

BOARD OF TRUSTEES REGULAR MEETING

Zoom Webinar - 7:00 p.m.

September 21, 2020

MINUTES

Members Present

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
Bruce Peterson, Grant Writer-Student Affairs

Guests

Susan Scovel, Reporter

I. ROUTINE

- A. Call to Order – Following technical difficulties, Ashley Osburn called the meeting to order at 7:08 p.m.
- B. Approval of Agenda – The agenda was amended to remove “A. 2018-2019 Audit” under Institutional Operations; a presentation will be provided during the October Board meeting. The Executive Session for Non-Elected Personnel was moved forward on the agenda following approval of the August 17, 2020 minutes. Val DeFever moved to approve the amended agenda. Norman Chambers seconded the motion and the motion carried 5-0.
- C. Welcome Guests – Trustee Osburn welcomed the guests, provided options for public comment on items pertaining to the agenda, and encouraged participants to mute themselves during the Zoom meeting.
- D. Mission Statement – John Eubanks read the College Mission Statement.
- E. Vision Statement – Norman Chambers read the College Vision Statement.
- F. Approval of August 17, 2020 Minutes – John Eubanks moved to approve the August 17, 2020 Board meeting minutes. Norman Chambers seconded the motion and the motion carried 5-0.

IV. EXECUTIVE SESSION – Non-elected Personnel.

Norman Chambers 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 through the Zoom link at 7:45 p.m. It was noted that two Executive Sessions related to Non-Elected Personnel were required for a total time span of thirty minutes; those invited to attend were George Knox, Cordell Jordan, Lori Boots, and Eric Figurski. Kevin Brannum seconded the motion and the motion carried 5-0. The Board entered Executive Session through the Zoom link at 7:15 p.m. The Board returned to Open Session through the Zoom link at 7:45 p.m.

II. INSTITUTIONAL OPERATIONS

- B. Faculty Senate Report – Tamara Blaes informed the group that Faculty Senate would meet and hold elections following Board approval of the revised Faculty Senate By-Laws. New Division Representatives and At-Large members would be elected at the next meeting. Ms. Blaes answered questions Trustee Eubanks had regarding the specific revisions made.

- A. 2018-2019 Audit – It was noted that approval of the audit, which was previously presented in depth to the Board Audit Committee, was needed for reporting purposes. John Eubanks moved to approve the 2018-2019 audit. Kevin Brannum seconded the motion and the motion carried 5-0.
- C. Overview of KACCT Virtual Meeting – Norman Chambers shared that state budget cuts should be expected next year and SB155 funding for students in high schools will decrease. Mr. Chambers noted that most of the state universities have already been sued due to COVID-19, as students were not refunded housing, meals, and other expenses related to the pandemic. Cordell Jordan and Jonathan Sadhoo informed the group that Independence Community College did refund students through CARES Act funding. Dr. Sadhoo added that student refunds used most of the institutional share of funding received through CARES Act.
- D. Financial Report – The Business Office is reconciling accounts. The 2019-2020 audit is scheduled for November 30, 2020. Dr. Sadhoo is investigating alternative ERP solutions for the College due to ongoing issues with GP. The Audit Committee met the previous Wednesday. Beginning with the October meeting additional reports will be presented. First Oak Bank funded the printer lease at a 5% fixed rate instead of the 10% fixed rate offered by HP; the College will move to the new printer system in November. Norman Chambers moved to approve the Financials. Kevin Brannum seconded the motion and the motion carried 5-0.
- E. Allow Payables – John Eubanks asked for an explanation of the purchase of a cell phone for President Knox. Dr. Sadhoo stated that provision of a cell phone was part of the President’s employment agreement; Lori Boots, HR Director, confirmed that statement. Mr. Eubanks countered that a cell phone was not part of the President’s contract to his knowledge. Ashley Osburn sought clarification from Mr. Eubanks and asked if he would like Lori Boots to send him something verifying that; Mr. Eubanks responded that actually he would.

Dr. Knox shared that a cell phone is part of his employment agreement; however, he pays for his own cell phone plan. John Eubanks questioned the reverse process which provided a cell phone, but no cell phone plan allowance to which Jonathan Sadhoo responded.

- F. Personnel Report – Beverly Harris noted that action should be taken to approve receipt of the Personnel Report which includes employment information. John Eubanks move to approve receipt of the Personnel Report which included employment of James Turgeon in the position of Head Women’s Basketball Coach at an annualized salary of \$55,000 plus College assistance toward employee participation in ICC’s group health insurance plan and, Pierre Leonard in the Assistant Football Coach position at a salary of \$10,300 plus dorm and meals. Also included in the Personnel Report was the separation of Benjamin Saunders from the position of Football Coach.
- G. Grant Progress Report – Bruce Peterson shared that four grant proposals were submitted September 4th and results are forthcoming. It was noted that ICC received a grant in the amount of \$9,612 for the promotion of student voting on campus. Mr. Peterson is working on a proposal with Wichita State for an Institutional Resilience grant for the expansion of opportunities through distance learning.
- H. Marketing Report – Cordell Jordan provided an overview of marketing and noted that the enrollment push has moved to “old school methods” such as print, radio and T.V. Enrollment goals will be set for each Program level to identify areas for additional focus. Spring Semester enrollment opens soon. Our enrollment is currently down 6%; however, Mr. Jordan noted that Kansas enrollment overall is down 16%. Full-time enrollment (FTE) numbers will be available October 10th.
- I. Second Reading/Inclusion in Policy Manual of TRU-917 – Kevin Brannum suggested a stronger policy statement and inquired about training. Dr. Bowhay shared that bids for training purposes would be sought when the current agreements end. Val DeFever moved to approve the second reading and subsequent inclusion in the Board Policy Manual of TRU-917. Norman Chambers seconded the motion and the motion carried 5-0.
- J. First Reading Proposed Policy STU-804 Student Organizations – The first reading was observed. The second reading will take place during the October Board meeting.
- K. First Reading Proposed Policy TRU-924 Missing Student Notification - The first reading was observed. The second reading will take place during the October Board meeting.
- L. PAC By-Laws/Standing Committee Section of Policy Manual – John Eubanks expressed concerns with the President’s Advisory Council By-Laws and asked that consideration of approval be tabled until the October Board of Trustees meeting.
- M. Faculty Senate By-Laws/Standing Committee Section of Policy Manual – Kevin Brannum moved to approve the Faculty Senate By-Laws for inclusion in the Standing Committee Section of the Board Policy Manual. John Eubanks seconded the motion and the motion carried 5-0.

N. President's Update

- Formation of Centennial Committee – Dr Knox shared that the Committee has been identified; however, the meeting scheduled that evening was postponed due to campus closure following an increase in positive COVID-19 cases. Dr. Bowhay highlighted the success of the policies and practices the College has put in place during the pandemic and noted that wearing of masks and social distancing are required while the College observes Study in Place during the campus closure this week. Employees and students will be tested for COVID-19; maintenance will utilize fog machines to deep clean facilities; and, Food Service is on a to-go basis only. Meals will be delivered to any students in isolation.

III. EXECUTIVE SESSION – Employer-Employee Negotiations.

John Eubanks 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 9:01 p.m. Those invited to attend were George Knox, Cordell Jordan, Jonathan Sadhoo, and Lori Boots. Val DeFever seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:45 p.m. and returned to Open Session through the Zoom link at 9:01 p.m. Norman Chambers moved that the Board recess for an additional ten minutes 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 9:12 p.m. Those invited to attend were George Knox, Cordell Jordan, Jonathan Sadhoo, and Lori Boots. John Eubanks seconded the motion and the motion carried 5-0. It was noted that no action would be taken following Executive Session. The Board entered Executive Session at 9:02 p.m. and returned to Open Session through the Zoom link at 9:12 p.m.

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

VI. ADJOURN – John Eubanks moved the meeting adjourn. Norman Chambers seconded the motion and the motion carried 5-0. The meeting adjourned at 9:15 p.m.

Beverly Harris
Board Clerk

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