

BOARD OF TRUSTEES SECOND MONTHLY MEETING
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.
April 26, 2018

MINUTES

Members Present

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

Others Present

Daniel Barwick, President
Kara Wheeler, Vice-President of Academic Services
Tammie Geldenhuys, Vice-President of Athletics/Student Affairs
Beverly Harris, Executive Assistant/Board Clerk
Eric Montgomery, Chief Information Officer
Wendy Isle, Chief Business Officer
Brad Henderson, Marketing/Communications Director
Jessica Morgan-Tate, Compliance/Title IX Officer
Ben Seel, Political Science Instructor
John Eubanks, Business/Accounting Instructor
Melissa Ashford, Computer Technology Instructor
Kris Kippenberger, Director of Maintenance
Dan Fossoy, Director of ABE/GED
Andrew Gutschenritter, Financial Affairs Accountant

Guests

Neil Phillips, Jared, Gilmore & Phillips, P.A.
Tim Emert, College Legal Counsel
Rob Krumm, Great Western Dining Services
Kristen Torrey, Student
Kathy Kelley, Student
Hoite Caston, Community Member

I. ROUTINE

- A. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Cynthia Sherwood moved to approve the agenda. Terry Clark seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Val DeFever welcomed the guests 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 – Terry Clark read the College Mission Statement.
- F. Vision Statement – Mike Wood read the College Vision Statement.
- G. Approval of April 12, 2018 Minutes – Norman Chambers moved to approve the April 12, 2018 minutes. Jana Shaver seconded the motion and the motion carried 6-0.

II. INSTITUTIONAL OPERATIONS

- A. 2017 Audit – Neil Phillips, Jared, Gilmore & Phillips P.A. provided a detailed overview of the 2017 audit. Mr. Phillips noted the independent audit received an unmodified opinion; he clarified that the audit was materially accurate without any further modifications. Neil Phillips informed the Trustees that an increase of \$552,198 in net position resulted in a positive year for the general fund; he also noted ICC had a very good year, as an increase of

approximately \$150,000 in unencumbered cash (cash less obligations) was reflected in the audit. Mr. Phillips cautioned the Board that the unencumbered cash of \$632,000 in the general fund must last through the month of December until county tax monies are received. Although progress was made in 2017, Mr. Phillips stated that he could see the 2018 budget being very tight; revenues must come in, and students must pay financial obligations to avoid cash flow issues in December. For further clarification, Mr. Phillips noted that total expenses for the general fund in 2017 were \$11,132,000; that number divided by twelve months (\$926,667) reflects the cash basis the College should carry each month. Mr. Phillips noted that he conducts audits for many of the community colleges who also have the December cash crunch; however, Independence Community College uses the largest proportion of its reserves during that timeframe and should be aggressive in reducing dependence on reserves during the month of December. Mr. Phillips added that the only options for increasing the cash carry over were: increasing the mill levy (which now has a tax lid); increasing tuition (the College is currently at a maximum level when compared to other institutions); or cutting expenses. The Board was also informed that the audit looks at cash "in total", any funds that were set aside for specific purposes and documented for accumulation levels are actually reflected in the audit unencumbered cash number (\$632,000). Mr. Phillips added that the College will probably need to pull a portion of those set aside funds to meet cash flows and then replace them in the respective savings account for tracking purposes. Mr. Phillips drew attention to the fact that the local economic impact resulting from the receipt of federal funding at the College, was \$3,400,000 (a multiplier of 7 is typically used for federal money flowing into a local area). The Business Office staff was recognized for financial accuracy and for having bank reconciliations complete to date; Mr. Phillips informed the Board that the College has numbers it can rely on and make good decisions going forward. The unmodified report reflects the proper Business Office policies and procedures in place to account for College money. The goal for completion of the 2018 audit is December 31, 2018. Terry Clark moved to receive and accept the 2017 audit. Mike Wood seconded the motion and the motion carried 6-0.

- III. EXECUTIVE SESSION – Attorney/Client Privilege was moved forward on the agenda in consideration of legal counsel. Norman Chambers moved that the Board recess for an Executive Session for consultation with the College attorney regarding a legal matter pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 7:23 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Tim Emert, Dr. Barwick, Tammie Geldenhuys, Wendy Isle, and Rob Krumm. Mike Wood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:03 p.m. The Board returned to Open Session at 7:23 p.m. Norman Chambers moved that the Board recess for an Executive Session for consultation with the College attorney regarding a legal matter pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 7:33 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Tim Emert, Dr. Barwick, Tammie Geldenhuys, Wendy Isle, and Rob Krumm. Mike Wood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:23 p.m. The Board returned to Open Session at 7:33 p.m. Norman Chambers moved that the Board recess for an Executive Session for consultation with the College attorney regarding a legal matter pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 7:38 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Tim Emert, Dr. Barwick, Tammie Geldenhuys, Wendy Isle, and Rob Krumm. Mike Wood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 7:33 p.m. The Board returned to Open Session at 7:38 p.m.
- B. Technology Plan Overview/Approval – Eric Montgomery provided an overview of the 2018-2023 Technology Plan and noted that Criterion Three, Core Component 3.D. of the Higher Learning Commission report requires development and implementation of a technology plan that aligns with strategic objectives and budgetary plans. Eric Montgomery informed the group that the revolving action plan was a culmination of research surrounding multiple colleges, community colleges as well as four-year universities, Educause, Gartner, and the National Education Technology Plan. Mr. Montgomery shared that the plan provides strategic long-term planning for campus-wide technology while guiding technology planning and decision-making processes through allocation of budgeted funds for technology purposes. Following Mr. Montgomery's presentation, Mike Wood commended the two-person Information Technology Department for accomplishing what takes approximately 150 staff members to accomplish at four-year institutions such as WSU. Terry Clark moved to accept the 2018-2023 (5-Year) Technology Plan as presented. Mike Wood seconded the motion and the motion carried 6-0.
- C. 24 X 7 Managed Helpdesk Solution – Eric Montgomery provided highlights of the recommendation and noted no increase to the 2018-2019 budget, as two salary positions were not filled. Trustee Shaver questioned timing of the recommendation instead of consideration of the proposal given during the budget planning cycle. Mr. Montgomery explained timing parameters associated with implementation. Mike Wood moved to approve the

36-month contract through Ellucian for 24 x 7 Helpdesk solutions in the amount of \$147,740. Terry Clark seconded the motion and the motion carried 6-0.

- D. Managed Print Solution – Eric Montgomery provided an overview of the services provided for managed print solutions through Indy Print Services. Mike Wood moved to approve the recommendation for managed print solutions through Indy Print Services at a rate of \$1,500 per month. Cynthia Sherwood seconded the motion and the motion carried 6-0.
- E. Approve Annual Program Reviews – Kara Wheeler shared that the Higher Learning Commission focuses on the Comprehensive Program Reviews which occur every third year and answered questions on the annual reviews being considered for Board approval. Trustee Shaver complimented the first four program reviews and noted that assessment data had been utilized for decision-making. Ms. Wheeler shared that she is working on the break-even point associated with class enrollment. Ms. Wheeler will present an overview of the recommended changes contained in the annual program reviews; an additional report of budget recommendations associated with each program will also be prepared. Terry Clark suggested contacting Pittsburg State University for an Engineering Technology instructor, or developing a plan for cost-sharing in order to maintain the Engineering Technology Program. Recruiting strategies for increased enrollment in the Cosmetology Program resulted in courses being offered to area high school students.

IV. EXECUTIVE SESSION – Non-elected Personnel. It was noted that no action would be taken following either Executive Session. Jana Shaver moved that the Board recess for an Executive Session for discussion of a personnel matter pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 9:55 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick was invited to attend. Terry Clark seconded the motion and the motion carried 6-0. The Board entered Executive Session at 9:40 p.m. The Board returned to Open Session at 9:55 p.m. Norman Chambers moved that the Board recess for an Executive Session for discussion of a personnel matter pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 10:10 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick was invited to attend. Cynthia Sherwood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 9:55 p.m. The Board returned to Open Session at 10:10 p.m.

V. EXECUTIVE SESSION –Employer-Employee Negotiations. Norman Chambers moved the Board recess for an Executive Session for the purpose of discussing upcoming negotiations, pursuant to the employer-employee negotiation exception, K.S.A. 75-4319(b)(3). Open Session would resume at 10:15 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick was invited to attend. Terry Clark seconded the motion and the motion carried 6-0. The Board entered Executive Session at 10:10 p.m. The Board returned to Open Session at 10:15 p.m.

EXECUTIVE SESSION – Non-elected Personnel. Jana Shaver moved that the Board recess for an Executive Session for discussion of a personnel matter pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 10:35 p.m. in CLC 104 of the Cessna Learning Center. Terry Clark seconded the motion and the motion carried 6-0. The Board entered Executive Session at 10:15 p.m. The Board returned to Open Session at 10:35 p.m.

VI. ADJOURN – Norman Chambers moved that the meeting adjourn. Mike Wood seconded the motion and the motion carried 6-0. The meeting adjourned at 10:35 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.