

BOARD OF TRUSTEES REGULAR MEETING
Cessna Learning Center CLC 104 West Classroom/6:00 p.m.
May 14, 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
Keli Tuschman, Vice-President of Operations
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
Melissa Ashford, Computer Technology Instructor
Kris Kippenberger, Director of Maintenance
Dan Fossoy, Director of ABE/GED
Mallory Byrd, Allied Health Director
Cody Westerhold, Director of Student Activities
Laura Schaid, Program Developer
Janelle Null, Professor of Art
Tim Haynes, Assistant Fab Lab Manager
Jim Correll, Fab Lab Manager

Guests

Jeff Chubb, College Legal Counsel

I. ROUTINE

- A. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Jana Shaver requested removal of “F. Purchasing Procedure/Purchase Card/Travel Revisions to Reflect Current Processes” from the Consent Agenda, as it required two readings prior to Board approval. Wendy Isle explained that item “F” is not the actual Board policy that requires two readings and time for public comment. Wendy informed the group that what the Board was being asked to approve in the Consent Agenda was only the College procedure associated with the Board policy. Dr. Barwick added that historically the Board of Trustees had a Policy Manual which identified “what” the Board wished to accomplish, and the College had a Faculty/Staff Handbook of procedures on “how” the College would adhere to Board policies. A few years ago, the two documents were combined; the Board policies (policies which apply to the Board itself) still require two readings and allotment of time for public comment prior to approval, and the College procedures section (policies or procedures which apply to employees) merely requires one reading prior to inclusion in the Board of Trustees Policy and Procedures Manual. Jana Shaver subsequently withdrew her request. Norman Chambers moved to approve the agenda. Cynthia Sherwood 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 – Mike Wood 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.
- G. Approval of April 26, 2018 Minutes – Terry Clark moved to approve the April 26, 2018 meetings. Mike Wood seconded the motion and the motion carried 6-0.

II. INSTITUTIONAL OPERATIONS

- A. PTK International Convention/Kansas City – Melissa Ashford noted that Phi Theta Kappa students were not available for the presentation, as the Board meeting date changed and students were no longer on campus. Ms. Ashford shared that three students and one advisor attended the International Convention and publicly acknowledged the Independence Community College Foundation for assistance in funding the trip.
- B. Fab Force Certificate Program – Melissa Ashford provided highlights of the new certificate Program which will provide sought-after soft skills, as well as technical training. Terry Clark noted that input on development of the Program was sought from area industries. Ms. Ashford also shared that contact has been made with her connection at K-State Polytechnics for establishment of a 2 + 2 Program. Robotics classes will be offered in the Fall. Students will have multiple opportunities to achieve industry-recognized certifications in addition to the Fab Force/Small Business Management Certificate and Associate of Applied Science degrees.
- C. Accept Comprehensive Program Review Recommendation – A request was made for identification of the individual conducting the review at the beginning of each respective document; it was also noted that the position title should be utilized instead of using “I” references.
- Mallory Byrd provided an overview of the Associate of Science in Pre-Nursing Program Review and answered questions. Terry Clark moved to accept the Associate of Science in Pre-Nursing Comprehensive Program Review recommendation. Norman Chambers seconded the motion and the motion carried 6-0.
 - Kara Wheeler provided an overview of the Associate of Arts/Associate of Science in Liberal Studies Program Review and answered questions. Mike Wood moved to accept the Associate of Arts/Associate of Science in Liberal Studies Comprehensive Program Review recommendation. Terry Clark seconded the motion and the motion carried 6-0.
 - Janelle Null answered questions associated with the Associate of Arts in Art Program Review. Val DeFever recognized Professor Null for her many years of dedicated service. Jana Shaver moved to accept the Associate of Arts in Art Comprehensive Program Review recommendation. Cynthia Sherwood seconded the motion and the motion carried 6-0.
- D. Approve Annual Program Reviews/Dev. Math and AA English – Kara Wheeler provided highlights of the Annual Program Reviews for Developmental Math and AA English and answered questions. Terry Clark moved to approve the Developmental Math and Associate of Arts in English Annual Program Reviews. Norman Chambers seconded the motion and the motion carried 6-0.
- E. Faculty Senate – Dr. Barwick reminded the Board that the Faculty Senate was created as a result of a recommendation by the Higher Learning Commission that the general faculty have a voice and formal structure outside of the Faculty Association; he also noted that the Faculty Senate will be a permanent College Standing Committee and included in the Board Policy and Procedures Manual in the Standing Committee section. Faculty members developing the Faculty Senate structure and by-laws included: LaTonya Pinkard, John Eubanks, Brian Southworth, Mallory Byrd, Isaias McCaffery, Shufang Liu, and Brett Gilcrist. Administrative members providing input on the Faculty Senate structure and by-laws included: Dan Barwick, Kara Wheeler, Tammie Geldenhuys, Keli Tuschman, and Jessica Morgan-Tate. Dr. Barwick noted that although the Faculty Association historically addressed issues outside of its purview, it was important to maintain a distinctive division between the Faculty Senate and the Faculty Association. Dr. Barwick noted that in Article II. Powers of the Senate, the Academic Council serves as a subcommittee of the Faculty Senate; which is one standing committee under the auspices of another. It was noted that the statement “Shall make recommendations to the Board of Trustees on the selection of a new President and performance of a continuing President” is a typical function of a Faculty Senate. Another notation made was under Article IV. Officers; in which it states “the President (of the Senate) shall serve on the President’s Cabinet and attend ICC Board of Trustees’ meetings”. As the President’s Cabinet By-Laws currently state that “the President’s Cabinet includes those personnel appointed by the President to the Cabinet”, a revision to President’s Cabinet By-Laws will follow the process for College policy and procedure revisions and be submitted for consideration to the: Council of Chairs; President; President’s Cabinet; and, the final step to the Board of Trustees for consideration of revision during the next Board meeting and subsequent inclusion in the Board Policy and Procedure Manual. Mike Wood questioned “6. Under Article II. Powers of the Senate: Shall have the right to express itself in writing on any matter concerning the academic welfare of the College and its various components and transmit its recommendations to the appropriate College administrators or Board of Trustees.” Trustee Wood referenced media publications the past December and wondered if similar issues would be encountered. It was noted that no reference was made to media publication of written expressions in the Faculty Senate By-laws. Dr. Barwick added that he was comfortable recommending the creation of this very deliberative body in the form of the Faculty Senate By-laws. Mike Wood moved to approve the Independence Community College Faculty Senate By-Laws. Jana Shaver seconded the motion and the motion carried 6-0.

- F. Allow Payables – Cynthia Sherwood moved to allow payables. Terry Clark seconded the motion and the motion carried 6-0.
- G. 2018-2019 Tuition and Fees/Room and Board – Following discussion of the increase in vocational fees by \$22 per credit hour and the \$30 Graduation fee that will be assessed all students when they are awarded a degree or certificate, Norman Chambers moved to approve the 2018-2019 Tuition and Fees/Room and Board proposal. Mike Wood seconded the motion and the motion carried 6-0.
- H. President’s Update – Dan Barwick opened his update by sharing that the William Inge Theatre Festival enjoyed two-to-three times the number of participants at various events than experienced in previous years. Inge volunteers were recognized for their dedication to providing exceptional assistance up-to-and-including during the Festival; Dr. Barwick acknowledged Tim Valentine for volunteering his airplane and personal time transporting various Inge participants to and from the Festival. The Board was informed of the newly appointed Higher Learning Commission liaison, Dr. John Marr. Dr. Barwick shared that during the Strategic Plan Review, the Board will see a document similar to the Accreditation Progress Spreadsheets they are accustomed to seeing. The Strategic Plan Review spreadsheet will incorporate: Board Strategic Goals, the Higher Learning Commission (HLC) Core Criterion, budget implications, and individual Operational Plan objectives and strategies; the end result will identify processes and procedures taken throughout the campus and surrounding community to address directives from the Board of Trustees and HLC. Dr. Barwick also shared that the Vet Tech Program was elevated from probationary status to being fully accredited. A timeline for the fully integrated Strategic and Budget Planning cycles was provided: the Strategic Plan Review (looking back over the past year) takes place during early June; the Strategic Plan Revisions (looking forward over the next year) takes place in late June to early July; and, Budget Development (based on the Strategic Plan changes and recommendations) takes place in the July/August timeframe. Dr. Barwick shared that budget planning occurs in two stages: the first stage is at the campus level which is not related to Board processes and involves fixed cost increases, carry forward amounts, enrollment, tuition and fees, open positions, and other revenue assumptions; and, the second stage is at the Board level and ties to the Strategic Plan Review, Strategic Plan revisions, Budget workshops, publication of the proposed budget; budget hearing for public comment; and certification to the County Clerk of the 2018-2019 budget. During the first stage of the budget planning cycle, employees review respective current budgets and each area holds two open sessions for campus-wide review of current and proposed area budgets. Dr. Barwick noted the outcome of the Open Forum/Budget Update held May 3rd, was creation of three Task Forces: Revenue; Cost-savings; and, Enrollment. Dr. Barwick shared that the biggest budget challenge this year is how to convey net position as part of the budget process; he added that to fully address decreases in revenue and enrollment, the College must double reductions by considering losses the previous year plus an additional amount for projected reductions next year. Terry Clark noted that it appeared as if: the rules were being changed; the College had been calculating the budget for years; and questioned what other institutions are doing. Dr. Barwick reminded the group of the cash flow issue highlighted during the 2017-2018 Audit and noted that adjustment of the rollover amount seemed the simplest, most honest, and openly transparent method of addressing the cash flow issue.
- Progress on HLC Requirements – Dr. Barwick provided an overview of progress made since the last report to the Board of Trustees; he noted that in the next few months, all areas would reach 100% of stated goals. A request was made to identify the starting percentage point for each area; however, it was noted that the majority of the initiatives were new and subsequently started at zero percent.
 - KACCT Quarterly Meeting/Kansas City Kansas Community College/Fri. - Sat., June 1-2, 2018. Dr. Barwick asked the Board to contact Board Clerk regarding attendance at the quarterly meeting. Norman Chambers and Jana Shaver responded that they plan to attend.

III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda. The Consent Agenda included acknowledgement of receipt of the Financial, Personnel, and Grant Progress Reports. Included in the Personnel Report were employment separations of: Valon Jones from the Upward Bound Director position; Archana Lal from the position of Biology Professor; Kelsey Overacker from the position of Head Softball Coach; and, Fernando Patin Betancourt from the position of Accounts Payable Specialist. Also included in the Consent Agenda was approval to enter a Lease Agreement with FleetPool, USA for the replacement of three vans in the amount of \$725/month for 36 months; the new lease includes Kansas tags and registration (approximately \$815) which were not included in the current lease. Inclusion in the Board of Trustees Policy and Procedure Manual of the Judicial Standing Committee By-Laws, and the Purchasing Procedure/Purchase Card/Travel revisions to reflect current processes were additional portions of the Consent Agenda. Terry Clark seconded the motion and the motion carried 6-0.

Val DeFever thanked Kris Kippenberger for her availability and hard work during Inge Festival activities. Cynthia Sherwood noted that Graduation was a wonderful and well-planned experience. Terry Clark congratulated Dr. Barwick for acquiring Governor Colyer to address ICC Graduates during Commencement Exercises.

It was noted that no action would be taken following any of the Executive Sessions. The Executive Session associated with Attorney/Client Privilege was moved forward, behind the Employer-Employee Negotiations Executive Session, for inclusion of Jeff Chubb, College Legal Counsel, in the first two Executive Sessions.

- IV. 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 8:25 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick, Keli Tuschman, Kara Wheeler, and Jeff Chubb were invited to attend. Terry Clark seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:10 p.m. The Board returned to Open Session at 8:25 p.m. Norman Chambers moved the Board recess an additional 15 minutes for 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 8:40 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick, Keli Tuschman, Kara Wheeler, and Jeff Chubb were invited to attend. Terry Clark seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:25 p.m. The Board returned to Open Session at 8:40 p.m.
- V. EXECUTIVE SESSION – Attorney/Client Privilege. Terry Clark moved that the Board recess for an Executive Session for consultation with the College attorney regarding litigation and contractual matters, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 8:55 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Dr. Barwick, Jeff Chubb, Keli Tuschman, and Kara Wheeler. Cynthia Sherwood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:40 p.m. Kara Wheeler left Executive Session at 8:47 p.m. The Board returned to Open Session at 8:55 p.m. Terry Clark moved that the Board recess for an Executive Session for an additional five minutes for consultation with the College attorney regarding litigation and contractual matters, pursuant to the attorney/client privilege exception, K.S.A. 75-4319(b)(2). Open Session would resume at 9:00 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were Dr. Barwick, Jeff Chubb, and Keli Tuschman. Cynthia Sherwood seconded the motion and the motion carried 6-0. The Board entered Executive Session at 8:55 p.m. The Board returned to Open Session at 9:00 p.m.
- VI. 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 9:15 p.m. in CLC 104 of the Cessna Learning Center. Dr. Barwick, Keli Tuschman, and Kara Wheeler were invited to attend. Terry Clark seconded the motion and the motion carried 6-0. The Board entered Executive Session at 9:00 p.m. The Board returned to Open Session at 9:15 p.m.
- VII. ADJOURN – Norman Chambers moved that the meeting adjourn. Mike Wood seconded the motion and the motion carried 6-0. The meeting adjourned at 9:15 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.