robles, Assistant Men's Soccer Coach and Residence Hall Director, and Gina Baldwin, Custodian, and authorize searches for these positions. Ken McGuffin seconded, motion passed 5-0.
Executive Session	At 8:25 PM Gena Clouch moved to enter executive session to discuss matters concerning non-elected personnel for 45 minutes. Vicki Curry seconded, motion passed 5-0.
Open Session	At 9:10 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 \$938,351.94. Vicki Curry seconded, motion passed 5-0.
Adjournment	At 9:12 PM Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 5-0.

Chairman: _____

Clerk: _____