

## BOARD OF TRUSTEES REGULAR MEETING

Zoom Webinar - 7:00 p.m.

October 19, 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 Sadhoo, 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  
Bridget Carson, Faculty Senate President  
Bruce Peterson, Grant Writer-Student Affairs

#### **Guests**

Andy Taylor, Montgomery County Chronicle

#### I. ROUTINE

- A. Call to Order – Ashley Osburn called the meeting to order at 7:00 p.m.
- B. Approval of Amended Agenda – Dr. Knox shared that the agenda was amended for inclusion of the 2018-2019 audit materials for reference during the presentation by Neil Phillips. John Eubanks noted an additional amendment to the agenda, as proposed Board Policy TRU-923 was previously tabled and should subsequently be addressed as the 1<sup>st</sup> reading. Val DeFever moved to approve the agenda as amended. John Eubanks seconded the motion and the motion carried 5-0
- C. Welcome Guests – Ashley Osburn welcomed the guests and reminded attendees to mute themselves during the meeting.
- D. Mission Statement – John Eubanks read the College Mission Statement.
- E. Vision Statement – Norman Chambers read the College Vision Statement.
- F. Approval of September 21, 2020 and October 3, 2020 Minutes – Norman Chambers moved to approve the September 21<sup>st</sup> and October 3<sup>rd</sup> Board of Trustees meeting minutes. Val DeFever seconded the motion and the motion carried 5-0.

#### II. INSTITUTIONAL OPERATIONS

- A. 2018-2019 Audit – Neil Phillips, Jared, Gilmore & Phillips, P.A, shared that a line-by-line review of the 2018-2019 audit was previously conducted with the Audit Committee. Mr. Phillips provided an overview of various sections of the audit and noted the findings associated with the report. Ashley Osburn shared that the audit was approved during the September Board meeting and thanked Mr. Phillips for his subsequent virtual presentation to October meeting attendees.
- B. 2021 Inge Festival Information – Hannah Joyce provided an overview of the Inge Festival and shared that a \$50,000 grant received from the National Endowment for the Arts was granted an extension for use next fiscal year. The Playwrights in Residence grant was extended as well and will hopefully be utilized this spring. Cordell Jordan and Paul Molnar are working on Inge initiatives for integration with academics, and Bruce Peterson continues work on additional grant opportunities. Ms. Joyce informed the group that the Inge Festival Foundation is paying her salary expenses this year and work has begun on building a new website for the Inge Center which is funded through a

grant received from the Chamber of Commerce. Ms. Joyce also noted renovations of the Fine Arts Building and recognized Paul Molnar for the wall mural. Ashley Osburn shared the good news that Montgomery County Commissioners approved a small business grant for Inge in the amount of \$2,250.

- C. Faculty Senate Report – Bridget Carson noted various ongoing challenges students encounter working online. Several recognitions were shared: Isaias McCaffery for a recent history article; Vet Tech for the quantity of pets spayed or neutered; Cosmetology for overcoming difficulties in class requirements and opening hours for appointment only; Paul Molnar for the Fine Arts mural; and donation of paint by the ASTRA Festival.
- D. Ratification of 2020-2021 Negotiated Agreement – After noting what appeared to be a typo on page 21 Salary Schedule Base where dates should be revised, John Eubanks moved to ratify the 2020-2021 Negotiated Agreement with the revision. Val DeFever seconded the motion and the motion carried 5-0.
- E. 2021-2022 Tuition and Fees Schedule Dr. Sathoo clarified that tuition was increased \$10 per credit hour to offset deletion of book fees. Kevin Brannum moved to approve the 2021-2022 Tuition and Fees schedule as presented. Norman Chambers seconded the motion and the motion carried 5-0.
- F. Financial Report – Kevin Brannum moved to approve the Financial Report. Norman Chambers seconded the motion and the motion carried 5-0.
- G. Allow Payables – Kevin Brannum moved to approve the payables. Val DeFever seconded the motion and the motion carried 5-0.
- H. Personnel Report – John Eubanks moved to approve receipt of the Personnel Report which included employment of: Tyler O’Dell in the position of Assistant Women’s Softball Coach at an annualized salary of \$20,000 plus College support toward employee participation in ICC’s group health insurance plan; Elizabeth Robinson in the position of Director of Student Support Services Trio Program at an annualized salary of \$50,000 plus College support toward employee participation in ICC’s group health insurance plan; Robert Beckmann in the position of Assistant Women’s Basketball Coach at an annualized salary of \$35,000 plus College support toward employee participation in ICC’s group health insurance plan; Stephanie Carillo in the position of 3<sup>rd</sup> Assistant Women’s Basketball Coach with the provision of a dorm room and meals; and, Jason Casto in the position of Financial Accountant/Controller at an annualized salary of \$75,000 plus College support toward employee participation in ICC’s group health insurance plan. Also included in the Personnel Report were the separation of Jack Castronovo from the part-time position of Security Guard, and Angela Mustapha from the position of Upward Bound Trio Program Academic Coordinator. Val DeFever seconded the motion and the motion carried 5-0
- I. Grant Progress Report – Bruce Peterson
- J. Second Reading/Inclusion in Policy Manual STU-804 – John Eubanks moved to approve the second reading and subsequent inclusion in the Board Policy Manual of STU-804. Norman Chambers seconded the motion and the motion carried 5-0.
- K. Second Reading/Inclusion in Policy Manual TRU-923. As amended at the beginning of meeting due to being tabled, the Board considered the First Reading of TRU-923. John Eubanks stated that the Board already has an emergency policy that covers all the proposed material in the back section of the Board Policy Manual. Lori Boots informed the group that the existing section of the Policy Manual was reviewed when the proposed policy was created. Ms. Boots also shared concerns that a faculty member refused to take students’ temperatures during the pandemic; a factor that initiated creation of the proposal. John Eubanks reiterated previous statements that the Board should be addressed about creation of policies prior to their development. Ashley Osburn cautioned against micro-managing. Val DeFever stated that College leadership needs the ability to lead. Noting that the Faculty Association has ratified an Agreement with the College, Mr. Eubanks stated his requirement that the Board see a written acknowledgment from the Faculty Association that they agree with the Policy proposal. Lori Boots informed the group that four faculty members she visited with had no objections with the proposed Policy. Dr. Knox shared that huge weaknesses on policy updates were stressed during the HLC Hearing; Dr. Knox stated that no second chances exist if the College is not approved during the next Review for continued accreditation. Val DeFever moved to remove the First Reading of TRU-923 from the table. Norman Chambers seconded the motion and the motion carried 4-1 with John Eubanks voting no. Mr. Eubanks stated that he would meet with the Faculty Association for their agreement with the proposal prior to the second reading during the November Board of Trustees meeting. Trustee Eubanks also stated that the 5<sup>th</sup> bullet “ any financial emergency when there is a need to reorder the college’s financial obligations in such a way as to restore and/or preserve the financial stability of the institution” should be stricken and the policy amended prior to the second reading. Norman Chambers and Val DeFever stated that the policy should remain as originally proposed. Ashley Osburn stated that the Board has thirty days before the next scheduled meeting to conduct the conversation with the Faculty Association and for consideration of any amendments to the proposal. The second reading of TRU-923 will take place during the November Board of Trustees meeting.

- L. Second Reading/Inclusion in Policy Manual TRU-924 – John Eubanks moved to approve the second reading and inclusion in the Board Policy Manual of TRU-924. Kevin Brannum seconded the motion and the motion carried 5-0.
- M. First Reading Revisions to TRU-901 – John Eubanks stated that the revision to TRU-901 should be stricken, as the revisions are covered under TRU-904, TRU-906, and TRU-908 in the Board Policy Manual. Kevin Brannum shared that he is not in agreement with the bullet “Notify the President’s office before conducting any business on campus or one-on-one with employees of ICC”. Trustee Brannum also noted his disagreement with the bullet “Set any meetings with staff and faculty as a representative of the Board at a mutually agreed upon time/date with the employee(s) and the President of the College”. Trustee Eubanks added that the bullet “Enforce upon itself discipline to govern with excellence, allowing no officer, committee, or individual to impede fulfillment of this responsibility. Discipline will be applied where appropriate in matters such as attendance, policy-making principles, respect of roles, and speaking officially with one voice” should be removed. Kevin Brannum responded that the Board is a self-disciplining organization. Ashley Osburn voiced concerns that the proposed policy revision was already covered elsewhere in the Board Policy Manual. Val DeFever requested copies of the existing policies TRU-904, TRU-906, and TRU-908 for comparison purposes. It was suggested the services of Jeff Chubb, College legal counsel, be enlisted as a mediator for further discussion of the proposed policy. Kevin Brannum added that existing policies should be included in Board Agenda packets with proposed revisions for comparison and a complete verbal presentation should be made to the Board. Val DeFever moved to remove TRU-901 from the table. Kevin Brannum seconded the motion and the motion carried 5-0. John Eubanks moved that revisions to TRU-901 be stricken and existing Board Policies TRU-904, TRU-906, and TRU-908 be reviewed for any amendments. The motion failed for lack of a second. Ashley Osburn stated that the Board has thirty days before the next scheduled meeting for consideration of any amendments to the proposal. The second reading of TRU-901 revisions will take place during the November Board of Trustees meeting.
- N. PAC By-Laws/Standing Committee Section of Policy Manual – John Eubanks moved to table the President’s Advisory Council By-Laws as the length of term for Committee officers was not identified. Mr. Eubanks also requested clarification on how a cross section of College employees is achieved. Val DeFever seconded the motion and the motion carried 5-0.
- O. Assessment Committee By-Laws/Standing Committee Section Manual – Kevin Brannum moved to approve the Assessment Committee 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.
- P. ERP Proposals – Jonathan Sadhoo share background information associated with the request for his authority to commence the discovery process. John Eubanks moved to approve provision of authority for the discovery process associated with ERP proposals. Val DeFever seconded the motion and the motion carried 5-0.
- Q. HVAC Update – Kevin Brannum moved to approve receipt of the final total expenses associated with HVAC repairs. John Eubanks seconded the motion and the motion carried 5-0.
- R. President’s Update
- Campus Update – Dr. Knox shared his pride in the administration, staff, and faculty for keeping our College safe during the pandemic.
  - Centennial Committee Overview – Cordell Jordan provided an overview of the initial Centennial Committee meeting which was held virtually. The group discussed the Capital Campaign and divided into specific sub-committees for planning of various initiatives. The ICC Foundation will launch efforts for incentivized planned giving. Tequila & Tunes, a virtual gala for fundraising efforts, is scheduled this Sunday. The Centennial Committee will meet again Thursday, October 22<sup>nd</sup>.
  - Enrollment Report – Cordell Jordan presented an overview of the enrollment report included in the agenda.
  - COVID-19 Update – Vincent Bowhay provided an update on COVID-19 and reported no known positive cases on campus at this time. Dr. Bowhay shared that he and Lori Boots, in collaboration with Labette Health, will provide a flu shot clinic in the Fab Lab area on campus which is free to the first two hundred faculty, staff, and students present. Dr. Bowhay also informed the group that ICC has been designated a “Purple Heart College for honoring the service and sacrifice of our nation’s men and women in uniform, wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans”. Dr. Knox recognized Dr. Bowhay and thanked him for all his work.

III. 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 9:40 p.m. Those invited to attend were George Knox and Lori

Boots. Val DeFever seconded the motion and the motion carried 5-0. Ashley Osburn stated that no action would be taken following Executive Session. The Board entered Executive Session at 9:25 p.m. The Board returned to Open Session through the Zoom link at 9:40 p.m.

IV. EXECUTIVE SESSION – This Executive Session was not required.

V. ADJOURN – John Eubanks moved the meeting adjourn. Norman Chambers seconded the motion and the motion carried 5-0. The meeting adjourned at 9:40 p.m.

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Beverly Harris  
Board Clerk

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