

BOARD OF TRUSTEES REGULAR MEETING
Center for Innovation and Entrepreneurship - CIE 104
Zoom Webinar - 7:00 p.m.
April 19, 2021

MINUTES

Members Present

Cynthia Sherwood
Ashley Osburn
Norman Chambers
John Eubanks
Val DeFever
Kevin Brannum

Others Present

Vincent Bowhay, President
Cordell Jordan, Chief Marketing Officer
Cherie Stockton, Executive Assistant/Board Clerk
Beverly Harris, Executive Assistant/Board Clerk
Jonathan Sadhoo, Vice President for Administration and Finance
Lori Boots, Vice President for Human Resources
Taylor Crawshaw, Vice President for Academic Affairs
Anita Chappue, Director of Institutional Research
Bridget Carson, Faculty Senate President
Paul Molnar, Associate Professor of Theater
Cody Westerhold, Director of Student Life
Melissa Ashford, Professor of Business/Accounting
Jaicey Gillum, Associate Vice President for Academics
Bruce Peterson, Grant Writer-Student Affairs
Ben Seel – Professor of Political Science
Tamara Blaes – Professor of Business Computer Technology
Michael Burchfield – Marketing Coordinator

Guests

Taina Copeland, Reporter
Andy Taylor, Montgomery County Chronicle

I. ROUTINE

- A. Call to Order – Cynthia Sherwood called the meeting to order at 7 p.m. and noted that the agenda would be amended for an Executive session following an approval of the minutes.
- B. Approval of Agenda – Ashley Osburn moved to approve the agenda as amended, Kevin Brannum seconded. Motion carried 6 – 0.
- C. Welcome Guests – Cynthia Sherwood welcomed the guests in person/via zoom and said it was great to be back in person.

- D. Pledge of Allegiance – Vincent Bowhay led the group in recitation of the Pledge of Allegiance
- E. Mission Statement – Norman Chambers read the Mission Statement
- F. Vision Statement – Kevin Brannum read the Vision Statement
- G. Approval of March 15, 2021, April 5, 2021, and April 9, 2021 Meeting Minutes – Norman Chambers moved to approve the minutes. Val DeFever seconded. Motion carried 6 – 0.

IV. EXECUTIVE SESSION: Non-Elected Personnel

Ashley Osburn moved that the Board recess for an Executive Session in CIE 105 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 8:02 p.m. in CIE 104 and through the Zoom link. Lori Boots and Jeff Chubb were invited to attend. Val DeFever seconded. Motion carried 6-0. The Board entered Executive Session in CIE 105 at 7:02 p.m. The Board returned to Open Session in CIE 104 and through the Zoom link at 8:02 p.m.

Ashley Osburn moved to amend the agenda to sign contract approval for Vincent Bowhay in the position of President. John seconded. Motion carried 6 – 0.

Ashley Osburn moved to approve the contract for Vincent Bowhay in the position of President. Val DeFever seconded. Motion carried 6 – 0.

John Eubanks moved that the Board recess for an Executive Session in CIE 105 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 8:36 p.m. in CIE 104 and through the Zoom link. Lori Boots, Jeff Chubb and Vincent Bowhay were invited to attend. Ashley Osburn seconded. Motion carried 6-0. The Board entered Executive Session in CIE 105 at 8:06 p.m. The Board returned to Open Session in CIE 104 and through the Zoom link at 8:36 p.m.

II. INSTITUTIONAL OPERATIONS

- A. Faculty Senate Update – Bridget Carson spoke about Division Chair elections being held. Administrator Evaluations of level Dean or Higher were completed and sent to HR for Board to review. Bridget Carson will meet with Lori Boots about policies. The Theater Department will be doing “Shakespeare in the Park” on April 30 at 6 p.m. May 3, ICC Wind Band and Jazz Ensemble Concert, 7 p.m. at the Band Shell. Retirement for Sue Manning is set for May 7, 8 to 10 a.m. at ICC West for a come and go reception.

Cynthia Sherwood congratulated WBB for making it to the NJCAA Nationals Tournament and mentioned success in sports for Spring.

- B. ACCT Governance Leadership Institute Update – Cordell Jordan and Norman Chambers attended the ACCT Leadership Institute 3 weeks ago. Cordell Jordan said the sessions are recorded and he would send to Vincent Bowhay and the Board via email. Felt there was good information to review on how to increase communication within the Board and how to prepare for a Board Retreat.
- C. Judicial Committee By-Laws Revision – Cody Westerhold shared that the By-Laws were revised to better align w/ the current processes. Ashley Osburn moved to approve the

revisions. John Eubanks seconded. Motion carried 6 – 0.

- D. Financial Report/Allow Payables – Jonathan Sadhoo provided an overview. John Eubanks moved to approve the Financial Report, Norman Chambers seconded the motion. It was carried 6 – 0. Ashley Osburn moved to approve the payables. John Eubanks seconded. Motion carried 6 – 0.
- E. Remove Cordell Jordan-Cash Management Administrative Rights and Signature Authority – FirstOak Bank. Ashley Osburn moved to remove Cordell Jordan from Cash Management Administrative Rights and Signature Authority, FirstOak Bank. John Eubanks seconded. Motion carried 6 – 0.
- F. Approve Vincent Bowhay-Cash Management Administrative Rights and Signature Authority-FirstOak Bank. John Eubanks moved to approve Vincent Bowhay – Cash Management Administrative Rights and Signature Authority – FirstOak Bank. Val DeFever seconded. Motion carried 6 – 0.
- G. Designation of Authorized Representatives/Declaration of Trust Financing Documents - Val DeFever moved to remove Cordell Jordan and designate Vincent Bowhay as the Authorized Representatives/Declaration of Trust Financing Documents. Ashley Osburn seconded. Motion carried 6 – 0.
- H. Personnel Report (acknowledge receipt) – Ashley Osburn moved to acknowledge receipt of the personnel report; Norman Chambers seconded. Motion carried 5 – 1 with Kevin Brannum voting no. The Personnel Report included employment plus College support toward employee participation in ICC's group health insurance plan of: Gabby Godwin in the position of Athletics Administrative Assistant at an annualized salary of \$45,000; Alan Parsons in the position of Veteran Success Director at an annualized salary of \$48,000; Kristen Jackson in the position of Upward Bound Coordinator at an annualized salary of \$36,618; Wendy Niemeyer in the position of Registrar at an annualized salary of \$46,000; Christopher Kumke in the position of eSports Head Coach and Director at an annualized salary of \$48,000; and, Tiffany Strickland in the position of WEST Administrative Assistant at an hourly rate of \$16. Employment included Caitlin Cannon in the position of Student Affairs Administrative Assistant at an hourly rate of \$16 for 20-hour week and India Bennett in the position of Veterans Success Administrative Assistant at an hourly rate of \$16 for 20-hour week. The Personnel Report also included Transfer/Status changes plus college support toward employee participation in ICC's group health insurance plan for: Cherie Stockton from the position of Athletic Administrative Assistant to Executive Admin. Asst./Board Secretary at an annualized salary of \$54,000; Taylor Crawshaw from the position of Dean of Student Accessibility/Registrar to Vice President for Academic Affairs at an annualized salary of \$87,000; Jaicey Gillum from the position of Community Outreach Director to Associate Vice President for Academics at an annualized salary of \$70,000; Brooke Joseph from the position of Community Outreach Coord/ ICC NOW to Recruiting Director at an annualized salary of \$50,000; Laura Jamison from the position of WEST Administrative Asst. to Navigator/ICC Now Coordinator at an annualized salary of \$40,000; Danielle Hayes from the position of Library Assistant – parttime to Library Assistant - fulltime at an hourly rate of \$12; Jason McKenzie from the position of Bookstore Assistant – parttime to Bookstore Assistant – fulltime at an hourly rate of \$13; Brittany Thornton from the position of Enrollment & Retention Mgmt. Director to Executive Director of Enrollment & Retention at an annualized salary of \$70,000. The Personnel Report also included separations from Independence Community College as follows: Kenneth Tate from Theatre Technical Director; Mark Allen from Vice President for Academics; Chris Taylor from Head Volleyball Coach; Shane Burchett from Assistant Spirit Coach; Beverly Harris from Executive Admin. Asst. to President and Board Secretary and, Sue Manning from EMS Director.
- I. Grant Progress Report – Bruce Peterson provided an overview of the Grant progress report. Utilization of Cares Fund will be included in the May Agenda.
- J. Procurement of Automated External Defibrillators (AED) – Val DeFever moved to approve

the purchase of AEDs. Kevin Brannum seconded. Motion carried 6 – 0.

K. Recommendation for Get Inclusive Training System – Kevin Brannum moved to approve Get Inclusive Training. John Eubanks seconded. Motion carried 6 – 0.

L. President's Update – Vincent Bowhay recognized Coach Turgeon and Staff on competing in the NJCAA Championship Tournament.

- 2021 Summer Hours – Vincent Bowhay shared that Summer hours was led by Interim President Jordan. Daily Hours will be 8 – 6 p.m. to increase the availability of staff and to keep staff accountable. Val DeFever questioned the lack of employees on campus on Fridays. Vincent Bowhay will continue to talk to Cabinet to evaluate if hours need to be extended.
- Halsey Program Update – Vincent Bowhay provided an overview of the email from Cordell Jordan's meeting with Jim Halsey. Further discussion will take place during the May Board of Trustees meeting to decide how to proceed with this project.
- Higher Learning Commission Conference Update – Taylor Crawshaw, Anita Chappuie and Jaicey Gillum gave updates on the sessions they attended. Cynthia Sherwood mentioned her concern about being on task for the HLC Accreditation Visit. Vincent Bowhay feels like we are in good shape but would share the HLC information before hand with the Board. The strengths in the Assessment Category were noted following our last review.
- May 8, 2021 Graduation Update – Taylor Crawshaw shared that Graduation will take place in person on May 8 at Schulthis Stadium at 10 a.m. Practice will be held on May 7 at 1 p.m.
- Schedule Extra Meeting in May for Comprehensive Program Reviews – Taylor Crawshaw shared there are 10 Comprehensive Reviews. The Board will review five in the May Meeting and five in the June Meeting.
- Schedule Extra Meeting in June for Budget Planning – The Trustees will coordinate with Cherie Stockton for Budget meetings with Jonathan Sadhoo.
- Finance and Operations Annual Update – Jonathan Sadhoo provided an overview of the Annual update.

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

v. ADJOURN - Ashley Osburn moved the meeting adjourn. Norman Chambers Seconded. Motion carried 6 - 0. The meeting adjourned at 9:44 p.m.

Cherie Stockton
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.