

BOARD OF TRUSTEES REGULAR MEETING
CIE 104 (Center for Innovation and Entrepreneurship) 6:00 p.m.
September 12, 2019

AMENDED AGENDA

- I. ROUTINE
- A. Call to Order
 - B. Approval of Agenda Action
 - C. Welcome Guests
 - D. Pledge of Allegiance
 - E. Mission Statement – Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.
 - F. Vision Statement – To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity and enhancing character in a student and community centered environment.
 - G. Approval of August 14, 2019 Minutes Action Section 1
- II. EXECUTIVE SESSION – Employer-Employee Negotiations. I move that we recess for an executive session for the purpose of discussing *(insert subject to be discussed)*, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.
- III. EXECUTIVE SESSION – Non-elected Personnel. I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.
- IV. INSTITUTIONAL OPERATIONS
- A. Higher Learning Commission Institutional Actions Council Hearing Report Report Section 2
 - B. Faculty Negotiations Tentative Agreement Action Section 3
 - C. Allow Payables Action Section 4
 - D. President’s Update Report Section 5
 - 2019-2020 Departmental Operational Plans
 - Enrollment Update
 - E. Student Athletic Catastrophic Insurance Action
 - F. Recommendation for Microsoft Dynamics GP System Rebuild Action
 - G. Recommendation for Security Equipment Action
- V. CONSENT AGENDA Action
- A. Financial Report (acknowledge receipt)
 - B. Personnel Report (acknowledge receipt) Section 6
 - C. Grant Progress Report Section 7
 - D. Issue Request for Proposal (RFP) for ICC Food Services Section 8
 - E. Issue Request for Proposal (RFP) for Bookstore Management Services Section 9
- VI. EXECUTIVE SESSION – Attorney/Client Privilege. I move that we recess for an Executive Session for consultation with the College attorney regarding *(insert subject to be discussed)*, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.
- VII. ADJOURN Action

PUBLIC PARTICIPATION AT BOARD MEETING

Items on the Agenda

Members of the public wishing to appear before the Board concerning an item which is on the agenda must fill out one of the cards provided and present the card to the Board Clerk. There are three opportunities for public comment during regular meetings.

First, the public may comment on any item on the agenda during a period at the beginning of meetings, with a total comment period of ten minutes and individual comments limited to two minutes. This comment period may be extended by Board vote.

Second, prior to each Board vote, the public will be invited to speak directly to the issue being voted upon.

Third, any member of the public may make a lengthier presentation on agenda items, provided that a request for such a presentation is made in writing in advance of the meeting. Permission to make such presentations, and their length, is at the discretion of the Board Chair.

Information to the Audience

The Board members receive the complete agenda along with background material that they study individually before action is taken at the meeting. Any member of the Board may remove items from the consent agenda at the time of the meeting.

Examples of Motions for Executive Session

Remember that a motion to move into executive session needs to state the subject, provide justification, and state a time and place for return to open session

EXECUTIVE SESSION: Non-Elected Personnel

Sample Subjects: Employee job performance; employee evaluations; or annual review of probationary employees.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Negotiations

Sample Subject: Faculty and Board proposals.

I move that we recess for an executive session for the purpose of discussing *(insert subject to be discussed)*, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Possible Acquisition of Real Estate

Sample Subject: For future expansion.

I move that we recess for an executive session for discussion of *(insert subject to be discussed)*, pursuant to the preliminary discussion on acquisition of real estate exception, K.S.A. 75-4319(b)(6). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

EXECUTIVE SESSION: Attorney/Client Privilege.

Sample Subjects: Ongoing litigation; a settlement proposal; or a claim made against the College.

I move that we recess for an Executive Session for consultation with the College attorney regarding *(insert subject to be discussed)*, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session will resume at *(insert time)* in CLC 104 of the Cessna Learning Center. Those invited to attend are: *(list attendees)*.

MEMO

To: Independence Community College Board of Trustees

From: Brett Vana

Athletic Director

Date: September 10, 2019

Re: Recommendation for the Approval of Student Athletic Catastrophic Insurance - Mandatory for NJCAA Institutions

1) Purchase Item Agreements (> \$10K)

1.1. Purchase of Services

Recommendation to approve the premium obtained from Dissinger Reed Insurance Services, LLC., for Catastrophic Insurance for NJCAA Institutions which is mandatory by the NJCAA in the amount of \$16,763.

The policy is with Independence Community College and Zurich American Insurance Company.

Based on the bids and the only two options presented and approved by the NJCAA, this is the most feasible for us in our current situation since the other policy is at \$32,538 premium.

Catastrophic Catastrophic Insurance for NJCAA Institutions

The NJCAA simply requires institutions to purchase catastrophic insurance but do not mandate the purchase of the NJCAA sponsored plan through Mutual of Omaha (listed first). Should Independence Community College determine that a 10 year benefit period would be plenty of coverage, we are happy to provide you with the alternative options below as they would also fulfill your obligation as an NJCAA institution and also save your institution some money.

Insurance Carrier: Mutual of Omaha (A+ Rated by A.M. Best)					
Claims Payer: Ascension Insurance Inc.					
Plan Type	Deductible	Benefit Period	AD&D	Maximum	Premium
Excess/Catastrophic	\$25,000	Lifetime	\$10,000	\$5,000,000	\$32,538

This quote provides the same medical maximum but carries a lifetime benefit.

Insurance Carrier: Zurich American Insurance Company (A+ Rated by A.M. Best)						
Claims Payer: K&K Insurance Group						
Plan Type	Deductible	Benefit Period	AD&D	Maximum	Premium	Catastrophic Cash Benefit*
Excess/Catastrophic	\$25,000	10 Year	\$10,000	\$5,000,000	\$16,763	Additional- \$3,932 premium

This quote matches the benefits of the plan you currently have in place.

*Catastrophic Cash Benefit will cover Paralysis, Coma or Brain Death within 90 days of covered event.
Payout Structure as follows: \$100,000 following 6 months from date of injury, \$3,333 every month thereafter for 120 months.

Quotes based specifically on the hazard level of the sports at Independence Community College

Additional information about any of these proposed plans is available upon request including full schedule of benefits or sample policy

Memo

To: Independence Community College Board of Trustees

From: Jonathan D. Sadhoo, M.Ed.
Vice President for Administration & Finance

Date: September 12, 2019

Re: Recommendation for Microsoft Dynamics GP System Rebuild

ICC's main database program, Microsoft Dynamics GP, has various modules within the system that were not programmed and setup appropriately during the initial implementation. Due to the incorrect system setup, there are multiple issues regarding erroneous data, inaccurate reporting and the inability to reconcile accordingly. After discussing the options with IT and Cabinet, we recommend retaining a Microsoft Dynamics GP consultant and a Systems Accountant in order to rebuild the database to setup the system correctly. This project would begin around March/April 2020 and launch in FY 20-21. The total cost of the system rebuild should not exceed \$25,000.

Memo

To: Independence Community College Board of Trustees

From: Jonathan D. Sadhoo, M.Ed.
Vice President for Administration & Finance

Date: September 12, 2019

Re: Recommendation for Security Equipment

Recommendation to start the bid process to procure the necessary equipment and labor to enhance campus safety and security at ICC's Main and West campus locations. The equipment includes HD cameras, high-capacity DVR equipment for archiving and data storage, RFID card readers and compatible lock mechanisms, security monitoring services, various electrical and computer supplies and skilled labor for certain portions of the installation process. Physical Facilities and IT will perform the majority of installation in order to reduce overall costs associated with the project. The total scope of the project will not exceed \$35,000.

Personnel Report September 2019

Employment/New Hires:

Bridget Carson

Role: Developmental English Instructor

Date of Hire: 08/01/2015

Date of Status Change: 08/01/2019

Status Change: part-time to full-time

Aliyah Higginbotham

Role: Assistant Volleyball Coach (full-time)

Date of Hire: 08/24/2019

Hiring Rate of Pay: \$2,083/monthly (\$25,000 annually)

Nicole McIntosh

Role: Business Office/Human Resources Assistant (part-time)

Date of Hire: 08/26/2019

Hiring Rate of Pay: \$10.00 per hour

Laura Jamison

Role: Academics Administrative Assistant (Temporary for 90 days / part-time)

Date of Hire: 08/24/2019

Hiring Rate of Pay: \$10.00 per hour

Marcus Wimberly

Role: Volunteer Football Coach

Date of Hire: 08/24/2019

Hiring Rate of Pay: na

Benny Beurskens (promotion)

Role: Director of Maintenance and Facilities

Date of Hire: 09/01/2019

Hiring Rate of Pay: \$4,333/monthly (\$52,000 annually)

Dr. Mark Allen

Role: Vice President of Academic Affairs

Date of Hire: 09/12/2019

Hiring Rate of Pay: \$6,250/monthly (\$75,000 annually)

Separations:

Keli Sutton

Role: Lead Custodian

Dates of Hire: 10/30/2017 – 09/13/2019

Ending Rate of Pay: \$14.50 per hour

Passing:

Elaine Kimzey

Role: Administrative Assistant - WEST

Dates of Hire: 08/17/1988 – 08/31/2019

Ending Rate of Pay: \$18.34 per hour

Employment Searches:

- Vice President of Student Affairs
- Director of Recruiting and Public Relations
- Registrar
- Assistant Women's Softball Coach
- Veterinary Program Instructor
- Upward Bound Program Coordinator
- SSS Engagement Specialist

Total Full Time Employees	112
Full Time Staff Positions	51
Grant Funded TRIO Programs	6
Full Time Faculty Positions	29
Full Time Coaching Positions	24