

BOARD OF TRUSTEES REGULAR MEETING  
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.  
November 8, 2018

MINUTES

**Members Present**

Val DeFever

Mike Wood

Terry Clark

Norman Chambers

Jana Shaver

Cynthia Sherwood joined the meeting at 6:05 p.m.

**Others Present**

Daniel Barwick, President

Kara Wheeler, Vice-President for Academic Affairs

Wendy Isle, Chief Business Officer

Beverly Harris, Executive Assistant/Board Clerk

Keli Tuschman, Vice-President for Operations

Brittany Thornton, Director of Enrollment and Retention Management

Eric Montgomery, Chief Information Officer

Taylor Crawshaw, Associate Dean for Tutoring and Accessibility Services

Jared Wheeler, Director of On-line

Jessica Morgan-Tate, Compliance Officer/Title IX

John Eubanks, Faculty Senate President

Ben Seel, Professor of Political Science

Jim Correll, Fab Lab Director

Kris Wech, Maintenance Director

**Guests**

Susan Scovel, Reporter

**I. ROUTINE**

- A. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Dr. Barwick noted that Kara Wheeler, Vice-President for Academic Affairs, wished to pull item “D” 2019-2020 Academic Calendar” from the Consent Agenda due to a typing error. Kara Wheeler shared that the last day to withdraw during the Summer 2019 full-session of classes should be Wednesday, July 24<sup>th</sup>; and, the last day to withdraw for the Spring 2020 full session should be Friday, April 24<sup>th</sup>. On behalf of Cynthia Sherwood, Val DeFever pulled item “I” Surface Pro Tablet Purchase” from the Consent Agenda for further discussion. Mike Wood moved to approve the amended agenda with the two additional amendments. Terry Clark seconded the motion and the motion carried 5-0.
- 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 – Jim Correll led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Jana Shaver read the College Mission Statement.
- F. Vision Statement – Mike Wood read the College Vision Statement.
- G. Approval of October 11, 2018 meeting minutes – Terry Clark moved to approve minutes of the October 11, 2018 meeting. Jana Shaver seconded the motion and the motion carried 5-0.

**II. INSTITUTIONAL OPERATIONS**

- A. Board Policy PSL-714 Concealed Carry/Second Reading – Val DeFever conducted the second reading of revisions to Board Policy PSL-714. Norman Chambers moved to adopt Board Policy PSL-714 as revised. Mike Wood seconded the motion and the motion carried 6-0.

- B. Board Policy STU-803 Student Grievance/Second Reading – Val DeFever conducted the second reading of revisions to Board Policy STU-803. Jana Shaver moved to adopt Board Policy STU-803 as revised. Terry Clark seconded the motion and the motion carried 6-0.

Civil Rights Audit Overview – Taylor Crawshaw provided an overview of the Civil Rights Audit scheduled in February 2019 and the creation of Board Policies TRU-918 Non-Discrimination, and TRU-919 Non-Retaliation. Jessica Morgan-Tate answered questions.

Board Policy TRU-918 Non-Discrimination/First Reading – Val DeFever read the first reading of TRU-918. The second reading will take place during the December meeting.

Board Policy TRU-919 Non-Retaliation/First Reading – Val DeFever read the first reading of TRU-919. The second reading will take place during the December meeting.

- C. Cessna Learning Center Name Change – Dr. Barwick shared that he spoke with the General Manager of Cessna regarding the potential building name change for the “Cessna Learning Center” and received no objections. Cynthia Sherwood moved to approve the building name to the “Center for Innovations and Entrepreneurship”. Norman Chambers seconded the motion and the motion carried 6-0.

- D. Allow Payables – Mike Wood moved to allow payables. Terry Clark seconded the motion and the motion carried 6-0.

- E. President’s Update – Dan Barwick provided an accreditation update and noted good progress was made; work on the summary report to the Higher Learning Commission will begin in January. Dr. Barwick noted that: the Strategic Planning Process Coordinator, Brooke Carroll, has been appointed by the Board of Trustees; Marg Yaroslaski, Angela Houston, and Breta Campus volunteered to form the Strategic Planning Process Committee; the Strategic Planning GAP Analysis Committees was created and will hold a kick-off meeting on November 13<sup>th</sup>; Listening Sessions have been scheduled in the ICC West Community Room on Wednesday, November 14 and Monday, November 26, as well as Tuesday, November 27, at the Cherryvale Community Center; Focus Group meetings will be held on campus (one in November and the other in December); surveys will begin distribution Monday; and facilitators have been identified. Dr. Barwick reminded the group that ICC hosts the Kansas Association of Community College Trustees and Council of Presidents December 2-3, 2018; those wishing to participate should respond to Beverly Harris. The Trustees were asked to earmark their calendars for the 6:00 p.m. December Graduation scheduled December 11, 2018 in the Inge Theatre. Dr. Barwick directed the Trustees to information included in the Agenda packets regarding the practice field funding update and turned the meeting over to Wendy Isle for an overview of the Financial Dashboard. Discussion followed about encouraging residency in the College-owned dorms; creation of a policy with guidelines establishing timelines and steps involved in turning student uncollectable accounts over to collection agencies; and, incorporation in the dashboard of the mandatory decreases implemented during the budget-planning cycle. Dr. Barwick reminded the group of the ribbon-cutting for the new turf practice field scheduled at noon on Friday. The President’s Update ended with Dr. Barwick’s acknowledgement and welcome to the newly appointed Foundation Director, Mandy Monroy.

- III. CONSENT AGENDA – Cynthia Sherwood initiated discussion of the Surface Pro Tablet Purchase pulled from the Consent Agenda and questioned why the purchase of \$15,743 was made in a year when substantial cuts were made during the budget planning cycle. Dr. Sherwood also questioned why the bid process for purchases in excess of \$10,000 was not implemented and Board approval received prior to the purchase. Eric Montgomery, Chief Information Officer, shared that the software being utilized received an upgrade that was not compatible with the current laptops; therefore, bids were let by PCM-G based upon the dollar amount identified for replacement. Following further discussion, Val DeFever reiterated Mr. Montgomery’s statement regarding the software upgrade and associated the scenario to the same process being utilized should identical circumstances effect computers operated by students. It was suggested that the Purchasing Policy be reviewed and updated for compatibility with state statutes.

Mike Wood moved to approve the Consent Agenda which included: receipt of the financial, personnel, and grant progress reports; revisions to the Procedures section of the Board Policy and Procedure Manual; payment to Dissinger Reed, LLC for student accident and sick insurance in the amount of \$16,000 for the Fall semester and \$16,000 for the Spring semester; approval of a 3-year agreement with FleetPool USA for replacement of three fleet vans including annual tag and registration fees; and, receipt of the 2019 Inge Festival Status Report and budget. The personnel report included employment of Rachel Weaver in the Vet Tech Instructor position at an annualized salary of \$41,400 plus College support toward employee participation in ICC’s group health insurance plan, and the separation of Jay Jones from the Assistant Athletic Trainer position. Terry Clark seconded the motion and the motion carried 6-0. Cynthia Sherwood moved to approve the 2019-2020 academic calendar as corrected. Jana Shaver seconded the motion and the motion carried 6-0. Norman Chambers moved to approve the purchase of seven Surface Pro tablets and accessories in the amount of \$15,743. Terry Clark seconded the motion and the motion carried 6-0.

- IV. EXECUTIVE SESSION – To discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. This Executive Session was not necessary.
- V. EXECUTIVE SESSION – For consultation with the College attorney which would be deemed privileged in the attorney-client relationship. This Executive Session was not necessary.
- VI. ADJOURN – Jana Shaver moved that the meeting adjourn. Terry Clark seconded the motion and the motion carried 6-0. The meeting adjourned at 7:42 p.m.

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Beverly Harris  
Board Clerk

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