

BOARD OF TRUSTEES REGULAR MEETING
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.
September 13, 2018

MINUTES

Members Present

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

Others Present

Daniel Barwick, President
Tammie Geldenhuys, Vice-President for Athletics/Student Affairs/Admissions
Kara Wheeler, Vice-President for Academic Affairs
Beverly Harris, Executive Assistant/Board Clerk
Keli Tuschman, Vice-President for Operations
Taylor Crawshaw, Associate Dean for Tutoring and Accessibility Services
Wendy Isle, Chief Business Officer
Jared Wheeler, Director of On-line
Rebekah Peitz, Asst. Dir. Enrollment/Retention/Outreach

Guests

Susan Scovel, Reporter
Greg Goheen, Legal Counsel via telephone
Melissa Johnson, Community Member
Kristen Torrey, ICC Student

I. ROUTINE

- A. Call to Order – Chair DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Terry Clark moved to approve the amended agenda as presented. Norman Chambers seconded the motion and the motion carried 6-0.
- C. Welcome Guests – Chair DeFever welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
- D. Pledge of Allegiance – Norman Chambers led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Cynthia Sherwood read the College Mission Statement.
- F. Vision Statement – Mike Wood read the College Vision Statement.
- G. Approval of August 13, 2018 Minutes – Cynthia Sherwood moved to approve the August 13th minutes. Mike Wood seconded the motion and the motion carried 6-0.

II. INSTITUTIONAL OPERATIONS

- A. CP2 Report – Rebekah Peitz showed a PowerPoint presentation and gave an overview of the Community Pirate Partnership program. In its second year, the program has shown an increase over the previous year by matching 119 out-of-state students with host families. Ms. Peitz shared that results from a survey administered to December and May graduates will assist tracking and retention efforts. Dr. Barwick commended Brittany Thornton, Rebekah Peitz, and Joni Pratt for continued growth in ICC's out-of-state student population.
- B. Lease Purchase Agreement/Resolution – Dr. Barwick opened the discussion with pictures taken of the work being conducted on the turf practice field; he shared that the anticipated timeline for completion of the project is next Thursday or Friday. Dr. Barwick informed the group that RFPs were distributed and FirstOak Bank submitted the sole bid for a maximum principal amount of \$252,000 and a 6% interest rate for 8 years. Jana Shaver sought clarification regarding the source of funds. Dr. Barwick shared that the \$40,000 annual payment would come from: athletic fees; funds allocated in the budget; and monies gathered through fund raising. Approximately \$14,000 of the \$40,000 annual payment is already earmarked from donations received. Dr. Barwick added that private donations will go to a restricted ICC Foundation account and the Foundation will match up to \$200,000 of funds raised. Monthly fund raising updates will be provided the Board of Trustees. Norman Chamber moved to approve the resolution provided

by Ranson Financial for a Lease Purchase Agreement with FirstOak Bank. Terry Clark seconded the motion and the motion carried 6-0.

- C. Discussion of Strategic Planning Process – Dan Barwick provided an overview of the proposed process for creation of a new, data-based, long-term inclusive Strategic Plan. Steps taken to date included discussion and input received from: the August 21, 2018 Cabinet meeting; the campus-wide Open Forum held August 22, 2018; and, eleven community members, students, and donors. Dr. Barwick noted that guidelines utilized in the Higher Learning Commission Strategic Plan had also been researched. Common themes for development of the new Strategic Plan were: an inclusive process must be observed; new ideas, including those from high school students and our graduates, should be incorporated; the Plan should be data-driven; best practices should be adopted; and, use of an outside facilitator should be considered. The recommended timeline involved: Board consideration of the process proposal in September; identification of facilitators in October; formation of subcommittees and respective meetings initiated in November; creation of a first draft in January; receipt of feedback on draft in February; and Board approval of the final plan in April. To ensure Board involvement in all phases of Plan development, Dr. Barwick will share the synopsis of the Cabinet meeting and Open Forum with the Board of Trustees and, an update of progress made will be presented during each Board meeting. Terry Clark moved that the administration move forward with the Strategic Plan process. Jana Shaver seconded the motion and the motion carried 6-0.
- D. Allow Payables – Cynthia Sherwood moved to allow payables. Norman Chambers seconded the motion and the motion carried 5-0-1 with Mike Wood recusing himself.
- E. President's Update – Dan Barwick informed the group that enrollment headcount appears ahead of last year's numbers during the same timeframe; Dr. Barwick acknowledged the entire campus for focusing on enrollment growth. Dr. Barwick shared that meetings are being held with the new Regional Director of Bluffstone; the group is strategizing for enrollment growth through housing recruitment efforts, billing processes revisions, and advertising improvements. It was noted that our dorm occupancy is at 85% and the Villas is at 93%. The group was reminded of the Fab Lab expansion Ribbon Cutting and Open House scheduled October 1st. Dr. Barwick also acknowledged Equity Bank and the \$25,000 donation made toward the Equity Bank Digital Media Studio.
- 2018-2019 Departmental Operational Plans – To fill gaps in the process, Dr. Barwick shared that College standing committees, the Fab Lab, and, the Inge Center will also develop Operational Plans which tie to the Board's Strategic Plan. A report from these areas will be provided during the October Board of Trustees meeting.

III. CONSENT AGENDA – Mike Wood moved to approve the Consent Agenda. Norman Chambers seconded the motion and the motion carried 6-0. The Consent Agenda included receipt of the Financial, Personnel, and Grant Progress Reports. Also included in the Consent Agenda was employment of: James Cole in the position of Assistant Basketball Coach at an annualized salary of \$35,000 plus College support toward employee participation in ICC's group health insurance plan; and, Larry Markiewicz in the position of Instrumental Music Instructor at an annualized salary of \$56,200 plus College support toward employee participation in ICC's group health insurance plan. Also included were the separations of: Linda Benning from the position of Vet Tech Instructor; Madison Corle from the position of Accounts Receivable Specialist; Mike Cyprien from the position of Assistant Basketball Coach; Ellen Dickerson from the position of Part-time Custodian; and, Brad Henderson from the position of Marketing Director.

IV. EXECUTIVE SESSION – Employer-Employee Negotiations. This Executive Session was not necessary.

V. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was moved forward on the agenda. Terry Clark moved that the Board enter 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 8:10 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were: Greg Goheen via telephone, Dan Barwick, and Keli Tuschman. Norman Chambers 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 7:55 p.m. The Board returned to Open Session at 8:10 p.m.

VI. EXECUTIVE SESSION – Non-elected Personnel. Norman Chambers moved that the Board enter 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 8:40 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were: Daniel Barwick and Keli Tuschman. Jana Shaver 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 8:40 p.m. Norman Chambers moved that the Board enter 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 9:00 p.m. in CLC 104 of the Cessna Learning Center. Those invited to attend were: Daniel Barwick and Keli Tuschman. Jana Shaver 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 9:00 p.m.

VII. ADJOURN – Mike Wood moved that the meeting adjourn. Terry Clark seconded the motion and the motion carried 6-0. The meeting adjourned at 9:00 p.m.

Beverly Harris
Board Clerk

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