

BOARD OF TRUSTEES REGULAR MEETING

Zoom Webinar - 7:00 p.m.

April 20, 2020

MINUTES

Members Present

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

Others Present

George Knox, President
Cordell Jordan, Sr. Vice President and Chief Marketing Officer
Jonathan Sadhoo, Vice President for Administration and Facilities
Beverly Harris, Executive Assistant/Board Clerk
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
Ben Seel, Professor of Political Science
Tamara Blaes, Faculty Senate President

Guests

Jeff Chubb, Legal Counsel
Andy Taylor, Montgomery County Chronicle
Daily Reporter Representative

I. ROUTINE

- A. Call to Order – Dr. Sherwood called the meeting to order at 7:00 p.m. and noted an amendment to the agenda for inclusion of an Executive Session for non-elected personnel.
- B. Approval of Agenda – Norman Chambers moved to approve the amended agenda. John Eubanks seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Dr. Sherwood welcomed the guests and noted there were no requests submitted for public comment on items pertaining to the agenda.
- D. Pledge of Allegiance – Dr. Knox led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Norman Chambers read the College Mission Statement.
- F. Vision Statement – Kevin Brannum read the College Vision Statement.

II. INSTITUTIONAL OPERATIONS

- A. Faculty Senate Update – Tamara Blaes shared that the Faculty Senate met that afternoon and discussed the process for conducting Administrative Evaluations. Lori Boots was acknowledged for her creation of a new document for this purpose; results will be collected through Survey Monkey. The group hopes to have the Faculty Senate By-Laws revised for approval during the regularly scheduled Board of Trustees meeting in May. Cynthia Sherwood asked Ms. Blaes to share with the Faculty the Board's appreciation for the hard work conducted in transitioning to on-line coursework and everything being done to meet student needs.
- B. Financial Report – Norman Chambers moved to approve the Financial Report. Val DeFever seconded the motion and the motion carried 6-0.
- C. Allow Payables – Cynthia Sherwood shared answers Jonathon Sadhoo provided for a few questions she had on the payables. \$112,000 was spent on the Inge Festival; however, \$36,000 was spent when salaries were subtracted from the total. Dr. Sherwood also questioned recruiting expenditures; Mr. Sadhoo informed her that charges from January to the present time were included in the report. A student refund was also reviewed. John Eubanks moved to approve the payables. Ashley Osburn seconded the motion and the motion carried 6-0.

- D. Budget Planning Process – Jonathon Sadhoo asked the Board what direction they would like to pursue with 2020-2021 budget planning and shared that a carry-over budget process could be utilized. Dr. Sherwood noted the many unanswered questions due to COVID-19 and the difficulty in being specific on budget numbers. Approximately \$598,000 loss in revenue by football athletes not returning to campus until July 1st was a major concern; Coach Harris is investigating the possibility of pushing the football season back to August. Jonathan Sadhoo said he could move forward with a carry-over budget or develop several revenue reduction projections for further discussion. Mr. Sadhoo noted a possible decrease in revenue due to delinquent property taxes with the increase in unemployment rates. Potential State appropriation reductions were also noted. Dr. Knox has been in contact with the Southeast Kansas Community College Presidents; they are following a similar process and not allowing students back on campus until July. Norman Chambers asked about CARES Act funding for the College; Jonathan Sadhoo responded that of the approximate \$600,000 amount, the first 50% must be distributed to students. Mr. Sadhoo shared that meal refunds were already distributed, and the College may be responsible for approximately \$428,000 in residence hall refunds which may be allowable expenses for the College’s portion of funding. The contract with Great Western has been cancelled and they have moved out; Consolidated is currently scheduled to open July 5th. Dr. Sherwood asked for different scenarios for the various budget areas and scheduling of meetings for further discussion. Mr. Sadhoo noted potential reductions in scholarships offered and requested Board input on other specific areas for reduction. Trustee Brannum suggested two Trustees meet with Mr. Sadhoo in person for budget discussions; Dr. Knox noted that campus is on lockdown for two weeks and suggested delay of in person meetings until that time has passed. Jonathan Sadhoo will prepare hard copies of the budget proposals and work with the Trustees for scheduling in person meetings; the Trustees were encouraged to send questions and/or input to Mr. Sadhoo. More information on revenues is required prior to any definitive budget decisions. Mr. Chambers reminded the group of the June timeframe associated with receipt of the County mill levy estimates and noted the assessed valuation is down considerably this year which will require raising the mill levy to hold revenues constant.
- E. Lawn Care Equipment 2020 – Norman Chambers moved to approve the purchase of lawn care equipment to include a tractor with mower attachment as well as other minor potential equipment (weed trimmers, blowers, etc.) in an amount not to exceed \$15,000. Kevin Brannum seconded the motion and the motion carried 6-0.
- F. President’s Update
- College Status Regarding COVID – 19 – Dr. Knox acknowledged the incredible efforts of College faculty in transitioning to on-line coursework and working remotely to support our students. Dr. Knox also noted efforts of administrative staff. Dr. Knox turned things over to our strategy person for COVID-19, Dr. Vincent Bowhay.
 - Emergency Response Plan – Vincent Bowhay provided a snapshot of the Incident Response Teams’ work and the College’s response to COVID-19: over 100 pallets of student belongings were shipped to them; grant awards for technology needs were distributed to students; and the Emergency Communication Plan was developed. Ashley Osburn applauded the amount of information provided, as well as the rapid response and detailed communication to staff, Trustees, and the community. Norman Chambers added his thanks for the teams who assisted in compiling the report presented.
 - Strategic Planning Update – Cordell Jordan shared that the Strategic Planning Oversight Committee continues its work. Focus is mainly on the outward-facing initiatives of the Strategic Plan; the campus workday was very productive; new goals and benchmarks were set, as well as goal measurements. A report will be presented during the regularly scheduled May Board meeting. Operational Plans continue through work with the four focus areas; Enrollment is now headed by Dr. Vincent Bowhay, Dr. Allen is over Academic Excellence, Meagan Moore heads Community Engagement; and, Laura Allison is over Endowment. Mr. Jordan shared that Operational goals are ongoing in conjunction with the focus areas. Endowment may be re-focused; however, plans continue for the Capital Campaign’s launch in the fall with the Gala in September and fund-raising goals remain constant. ICC Foundation’s revenue losses and ability to contribute are factors in the endowment area.

III. CONSENT AGENDA – John Eubanks moved to approve the Consent Agenda as reported. Included in the Personnel Report were transfer/status changes of: Erica Cope from the Student Support Services Engagement Coordinator to the position of Head Cheer/Stunt Coach at an annualized salary of \$32,000 plus College support toward employee participation in ICC’s group health insurance plan; and, Toni Bruington from the part-time Bookstore Assistant position to the position of Interim Bookstore Manager at an annualized salary of \$37,000 plus College support toward employee participation in ICC’s group health insurance plan. Also included were the separations of: Eric Montgomery from the Chief Information Officer position; Dr. Nyssa Crompton from the Professor of Chemistry position; Joshua Palmer from volunteer Football Coach position; and, Sheena Brubaker from the Head Cheer/Stunt Coach position. Also included in the Consent Agenda was receipt of the Gant Progress Report and approval of the March 9, 2020 Board of Trustees meeting minutes. Ashley Osburn seconded the motion and the motion carried 6-0.

- IV. EXECUTIVE SESSION – Employer-Employee Negotiations.
Ashley Osburn moved that the Board recess for an Executive Session for the purpose of discussing negotiations, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session would resume through the Zoom link at 8:01 p.m. Those invited to attend were George Knox, Cordell Jordan, Lori Boots, Mark Allen, and Jeff Chubb. Norman Chambers seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:51 p.m. The Board returned to Open Session through the Zoom link at 8:01 p.m.
- V. EXECUTIVE SESSION - Non-Elected Personnel – John Eubanks 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). Responding to Mr. Chubb’s suggestion, the Executive Session was corrected to reflect the Attorney/Client Privilege. Trustee Eubanks was not required to repeat the motion to enter Executive Session made prior to the correction. Sample Subjects for Attorney/Client Privilege are: Ongoing litigation; a settlement proposal; or a claim made against the College. Consultation with the College attorney regarding legal matters *is* pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume through the Zoom link at 8:13 p.m. Those invited to attend were George Knox, Cordell Jordan, Lori Boots, Mark Allen, and Jeff Chubb. Ashley Osburn seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:03 p.m. The Board returned to Open Session at 8:13 p.m.
- VI. ADJOURN – John Eubanks moved the meeting adjourn. Kevin Brannum seconded the motion and the motion carried 6-0. The meeting adjourned at 8:14 p.m.

Beverly Harris
Board Clerk

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