

BOARD OF TRUSTEES REGULAR MEETING

Via Zoom – 7:30 p.m.

February 22, 2021

MINUTES

**Members Present**

Cynthia Sherwood

Norman Chambers

Kevin Brannum

John Eubanks

Val DeFever

Ashley Osburn joined the meeting at 8:03 p.m.

**Others Present**

Cordell Jordan, Interim President and Chief Marketing Officer

Beverly Harris, Executive Assistant/Board Clerk

Lori Boots, Vice President for Human Resources

Jonathan Sadhoo, Vice President for Administration and Finance

Vincent Bowhay, Vice President for Student Affairs

Mark Allen, Vice President for Academic Affairs

Eric Figurski, Athletic Director

Laura Allison, Director of Financial Aid

Anita Chappuie, Director of Institutional Research

Taylor Crawshaw, Assoc. Dean/Tutoring and Accessibility/Registrar

Bridget Carson, Faculty Senate President

Marg Yaroslaski, Associate Professor of Communications

Larry Markiewicz, Associate Professor of Instrumental Music

Paul Molnar, Associate Professor of Theater

Cody Westerhold, Director of Student Life

**Guests**

Taina Copeland, Daily Reporter

**I. ROUTINE**

- A. Call to Order – Cynthia Sherwood called the meeting to order at 7:30 p.m.
- B. Approval of Agenda – John Eubanks moved to approve the agenda. Val DeFever seconded the motion and the motion carried 5-0.
- C. Mission Statement – Kevin Brannum read the College Mission Statement.
- D. Vision Statement – Norman Chambers read the College Vision Statement
- E. Approval of January 25, 2021 Meeting Minutes – Val DeFever moved to approve minutes of the January 25, 2021 meeting. John Eubanks seconded the motion and the motion carried 4-0-1; Dr. Sherwood abstained as she did not attend the meeting.

**II. INSTITUTIONAL OPERATIONS**

- A. Faculty Senate – Bridget Carson shared highlights of the February 22<sup>nd</sup> Faculty Senate meeting and gave an update of upcoming events. The Cosmetology floor is open by appointment Wednesdays and Thursdays from 9:00 a.m. to 4:00 p.m.; guest artist, Robert Radliff, will have a week-long residency and his recital is March 19<sup>th</sup> at 7:00 p.m. in the Inge Theatre; the orchestra concert is scheduled for Monday, March 22<sup>nd</sup>, 7:30 p.m. at Memorial Hall; Alexis Lowder is hosting the Sea Shanty Party in the Student Union on Tuesday, February 23<sup>rd</sup> from 6:00-8:00 p.m.; the Art Majors' Exhibition runs March 26<sup>th</sup> through May 10<sup>th</sup> Monday through Thursday from 9:00 a.m. to 3:00 p.m. in the Black Box Theater and Fine Arts Building hallways; and, Dr. Page Petrucka will direct Steel Magnolias March 12 and 13 at 7:00 p.m. in the Inge Theatre, as well as March 14<sup>th</sup> at 2:00 p.m. Ms. Carson gave a special thanks to the ICC Cosmetology department for their expertise and guidance.
- B. Scholarship Update – Laura Allison provided highlights of the scholarship update which is typically presented to the Board of Trustees in February of each year following Fall and Spring Semester disbursements.
- C. Financial Report – Val DeFever moved for combination of the Financial Report and Allow Payables sections of the agenda and subsequent approval. Norman Chambers seconded the motion and the motion carried 5-0.
- D. Allow Payables – Combined and approved with Financial Report.

- E. Personnel Report (acknowledge receipt) – John Eubanks moved to acknowledge receipt of the Personnel Report. The Personnel Report included employment of: Jerry Roat in the position of Campus Safety Officer at an hourly wage of \$15 plus College support toward employee participation in ICC’s group health insurance plan; Alex Farah in the position of Offensive Line Football Coach at an annualized salary of \$40,000 plus College support toward employee participation in ICC’s group health insurance plan; Josie Mardis in the position of SSS Program STEM Advisor at an annualized salary of \$32,500 plus College support toward employee participation in ICC’s group health insurance plan; and Kayla Imhoff in the position of Records Specialist at an annualized salary of \$35,000 plus College support toward employee participation in ICC’s group health insurance plan. Promotions and Transfers included Jason Martin from the position of Top Assistant Football Defensive Line Coach to Head Football Coach at an annualized salary of \$75,000 plus College support toward employee participation in ICC’s group health insurance plan, and Steve McCollom from the position of Assistant Football Special Teams Coach to the position of Top Assistant Football Defensive Line Coach at an annualized salary of \$50,000 plus College support toward employee participation in ICC’s group health insurance plan. Separations in the Personnel Report included: Kiyoshi Harris from the position of Head Football Coach; Tyler Telphy from the position of Assistant Football Coach with dorm room and meals; Brandon Linney from the position of Assistant Football Coach with dorm room and meals; Jay Osborne from the position of Offensive Line Football Coach; and Tyler Nelson from the position of Assistant Football Coach.
- F. Grant Progress (acknowledge receipt) – Vincent Bowhay shared that work has begun on writing the Title III grant proposal. Val DeFever moved to approve receipt of the Grant Progress Report. Norman Chambers seconded the motion and the motion carried 5-0.
- G. President’s Update
- Strategic Plan Update– Cordell Jordan shared that staff is completing progress reports on the four focus areas and respective area goals. Marg Yaroslaski and Larry Markiewicz were acknowledged for all their hard work, and an overview of the dashboard was provided by Cordell Jordan and Larry Markiewicz. Mr. Jordan shared that the Strategic Plan Update would be updated again for the Board of Trustees during the next quarter.
  - Academic Success Center Update – Taylor Crawshaw informed the group of the new name for the Tutoring Center and noted that the Academic Success Center name and brand better reflected the mission of the area in helping students succeed academically. Ms. Crawshaw noted that TutorTrac, an early warning system through Sage, will be implemented. Graduation is scheduled for May 8<sup>th</sup> at 10:00 a.m. and will be an outside venue held at Shulthis Stadium.
  - General Education Outcomes Assessment – Marg Yaroslaski, Chair of the Assessment Committee, provided an overview of the General Education Outcomes Assessment and shared that Academic Council, the Council of Chairs, and the President’s Advisory Council already approved the proposed revisions. Following approval by the Board of Trustees, the revised Outcomes Assessment will post on the College website. John Eubanks moved to approve the General Education Outcomes Assessment as presented. Val DeFever seconded the motion and the motion carried 6-0.
  - Deletion of Procedures from Board Policy Addendum Section- Cordell Jordan informed the Board of updates to personnel files and the onboarding process which led to creation of Human Resource modules in APS. Lori Boots, Director for Human Resources, is creating personnel policies and procedures which can be easily accessed versus a hard-copy handbook; various procedures from the addendum section of the Board of Trustees Policy and Procedure Manual have been utilized for this purpose. Dr. Sherwood and John Eubanks questioned the addendum section being part of the Board Policy Manual. Kevin Brannum moved to approve deletion of procedures from the Board Policy addendum section. John Eubanks seconded the motion and the motion carried 6-0.
- H. Professional Development Committee By-Laws Revision – Paul Molnar explained the purpose of the proposed By-Laws revision. John Eubanks moved to approve the Professional Development Committee By-Laws revision as presented. Val DeFever seconded the motion and the motion carried 6-0.
- I. Microsoft License Renewal – Kevin Brannum moved to approve the annual Microsoft License renewal in the amount of \$11,076.43. John Eubanks seconded the motion and the motion carried 6-0.
- J. Designate Authorized Representative on Certificates of Participation – Norman Chambers moved to replace George Knox with Cordell Jordan as authorized representative on the Certificates of Participation. Val DeFever seconded the motion and the motion carried 6-0.
- K. Sports Information Director – Eric Figurski provided background information related to the Sports Information Director position. An overview of the current standings of the various athletic teams was also provided; the Board requested monthly updates from the Athletics Department. Norman Chambers moved to approve creation of the Sports Information Director position with a salary range of \$27,000-\$32,00 annually plus College benefits. Kevin Brannum seconded the motion and the motion carried 6-0.

Cynthia Sherwood questioned progress on the audit; Jonathan Sadhoo will request an update on the projected completion date. John Eubanks noted that a letter to the faculty regarding topics to be discussed during negotiations is due by March 31<sup>st</sup>; further discussion will be held during Executive Session of the March 15<sup>th</sup> Board of Trustees meeting.

III. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not needed.

IV. EXECUTIVE SESSION – Non-elected Personnel.

Norman Chambers moved that the Board recess for an Executive Session for discussion of non-elected personnel pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 9:30 p.m. through the Zoom link. Lori Boots was invited to be available to answer any questions. It was noted that no action would be taken following Executive Session. Val DeFever seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:55 p.m. The Board returned to Open Session through the Zoom link at 9:30 p.m.

V. ADJOURN – Val DeFever moved the meeting adjourn. Norman Chambers seconded the motion and the motion carried 6-0. The meeting adjourned at 9:30 p.m.

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Beverly Harris  
Board Clerk

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