

BOARD OF TRUSTEES REGULAR MEETING

Zoom Webinar - 7:00 p.m.

August 17, 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 Sadoo, Vice President for Administration and Finance
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
Tamara Blaes, Faculty Senate President
Ben Seel, Professor of Political Science
Bruce Peterson, Grant Writer-Student Affairs
Jaicey Gillum, Coordinator ICC Now/Testing/Technical Education

Guests

Susan Scovel, Reporter
Andy Taylor, Montgomery County Chronicle
Lea Shepard, Community Member
Janice Bolt, Inge
Daniel Barwick, Community Member
(2) Community Members

I. ROUTINE

- A. Call to Order – Cynthia Sherwood called the meeting to order at 7:02 p.m. and noted an addition to the agenda to facilitate an Executive Session related to non-elected personnel directly following approval of the August 3, 2020 meeting minutes. Ashley Osburn requested the Grant Progress Report be moved from the Consent Agenda to the body of the agenda for discussion. John Eubanks requested moving the Personnel Report from the Consent Agenda to the body of the agenda for discussion.
- B. Approval of Agenda – Ashley Osburn moved to approve the agenda as amended. Val DeFever seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Cynthia Sherwood welcomed the guests.
- D. Mission Statement – Val DeFever read the College Mission Statement.
- E. Vision Statement – Ashley Osburn read the College Vision Statement.
- F. Approve August 3, 2020 meeting minutes – Val DeFever moved to approve the August 3, 2020 meeting minutes. Kevin Brannum seconded the motion and the motion carried 6-0.

EXECUTIVE SESSION – Non-elected Personnel.

Kevin Brannum moved that the Board recess for an Executive Session for thirty minutes for discussion of a personnel matter pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Dr. Knox was invited to attend. Open Session would resume through the Zoom link at 7:34 p.m. Val DeFever seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:04 p.m. and returned to Open Session through the Zoom link at 7:34 p.m. Ashley Osburn moved that the Board recess for an Executive Session for an additional fifteen minutes for discussion of a personnel matter pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Dr. Knox was invited to attend. Open Session

would resume through the Zoom link at 7:50 p.m. Val DeFever seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:35 p.m. and returned to Open Session through the Zoom link at 7:50 p.m.

II. INSTITUTIONAL OPERATIONS

- A. Faculty Senate Report – Tamara Blaes shared that Faculty Senate met on Tuesday of In-Service and approved the By-Laws which will be presented to the Board following Faculty approval. A campus-wide survey about “how we are doing” will distribute, and the annual assessment was completed. The Administrator Evaluation form has been finalized; Bridget Carson and Ms. Blaes will meet with Lori Boots and Dr. Knox regarding how to annually incorporate the evaluation.
- B. Financial Report – Ashley Osburn questioned the Board of Trustees expense level being at 63%; it was noted that this was due to the annual Higher Learning Commission dues. John Eubanks questioned the \$6,500 expenditure associated with the website; Cordell addressed Mr. Eubanks concerns. Trustee Eubanks asked if inaccuracies in the budget upload were encountered. Johnathan Sadhoo responded that individual budgets are being manually processed due to the number of errors noted; however, next month’s report will be an accurate portrayal. Dr. Sherwood requested a list of budget cuts in dashboard format and a cash flow projection for the September Board meeting. Norman Chambers moved to approve the Financial Report. John Eubanks seconded the motion and the motion carried 6-0.
- C. Allow Payables – Ashley Osburn moved to allow payables. Val DeFever seconded the motion and the motion carried 6-0.
- D. First Reading Revisions to TRU-917 Sexual Misconduct – John Eubanks stated that the Board should be notified about policies prior to inclusion in the Agenda packet and at least two weeks’ notice to review the information should be provided. Cynthia Sherwood shared that the policy was federally mandated and to comply with Title IX, Board approval was necessary by August 14, 2020. Mr. Eubanks suggested utilization of positions instead of individual employee names. Vincent Bowhay will revise the verbiage for the second reading during the September Board meeting. Trustee Eubanks also noted the lengthiness of the policy; Dr. Bowhay responded that the policy was developed through work with legal counsel specializing in higher education and Title IX. Ashley Osburn moved to approve revisions to TRU-917 Sexual Misconduct as interim guidance effective retroactively to August 14, 2020. Kevin Brannum seconded the motion and the motion carried 6-0. Dr. Bowhay informed the group that the College currently does not have a Title IX Coordinator in place.
- E. 2nd Reading of Proposed Board Policies/Inclusion in Board Policy and Procedures Manual
 - Freedom of Expression Policy TRU-920 – John Eubanks moved to approve the 2nd reading and inclusion in the Board Policy and Procedures Manual. Ashley Osburn seconded the motion and the motion carried 6-0.
 - Face Mask/Shield Policy TRU-921 – Kevin Brannum moved to approve the 2nd reading and inclusion in the Board Policy and Procedures Manual. Val DeFever seconded the motion and the motion carried 6-0.
 - Death of a Student or Staff Member Protocol Policy TRU-922 – Ashley Osburn moved to approve the 2nd reading and inclusion in the Board Policy and Procedures Manual. John Eubanks seconded the motion and the motion carried 6-0.
- F. President’s Update – Dr. George Knox acknowledged the work of Bruce Peterson and informed the group Mr. Peterson has been a tremendous asset to the College in the Grant Writer-Student Affairs position.
 - KACCT August 29th Virtual Meeting Notice – Dr. Knox reminded the Board of the upcoming virtual meeting.
 - COVID-19 Update – Dr. Knox shared that Vincent Bowhay is the COVID-19 Coordinator and has created safety processes and precautions related to the pandemic. Dr. Bowhay informed the group that daily temperature checks are being conducted by temporary personnel in campus parking lots. Dr. Bowhay acknowledged the work of the Emergency Response Team (ERT) for process development, as well as Mary Bailey, Cody Westerhold, and Eric Figurski for their testing efforts during the dorm move-in. Telehealth services have been obtained and are paid for with Spark funding. The College remains in Phase III and telework is encouraged. The College has a Memorandum of Understanding with Labette Health for COVID-19 testing, and protocols are in place in the event one tests positive. Contact tracing is also being utilized in cooperation with the Montgomery County Health Department.
 - Overview of In-Service – Dr. Mark Allen provided an overview of In-Service activities and noted the positive feedback received regarding the afternoon sessions.
 - SSS TRIO Program Grant Receipt – Taylor Crawshaw provided highlights of the SSS TRIO Program and shared that the Program was approved for federal funding in the amount of \$252,062 for each of the next five years.
 - Perkins Grant Receipt – Dr. Knox shared that the College lost the Perkins Program 3-4 years ago; however, a consortium was formed with Salina Area Technical College to receive our FY 2021 Carl Perkins allocation of \$17,982 to be spent on Perkins approved programs. The College also became eligible to apply for the Carl Perkins Reserve Fund grant; ICC applied for that grant and got approved to receive an additional \$23,174 to be spent by May 15, 2021.
 - Enrollment Update – Cordell Jordan noted a 10% drop in enrollment based on headcount; however concurrent enrollment is still being processed and there are growth opportunities in CTE Programs which should result in a

4% enrollment drop. Mr. Jordan continued his report by sharing that a major focus of Marketing is toward students' inability to enjoy the campus experience at four-year universities and subsequently enrolling in ICC's online courses. Ashley Osburn requested a summary of marketing results for the September Board meeting. Trustee Osburn questioned the 15% drop in dorm occupancy; Jonathan Sadhoo shared that the drop is mostly contributed to student athletes who are required to live in the dorms, but due to COVID-19 are unable to actively participate in sports. Eric Figurski added that 20-25 dorm residents were lost due to football and walk-on athletes not being on campus. It was noted that Census Day reporting of enrollment on the 20th day of classes may be postponed due to COVID-19.

- G. Personnel Report – John Eubanks questioned the terminology of “volunteer coach”, as the volunteer coaches listed in the Personnel Report were provided room and board. Ashley Osburn noted the previous Human Resources Director verified the acceptability of this practice and any tax liability. Lori Boots shared that provision of room and board is a common practice in higher education.
- H. Grant Progress Report – Bruce Peterson provided an overview of the Grant Progress Report and noted several grant opportunities with a deadline for submission of Wednesday at noon for which he is applying. One of the grant applications would relate to personal protective equipment (PPE) manufacturing in the Fab Lab. Another grant relates to Food Service and the Pirate Pantry Program. Mr. Peterson reiterated that applications for 3 or 4 of the grants available at this time are being processed for the noon Wednesday submission. Ashley Osburn also noted the good fit for the College for several of these small business and non-profit grants and suggested collaboration between the ICC Foundation and the Fab Lab for the grant related to PPE manufacturing.

John Eubanks moved to accept the Personnel Report. Ashley Osburn seconded the motion and the motion carried 6-0. Ashley Osburn moved to accept the Grant Progress Report. Kevin Brannum seconded the motion and the motion carried 6-0.

- III. ADJOURN – John Eubanks moved the meeting adjourn. Val DeFever seconded the motion and the motion carried 6-0. The meeting adjourned at 8:53 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.