

**INDEPENDENCE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
ICC ADMINISTRATION BUILDING
August 9, 2011 – 5:30 P.M.**

MINUTES

Members Present:

Jay Jones
Lisa Drumeller
Hoite Caston
Phillip Fienen
Kym Kays

Others Present:

Daniel Barwick, President
Travis Githens, Interim Dean of Instruction
Jan Fischer, Chief Financial and Human Resources Officer
Greg Eytcheson, Chief Information and Facilities Officer
Beverly Harris, Executive Assistant
Lois Lessman, Public Relations and Marketing Director
Tammie Geldenhuys, Athletic Director
Peter Ellenstein, William Inge Theatre Director
Ben Seel, Political Science Instructor
Debbie Phelps, Institutional Effectiveness and Retention Director
Marsha Hayes, English/Communication Instructor
John Nagel, Part-time Assistant Baseball Coach

Guests:

Greg Lower, Reporter
Jeff Chubb, College Attorney
Norman Chambers, Trustee Candidate
William Kelly, Trustee Candidate
David Wallis, Trustee Candidate
Sam Forrer, Community Member

Call to Order:

Jay Jones called the regular monthly Board Meeting for August to order at 5:30 p.m. and welcomed Dr. Daniel Barwick to Independence Community College.

 **Approval of Minutes:**

Lisa Drumeller moved to approve the minutes of the Budget Workshop held July 25, 2011. Hoite Caston seconded the motion. The motion carried 5-0.

 **Approval of Agenda:**

Hoite Caston requested an amended agenda to follow a specific format which he outlined. Jay Jones noted that the first order of business would be Executive Session with College attorney, Jeff Chubb, to discuss the settlement agreement associated with the Trustees Open Meetings Act violation. Hoite Caston moved to approve amending the agenda to reflect Executive Session with the College attorney followed by revisions or additions to Board procedure for filling a vacancy on the Board of Trustees. The Trustees would then address the remainder of the agenda as distributed. Jay Jones seconded the motion. The motion carried 5-0.

Recognition of Guests and Public Participation:

Jay Jones welcomed the guests. There was no public comment on items pertaining to the agenda that covered issues other than the budget, which would be addressed during the subsequent Budget Public Hearing. Tammie Geldenhuys introduced John Nagel, recommended candidate to fill the part-time Baseball Coach position.

 **Executive Session:**

Jay Jones stated that the Board would enter Executive Session for fifteen minutes with Jeff Chubb, College Attorney, and Daniel Barwick, College President, in order to discuss the settlement agreement with Montgomery County Attorney, Larry Markle. The Board entered Executive Session at 5:35 p.m. The Board returned to Open Session at 5:50 p.m. Jay Jones informed meeting attendees that the Trustees discussed in Executive Session the Board's settlement agreement with Montgomery County Attorney, Larry Markle. In compliance with the settlement agreement for the Trustees' violation of the Open Meetings Act, Jay Jones, Lisa Drumeller, Hoite Caston, and Phillip Fienen are required to attend Open Meetings training; they will seek approval to attend a session provided by the College Attorney, Jeff Chubb. Mr. Jones also noted that he and Lisa Drumeller were fined \$500 each for the violation. It was also noted that the fines would be paid with personal funds. Trustees, Jones, Drumeller, Caston, and Fienen signed the settlement agreement; Jeff Chubb will deliver the signed document to the Montgomery County Attorney's office.

- A. **Board Procedure Revisions/Additions**-The Board of Trustees discussed revisions/additions to the procedure utilized for filling a vacancy on the Independence Community College Board of Trustees. Jay Jones suggested keeping the segments of the procedure which addressed compliance with State statutes and scrapping the remainder of the process. It was noted that any ranking or discussion of candidates for appointment to open Trustee positions must be discussed in public. Edits to the process will be brought to the September Board of Trustees meeting for Trustee approval. A new candidate ranking sheet will also be created for approval.

 **Board Action Items:**

-  **1. Approval of Appointment to Board of Trustees**- The Board of Trustees ranked their top two choices for the open Trustee position. Jay Jones collected the written rankings and recited the Trustees' individual rankings to meeting attendees. William Kelly received two first choice and three second choice rankings; Norman Chambers received two first choice and one second choice ranking; David Wallis received one first choice ranking; and Frank Crebase received one second choice ranking. The Trustees publicly commended the candidates who applied for the open position and addressed individual candidate strengths. As William Kelly appeared on all five rankings submitted by the Trustees, Lisa Drumeller moved to approve the appointment of William Kelly to the open Trustee position which stands for election 2013. Hoite Caston seconded the motion. The motion carried 5-0.

Oath of Office

William Kelly stood and took an oath or affirmation as specified in K.S.A. 54-106. The Trustees welcomed Mr. Kelly to the group.

Reports:

-  **A. Public Hearing/Approval of Budget Released for Publication** - Jan Fischer distributed a pie chart which depicted various College expenditures and noted that discretionary funding is minimal. Peter Ellenstein introduced discussion of budget cuts made to the William Inge Theatre Festival budget which amounted to a reduction of approximately 23%. Jan Fischer noted that any budget revisions made at this point would require republishing the document. William Kelly moved to approve the 2011-2012 published budget. Hoite Caston amended the motion to include charging Daniel Barwick with investigation of the budget questions raised by the Trustees and a subsequent report of the findings provided to the Board. Lisa Drumeller seconded the motion. The motion carried 5-0. Dr. Barwick spoke of the budget process and noted that with the exception of a \$1,500 raise for all full-time, non-faculty employees a flat budget for 2011-2012 was presented. Dr. Barwick commended the high quality of the William Inge Theatre Festival Program and welcomed the opportunity to attempt recovery of the reduced funding through private philanthropy. Further discussion of ICC's salary structure followed with the observation that starting salaries have not changed over the years and part-time coaches are insufficiently compensated for their responsibilities.
- B. President's Report**-Dan Barwick welcomed William Kelly, referred to the President's Report that was included in the Board Agenda packet, and commended President's Cabinet members for the outstanding leadership provided the College prior to his arrival August 1, 2011. Dr. Barwick provided highlights of his priorities over the next 6-12 months; his first goal is to develop a Strategic Plan which will provide guidance for College employees, portray commitment to current and potential donors, and support Independence Community College (ICC) students. In addition, Dr. Barwick plans to provide assistance finalizing the Capital Campaign and identify, with subsequent development, of additional fund-raising projects. His short-term goals include learning all he can about ICC and resolving the Cabinet-level vacancies of Dean of Instruction and Dean of Student Services while establishing relationships with community members.

- C. AQIP Update -On behalf of the new AQIP Committee Chair, Brenda Sanchez, Debbie Phelps presented the AQIP update that included the status of ICC's three Action Projects. Debbie informed the group that the feedback on our Systems Portfolio is expected in October. Debbie also invited attendees to the first AQIP Steering Committee meeting scheduled August 24th at 3:00 p.m.
- D. Institutional Effectiveness and Retention Report - Debbie Phelps referred to information mailed in the Board Agenda packets and welcomed any questions regarding the materials. It was noted that of the nineteen community colleges in Kansas only Coffeyville and Labette are not Academic Quality Improvement Process (AQIP) institutions for accreditation purposes.
- E. Enrollment Update-Travis Githens presented the enrollment update which reflected an increase of 19.91% in the summer enrollment numbers and an increase of 6.51% for the Fall semester when compared to the same timeframe last year. Travis also noted that High School concurrent enrollment numbers have not been included in the data at this time.
- F. Personnel Update-Jan Fischer presented the personnel update which included the: resignation of Josh Mills from the position of Assistant Men's Basketball Coach; resignation of Deatrea Rose from the position of Upward Bound Trio Program Director; resignation of Nathan Lee from the position of Technical Theatre Director; employment of Kyle Bockover in the part-time position of Assistant Women's Soccer Coach at a salary of \$5,000; and employment of John Nagel in the position of part-time Assistant Baseball Coach at a salary of \$12,000. Jan noted that Mr. Nagel's salary will increase \$500 upon completion of his Associate's degree and also informed the group that a portion of John's responsibilities includes maintenance of the baseball field. Further discussion of ICC's salary structure followed with the observation that starting salaries have not changed over the years and should consider an increase of the base which reflects a percentage of any annual raises considered. Jan provided an update of current open positions and ongoing searches.

Discussion:

- A. Jay Jones and Daniel Barwick confirmed plans to attend the September 11-12, 2011 Kansas Association of Community College Trustees/Council Of Presidents (KACCT/COP) Annual Meeting being held at Highland Community College. Jay also noted that he or Dr. Barwick will attend a KACCT Strategic Planning meeting scheduled September 15, 2011 at Butler Community College.

Jay Jones suggested conversion to a Consent Agenda for consideration of Board Action Items. The process would be similar to the one utilized for approving the Personnel Report and would allow approval of all items under one motion and vote. It was noted that individual items could be specifically discussed when deemed necessary.

Board Action Items:

-  1. **Renewal of Licensing Agreement with Angel**
Lisa Drumeller moved to approve the annual renewal of the licensing agreement with Angel Learning Management System in the amount of \$26,000. Kym Kays seconded the motion. The motion carried 6-0.
-  2. **Approval of Innovative Technology Grant Purchase**
Phillip Fienen moved to approve payment to Diagnostic Imaging Systems in the amount of \$15,295 for the purchase of a portable X-ray unit; the purchase will be made with Innovative Technology Grant funds. Lisa Drumeller seconded the motion. The motion carried 6-0.
-  3. **Approval of Great Western Dining Services Contract**
Phillip Fienen moved to approve contract renewal of Great Western Dining Service Inc. as the College food service provider for FY 2011-2012. Hoite Caston seconded the motion. The motion carried 6-0.

The Trustees took a five-minute break at 7:55 p.m. and returned to Open Session at 8:00 p.m.

Financial/Treasurer Reports:

- A. Revenue Report
- B. Expenditure Report
- C. Bank Transactions
- D. Bill Summary/Payables

Financial Reports:

William Kelly inquired about parameters established for embezzlement prevention; Jan Fischer responded that he is the only College employee who can generate, sign, and subsequently cash checks. Cabinet members addressed Trustees' questions regarding various payables and the utilization of purchase cards. Lisa Drumeller moved to accept the Financial/Treasurer's Report and allow payables. Phillip Fienen seconded the motion. Hoite Caston recused himself. The motion carried 5-0-1.

 **Executive Session:**

Jay Jones moved to enter into Executive Session, to include Dr. Barwick, in order to discuss non-elected personnel issues for 20 minutes. Kym Kays seconded the motion. The motion carried 6-0. The Board entered Executive Session at 8:33 p.m. The Board returned to Open Session at 8:53 p.m. Jay Jones moved for an additional ten minutes to discuss non-elected personnel issues. Kym Kays seconded the motion. The motion carried 6-0. The Board entered Executive Session at 8:56 pm. The Board returned to Open Session at 9:06 p.m.

 **Board Action Items:**

 **1. Approval of Personnel Update**

William Kelly moved to approve the Personnel Update and position changes as presented. Hoite Caston seconded the motion. The motion carried 6-0.

 **ADJOURNMENT:** Phillip Fienen moved the meeting adjourn. Hoite Caston suggested initiating sessions associated with the Character First initiative during each monthly Board of Trustees meeting. Jay Jones proposed consideration of fifteen-minute sessions prior to the beginning of each monthly meeting. Hoite Caston seconded the motion for adjournment. 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.