

BOARD OF TRUSTEES REGULAR MEETING  
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.  
June 14, 2018

**MINUTES**

**Members Present**

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

**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  
Taylor Crawshaw, Associate Dean of Tutoring and Accessibility Services  
Brad Henderson, Marketing/Communications Director  
Wendy Isle, Chief Business Officer  
Jessica Morgan-Tate, Compliance Officer/Title IX  
Keli Tuschman, Vice-President for Operations  
Kris Kippenberger, Director of Maintenance  
Ben Seel, Professor of Political Science  
Anita Chappuie, Institutional Research Director

**Guests**

Steve McBride, Reporter  
Andy Taylor, Montgomery County Chronicle  
Liz Moore, Inge Foundation Director  
Ron Osborn, 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 as distributed. 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 – Cynthia Sherwood led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Jana Shave read the College Mission Statement.
- F. Vision Statement – Norman Chambers read the College Vision Statement.
- G. Approval of May 24, 2018 Minutes – Mike Wood moved to approve the May 24, 2018 Board meeting minutes. Jana Shaver seconded the motion and the motion carried 5-0-1; Cynthia Sherwood abstained, as she was not present at the meeting.

**II. INSTITUTIONAL OPERATIONS**

- A. Accept Comprehensive Program Review Recommendation
  - Kara Wheeler provided an overview of the Associate of Science (AS) in Secondary Education Program and answered questions. Terry Clark moved to accept the Associate of Science in Secondary Education Program Review recommendation. Norman Chambers seconded the motion and the motion carried 6-0.
  - Kara Wheeler provided an overview of the Associate of General Studies (AGS) in General Studies Program and answered questions. Mike Wood moved to accept the Associate of General Studies (AGS) in General

Studies Program Review recommendation. Terry Clark seconded the motion and the motion carried 6-0. Dan Barwick thanked Kara Wheeler for all the work conducting the comprehensive and annual program reviews and reminded the group of the two findings noted by the accreditors: completion of Program Reviews; and, the use of data in Strategic Planning and budgeting processes. Dr. Barwick added that the College had now completed a major component of the accreditation process.

- B. KACCT/COP Report – Jana Shaver provided an overview of the Quarterly meeting held at Kansas City Kansas Community College and distributed “Accreditation and Community College Trustees” for the Trustees’ reference. Jana Shaver noted that during a session on accreditation, the group was informed that approximately eighty percent of colleges receive some form of follow-up after the accreditation site visit. Dr. Barwick ended the KACCT/COP Report by sharing the legislative update portion of the meeting.
- C. Allow Payables – Jana Shaver moved to allow payables. Norman Chambers seconded the motion and the motion carried 6-0.
- D. President’s Report – Dan Barwick
  - Quarterly Operational Plan – The June Quarterly Operational Plan was included in the Board agenda packets and was incorporated in the Strategic Plan Review.
  - Strategic Plan Review – Dr. Barwick noted that the two most important things the College does each year are the Strategic Planning Review process, and subsequent revision to the Strategic Plan that the Review produces. Dr. Barwick reminded the group that all Operational Plan goals were explicitly tied to the Board’s institutional goals; progress made toward those goals served as the basis for the Annual Strategic Plan Review.

Dr. Barwick thanked: all College employees who developed and implemented respective departmental operational plans and were involved in completion of the stated tasks; his direct reports for input and assistance fine-tuning the Review; and, Anita Chappuie for number crunching the data for enrollment, completion, retention, etc. Background history and review of the Strategic Planning process were provided, and the Trustees were encouraged to submit recommendations for incorporation in the draft 2018-2019 Strategic Plan. Cynthia Sherwood suggested additional emphasis on Academics; Mike Wood suggested more professional development opportunities for faculty members. Dr. Barwick noted that a substantial discussion of the draft would take place during the June 28, 2018 Board meeting, and following any Board revisions the Trustees would approve the Strategic Plan for the upcoming year.

- III. CONSENT AGENDA – Cynthia Sherwood moved to approve the Consent Agenda which included the Accreditation Progress Spreadsheet and, receipt of the Financial, Personnel, and Grant Progress Reports. The Personnel Report included employment of: Angela Houston in the position of Upward Bound Director at an annualized salary of \$43,188 plus College support toward employee participation in ICC’s group health insurance plan; Nathan Chaplin in the Biology Instructor position at an annualized salary of \$49,900 plus College support toward employee participation in ICC’s group health insurance plan; Tom Weaver in the Biology Instructor position at an annualized salary of \$49,300 plus College support toward employee participation in ICC’s group health insurance plan; Kelsey Jennings in the Administrative Assistant for Student Support Services position at the pay rate of \$13.46/hour plus College support toward employee participation in ICC’s group health insurance plan; Amanda McCormick in the Vet Tech Director position at an annualized salary of \$45,000 plus College support toward employee participation in ICC’s group health insurance plan; Joni Pratt in the position of Navigator at an annualized salary of \$33,000 plus College support toward employee participation in ICC’s group health insurance plan; Samantha Allen in the position of Head Softball Coach at the annualized salary of \$35,900 plus College support toward employee participation in ICC’s group health insurance plan; Madyson Smith in the position of Assistant Softball Coach at an annualized salary of \$24,000 plus College support toward employee participation in ICC’s group health insurance plan; and; Jennifer Wilson in the position of Sociology Instructor at an annualized salary of \$49,200 plus College support toward employee participation in ICC’s group health insurance plan. The transfer/promotion of Hannah Marquez from the Financial Affairs Specialist position to the Accounts Payable Specialist position at a pay rate of \$13/hour plus College support toward employee participation in ICC’s group health insurance plan was included in the Personnel Report. Employment separations of: Breeze Jones from the Navigator position; Joely Rogers from the Assistant Softball Coach position; Eric Rutherford from the Assistant Dean of Fine Arts, Vocal Music Instructor, Interim AD for Inge position; and, Michelle Rutherford from the position of Band Instructor were also included in the Personnel Report. Mike Wood seconded the motion and the motion carried 6-0.
- IV. EXECUTIVE SESSION – Employer-Employee Negotiations. It was noted that no action would be taken following Executive Session. 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 8:40 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 8:25 p.m. The Board returned to Open Session at 8:40 p.m. Norman Chambers moved the Board recess an additional fifteen 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 8:55 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 8:40 p.m. The Board returned to Open Session at 8:55 p.m.

- V. EXECUTIVE SESSION – Non-elected Personnel. This Executive Session was not required.
- VI. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not required.
- VII. ADJOURN – Norman Chambers moved that the meeting adjourn. Mike Wood seconded the motion and the motion carried 6-0. The meeting adjourned at 8:55 p.m.

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Beverly Harris  
Board Clerk

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