

BOARD OF TRUSTEES REGULAR MEETING
CIE 104 (West Classroom of Center for Innovation and Entrepreneurship) 6:00 p.m.
January 13, 2020

MINUTES

Members Present

Val DeFever
Terry Clark
Norman Chambers
Mike Wood
Cynthia Sherwood
Jana Shaver
Kevin Brannum
John Eubanks
Ashley Osburn

Others Present

George Knox, President
Cordell Jordan, Executive Vice President and Chief Marketing Officer
Beverly Harris, Executive Assistant/Board Clerk
Jonathan Sadhoo, Vice President for Administration and Finance
Lori Boots, Vice President for Human Resources
Vincent Bowhay, Vice President for Student Affairs
Mark Allen, Vice President for Academic Affairs
Melanie Ishimura, Financial Accountant
Tamara Blaes, Professor of Business Computer Technology/Faculty Senate President
Cody Westerhold, Director for Student Life
Isaias McCaffery, Professor of History/Geography

Guests

Susan Scovel, Daily Reporter
Andy Taylor, Montgomery County Chronicle
Lisa Eubanks, Community Member
Dawn McCaffery, Community Member

I. ROUTINE

- A. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
- B. Approval of December 12, 2019 meeting minutes – Cynthia Sherwood moved to approve the December 12, 2019 meeting minutes. Norman Chambers seconded the motion and the motion carried 5-0-1. Jana Shaver abstained because she arrived near the end of the December meeting.
- C. Board Chair Presents Service Awards to Outgoing Trustees – Val DeFever recognized the Fab Lab and Tim Haynes for production of the service awards. Terry Clark, Mike Wood, and Jana Shaver were presented crystal paperweights engraved with their respective service dates; pictures were taken.
- D. New Trustees Take Office/Board Approves Indemnity Agreements – The Board Clerk administered the Oath of Office to new Trustees Brannum, Eubanks, and Osburn; Indemnity Agreements were signed.
- E. Approval of Agenda – Cynthia Sherwood moved to amend the agenda for inclusion of an Executive Session regarding non-elected personnel matters prior to the Institutional Operations section. Norman Chambers seconded the motion and the motion carried 6-0.
- F. Welcome Guests – Val DeFever welcomed the guests and the New Trustees.
- G. Pledge of Allegiance – The group recited the Pledge of Allegiance.
- H. Mission Statement – Cynthia Sherwood read the College Mission Statement.
- I. Vision Statement – Norman Chambers read the College Vision Statement.

- IV. EXECUTIVE SESSION – Non-elected Personnel. Val DeFever noted that no action would be taken following Executive Session. Cynthia Sherwood 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 6:35 p.m. in CIE 104 of the Cessna Learning Center. Kevin Brannum seconded the motion and the motion carried 6-0. The Board entered Executive Session in CIE 105 at 6:10 p.m. The Board returned to Open Session in CIE 104 at 6:35 p.m.

II. INSTITUTIONAL OPERATIONS

- A. Annual Board of Trustees Elections and Appointments
- Nominate and Elect Board Chair – Val DeFever nominated Cynthia Sherwood as Board Chair. Ashley Osburn seconded the motion and the motion carried 6-0.
 - Nominate and Elect Board Vice-Chair – Cynthia Sherwood nominated Ashley Osburn as Board Vice-Chair. John Eubanks seconded the motion and the motion carried 6-0.
- B. Annual Board Chair Appointments
- New Chair Appoints Two Trustees to Serve on the Audit Committee – Cynthia Sherwood appointed Ashley Osburn and John Eubanks to the Audit Committee.
 - New Chair Appoints Kansas Association of Community College Trustees (KACCT) Representative – Cynthia Sherwood appointed Norman Chambers as the KACCT representative.
 - Kevin Brannum and Val DeFever were appointed by Dr. Sherwood as ICC Foundation liaisons.
- C. Designate Official Newspaper for 2020-2021 – Norman Chambers moved that The Montgomery County Chronicle be designated the official newspaper for 2020-2021. Kevin Brannum seconded the motion and the motion carried 6-0.
- D. Designate College Legal Counsel for 2020-2021 – Ashley Osburn moved that Jeff Chubb be designated as College Legal Counsel for 2020-2021. Val DeFever seconded the motion and the motion carried 6-0.
- E. Identify Date, Time, and Location for 2020-2021 Monthly Board Meetings – Norman Chambers moved that 2020-2021 monthly Board meetings take place the third Monday of each month at 7:00 p.m. Kevin Brannum seconded the motion and the motion carried 6-0.
- Dr. Sherwood asked about food service vendor presentations and discussion, as the topic was not included in the agenda. Dr. Knox responded that a special meeting specifically for the topic would be planned. Following Board discussion, Jonathan Sadhoo will contact the vendors for availability on Wednesday, January 22nd, at 7:00 p.m.; Wednesday, January 29th will be used as a backup date. Cynthia Sherwood suggested scheduling the additional meetings in April, May, June, and July during the special meeting; she asked the Board to bring their respective calendars to the meeting for planning purposes.
- F. Revised Job Description/Search Firms For Position of ICC President – Norman Chambers moved to approve the revised job description for the position of President. John Eubanks seconded the motion and the motion carried 6-0. John Eubanks moved to table selection of a search firm to allow the Board time to seek additional firms. Mr. Eubanks also suggested the search be conducted internally. Ashley Osburn seconded the motion to table selection of a search firm and the motion carried 6-0.
- G. Culinary Program (tabled from November 2019 meeting) – Mark Allen provided an overview of the proposal and further discussion took place. Ashley Osburn provided information associated with the Culinary Program at Greenbush and requested written documentation of proposed income and costs of the Program. Norman Chambers suggested leasing the area to catering services. Val DeFever moved to table consideration of the Culinary Program approval pending further research. John Eubanks seconded the motion and the motion carried 6-0.
- H. Allow Payables – Following a question about an Inge Festival expenditure, Kevin Brannum asked Jonathan Sadhoo to create a forecast of the Inge budget with the staff reductions considered for a comparison of all expenditures last year to this year. John Eubanks questioned recording of concession stand charges for accurate reconciliation. Ashley Osburn moved to remove the Financial Report (revenue, expenditures, and bill summary) from the Consent Agenda for review and discussion under Institutional Operations. John Eubanks seconded the motion and the motion carried 6-0. Ashley Osburn questioned receipt of only 30% of projected revenues and expenditure of 41% of budgeted amounts; she suggested reporting revenue on an accrual basis. John Eubanks requested the bank statement reflect the beginning balance, deposits made, withdrawal/payments, and the ending balance. Ashley Osburn questioned access to specific invoices. John Eubanks moved to allow payables. Ashley Osburn seconded the motion and the motion carried 6-0.
- I. President's Update – George Knox will be in Topeka Thursday for Kansas Board of Regents meetings. Dr. Knox suggested an all-day Orientation/Planning Retreat. The Board suggested meeting two evenings versus an all-day event. A Planning Session with the entire Board was scheduled for Wednesday, January 29th from 7:00 – 9:00 p.m. Orientation for the new Trustees was scheduled for Wednesday, February 5th from 7:00 – 9:00 p.m.
- PTK Honors Luncheon March 12th in Topeka/RSVP to Beverly Harris by January 24th
 - Strategic Planning Oversight Update – Cordell Jordan provided an overview of progress and noted that all fifty-four areas of the College will be trained on uploading Operational Plan data for quarterly updates. Mr. Jordan will send the Board the most recent update for review prior to the Board planning session.
 - 2020-2021 Operational Plans – Cordell Jordan shared how the Operational Plans tie to Strategic Plan goals.

- III. CONSENT AGENDA – John Eubanks moved to approve the Consent Agenda which included acknowledgement of receipt of the personnel and grant progress reports. The personnel report included employment of Deniece Byrd-Molnar in the

part-time/seasonal position of Inge Center Festival Coordinator for 20 hours/per week January-June at a pay rate of \$12.50/hour; Brandi Matthews in the part-time/seasonal position of Inge Center Festival Coordinator for 20 hours/per week January-June at a pay rate of \$12.50/hour; Cash Thompson in the position of Volunteer Football Coach; Josh Palmer in the position of Volunteer Football Coach; Ronald Barrett in the position of Volunteer Football Coach; Astrid Sanchez in the position of Custodian at an hourly rate of \$11.50 plus College support toward employee participation in ICC's group health insurance plan; and Erica Cope in the position of Student Support Services Engagement Specialist at an annualized pay rate of \$32,000 plus College support toward employee participation in ICC's group health insurance plan. Transfer/Status Changes included in the personnel report were: Hannah Marquez from full-time to part-time Accounts Payable/Payroll Specialist and an hourly rate of \$13.00; and, Nicole McIntosh from a part-time position to full-time Accounts Payable/Payroll Specialist and an hourly rate of \$14.00 plus College support toward employee participation in ICC's group health insurance plan. Separations included Kelsey Jennings from the position of Student Support Services Program Administration Assistant. Val DeFever seconded the motion for approval of the Consent Agenda and the motion carried 6- 0.

III. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not needed.

Although several Annual Program Reviews were included in the Board Agenda packets for reference only and required no action, it was noted that some of the Reviews lacked the Comment Section and signature of the Vice-President of Academic Affairs. Mark Allen will provide the last page of the Reviews with missing data for subsequent distribution to the Board of Trustees.

On a Point of Personal Privilege, Val DeFever encouraged attendance at the Martin Luther King, Jr. Community Celebration scheduled Sunday, January 19th, at 2:00 p.m.

On a Point of Personal Privilege, Kevin Brannum recognized Val DeFever for her service as Board Chair. Cynthia Sherwood also added her thanks for Ms. DeFever's time as the Board Chair.

V. ADJOURN – John Eubanks moved that the meeting adjourn. Val DeFever seconded the motion and the motion carried 6-0. The meeting adjourned at 8:30 p.m.

Beverly Harris
Board Clerk

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