

BOARD OF TRUSTEES REGULAR MEETING
ICC Administration Building
October 15, 2014-5:30 P.M.

MINUTES

Members Present

Phillip Fienen
Hoite Caston
Val DeFever
David Wallis (via Skype)

Others Present

Daniel Barwick, President
Greg Eytcheson, Vice-President for Information and Operations
Keli Tuschman, Human Resources Coordinator
Misty Githens, Vice-President for Marketing and Recruitment
Tammie Geldenhuys, Vice-President for Student Affairs and Athletics
Beverly Harris, Executive Assistant/Board Clerk
Debbie Phelps, Director Institutional Research
Sara Harris, Vice-President for Student Affairs
Wendy Isle, Controller
David Smith, Dean of Instruction
Mary Jo Dancer, Academic Relations/Workforce Development Coordinator
Heather Mydosh, Associate Professor of English
Brett Gilcrist, Professor of Psychology
Ben Seel, Professor of Political Science
John Eubanks, Professor of Business/Accounting

Guests

Greg Lower, Reporter
Grady Mathews, September Student of the Month
Joacelyn Antoine, October Student of the Month
Diamond Haynes, October Student of the Month

I. ROUTINE

- A. Call to Order – Phillip Fienen called the meeting to order at 5:35 p.m.
- B. Approval of Agenda – Phillip Fienen noted an addition to the agenda; David Wallis will present following “C. Allow Payables” of the Institutional Operations section. Val DeFever moved to approve the amended agenda. Hoite Caston seconded the motion and the motion carried 4-0.
- C. Pledge of Allegiance – Students of the Month, Grady Mathews, Joacelyn Antoine, and Diamond Haynes led the group in recitation of the Pledge of Allegiance.
- D. Recognize Students of the Month – The students introduced themselves and identified their home state/country. Dr. Barwick provided a brief background summary of each of the students as he congratulated them and presented certificates.
- E. Welcome Guests – Phillip Fienen welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
- F. Mission Statement – Hoite Caston read the College Mission Statement.
- G. Vision Statement – Hoite Caston read the College Vision Statement.
- H. Approval of Minutes – Val DeFever moved to approve the September 11, 2014 regular meeting minutes. Hoite Caston seconded the motion and the motion carried 4-0. Phillip Fienen moved to approve the September 23, 2014 special meeting minutes. Val DeFever seconded the motion and the motion carried 4-0.

II. INSTITUTIONAL OPERATIONS

- A. Enrollment Update – Dr. Barwick proposed that the Board of Trustees use the Enrollment Report as the basis for in depth discussion during future meetings. Val DeFever inquired about scheduling a Board Retreat in November to familiarize the Trustees with the information contained in the Report prior to an open discussion with College employees and the public. David Wallis recognized Dr. Barwick for his efforts toward collaborations with other institutions. Phillip Fienen asked Dr. Barwick to work with the other Trustees to schedule a Board Retreat (education session) within the next 4-6 weeks. Dr. Barwick acknowledged Debbie Phelps for the core data provided, and Misty Githens for her analysis of the data contained within the comprehensive Enrollment Report.

- B. Monthly Cash Flows – Wendy Isle presented the monthly cash flow report and noted the increased total available balance for the end of September.

Hoite Caston requested a breakdown of recruiting expenses associated with personnel and associative costs for each sport, as well as the Marketing and Enrollment area. Phillip Fienen clarified that the analysis should be across-the-board, as every campus area is responsible for recruiting.

- C. Allow Payables – Phillip Fienen moved to allow payables, with the exception of the payment to Hoite Caston. David Wallis seconded the motion and the motion carried 4-0.

David Wallis requested that Dr. Barwick prepare a new Board Policy that clarifies the Conflict of Interest Policy and has specific language prohibiting Board members from entering into a business relationship with the College when the Board member has personally negotiated the terms of the relationship, and when the Board has no knowledge of that relationship. Hoite Caston asked Dr. Barwick to research other community college Conflict of Interest Policies.

- D. Additions to Personnel – The Personnel Report included terminations of: Jolitta Wright from the position of Accounts Receivable Clerk and Trish Cox from the position of part-time Bookstore Assistant. Employment searches included: Director of On-line and Concurrent Education; Allied Health Instructor; PT Bookstore Assistant; and, Professional Tutor.

- E. President's Update – Dr. Barwick shared that Westar Energy had previously donated nearly \$70,000 for a solar facility in the Cessna Building; they have donated an additional \$7,000 to make the project more visible. Dr. Barwick recognized Jim Correll, Tim Haynes, Mary Jo Dancer, and Kevin O'Neill for the successful FabLab Grand Opening. Misty Githens was also recognized for her work with Amazon and Southwire, whose workforces will soon be unemployed due to facility closures; displaced workers living in Montgomery County will receive a tuition waiver for enrollment in ICC courses. The Trustees were invited to view the Bluffstone construction site at 9:00 a.m. on Saturday, October 18th; however, Dr. Barwick cautioned that a special meeting notice is required if four or more Trustees plan to attend. It was suggested that ICC give-a-ways, balloons, or other initiatives be planned for area school children seeking permission to view progress on the dorms from outside the construction area fence. Debbie Phelps was recognized as a Board member of MidAIR (Mid-America Association for Institutional Research) and for her role as an organizer for the MidAIR 2015 National Conference being held in Kansas City. Dr. Barwick informed the Trustees of ICC's Annual Food Drive effort during the month of November. The initiative is being expanded this year to include members of the public; admission to campus sporting events in November is free with the donation of a non-perishable food item. Konye Ori was recognized for volunteering as Co-Advisor of Phi Theta Kappa and for initiating the new Speech and Debate Club.

- Fact Book – Debbie Phelps provided an overview of the Fact Books distributed during the September Board of Trustees meeting and noted that a new Fact Book will be presented during the November Board of Trustees meeting. Debbie shared that Denise Clark will report during the November Board of Trustees meeting on the numerous reports required by the State.

Sara Harris presented an overview of the Academic Growth Plan (areas identified for potential growth during the recent budget-planning cycle); an update will be included in each monthly Board Agenda packet. Dr. Harris noted that Outcomes Assessment is going well and one Program will undergo review each month; review of the Vet/Tech Program is scheduled in December. Dr. Harris answered questions associated with On-line accreditation; she shared that ICC will re-apply for on-line accreditation on March 18, 2015.

- F. 2014-2015 Renovation and Repair Priorities – Following discussion, Phillip Fienen moved to approve the 2014-2015 Renovation and Repair Priorities. Hoite Caston seconded the motion and the motion carried 4-0. Dr. Barwick noted that he will share during November's Board of Trustees meeting a draft proposal for better use of the current Student Union Building.

- G. Revisions to Faculty/Staff Handbook Purchasing Procedure – Dr. Barwick gave an overview of proposed revisions to the Faculty/Staff Handbook Purchasing Procedure and shared the process utilized to achieve campus-wide input on Procedure revisions. David Wallis questioned the section that referred to "individual purchases". Dr. Barwick will consult with the Council of Chairs for terminology that differentiates between single costs and project costs for further revision of the Purchasing Procedure. David Wallis moved to approve the revisions to the Faculty/Staff Handbook Purchasing Procedure. Val DeFever seconded the motion and the motion carried 4-0.

- III. CONSENT AGENDA – Val DeFever moved to approve the Consent Agenda which included: receipt of the financial and personnel reports; approval of new program/certificate courses; purchase of football travel sweats from Jock’s Nitch in the amount of \$5,225 through the use of fundraising money; and, payment to the Kansas Jayhawk Community College Conference in the amount of \$14,100 for men’s and women’s basketball officials for the 201402015 home basketball season. David Wallis seconded the motion and the motion carried 4-0.
- IV. EXECUTIVE SESSION – Phillip Fienen moved that the Board enter Executive Session for five minutes, after a five-minute break, to include Dr. Barwick, Sara Harris, and Keli Tuschman for the purpose of discussing negotiations to protect the district’s right to confidentiality of its negotiating position and the public interest. Val DeFever seconded the motion and the motion carried 4-0. Phillip Fienen announced that no action would be taken following the two short Executive Sessions. The Board entered Executive Session at 7:27 p.m. The Board returned to Open Session at 7:32 p.m.
- EXECUTIVE SESSION – Phillip Fienen moved to enter Executive Session for sixteen minutes, to include Dr. Barwick, Keli Tuschman, and Wendy Isle, to discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Val DeFever seconded the motion and the motion carried 4-0. The Board entered Executive Session at 7:34 p.m. The Board returned to Open Session at 7:50 p.m.
- V. ADJOURN – Phillip Fienen moved that the meeting adjourn. David Wallis seconded the motion and the motion carried 4-0. The meeting adjourned at 7:52 p.m.

Beverly Harris
Board Clerk

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