

BOARD OF TRUSTEES REGULAR MEETING  
CIE 104 (Center for Innovation and Entrepreneurship) 7:00 p.m.  
February 17, 2020

MINUTES

**Members Present**

Cynthia Sherwood  
Ashley Osburn  
Norman Chambers  
Val DeFever  
Kevin Brannum  
John Eubanks

**Others Present**

George Knox, President  
Cordell Jordan, Executive Vice President and Chief Marketing Officer  
Beverly Harris, Executive Assistant/Board Clerk  
Eric Montgomery, Chief Information Officer  
Jonathan Sathoo, 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  
Eric Figurski, Interim Athletic Director  
Teresa Vestal, Bookstore Manager  
Cody Westerhold, Director of Student Life  
Jim Correll, Entrepreneur Facilitator, Fab Lab Manager  
Tamara Blaes, Faculty Senate President  
Nyssa Crompton, Associate Professor of Chemistry  
Ben Seel, Professor of Political Science  
Bruce Peterson, Inge General Manager

**Guests**

Patricia Seller, Student Government Association  
Andy Taylor, Montgomery County Chronicle  
Susan Scovel, Daily Reporter  
Lea Shepard, Community Member

I. ROUTINE

- A. Call to Order – Cynthia Sherwood called the meeting to order at 7:00 p.m. and asked if any revisions to the agenda were necessary. John Eubanks asked that “C. Approval of January 13, 2020 and January 22, 2020 Meeting Minutes” be pulled from the Consent Agenda. “G. Transformed Life Mental Health Services Recommendation” was also pulled from the Consent Agenda and moved under “Institutional Operations” as item “K.”.
- B. Approval of Agenda – Val DeFever moved to approve the agenda as amended. John Eubanks seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Chair Sherwood 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 – John Eubanks read the College Mission Statement.
- F. Vision Statement – Kevin Brannum read the College Vision Statement.

II. INSTITUTIONAL OPERATIONS

- A. Faculty Senate – Tamara Blaes provided an overview of Faculty Senate initiatives over the last months.
- B. Selection of Food Service Provider – Dr. Knox shared that three other community colleges who have utilized Great Western Dining Services for a long time are moving to an alternative food service provider. Ashley Osburn added that Consolidated Food Service is the best option financially. Norman Chambers moved to take the required steps to move to Consolidated Food Service. Ashley Osburn seconded the motion and the motion carried 6-0. Jonathan Sathoo will send a notice letter to Great Western Dining Services on Tuesday.

Cynthia Sherwood asked John Eubanks why the Board meeting minutes were pulled from the Consent Agenda. John Eubanks requested an amendment to the January 22, 2020 special meeting minutes, as he did not second the motion to extend Executive Session. Val DeFever shared that she made the motion. Ashley Osburn moved to approve the January 13 regular meeting minutes and the January 22 special meeting minutes as amended. Kevin Brannum seconded the motion and the motion carried 6-0.

- C. Reschedule March 16<sup>th</sup> Monthly Meeting (Spring Break). Kevin Brannum moved to reschedule the March meeting to Monday, March 9, 2020. Ashley Osburn seconded the motion and the motion carried 6-0. The financials will be shared electronically as soon as reports are received from our financial institution.
  - D. Designate Authorized Representatives on Certificates of Participation – John Eubanks moved to designate Dr. George Knox, Cynthia Sherwood, and Jonathan Sadhoo as authorized representatives on the Certificates of Participation. Val DeFever seconded the motion and the motion carried 6-0.
  - E. Cash Management Administrative Rights/Authorized Signor-First Oak Bank – Ashley Osburn moved to remove the names previously listed on the forms and add Dr. Knox, Cynthia Sherwood, and Jonathan Sadhoo as authorized signors having cash management administrative rights on College accounts at First Oak Bank. John Eubanks seconded the motion and the motion carried 6-0.
  - F. Financial Report – Ashley Osburn noted the Cosmetology Program revenues are low and expenses are high; she also questioned Bookstore sales. Jonathan Sadhoo responded to Trustee Osburn's request for a comparison to prior year numbers that Eric Montgomery has created a 3-4 year comparison. Kevin Brannum asked questions about grant writing and recommended renewed efforts toward grant opportunity searches. Cynthia Sherwood noted that dorm occupancy numbers are better. Ashley Osburn moved to approve the financial report. Kevin Brannum seconded the motion and the motion carried 6-0.
  - G. Allow Payables – Ashley Osburn asked: which employees get fleet vehicles; what is the College policy about fleet vehicle use; and, how the value is calculated. Kevin Brannum questioned lease mileage parameters. John Eubanks asked about fuel purchases made on Jonathan Sadhoo's College Purchase Card and whether the expenses were College-related. Kevin Brannum informed John Eubanks that the Board would discuss the topic further in the Executive Session related to non-elected personnel. Val DeFever moved to allow payables. Norman Chambers seconded the motion and the motion carried 5-0-1 with John Eubanks abstaining as he was listed in the payables section.
  - H. President's Update – Dr. Knox shared that Kansas State Treasurer, Jake LaTurner, was on campus that day. The draft revision to Board Policy TRU-906 was provided for the Trustees' review and subsequent consideration for two readings and adoption for inclusion in the Board of Trustees Policy and Procedure Manual. The section of the Policy being revised was highlighted in yellow for reference, and the first reading will take place at the March meeting.
    - Quarterly Review of Strategic Plan – Cordell Jordan provided highlights of the Operational/Strategic Planning Work Day held from 7:30 a.m. to 1:30 p.m. that day, and acknowledged good campus-wide participation in the day's activities.
  - I. Annual Payment for Shulthis Stadium Use – Eric Figurski provided an overview of the contractual agreement for use of Shulthis Stadium and noted that he will negotiate terms for next year. Ashley Osburn moved to approve the annual payment in the amount of \$30,000 for use of Shulthis Stadium. John Eubanks seconded the motion and the motion carried 6-0.
  - J. Microsoft License Renewal – John Eubanks moved to approve the \$11,076.43 annual renewal to our retail provider, Insight, for the College Microsoft license. Ashley Osburn seconded the motion and the motion carried 6-0.
  - K. Transformed Life Mental Health Services Recommendation – Vincent Bowhay provided background information related to retaining the mental health and counseling services of Daniel Clark of Transformed Life for the spring 2020 semester. Mr. Bowhay shared that the short-term contract in an amount not to exceed \$10,000 will provide support to our campus while we investigate the staffing and programmatic models that will best support ICC students in the future. Kevin Brannum moved to approve the Transformed Life Mental Health Services recommendation as presented. Ashley Osburn seconded the motion and the motion carried 6-0.
- III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda. The Personnel Report section of the Consent Agenda included employment of: Brandon Linney in the position of Volunteer Football Coach receiving a dorm room and meal plan for his services; Austin Rocheleau in the position of Volunteer Football Coach receiving a dorm room and meal plan for his services; Jay Osborne in the position of Football Coach-Offensive Coordinator at an annualized salary of \$40,000 plus College support toward employee participation in ICC's group health insurance plan; and, Conor Chadwell in the position of Assistant Athletic Trainer at an annualized salary of \$40,000 plus College support toward employee participation in ICC's group health insurance plan. Also included in the Personnel Report were transfers/status changes for: Marcius Wimberly from the position of Volunteer Football Coach to Football Coach at an

annualized salary of \$10,300; and Benjamin Saunders from the Volunteer Football Coach position to Football Coach at an annualized salary of \$10,300. Separations included: Steven Stadler and Johnny Caughman from the position of Football Coach. Sue Manning withdrew her retirement notice and will continue service in the position of Director of EMS Education at an annualized salary of \$57,450 plus College support toward employee participation in ICC's group health insurance plan. Included in the Consent Agenda was: acknowledgement of receipt of the grant progress report; recommendation to contract with D & A Electrical Systems LLC in Independence, KS for mandatory campus fires safety equipment and upgrades in the amount of \$34,727; payment in the amount of \$20,261.47 to Decker Construction Inc. of Coffeyville, KS for work performed for the Fab Lab Grant Project; and, payment to Jarred, Gilmore & Phillips, PA of Chanute, KS in the amount of \$17,500 for conducting the required annual audit of ICC's financials. Val DeFever seconded the motion and the motion carried 6-0.

- IV. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not required.
- V. EXECUTIVE SESSION – Non-elected Personnel. Cynthia Sherwood noted that no action would be taken following Executive Session. Val DeFever 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 8:45 p.m. in CIE 104 of the Center for Innovation and Entrepreneurship. Kevin Brannum seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:15 p.m. The Board returned to Open Session in CIE 104 at 8:45 p.m. Norman Chambers moved that the Board recess for an Executive Session for an additional thirty minutes 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 9:15 p.m. in CIE 104 of the Center for Innovation and Entrepreneurship. Val DeFever seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:45 p.m. The Board invited Dr. Knox to join Executive Session at 9:00 p.m. The Board returned to Open Session in CIE 104 at 9:15 p.m. Norman Chambers moved that the Board recess for an Executive Session for an additional fifteen minutes, to include Dr. Knox and Lori Boots 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 9:30 p.m. in CIE 104 of the Center for Innovation and Entrepreneurship. Ashley Osburn seconded the motion and the motion carried 6-0. The Board entered Executive Session at 9:15 p.m. The Board returned to Open Session in CIE 104 at 9:30 p.m. Kevin Brannum moved that the Board recess for an Executive Session for an additional ten minutes, to include Dr. Knox and Lori Boots 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 9:44 p.m. in CIE 104 of the Center for Innovation and Entrepreneurship. Val DeFever seconded the motion and the motion carried 6-0. The Board entered Executive Session at 9:34 p.m. The Board returned to Open Session in CIE 104 at 9:44 p.m.
- VI. ADJOURN – Norman Chambers moved the meeting adjourn. Val DeFever seconded the motion and the motion carried 6-0. The meeting adjourned at 9:45 p.m.

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Beverly Harris  
Board Clerk

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