

BOARD OF TRUSTEES REGULAR MEETING  
CIE 104 (Center for Innovation and Entrepreneurship) 6:00 p.m.  
October 10, 2019

MINUTES

**Members Present**

Terry Clark  
Norman Chambers  
Jana Shaver  
Mike Wood  
Cynthia Sherwood

**Others Present**

George Knox, Interim President  
Beverly Harris, Executive Assistant/Board Clerk  
Lori Boots, Vice President for Human Resources  
Cordell Jordan, Executive Vice President and Chief Marketing Officer  
Mark Allen, Vice President for Academic Affairs  
Melanie Ishimura, Financial Accountant  
Tamara Blaes, Professor of Business Computer Technology/Faculty Senate President

**Guests**

Susan Scovel, Daily Reporter  
Andy Taylor, Montgomery County Chronicle  
John Eubanks, Community Member  
Wayne Stephany, Community Member  
Karl Johnson, Community Member  
Ashley Osborn, Community Member

I. ROUTINE

- A. Call to Order – Terry Clark called the meeting to order at 6:00 p.m. and noted amendments made to agenda.
- B. Approval of Amended Agenda – Jana Shaver moved to approve the amended agenda. Cynthia Sherwood seconded the motion and the motion carried 5-0.
- C. Welcome Guests – Terry Clark welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
- D. Pledge of Allegiance – Norman Chambers led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Jana Shaver read the College Mission Statement.
- F. Vision Statement – Mike Wood read the College Vision Statement.
- G. Approval of September 12, 2019 Minutes – Cynthia Sherwood moved to approve the September 12, 2019 Board meeting minutes. Mike Wood seconded the motion and the motion carried 5-0.

- II. EXECUTIVE SESSION – Non-elected Personnel. Norman Chambers moved that the Board recess for an executive session for discussion of a personnel matter, pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 6:20 p.m. in CIE 104 of the Center for Innovation and Entrepreneurship. Lori Boots was invited to attend. The Board entered Executive Session in CIE 105 at 6:05 p.m. The Board returned to Open Session in CIE 104 at 6:20 p.m.

III. INSTITUTIONAL OPERATIONS

- A. KACCT Meeting Update – Norman Chambers provided highlights of the quarterly meeting held at Neosho County Community College and shared information about the Department of Education's efforts to implement the 2<sup>nd</sup> Chance Pell Grant initiative geared toward individuals incarcerated in Federal or State penal institutions. Trustee Chambers and Dr. Knox both referenced the requirement that institutions publish specific operational documents/data on their website; Dr. Knox shared that a list of the required documents is forthcoming, and those items identified must be posted by December 15, 2019. Dr. Knox shared ongoing

discussions in the Council of President's group regarding the relationship of community colleges and the Kansas Board of Regents. Dr. Knox noted that any further definition of the parameters associated with the terminology that community colleges are "coordinated by the Board of Regents" has not occurred.

- B. Extension of Interim President's Appointment – Norman Chambers moved to approve the extension of Dr. George Knox' appointment in the position of Interim President through June 30, 2020. Jana Shaver seconded the motion and the motion carried 5-0.
- C. Allow Payables – After questioning several expenditures, Trustee Sherwood inquired about a comprehensive report of Inge activities; Dr. Knox responded that Hannah Joyce-Hoven would be on campus the last of October to the first of November, and a report would be provided during the November Board of Trustees meeting. Trustee Sherwood also questioned the check for an architect's bid for an elevator in the Student Union Building. Dr. Knox shared that installation of an elevator was a specific requirement noted in the Kansas Board of Regents Office of Civil Rights audit findings for conformance with ADA standards. Dr. Knox also informed the group that plans are to rebuild the ramp on the east side of the building for improved accessibility. Trustee Sherwood also questioned two payments to Sparklight for new line fiber to the residence halls; she noted that the Trustees are required to approve expenditures over \$10,000. It was noted that the expenses were included in the budget and itemized in the Technology Plan. Norman Chambers moved to allow payables. Jana Shaver seconded the motion and the motion carried 5-0.
- D. Remove Daniel Barwick/Cash Management Administrative Rights and Signature Authority-FirstOak Bank Account – Cynthia Sherwood moved to remove Daniel Barwick's cash management administrative rights and signature authority on the FirstOak Bank account. Jana Shaver seconded the motion and the motion carried 5-0.
- E. Approve George Knox/Cash Management Administrative Rights and Signature Authority-FirstOak Bank Account – Cynthia Sherwood moved to approve cash management administrative rights and signature authority for Dr. George Knox on the FirstOak Bank account. Jana Shaver seconded the motion and the motion carried 5-0.
- F. Approve Melanie Ishimura/Cash Management Administrative Rights – Cynthia Sherwood moved to approve cash management administrative rights for Melanie Ishimura on the FirstOak Bank account. Jana Shaver seconded the motion and the motion carried 5-0.
- G. President's Update
  - Reminder/Invite International Flag Day Ceremony – Dr. Knox reminded everyone of the noon Ceremony scheduled Friday, October 11<sup>th</sup>.
  - Strategic Plan Oversight Update – Cordell Jordan provided a quick update and shared that quarterly reviews of Strategic Plan progress are planned; the first will occur during the November Board of Trustees meeting and information will be published on the website. A comprehensive review with the Board of Trustees will take place during the January meeting. Mr. Jordan shared that the Oversight Committee and the subcommittees provide oversight of the Strategic Plan focus areas of: Academic Excellence; Community Engagement; and, Enrollment/Endowment which will facilitate benchmarking during each quarter instead of following culmination of the academic year.

#### IV. CONSENT AGENDA

John Eubanks submitted a request for public comment and questioned the lack of: budget summary; revenue; expenditure; financial dashboard; and, cash flow projection documents in the financial report section of the agenda. Dr. Knox responded that the original software purchased was not equipped to handle financial reporting at the higher education level and the College is in the process of rebuilding the software to conform to higher education processes which will subsequently provide accurate information. Mr. Eubanks reiterated that overall expenditures could be utilized for the creation of an expenditure report. Ashley Osborn requested approval to comment on the topic and noted her experience providing the College financial accounting assistance; she stated the bank reconciliations could not be conducted accurately and the system rebuild was necessary to meet accounting standards specific to the College. Ms. Osborn noted that the College could possibly create trial balances for presentation during the Board of Trustees meetings. John Eubanks also noted the number of employees driving College owned vehicles. It was noted that all College owned vehicles are not designed for personal use.

Mike Wood moved to pull "C. Database Administrator Position" from the Consent Agenda. Cynthia Sherwood seconded the motion and the motion carried 5-0.

Jana Shaver moved to approve the Consent Agenda which included acknowledgement of receipt of the financial, personnel, and grant progress reports. The personnel report included the promotion of Robin Kilbert to position of Lead Custodian at an hourly rate of \$14, while retaining College support toward employee participation in ICC's group health insurance plan. Also included were assignment of additional responsibilities, as well as College support toward employee participation in ICC's group health insurance plan, for: Taylor Crawshaw in the new role of Associate Dean for Tutoring and Accessibility & Registrar with a salary increase of \$4,750/ month; Laura Schaid in the new role of Academic Affairs Specialist with a salary increase of \$3,083/month; Laura Jamison in the new role of Full-time Administrative Assistant – WEST at an hourly rate of \$13; and, Eric Figurski in the new role of Interim Athletic Director through December 31, 2019 at the contracted rate of \$4,800 monthly plus use of a Fleet vehicle. Additional personnel items were employment of: Tyler Thayer in the position of Men's Assistant Basketball Coach on a 10-month contract at the rate of \$1,030/month plus College support toward employee participation in ICC's group health insurance plan; Jason Huffam in the position of Statecraft Adjunct Instructor at a rate of \$550/credit hour; Steven Brock in the position of Upward Bound Program Academic Coordinator at an annualized salary of \$35,900 plus College support toward employee participation in ICC's group health insurance plan; Vincent Bowhay in the position of Vice President of Student Affairs at an annualized salary of \$72,500 plus College support toward employee participation in ICC's group health insurance plan; and Danielle Hayes in the part-time Library Assistant position at a rate of \$10/hour for up to 30 hours per week. Separations included: Brett Vana from the position of Athletic Director; Brendan Roberts from the position of Men's Assistant Basketball Coach; Amanda McCormick from the position of Director of Veterinary Tech Program; Sharnice Byrd from the position of Assistant Athletic Trainer; Susan Manning (retirement) from the position of Director of EMS Education effective June 30, 2020; and Teresa Vestal (retirement) from the position of Bookstore Manager effective June 30, 2020. Revisions to the Procedures section of the Board of Trustee Policy and Procedure Manual, and payment to the Kansas Jayhawk Community College Conference in the amount of \$6090 for men's and \$7308 for women's 2019-2020 basketball officials were also included in the Consent Agenda. Mike Wood seconded the motion for approval of the Consent Agenda and the motion carried 5-0.

C. Database Administrator Position – It was noted the Database Administrator would play a key role in establishing the rebuilt software and working with Information Technology throughout the process, as well. Ashley Osborn stated that the individual should be a systems accountant professional as the go-between for Information Technology and the representatives rebuilding the software. Following further discussion, Cynthia Sherwood moved to table approval of the Database Administrator position until additional job responsibilities were specified. Jana Shaver seconded the motion and the motion carried 5-0.

CI. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not required.

VI. ADJOURN – Norman Chambers moved that the meeting adjourn. Mike Wood seconded the motion and the motion carried 5-0. The meeting adjourned at 7:05 p.m.

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Beverly Harris  
Board Clerk

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