

BOARD OF TRUSTEES REGULAR MEETING  
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.  
December 14, 2017

**MINUTES**

**Members Present**

Norman Chambers  
Jana Shaver  
Terry Clark  
Mike Wood  
Cynthia Sherwood

**Others Present**

Daniel Barwick, President  
Wendy Isle, Chief Financial Officer  
Kara Wheeler, Vice-President of Academic Services  
Keli Tuschman, Human Resources Director  
Tammie Geldenhuys, Vice-President/Student Affairs, Athletics, and Admissions  
Beverly Harris, Executive Assistant/Board Clerk  
Jessica Morgan-Tate, Compliance Officer/Title IX  
Brittany Thornton, Director of Admissions  
Brad Henderson, Marketing/Communications Director  
Eric Montgomery, IT Director  
Taylor Crawshaw, Associate Dean of Academic Support Services  
Isaias McCaffery, History/Geography Instructor  
John Eubanks, Business/Accounting Instructor  
Mark Harris, Sociology Instructor  
Mallory Byrd, Allied Health Director  
Ann Dutton, Vet Tech Program Director  
Melissa Ashford, Computer Technology Instructor  
Brian Southworth, Developmental Math Instructor  
Tonda Lawrence, Director of Cosmetology  
Laura Schaid, Fab Lab Office Administrator  
Laura Allison, Director of Financial Aid Services  
Sue Manning, EMS Education Director  
Cody Westerhold, Director of Student Activities

**Guests**

Taina Copeland, Reporter  
Andy Taylor, Montgomery County Chronicle  
John Haas, Ranson Financial Representative  
Jeff Chubb, College Legal Counsel  
Hoite Caston, Community Member

**I. ROUTINE**

- A. Call to Order – Norman Chambers called the meeting to order at 6:00 p.m.  
Prior to the start of meeting business, Norman Chambers read the following statement:

Before we get started with tonight's meeting, I have some comments.

The Independence Community College Board of Trustees declares its unanimous support for our President, Dr. Dan Barwick.

Recent events initiated by the faculty association have created significant turmoil on campus. This ill-advised action is a rejection of the ICC Board's historical role as a mediator and facilitator of disputes, complaints, and grievances.

The unauthorized press release by the faculty association named ICC's president, Dr. Barwick, as the primary reason for the no confidence action, but it is also a rejection of the board's partnership with the faculty and our obligation to address problems when they arise.

To be clear, the faculty association made no attempt to comply with ICC policies with regard to disputes, complaints, and grievances contained in the press release.

This action by the faculty association, and the release of this action to at least 50 media outlets in three states, has caused, and will continue to cause, tremendous harm to ICC. These three states represent ICC's prime recruiting area. The extent of this harm will be felt in enrollment, reputation, accreditation, and revenue.

The extent of this harm will not be known for many months. The question is why? The only answer that makes sense is to harm ICC and Dr. Barwick. Again, the question is why?

The Board remains ready to work with the faculty as well as all employees to improve ICC. In order to do that the Board must be recognized in its statutory role and given an opportunity to perform its duties. Again, the Independence Community College Board of Trustees declares its unanimous support for President Dr. Dan Barwick.

- B. Approval of Agenda – Cynthia Sherwood moved to approve the amended agenda as distributed. Terry Clark seconded the motion and the motion carried 5-0.
- C. Welcome Guests – Norman Chambers welcomed the guests, expressed appreciation for the attendance, and invited them to come again.
- D. Pledge of Allegiance – Terry Clark led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Mike Wood read the College Mission Statement.
- F. Vision Statement – Cynthia Sherwood read the College Vision Statement.
- G. Approval of November 9, 2017 and November 12, 2017 meeting minutes – Mike Wood moved to approve minutes of the November 9, 2017 Board meeting. Cynthia Sherwood seconded the motion and the motion carried 5-0. Terry Clark moved to approve minutes of the November 12, 2017 Board meeting. Mike Wood seconded the motion and the motion carried 5-0.

## II. INSTITUTIONAL OPERATIONS

- A. Ranson Financial Certificates of Participation Refinancing Option-John Haas distributed new financial information from that included in the Agenda packets and presented various options for refinancing the 2009 Certificates of Participation. Mr. Haas answered several questions and noted that if the Board wished to proceed, a special Board of Trustees meeting would be required. Cynthia Sherwood moved the Board approve the resolution authorizing the offering for sale of lease purchase agreement refunding certificates of participation, series 2018, of Independence Community College, Independence, Kansas. Trustee Sherwood added to the motion that the Board authorizes the Chair of the Board and the Clerk of the Board to sign a Purchase Agreement if the savings is not less than \$75,000 in an up-front plan. Mike Wood seconded the motion and the motion carried 5-0. The Board of Trustees will hold a special meeting on January 18, 2018 at 6:00 p.m. for the signing of the resolution and associated paperwork.
- B. Admissions, Recruiting, Advising Restructure – Kara Wheeler and Brittany Thornton provided an overview of the new Admissions, Recruiting, and Advising restructure. The purpose of the restructure is improvement of enrollment and retention numbers while providing better service to our students. Navigators will be stationed in offices across campus and stay with students throughout the entire process of attending Independence Community College. Dr. Barwick recognized the significant increase in responsibility Brittany Thornton will see in her new role of Director of Enrollment and Retention Management and thanked her for accepting the challenge.
- C. PTK Honors Luncheon-Topeka/February 15, 2018 – Norman Chambers, Jana Shaver, and Mike Wood will attend the annual PTK Honors Luncheon in Topeka.
- D. KACCT/COP December Meeting Update – Jana Shaver provided an overview of the portion of the meeting she attended on Monday morning and noted legislative focus on restoring the 4% cut to higher education.
- E. Allow Payables – Terry Clark moved to allow payables. Mike Wood seconded the motion and the motion carried 5-0.
- F. President's Update – Dr. Barwick recognized the football team for winning the Jayhawk Conference and the second highest ranked Bowl Game in the United States. Dr. Barwick expressed congratulations for: the student athletes; coaching, support, and administrative staff; the Board of Trustees; and, the donor support of Corey and Lisa Hugo, the ICC Foundation, Mark and Kathy Woods, and Bill Jubey.

- December Quarterly Operational Plans – Dr. Barwick noted that a portion of the update will be a preview of the accreditation information being presented to all staff during the January In-Service. Due to the additional time required for this overview Dr. Barwick suggested answering any questions associated with the December Quarterly Operational Plan, or providing an update during the January Board meeting.

Dr. Barwick noted that nine requirements were identified in the HLC notification and an accreditation update will be provided at each Board of Trustees meeting. An overview of the progress made toward addressing the HLC findings noted in the first requirement was provided: “Development and implementation of an institutional plan for systematic review of data connected with institutional complaints; especially student complaints. The plan should include a process that ensures oversight by knowledgeable persons of the analysis of trends associated with complaints; especially those connected to Title IX compliance and student complaints (Core Component 2.A).”

Progress: The Student Satisfaction and Complaints Review Committee has been established and has met twice; Student Affairs and the Compliance Officer are developing a new handbook procedure for complaints; Maxient software has been purchased, goes live January 11, 2018, and all staff undergo Maxient training during the January In-Service; a Marketing campaign to promote use of Maxient is underway; a Title IX Coordinator has been appointed and review of Title IX processes and procedures is in progress; Title IX training is scheduled for all employees during the January In-Service; all dorm students receive general Title IX training; and, all athletes receive specific Title IX training. A survey kiosk has been purchased for campus-wide use; weekly and monthly reports are generated and will be shared with the Board of Trustees.

Dr. Barwick also informed the Board of the HLC timelines stated over the two-year process: a progress report is due by March 1, 2019; a site visit will occur no later than May 31, 2019, a site visit report will be distributed by HLC, and the HLC Board will take appropriate action at its November 2019 meeting. Dr. Barwick noted that a progress report will be given on all nine requirements during the January Board meeting.

- Update on Long-and-short-term Facilities Plan – Dr. Barwick reminded the group that our Facilities Plan is a five-year plan and the next project is the new Fab Lab Building Addition; following that project is the new Recital Hall for Fine Arts. Dr. Barwick noted that the Recital Hall will space will have a classroom, storage space, and restrooms. John Heckman will present the “bare bones” cost estimate and structural plans during the January Board of Trustees meeting.
- January 8, 2018 In-Service – The Trustees were invited to attend the morning portion of In-Service.

III. CONSENT AGENDA – Cynthia Sherwood moved to approve the consent agenda which included receipt of the financial, personnel, and grant progress reports. Also included was payment to Tk20 in the amount of \$13,000 for maintenance, support, and managed hosting fees from July 23, 2017 to July 22, 2018. The personnel report section of the consent agenda included employment of Andrea Hucke in the position of International Recruiting Specialist at an annualized salary of \$30,000 plus College support toward employee participation in ICC’s group health insurance plan, and the employment separation of Ashley Beurskens from the position of Academic Affairs Assistant.

IV. EXECUTIVE SESSION – For consultation with the College attorney

Norman Chambers moved that the Board go into Executive Session to include Daniel Barwick, Jeff Chubb, Wendy Isle, and Keli Tuschman for consultation with the College attorney pursuant to the attorney-client relationship exception in matters which would be deemed privileged in the attorney-client relationship; an allowable topic for Executive Session pursuant to KSA 75-4319 (b) (2) and that we return to Open Session in this room at 8:35 p.m. Mike Wood seconded the motion and the motion carried 5-0. It was noted that Executive Session for the purpose of discussing negotiations was not necessary and that no action would be taken following Executive Session. The Board entered Executive Session at 8: 20 p.m. The Board returned to Open Session in CLC 104 at 8:35 p.m.

V. EXECUTIVE SESSION – For the purpose of discussing negotiations was not necessary.

VI. EXECUTIVE SESSION – To discuss non-elected personnel

Terry Clark moved that the Board go into Executive Session to include Daniel Barwick, Jeff Chubb, and Keli Tuschman to discuss a personnel issue pursuant to the non-elected personnel exception in order to protect the privacy interests of the individuals to be discussed; an allowable topic for Executive Session pursuant to KSA 75-4319 (b) (1) and that we return to Open Session in this room at 8:50 p.m. Mike Wood seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:35 p.m. The Board returned to Open Session in CLC 102 at 8:50 p.m. Terry Clark moved that the Board go into Executive Session to include Daniel Barwick, Jeff Chubb, and Keli Tuschman to discuss a personnel issue pursuant to

the non-elected personnel exception in order to protect the privacy interests of the individuals to be discussed; an allowable topic for Executive Session pursuant to KSA 75-4319 (b) (1) and that we return to Open Session in this room at 9:05 p.m. Mike Wood seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:50 p.m. The Board returned to Open Session in CLC 102 at 9:05 p.m.

VII. ADJOURN – Terry Clark moved that the meeting adjourn. Norman Chambers seconded the motion and the motion carried 5-0. The meeting adjourned at 9:05 p.m.

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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.