

**INDEPENDENCE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
ICC ADMINISTRATION BUILDING
October 20, 2011 – 5:30 P.M.**

MINUTES

Members Present:

Jay Jones
Lisa Drumeller
Hoite Caston
Phillip Fienen
William Kelly

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
Misty Githens, Grant Professional
Tammie Geldenhuys, Athletic Director
Karen Roush, Office Technology Instructor
Peter Ellenstein, William Inge Theatre Director
Ben Seel, Political Science Instructor
Debbie Phelps, Institutional Effectiveness and Retention Director
John Eubanks, Business/Accounting Instructor
Brenda Sanchez, English/Communications Instructor
Isaias McCaffery, History/Geography Instructor
Janelle Null, Art Instructor

Guests:

Greg Lower, Reporter
San Forrer, Community Member
Steven Smith, Scout Troop 4
Timothy Valentine, Scout Troop 4
Chase Null, Scout Troop 4
Jacob Smith, Scout Troop 4

Call to Order:

Jay Jones called the regular monthly Board Meeting for October to order at 5:30 p.m.

Pledge of Allegiance:

Steven Smith, Timothy Valentine, Chase Null, and Jacob Smith, representatives of Boy Scout Troop 4, led the group in recitation of the Pledge of Allegiance.

 **Approval of Minutes:**

After requesting an edit to the minutes of the regular meeting held on September 13, 2011, Hoite Caston moved for approval. The motion was seconded and carried 5-0.

 **Approval of Agenda:**

Phillip Fienen move to approve the agenda as distributed. The motion was seconded and 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.

Reports:

- A. Dr. Barwick: referred to information mailed in the Agenda packets; provided highlights of the Kansas Board of Regents' meeting; and distributed a summary of Foresight 2020, the Strategic Agenda for Public Higher Education in Kansas. Dr. Barwick noted that he will work with Beverly Harris in preparation for hosting the December Kansas Association of Community College Trustees meeting. Dr. Barwick recognized: Misty Githens for receipt of an additional \$50,000 donation to the Capital Campaign; Jan Fischer and the Business Office for work with Financial Aid for successful removal from the United States Department of Education's Annual Provisional status to renewal for approval to disburse Title IV

funds in 2015; Lois Lessman for work on the Academic Program Review Sheets; Greg Eytcheson for the assistance he provided Civic Center staff with the installation of a wireless router system; Travis Githens for development of a three-year campus calendar; and Great Western Dining Services, Inc. for Class LTD's recognition as "Employer of the Year". Dr. Barwick thanked the Trustees who volunteered service on the Strategic Planning Steering Committee being co-chaired by John Eubanks and Debbie Phelps. College-wide assistance with the downtown cleanup project was acknowledged, along with Maintenance staff's installation of a fountain in the College pond and plans to refurbish the observatories. Dr. Barwick shared positive feedback he received while attending the KBOR meetings and spoke of KBOR's efforts to develop a seamless transfer for community college students continuing their education at a Kansas university.

- B. Brenda Sanchez distributed the Academic Quality Improvement Program (AQIP) Action Project Guide and a list of ICC's retired action projects. Brenda encouraged the Trustees' participation in the AQIP process and welcomed attendance at the monthly AQIP Steering Committee meetings.
- C. Debbie Phelps answered questions associated with materials mailed in the Agenda packets and distributed copies of "Time is the Enemy".
- D. Travis Githens reported on current enrollment numbers. Travis noted that Karen Roush, CameliaJadic, and Larena Grieshaber were members of the committee which developed the Academic calendars; 2012-2013, 2013-2014, and 2014-2015 academic and office calendars will be presented for approval at the November Board of Trustees meeting.
- E. Jan Fischer presented the Personnel Update which included: the resignation of Alicia Wallace from the position of Webmaster and Help Desk Specialist; the resignation of Jenna Lilley from the position of part-time Assistant Softball Coach; employment of Ann Keeton in the position of Pirate Cove Director at an annualized salary of \$25,000 plus College support toward employee participation in ICC's group health insurance plan; and employment of Jaelyn Corvino in the position of Financial Aid Specialist at an hourly wage of \$11.38 plus College support toward employee participation in ICC's group health insurance plan.


The Trustees requested an update from the Upward Bound Program; Dan Barwick will follow-up with Upward Bound staff for a presentation during a subsequent monthly Board meeting.

Old Business:

- A. Jay Jones will contact Jeff Chubb for his availability to conduct the Kansas Open Meetings/Open Records Act Workshop following the Board's Character First session scheduled November 10, 2011 at 5:30 p.m.
- B. The Trustees will revisit setting timelines for Character First sessions.


New Business:

- A. The Trustees requested College solicitation of local financial institutions for provision of comparable services to those offered by Bank of America for services associated with College purchase cards. Jan Fischer will solicit proposals and share the information at the November Board of Trustees meeting.
- B. Jan Fischer answered questions associated with the Financial Report. Jan noted that the auditors will be on campus the week of October 24th to conduct the 2010-2011 audit; which will include the ICC Foundation this year. Jan also stated that reporting of the ancillary funds associated with the Inge Foundation is not an audit requirement. Phillip Fienen moved to accept the financials and allow payables. The motion was seconded and carried 5-0.
- C. Jan distributed possible refinancing options associated with the energy improvement lease agreement for discussion. The Trustees requested further investigation of the initiative with a report back.

 **Executive Session:** Jay Jones moved that the Trustees dismiss the option to meet in Executive Session. The motion was seconded and carried 5-0.

Personnel Report Action

- A. Lisa Drumeller moved to approve the Personnel Report. The motion was seconded and carried 5-0.

 **ADJOURNMENT:** William Kelly moved the meeting adjourn. The motion was seconded and carried 5-0. The meeting adjourned at 7:23 p.m.

Beverly Harris
Board Clerk

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