

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE  
IOLA, KANSAS, NOVEMBER 09, 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  
                  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  
                  Elijah Clark, Custodial & Maintenance  
                  Larry Crawford, Part-time Maintenance  
                  Tracy Lee, English Instructor  
                  Amy Lemer, Mathematics Instructor  
                  Karen McKarnin, Mathematics Instructor  
                  Kyla McLaughlin, Student Senate President  
                  Ryan Sigg, Director of Physical Plant Operations  
                  Richard Luken, Iola Register

Minutes       Gena Clouch moved to approve the minutes of the regular Board of Trustees  
Approval       meeting on October 12, 2021.  Seconded by Vicki Curry, motion passed 6-0.

Vicki Curry moved to approve the minutes of the special Board of Trustees meeting on October 11, 2021.  Seconded by Jenny Spillman, motion passed 6-0.

Vicki Curry moved to approve the minutes of the special Board of Trustees meeting on October 21, 2021.  Seconded by Ken McGuffin, motion passed 6-0.

Gena Clouch moved to approve the minutes of the special Board of Trustees meeting on October 25, 2021.  Seconded by Vicki Curry, motion passed 6-0.

Jenny Spillman moved to approve the minutes of the special Board of Trustees meeting on October 27, 2021.  Seconded by Vicki Curry, motion passed 6-0.

Introduction Of New Employees New Allen Community College employees Elijah Clark, Custodial & Maintenance and Ryan Sigg, Director of Physical Plant Operations took a brief moment to introduce themselves to the Board.

COVID-19 Update Cynthia Jacobson, Vice President for Student Affairs, gave an update on the COVID-19 numbers for this semester. Currently there are 6 positive cases and 4 students in quarantine. All the cases are within one sports team. Up to date total semester numbers are 23 positive (21 on the Iola Campus and 2 on the Burlingame Campus) and 19 quarantined (15 on the Iola Campus and 4 on the Burlingame Campus), for a total of 42 students affected by COVID. John Masterson, President, stated that the College will continue with current precautions and evaluate for changes at the start of the spring term.

### Old Business

Student Activities Kyla McLaughlin, Student Senate President, reported that approximately 100 students participated in the Haunted House event. An upcoming event is the Board Game Night on November 17 that will be held in the Library. Josiah D’Albini, Director of Student Life, shared that Jose Perez Reisler will be playing chess with 8 students at one time during the Board Game Night. Mr. D’Albini stated that a documentary series, *Mostra XII* will take place Friday, November 12 in the Stadler Conference room.

Finance and Operations Roberta Nickell, Chief Financial Officer, went over areas of the financial reports. Ms. Nickell reported that the search for the Accounts Receivable Officer position is complete and will be presented for approval in executive session. Ms. Nickell gave an update on the Design Mechanical project on the upgrade of the HVAC control system. The project is moving along and will be completed by the first part of December. This project is being paid for with HEERF III dollars. John Masterson shared that Ryan Sigg is settling into his role as Director of Physical Plant Operations, and that Mr. Sigg appreciates his crew and the help Tyler Fredricks and Kent Tomson has afforded him when he has had questions.

Approval of Statement of Claims Vicki Curry moved to pay the bills as presented and approve the statement of claims totaling \$931,790.51. Ken McGuffin seconded, motion passed 6-0.

Academic Affairs Affairs Jon Marshall, Vice President for Academic Affairs, reported that the Spring 2022 course schedule is open for enrollment and expressed his thanks to the instructors, program leads, deans, academic advisors and administrative assistants for the help in developing and input of the academic course schedule. Mr. Marshall shared that a draft of an Internship Handbook has been created and will be reviewed and revised by instructors and staff members. This will help instructors and students engage with employers in business and industry. Tosca Harris, Dean for Academic Affairs-Onsite, is meeting and working with a qualified community member to develop the courses and lab space for Videography I and II. The online learning advisory task force met on September 20 and November 1, delving into materials and discussions focused on its objectives for the academic year. An administrator or staff member continues to have a presence at the Burlingame Campus two to three days per week. The course assessment is an ongoing process where instructors assess student learning tied to one

learning outcome taught each semester. Doug Joseph, Mathematics Instructor, has worked with Deanna Carpenter, Director of Institutional Research and Reporting, to streamline course assessment. An inventory of additional software that is being used for instructional purposes and services will be created. The General Education working group that Mr. Marshall co-chairs with Barbara Bichelmeyer from KU are meeting with a 19-member group to develop a common framework for General Education. Mr. Marshall gave an update on the personnel searches for Online Learning Coordinator, Library Support Specialist and Allied Health Program Coordinator.

Student  
Affairs

Cynthia Jacobson, Vice President for Student Affairs, reported that Allen hosted Senior Day on November 3 with 90 students and family members in attendance. Students began enrollment for Spring 2022 on November 8 and in the first two days 398 students enrolled in classes. Ms. Jacobson shared that Allen is working with Clarus Corporation on a recruitment campaign for the Burlingame campus. It will target 18-40 year olds with high school or some college who reside in Shawnee County. Housing applications for spring are being received, and it is anticipated that housing will remain full for the spring term. The week of November 29 the College will be conducting 4 co-curricular assessment focus groups. Ms. Jacobson gave an update on the personnel searches for the Administrative Receptionist and Clerk, Campus Services Technician and Administrative Assistant to the Director of Development and Student Life. These searches have been combined due to having several applicants applying for all the positions.

Onsite

Tosca Harris, Dean for Academic Affairs-Onsite, reported that Allen is offering one Criminal Justice class onsite this spring. While the majority of the program is online, this gives students an option of a face-to-face class for this introductory course. The last new class in the Leadership program sequence is being offered this spring. Ryan Alexander, Criminal Justice Program Coordinator and Ryan Bilderback, Leadership Studies Instructor, are working together to develop a Leadership in Criminal Justice Certificate. Ms. Harris shared that she is working with Paul Porter, Audiovisual Production Specialist, on setting up the digital video studio. Mr. Porter is helping create two Videography classes that will be offered in Fall 2022. Under the direction of Sharon Lawless, the Information Technology program was accepted in the EC-Council Academia Partner program. This is the world's largest Cyber Security Technical certificate program. The Theatre department will be presenting "The Thanksgiving Play" at the Allen Theatre November 18-20 at 7:30 PM. The Music department will present its annual Winter Concert on December 9 and a recital on December 10, both will be held at the First Christian Church at 7:00 PM.

Online

Rebecca Bilderback, Dean for Academic Affairs-Online, shared information on the Dropout Detective software that online learning is piloting in several classes this semester and in the Spring 2022 term. This software will help identify students that are at most risk of dropping out or failing a course. The online learning team have been providing training on providing feedback and the Canvas grade center. Ms. Bilderback noted that the training has been very well attended by both full-time instructors and adjunct instructors. Currently, 5 new courses are being developed for the Spring 2022 term. The second adjunct faculty meeting of the semester will take place on November 30 via Zoom. The student spotlight for this month is Kim Dodson. Ms. Dodson is

currently finishing her last semester at Allen as an online student. She currently resides outside of Tokyo, Japan.

State Meetings John Masterson updated the Trustees on topics discussed at the COPS meetings, one of which was the legislative post audit on developmental education. The College will be required to provide names of instructors that teach developmental courses, so they can be surveyed to give their opinions on several questions about developmental education.

### New Business

Strategic Plan John Masterson discussed the proposal for the “Bridge Strategic Plan”. This bridge plan will be for AY 2022-2023, and perhaps into AY2023-2024. This plan will allow for several things to be reviewed and make additional progress on Allen’s latest Strategic Plan. This will allow the incoming President time to develop a new Strategic Plan after being hired for the 2022-2023 year. Ken McGuffin moved to approve the plan as presented. Seconded by Lonnie Larson, motion passed 6-0.

Academic Calendar Cynthia Jacobson presented the 2022-2023 Academic Calendar for approval. Vicki Curry moved to approve the calendar as presented. Seconded by Jenny Spillman, motion passed 6-0.

Athletic Report John Masterson gave a brief report on athletics. Volleyball finished the season 13-15 and 5-5 in the conference. Women’s Soccer currently are 15-4-1 and ranked 5<sup>th</sup> in the nation. Men’s Soccer finished their season 11-8 overall. Men’s Basketball are currently 2-1 overall and Women’s Basketball are currently 2-0. Cross Country will travel to Florida for nationals this week. The Cheer and Dance teams have been very active performing at home basketball games and other activities.

Information Items John Masterson shared the results of the recent election. Jenny Spillman, Jessica Thompson and Mark Peters were the individuals elected for the three Board positions. President Masterson shared upcoming events for the months of November and December. Every Friday the KACCT/COP Zoom meeting with Heather Morgan will meet at 11:00 AM. November 12 – KSU Student Success Zoom meeting; November 15 - Booster Club Athlete of the Month at Dudley’s & Allen County ECODEVO; November 16 - Endowment Board Meeting; November 22-26 – Fall Break (no classes); November 24-26 – Fall Break (college closed); December 6 - Iola Industries meeting; December 13-17 – Final Exams. The next regular Board of Trustees meeting will be on December 14 at 6:00 PM in the Spencer Ambler Board Room.

Executive Session At 7:55 PM Vicki Curry moved to enter executive session to discuss matters related to employer/employee negotiations not to exceed 15 minutes. Gena Clouch seconded, motion passed 6-0.

Open Session At 8:10 PM the Board returned to open session. No action was taken.

Executive Session At 8:13 PM Vicki Curry moved to enter executive session for the purpose of discussions relating to the acquisition of real property not to exceed 20 minutes. Ken McGuffin seconded, motion passed 6-0.

Open Session At 8:33 PM the Board returned to open session. No action was taken.

Executive Session At 8:35 PM Gena Clouch moved to enter executive session to discuss matters concerning non-elected personnel not to exceed 10 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 8:45 PM the Board returned to open session. Jenny Spillman moved to approve the hire of Mason Ingle as Online Learning Coordinator and approve the search for an Admissions Counselor. Vicki Curry seconded, motion passed 6-0.

Jenny Spillman then moved to approve the hire of Katie Riffel as Accounts Receivable Officer. Vicki Curry seconded, motion passed 6-0.

Executive Session At 8:50 PM Ken McGuffin moved to enter executive session to discuss matters concerning non-elected personnel not to exceed 10 minutes. Vicki Curry seconded, motion passed 6-0.

Open Session At 9:00 PM the Board returned to open session. No action taken.

Executive Session At 9:05 PM Vicki Curry moved to enter executive session to discuss matters concerning non-elected personnel not to exceed 20 minutes. Gena Clouch seconded, motion passed 6-0.

Open Session At 9:25 PM the Board returned to open session. No action taken.

Adjournment At 9:30 PM Vicki Curry moved to adjourn the meeting. Gena Clouch seconded, motion passed 6-0.

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

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