

BOARD OF TRUSTEES STRATEIC PLANNING AND BUDGET WORKSHOP
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.
July 26, 2017

MINUTES

Members Present

Val DeFever
Norman Chambers
Jana Shaver
Terry Clark
Cynthia Sherwood
Mike Wood

Others Present

Daniel Barwick, President
Wendy Isle, Chief Financial Officer
Kara Wheeler, Chief Academic Officer
Tammie Geldenhuys, VP for Student Affairs, Athletics, and Admissions
Brad Henderson, Director of Marketing
Eric Montgomery, Director of Information Technology
Beverly Harris, Executive Assistant/Board Clerk
Taylor Crawshaw, Associate Dean of Academic Support Services
Jessica Morgan-Tate, Compliance Officer
Ben Seel, Political Science Instructor
John Eubanks, Business/Accounting Instructor

I. ROUTINE

- A. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Norman Chambers moved to approve the agenda as presented. Terry Clark seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Val DeFever welcomed attendees to the meeting and provided an overview of options for public comment on items pertaining to the agenda.
- D. Pledge of Allegiance – Val DeFever led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Jana Shaver read the College Mission Statement.
- F. Vision Statement – Norman Chambers read the College Vision Statement.

II. INSTITUTIONAL OPERATIONS

- A. Strategic Plan Annual Update – Dr. Barwick began the update by noting this next-to-the-last step of the strategic planning/budget cycle required Board approval and would guide the development of Operational Plans. Dr. Barwick continued with a history of the process which began in 2015 and tied the Strategic Plan to the budget and Operational Plans. Following discussion, Norman Chambers moved to approve the Strategic Plan Update as printed, but stipulated revision to the Strategic Goal “Create new structures and processes to increase unrestricted support for the College by 300% over 2016-2017 baseline levels” to read “Create new structures and processes to increase unrestricted support for the College in the amount equivalent to the loss of public funding since 2016-2017”. Mike Wood seconded the motion and the motion carried 6-0. Dr. Barwick recognized: Cabinet members for input and assistance creating the document; all employees who completed the Mission and Vision Survey; and, those individuals who provided feedback as a result of posting the Strategic Plan Annual Update on the College website.
- B. 2017-2018 Budget – Dr. Barwick provided a history of the budget approval process: during the fall, the Board of Trustees set tuition and fee rates for the fiscal year; Cabinet members submit fixed cost increases

to the Chief Financial Officer (CFO); the CFO creates the draft budget based on the previous year amounts plus any fixed cost increases; during Executive Session, the Board of Trustees discuss taxing preferences; Dr. Barwick and Wendy Isle hold budget sessions with two Trustees at a time for feedback; small group budget sessions are held with College employees for campus-wide transparency and input; the draft budget, based on the Strategic Plan, is published on the College website and presented to the Board of Trustees for approval of publication in the newspaper; the public reviews the draft budget and a budget hearing is held for public comment; when approved, the budget is certified to the Montgomery County Clerk.

Ben Seel encouraged the Board's publication of a budget that met the Board's maximum authority; an amount that matches the consumer price index of 1.65%, or an increase of approximately \$95,000. Dr. Barwick suggested that the draft budget was adequate for College needs.

Dr. Barwick sought the Board's guidance on the type of staff raises for 2017-2018 and presented three options: one-time bonuses based on the performance merit system with area supervisors' recommendations for high-performance employees; an across-the-board increase for all staff, excluding faculty members who receive an increase through the Negotiated Agreement; and, a one-time across-the-board increase for employees, with a portion of the total specified for high-performing employees, elimination of low-performing employees and those employed for one year or less, and faculty members who receive an increase through the Negotiated Agreement. The Board of Trustees concurred that the recommendation supported by Administration for an across-the-board increase which specified a portion of the total amount available for high-performing employees, eliminated low-performers and those employed for one year or less, as well as faculty members who receive an increase through the Negotiated Agreement, was the preferred method for 2017-2018 staff raises.

Dr. Barwick also sought the Board's guidance on placing funds in reserves during the 2017-2018 fiscal year. The Board agreed with the Administration's recommendation that reserve funds were at an adequate level for the 2017-2018 fiscal year.

Jana Shaver moved to approve the draft 2017-2018 budget proposal and authorize publication in the newspaper. Norman Chambers seconded the motion and the motion carried 5-1, with Cynthia Sherwood voting no.

- III. EXECUTIVE SESSION: Preliminary Discussions Relating to the Acquisition of Real Property – Jana Shaver moved that the Board observe a five-minute break prior to entering Executive Session for fifteen minutes, to include Dr. Barwick, for preliminary discussions related to the acquisition of real property in order to protect the privacy interests of the individuals and organizations to be discussed and that the Board return to Open Session in CLC 104 at 9:10 p.m. Terry Clark seconded the motion and the motion carried 6-0. It was noted that no action would be taken following Executive Session. The Board entered Executive Session at 8:55 p.m. The Board returned to Open Session in CLC 104 at 9:10 p.m.
- III. ADJOURN – Norman Chambers moved that the meeting adjourn. Terry Clark seconded the motion and the motion carried 6-0. The meeting adjourned at 9:10 p.m.

Beverly Harris
Board Clerk

Independence Community College is committed to a policy of nondiscrimination on the basis of race, sex, national origin, religion, age, and handicap 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.