

Trustee Board Meeting

Monday, August 1, 2022

The Trustee Board of AIHC School of Biblical Studies scheduled Zoom meeting was held Monday, August 1, 2022. The meeting convened at 7:00 p.m.

Members Present:	Staff Present	Members Absent
Greg Thomas, Chairman	Freddie Thomas, Sr., Chancellor	Esq. Jacinta Hall
Freddie L. Thomas, Jr.	Dr. Ingrid A. Thomas, Dean	
Doris Lacy		
Dr. Jarita Mitchell		
Lynn Edwards		
Sharvelle Thomas		
Antonio Lawson		

Prayer & Scripture

*** Freddie Thomas, Sr advised the board that Jacinta Hall was relocating and would be absent.

Dean Ingrid Thomas provide the agenda.

*** Chairman, Greg Thomas to stand in as Parliamentarian in Jacinta Hall’s absence.

Agenda & Summary:

- I. **Minutes from the April 25, 2022, meeting read**, Secretary Lynn Edwards
 - a. Vote to accept minutes as read
 - b. Per Jarita Mitchell, minutes of meeting accepted by consent

- II. **AIHC-SBS Disability Policy**
 - a. Presentation (Summary) – one change to be brought out within the presentation, *Equal rights to those with disabilities.*
 - i. **There are two civil rights laws:** 1) Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination based on disability in programs and activities, public and private, that receive federal financial assistance. There is a *Section 504 Coordinator* that coordinates the school’s efforts to comply with the standards under Section 504. This coordinator handles the legal matters. 2) American Disabilities Act (ADA) of 1990 which prohibits discrimination solely based on disability in employment, public services, and accommodations. *AIHC falls under the ADA Act 1990 since we are not federal funded.* The ADA Coordinator for AIHC-SBS is Dean Ingrid Thomas; she will help facilitate & execute the process to certify & approve accommodations as necessary.
 - ii. **Who is protected?** Anyone with a disability who has a physical or mental impairment.
 - iii. **Accommodations** – AIHC-SBS position (reasonable accommodations) is committed to making **reasonable accommodations** for qualifying students, faculty, and employees with disabilities as required by applicable laws. AIHC-SBS cannot make accommodations that are unreasonable, unduly burdensome or that fundamentally

alter the nature of its programs or services. Two individuals will assist to facilitate and execute the process; the ADA Coordinator (Dean Ingrid Thomas) and the Section 504 Coordinator (who handles the legal matters).

- iv. **AIHC-SBS' ADA Coordinator duties:** Serves as the liaison between the student, staff and who ever involved in making sure students receive reasonable accommodations, possibly a doctor; facilitates & executes the process via certification and determination with an approval or denial.
 - v. **Steps to request reasonable accommodations:** 1) Students must notify the school of their disability and follow the process which includes filling out a form that will be available on the website and obtaining documentation to support the disability claim. 2) The ADA Coordinator will review the request to determine if enough evidence has been provided and the student qualifies for reasonable accommodations or pend the request for additional information at the student's expense or deny the request. 3) Develop, plan & execute an active process to assist the student. 4) The Section 504 Coordinator will handle the legal matters.
 - vi. **Appeal Process** – All appeals should be in writing by the student or faculty to the appellate officer within five (5) business days. The office should notify the party of the decision. The coordinator may be asked to re-review, grant the request of the appellate; another coordinator may be appointed to issue a decision or uphold the ADA Coordinator decision. *Note: The chancellor's duty to assign an officer.*
 - vii. **Complaints** – Students who feel harassed in violation of 504 are encouraged to file a complaint.
 - viii. **Grievance** – Procedures are found on the website. Whoever involved is encouraged to please try to resolve the issue amongst yourself prior to engaging the appellate officer.
- b. Voting Proceedings – Motion to approve the disability policy (Chairman, Greg Thomas); Discussion of unreadiness (Chancellor, Freddie Thomas, Sr) with a concern that this act makes accommodations for transgendered individuals, stating that AIHC-SBS does not have unisex bathrooms; Dean Ingrid Thomas clarified that Chancellor's concern was gender equality related, totally unrelated to equal rights for those with disabilities; Chancellor questioned if the disability policy associates with physical or mental disabilities; Dean Ingrid Thomas advised, both; Chancellor then asked, "how?"; Dean answered by way of doctors documentation (trained with credentials) and student's written request, then, the 504 coordinator will review. Back to Chairman, Greg Thomas to motion for acceptance if no more unreadiness, and for someone to 2nd the motion to approve the disability policy for AIHC-SBS. Jarita Mitchell motions to accept the disability policy and Doris Lacy 2nd the motion. All board members were in favor. Per Dean Ingrid Thomas, the disability policy will now be on the website.

III. Updates

- a. Clinical Practicum – AIHC-SBS partners with Baptist Hospital's Chaplain Department. Additional training is available to enhance ministry skills for credential candidates via AIHC-SBS, volunteer chaplains/interns, ordained ministers, and evangelist missionaries. Requirements to receive credit is outlined on the website. Three participants (Dean Ingrid Thomas, Pastor Antonio Lawson, and Cindy Woods) observed the orientation process. This was a study. The program is 8 hours and only a facilitation for now, it is not THEC approved.

- b. Reauthorization for Approval – Renewal fee \$500. CPA, Joe Black & Associates hired to review financials. Chancellor, Freddie Thomas, Sr asked if the financials were available & published on the website. Dean Ingrid Thomas answered, “yes”.
- c. Tuition Increase – The trustee board has agreed to and approved the \$1K annual tuition increase. A program request form needs to be submitted.

IV. **Special Announcement** – Freddie Thomas, Jr is promoted to Principal at Humes Middle School

V. **Final Remarks**, Chancellor Freddie Thomas, Sr

Thanks – Chairman, Greg Thomas

Closing Prayer – Doris Lacy