

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF ALLEN COUNTY COMMUNITY COLLEGE
IOLA, KANSAS, DECEMBER 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 – Arrived at 6:07 PM
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
Shellie Regehr, Human Resources Specialist
Alison Fees, Administrative Assistant for Development & Student Life
Mason Ingle, Online Learning Coordinator
Tracy Lee, English Instructor
Lauren Maisberger, Director of Development
Kyla McLaughlin, Student Senate President
Dr. Jose Perez Reisler, Sociology Instructor
Tom Nevans, Iola Veteran’s Day Committee Member

Minutes Vicki Curry moved to approve the minutes of the regular Board of Trustees
Approval meeting on November 9, 2021. Second by Jenny Spillman, motion passed 5-0.

Gena Clouch moved to approve the minutes of the special Board of Trustees meeting
on December 6, 2021. Second by Vicki Curry, motion passed 5-0.

Jenny Spillman moved to approve the minutes of the special Board of Trustees meeting
on December 8, 2021. Second by Vicki Curry, motion passed 5-0.

Gena Clouch moved to approve the minutes of the special Board of Trustees meeting
on December 13, 2021. Second by Vicki Curry, motion passed 5-0.

Patrons’ Tom Nevans, Iola Veteran’s Day committee member, shared with the board the
Concerns committee’s appreciation for the students that helped with the Veteran’s day activities
and dinner. He shared the students did a great job and expressed what an asset they
are to the school.

Introduction New Allen Community College employees Dr. Jose Perez Reisler, Sociology Instructor;

of Employees Mason Ingle, Online Learning Coordinator; Lauren Maisberger, Director of Development; and Alison Fees, Administrative Assistant for Development & Student Life 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. She reported that currently we have only one student waiting on test results. Ms. Jacobson suggested to continue with current precautions and evaluate for changes at the January meeting.

Old Business

Student Life Kyla McLaughlin, Student Senate President, reported that student senate is preparing for the Spring 2022 term. There will be a Red Cross Blood Drive on January 31st. Homecoming will be on February 12th. Josiah D'Albini, Director of Student Life, shared that Jose Perez Reisler has had good attendance by the students at the Mostra XII documentary series. Mr. D'Albini also reported there will be approximately 12 students residing in the residence halls over the winter break.

Finance and Operations Roberta Nickell, Chief Financial Officer, went over areas of the financial reports. Ms. Nickell reported in November HEERF III student grants were issued to those that qualified. Ms. Nickell also reported that she has received a draft of the 20-21 annual audit and it will be presented at the January board meeting.

Approval of Statement of Claims Vicki Curry moved to pay the bills as presented and approve the statement of claims totaling \$1,156,422.68. Jenny Spillman second, motion passed 6-0.

Academic Affairs Jon Marshall, Vice President for Academic Affairs, shared with the semester nearing the end that students are engaged in finals and faculty are engaged in grading. Student evaluations of instruction have been completed and the return rate has had a significant increase. Mr. Marshall reported on general education assessment and co-curricular assessment. In the co-curricular assessment there are student focus groups to look at the engagement of students and achievements both directly and indirectly. The general education working group that Mr. Marshall chairs with Barbara Bichelmeyer(KU) continue to work on developing a common framework for general education. The group has approved, for this stage, the academic areas and credit hour distributions for the general education framework. Mr. Marshall gave updates on the personnel searches for the Library Support Specialist position, this search is complete and will recommend an applicant for approval, the Allied Health Program Coordinator search has not been completed.

Student Affairs Cynthia Jacobson, Vice President for Student Affairs, reported that enrollment for the Spring term is the focus for enrollment management and student affairs staff. Currently, there are approximately 40 students assigned to housing that have not completed enrollment and some high schools do not have all of their enrollments in. Ms. Jacobson stated we will have fewer students needing to stay over the Winter break in the residence halls than originally anticipated. Ms. Jacobson shared that she and Josiah D'Albini, Director of Student Life, attended the Heartland Campus Safety Summit at Johnson County Community College in November. The summit is beneficial to learn

about new compliance requirements for Title IX, Cleary Act, and the Violence Against Women Act. The personnel searches for Administrative Receptionist/Clerk, Administrative Assistant for Development and Student Life, and Campus Services Technician/Administrative Assistant have completed the search process and have candidates for approval. The Admissions Counselor for the Burlingame campus is in the search process.

Onsite Tosca Harris, Dean for Academic Affairs-Onsite, reported that it is finals week and noted her appreciation for faculty that had worked extra with international students who needed to take finals early due to travel costs. Ms. Harris also noted that the theatre department had three plays this fall. Lexie Vega a sophomore from Lola and Jazmin Havens a sophomore from Pittsburg were recognized with a nomination for the Irene Ryan award for their performance in "The Pavilion". Maxwell Kays and Rachel Shaffer, both sophomores and from Lola, were recognized with a nomination for the Irene Ryan award for their performance in "The Thanksgiving Play". The music department performed their annual winter concert and recital, as well as hosting Tuba Christmas. Both the Lola and Burlingame chapters of PTK have chosen their Academic All American nominees. The Burlingame nominees are Lorraine Martin, a nursing major taking classes at Burlingame, and Ursula Billings an undecided student taking online classes. The Lola nominees are Elka Billings, an undecided student active in Cross Country and Madelynn Collins, a psychology major active in softball. The baseball team held a spelling bee on December 7th, Caleb Peterson from Olathe was the winner with the word perseverance.

Online Rebecca Bilderback, Dean for Academic Affairs-Online, reported the online learning team hosted training November 16th and December 8th, which was focused on developing and implementing scaffolding and culminating assessments into online courses. Course copies are complete for the spring semester. Instructor evaluations/observations have been completed and overall the observations were very positive. Mason Ingle joined the online learning team on November 15th. Mason has completed various trainings and has also presented on the teacher and student mobile apps during an adjunct instructor meeting.

State Meetings Lonnie Larson, Trustee shared information from the KACCT meeting held on December 3rd and 4th in Pratt. At the meeting Regent Jon Rolph shared with the group the importance of consistent and constant communication to help advance the higher education system. Mr. Larson participated in training on Good Boardmanship and Governance and suggested to the trustees that he thought it would be valuable to look at offering training for our board after the new board members are in place. Georgia Masterson also presented at their meeting the Bridges out of Poverty.

New Business

Salary Minimums John Masterson presented the board an updated salary minimums schedule that is used as a guide for hiring new employees. After discussion among the board members about pay in the community and different options to keep equity among employees, Ken McGuffin moved to approve the schedule as presented. Second by Lonnie Larson, motion passed 6-0.

Burlingame Lease	John Masterson presented a copy of the Burlingame Lease and noted the only change to the document is the updated dates to add one year. Vicki Curry moved to approve the lease as presented. Second by Jenny Spillman, motion passed 6-0.
Board Realignment	Neal Barclay, Trustee Chairman discussed the board realignment that will need to take place at the January board meeting. Vice Chairman, Jenny Spillman will conduct the beginning of the next meeting due to Mr. Barclay's term ending at this meeting. Mr. Barclay also asked that the board members think of what roles they might have interest in serving.
President's Evaluation	John Masterson discussed with the members his evaluation. The census was to not conduct an evaluation this year, due to Mr. Masterson's retirement effective at the end of the current contract.
Curriculum Matters	Jon Marshall presented the recommendations from the curriculum committee for Business Law I, Care and Prevention of Athletic Injuries, State and Local Government, Pre-Composition and Reading Proficiency. Jenny Spillman moved to approve the recommendations as presented. Second by Lonnie Larson, motion passed 6-0.
Athletic Report	John Masterson gave a brief report on athletics. Henos Andebrahan and Elka Billings were the athletes of the month for November. The athletic department adopted 36 local kids for Christmas through the Baptist Church. Approximately \$2100 in fundraised dollars were used for the purchases. Volleyball, Men's Soccer, and Women's Soccer have finished up the recreation leagues they help with for the Iola Recreation Department. Women's Basketball is currently 4-7 overall and Men's Basketball is 10-4 overall. Cheer/Dance are performing at all home basketball games. In Men's Soccer Jordan Mase, Ben Mnqathu, Tiago Troyano and Joe Garnter were named All-Conference 1 st team. David Almeida, Olimodara Olukayode and Cillian Gilligan were name Honorable Mention All-Conference and Jordan Mase was named Third Team All-American. In Women's Soccer Claudia Zahui, Yasmin Evans, Mirla Chavarria, Shelbie Purdom and Mia Evans were named All-Conference 1 st team. Samantha Burks, Autumn Wyatt and Allison Conrow were named Honorable Mention All-Conference. Claudia Zahui was named player of the year, Yasmin Evans was named defensive player of the year and Jeremy McGinnis was named coach of the year in the Jayhawk Conference. Claudia Zahui was also named 2 nd team All-American. In Volleyball, Gabrieala Dominguez was named Honorable Mention All-Conference. Elka Billings took 4 th in the nation at the National Cross Country meet and was runner up at the National Half-Marathon. She was named All-American for both events. Elka and Ursala Billings were named All-Conference and All-Region for cross country. Henos Andebrahan was name All-Conference & All-Region in cross country.
Information Items	John Masterson shared with the board that he had Doug Dunlap, Director of Information Technology set up college e-mail accounts for each board member. This allows board members to receive correspondence from patron's without giving personal e-mails as a point of contact. Mr. Masterson shared with the Board the passing of James Ross, Assistant Soccer Coach. Upcoming events for the months of December and January. Every Friday the KACCT/COP Zoom meeting with Heather Morgan will meet at 11:00 AM. December 17 - Christmas Party; December 20 - Allen County ECODEVO; December 24-January 2 – Holiday Break; January 3 – College

Reopens; January 7 – Faculty Return; January 10 – KCCLI. The next regular Board of Trustees meeting will be on January 11 at 6:00 PM in the Spencer Ambler Board Room. After the information items Vicki Curry moved to add December 23 as an additional day to the Christmas break for the fulltime 12 month staff. Second by Jenny Spillman, motion passed 5-1

- Executive Session At 7:35 PM Ken McGuffin moved to enter executive session to discuss matters related to employer/employee negotiations not to exceed 15 minutes. Lonnie Larson second, motion passed 6-0.
- Open Session At 7:40 PM the Board returned to open session. Vicki Curry moved to approve the early retirement proposal as negotiated. Jenny Spillman second, motion passed 6-0.
- Executive Session At 7:42 PM Vicki Curry moved to enter executive session to discuss matters related to employer/employee negotiations not to exceed 10 minutes. Ken McGuffin second, motion passed 6-0.
- Open Session At 7:52 PM the Board returned to open session. Jenny Spillman moved to approve the hiring of Alyssa Adams, Library Support Specialist; Niccole Beagley, Campus Services Technician; Alison Fees, Administrative Assistant for Development and Student Life; and Mary Bailey, Administrative Receptionist/Clerk and approved to begin the searches for Assistant Soccer Coach and Athletic Trainer (pending receipt of resignation). Vicki Curry second, motion passed 6-0.
- Executive Session At 7:54 PM Ken McGuffin moved to enter executive session to discuss matters concerning non-elected personnel not to exceed 20 minutes. Vicki Curry second, motion passed 6-0.
- Open Session At 8:12 PM the Board returned to open session. No action taken.
- Adjournment At 8:13 PM Vicki Curry moved to adjourn the meeting. Lonnie Larson second, motion passed 6-0.

Chairman: _____

Clerk: _____