

BOARD OF TRUSTES MEETING

Zoom Webinar - 7:00 p.m.

June 15, 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 Sahoo, 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, Athletic Director
Taylor Crawshaw, Associate Dean/Tutoring and Accessibility/Registrar
Tom Weaver, Associate Professor of Biology

Guests

Susan Scovel, Daily Reporter
Daniel Barwick, Community Member

I. ROUTINE

- A. Call to Order – Cynthia Sherwood called the meeting to order at 7:03 p.m.
- B. Approval of Agenda – Val DeFever moved to approve the amended agenda. Ashley Osburn seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Cynthia Sherwood welcomed the guests.
- D. Mission Statement – Norman Chambers read the College Mission Statement.
- E. Vision Statement – John Eubanks read the College Vision Statement

II. INSTITUTIONAL OPERATIONS

- A. Faculty Senate Report – This report was not provided.
- B. Financial Report – As there were no questions regarding the Financials, Kevin Brannum moved for approval. Norman Chambers seconded the motion and the motion carried 6-0.
- C. Allow Payables – John Eubanks moved to allow payables. Norman Chambers seconded the motion and the motion carried 6-0
- D. President's Update – Dr. George Knox informed the group that he was proud of everyone for keeping things together and noted that summer enrollment is flat but was to be expected during these unusual times.
 - Strategic Plan Update – Cordell Jordan shared that the Strategic Plan dashboard would be updated with information submitted by the campus community by the August 1st deadline. Mr. Jordan also noted that the website will be refreshed and updated by the end of July/first of August. Campus Suite will be update and pushed out to content managers across campus who will be responsible for respective site content; an example provided was that Beverly Harris will be responsible for updating and maintaining information related to the Board of Trustees.
 - COVID-19 Update/Reopening Plan – Vincent Bowhay shared that: the Emergency Response Team (ERT) meets weekly; additional PPEs are being procured; and, he is working with Bluffstone staff to prepare for students' return to the dorms. ERT is considering possible revisions to the Academic calendar in the event of another COVID-19 outbreak. Admissions is beginning fall semester enrollment for Monday/Wednesday and Tuesday/Thursday 90-minute classes. Mark Allen responded to John Eubank's question about the effect this schedule has on financial aid and if courses are being limited during the 8-week sessions. Navigators are working with students on an individual basis in compliance to their respective academic plans with enrollment in both semesters at the same time. Jonathan Sahoo added that Department of Education regulations were loosened to allow financial aid credit under the same

guidelines previously observed. Dr. Bowhay acknowledged Jonathan Sadhoo for the identification of COVID-19 expenditures through CARES Act funding in the Financial Report. Dr. Allen also stated that the semesters will be considered full term (similar to intercession coursework) to meet criteria for the full-time enrollment restriction related to participation in athletic events. It was noted that the Board of Trustees will not meet face-to-face until the campus fully reopens; the phase out continues through August. Dr. Bowhay commended the Board for their successful adaption to virtual meetings through Zoom.

- Selection of Telehealth Service Provider – Vincent Bowhay shared that RFPs were solicited from 25 service providers, and three exceptional bids were received. One proposal successfully met all requirements; the Virtual Care Group offers 24/7, 365 coverage to students anywhere in the United States. Through Virtual Care Group, students can be offered both medical and mental telehealth services with one vendor for less than \$5 per month per student. Dr Bowhay also noted that telehealth services are eligible for reimbursement to the College through the Cares Act and Jonathan Sadhoo has reserved sufficient funding to cover one year pending Board approval. Jonathan Sadhoo responded to Trustee Brannum’s question regarding CARES Act funding that approximately \$373,000 of the portion which can be utilized by the institution has been expended and \$80,000 is still available for reimbursement to the College for COVID-19 related expenditures. Mr. Sahoo also shared that processing of students’ technology needs continues and \$150,000 has been distributed to students to date. In response to the Board’s question of how telehealth services would be funded in the future, Dr. Bowhay will review feasibility and usage rates and suggested the possibility of a fee for students’ access to mental and medical health services. Val DeFever moved to accept the recommendation for Telehealth services through the Virtual Care Group as presented. Ashley Osburn seconded the motion and the motion carried 6-0.

Approval of AC201 Remodel was pulled from the Consent Agenda for further discussion. Dr. Tom Weaver recommended remodel of AC201 through replacement of the lab tables which have been in place for the past forty years. Dr. Weaver informed the group that the configuration of the new lab tables would meet ADA and social distancing guidelines. It was noted that flooring may be required when the current lab tables are removed; flooring supplies are already on hand and maintenance staff would be responsible for all the labor involved with the remodel. Following further discussion, Kevin Brannum moved to approve the remodel of AC201 in an amount not to exceed \$35,000. John Eubanks seconded the motion and the motion carried 6-0.

Norman Chambers stated issues with the agenda, as the one he had did not include Remodel of AC201 as an agenda item; he also noted difficulty in opening the amended agenda sent earlier in the afternoon. Dr. Sherwood expressed similar issues with opening the amended agenda that afternoon and will work with Beverly Harris on distribution issues. Val DeFever shared difficulties with utilization of the College iPad where Ms. Harris deposits Board meeting agendas, amendments, and instructions for Board meeting access and said she would meet with IT for additional training and/or resolution of issues.

Cynthia Sherwood congratulated Eric Figurski on his position as Athletic Director and commended the work he’d done in the Interim Athletic Director position.

The Recommendation for Print Service Agreement was pulled from the Consent Agenda for discussion. Jonathan shared that the College is moving to a centralized print solution and provided an overview of the process utilized in selection of the most cost-effective service provider that met College needs. Ashley Osburn moved to approve the Print Agreement as recommended. Norman Chambers seconded the motion and the motion carried 6-0.

III. CONSENT AGENDA – John Eubanks moved to approve the Consent Agenda which included acknowledgement of receipt of the Personnel and Grant Progress Reports and approval of the May 18, 2020 Board meeting minutes. The Personnel Report included employment of: Shane Burchett in the Volunteer Cheer Coach position; Jason McKenzie in the part-time Bookstore Assistant position at an hourly wage of \$11 plus College support toward employee participation in ICC’s group health insurance plan; Tyler Telphy in the Volunteer Football Coach position for Dorm Room and Meals; Chandler Dahlke in the Volunteer Football Coach position for Dorm Room and Meals; and, Kenneth Tate in the Fine Arts Technical Director/Theater Manager position at an annualized salary of \$45,500 plus College support toward employee participation in ICC’s group health insurance plan. Also included in the Personnel Report were transfers/status changes for Toni Bruington from Interim Bookstore Manager to Bookstore Manager at an annualized salary of \$38,500 plus College support toward employee participation in ICC’s group health insurance plan; and Eric Figurski from the Interim Athletic Director position to Athletic Director at an annualized salary of \$70,000 plus College support toward employee participation in ICC’s group health insurance plan. Separations in the Personnel Report included: Ronald Barrett from the Volunteer Football Coach position; Cash Thompson from the Volunteer Football Coach position; Melanie Ishimura from the Financial Accountant position; Jordan Sutton from the Assistant Women’s Softball Coach position; and, Angela Houston from the Upward Bound Director position. Kevin Brannum seconded the motion to approve the Consent Agenda and the motion carried 6-0.

Dr. Sherwood stated that only one Executive Session regarding non-elected personnel would be held and no action would be taken following Executive Session.

IV. EXECUTIVE SESSION – Non-elected Personnel.

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 8:22 p.m. on the Zoom link. Those invited to attend were Dr. Knox, Jonathan Sadhoo, and Lori Boots. Norman Chambers seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:52 p.m. and the Board returned to Open Session on the Zoom link at 8:22 p.m.

V. EXECUTIVE SESSION – Employer-Employee Negotiations. This Executive Session was not necessary.

VI. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not necessary.

VII. ADJOURN – Ashley Osburn moved the meeting adjourn. John Eubanks seconded the motion and the motion carried 6-0. The meeting adjourned at 8:22 p.m.

Beverly Harris
Board Clerk

Independence Community College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment, all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 5 of the Social Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.