

**BOARD OF TRUSTEES REGULAR MEETING**  
**CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.**  
**May 12, 2016**

**MINUTES**

**Members Present**

Jana Shaver  
Val DeFever  
Jay Jones  
Norman Chambers  
Sam Forrer

**Others Present**

Daniel Barwick, President  
Keli Tuschman, Human Resources Coordinator  
Wendy Isle, Chief Financial Officer  
Debbie Phelps, Director for Institutional Research  
David Smith, Chief Academic Officer  
Taylor Crawshaw, Associate Dean for Academic Support Services  
Tammie Geldenhuys, VP for Student Affairs, Athletics, and Admissions  
Eric Montgomery, Chief Information Officer  
Beverly Harris, Executive Assistant/Board Clerk

**Guests**

Andy Taylor, Montgomery County Chronicle  
Jeff Chubb, Legal Counsel

**I. ROUTINE**

- A. Call to Order – Jana Shaver called the meeting to order at 6:01 p.m.
- B. Approval of Agenda – Val DeFever moved to approve the amended agenda. Sam Forrer seconded the motion and the motion carried 5-0.
- C. Welcome Guests – There were no guests present to welcome at the beginning of the meeting.
- D. Pledge of Allegiance – Jana Shaver led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Val DeFever read the College Mission Statement.
- F. Vision Statement – Val DeFever read the College Vision Statement.
- G. Approval of April 14, 2016 Minutes – Norman Chambers moved to approve the April 14, 2016 Board meeting minutes. Sam Forrer seconded the motion and the motion carried 5-0.

**II. INSTITUTIONAL OPERATIONS**

- A. Kansas Community College Leadership Institute – David Smith presented highlights of his participation in the Kansas Community College Leadership Institute and recommended nomination of another College employee for acceptance in the next session which runs September through May.
- B. Campus Culture Survey Results – Debbie Phelps presented an overview of the Campus Culture Survey Results. Debbie directed the group to data showing significant improvement over last year's survey results, and noted an association to what we are teaching new employees.
- C. Weight Room Update – Tammie Geldenhuys provided an update on the weight room progress and noted a six-week process was involved in the building construction/renovation timeline; an additional three-week period would be required for installation of flooring material and equipment placement. Dr. Barwick noted no Board policy covers processes where College funding is not utilized. Tammie Geldenhuys reiterated that, although the weight room construction/renovation would take place on College property, the project was not part of the College budgetary process and no College funding would be used from the operating budget. Jana Shaver asked the Trustees to state support, or reservations, for the project. Sam Forrer informed the group he would not support the initiative; the scope of the project was too small and the intended impact was not sufficiently identified. Jana Shaver, Val DeFever, Jay Jones, and Norman Chambers all voiced support of the weight room project as presented.

- D. Process for Nominating Board Officers – Sam Forrer presented a proposal for the annual nomination of Board officers. Following his presentation, Mr. Forrer made a motion that the Board make a commitment to create, articulate, and put in place a process that would carry from year to year and bring continuity and order to the process used for nominating Board officers. Val DeFever noted that Boards she served on over the years observed the same process used by the ICC Board of Trustees. Norman Chambers added that a process for nominating Board officers was already in place. Additional discussion followed, and the motion died for lack of a second. Mr. Forrer requested the Board Clerk let the meeting minutes show which Board members were present and did not support the motion by name. Per Mr. Forrer’s request: Jana Shaver, Val DeFever, Jay Jones, and Norman Chambers were present at the May 12, 2016 Board of Trustees meeting and did not support Mr. Forrer’s motion with a second.
- E. Allow Payables – Jay Jones moved to allow payables. Norman Chambers seconded the motion and the motion carried 5-0.
- III. CONSENT AGENDA – Val DeFever moved to approve the Consent Agenda which included receipt of the Financial, Personnel, and Grant Progress Reports. Included in the Consent Agenda was the Emergency Medical Service Education Program Review, and payment to Lee’s Heating and Cooling in the amount of \$11,795.00 for replacement of the HVAC unit compressor on the Academic Building. The Personnel section of the Consent Agenda included employment of: Mike Cyprien 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, Jason Pete in the position of Associate Professor of English at an annualized salary of \$47,900 plus College support toward employee participation in ICC’s group health insurance plan. Also included were the employment separations of: Drew Beisswenger from the Director of Library Services position; Rachael Matthews from the Library Assistant position; and, Jamie Thompson from the Marketing Coordinator position. Jay Jones seconded the motion and the motion carried 5-0.
- VI. EXECUTIVE SESSION – Norman Chambers moved that the Board enter Executive Session following a seven-minute break, for thirty minutes, to include Daniel Barwick, Keli Tuschman, and David Smith, to discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Jay Jones seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:10 p.m. The Board returned to Open Session at 7:40 p.m. Norman Chambers moved that the Board enter Executive Session, to include Daniel Barwick, Keli Tuschman, and David Smith, for an additional ten minutes. Val DeFever seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:40 p.m. The Board returned to Open Session at 7:50 p.m.
- V. EXECUTIVE SESSION – Jay Jones moved that the Board enter Executive Session for fifteen minutes, to include Daniel Barwick and Jeff Chubb, for consultation with the College attorney which would be deemed privileged in the attorney-client relationship. Val DeFever seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:52 p.m. The Board returned to Open Session at 8:07 p.m. Sam Forrer moved that the Board enter Executive Session for an additional ten minutes, to include Daniel Barwick and Jeff Chubb, for consultation with the College attorney which would be deemed privileged in the attorney-client relationship. Norman Chambers seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:07. The Board returned to Open Session at 8:17 p.m.
- F. President’s Update
- Current State of the Budget – Dr. Barwick addressed the draft budget and noted approximate fixed cost increases of: \$38,000 for health insurance rates; \$32,000 for faculty negotiated raises; the Information Technology lease payments; and, several others. The fixed cost increases offset any revenue increase from the \$200,000 increase in tuition and fees. As no increase in state funding is expected, tuition and fees have already been adjusted, and this draft assumes no increase to the mill levy, any growth at the College will be through reallocation of resources. Dr. Barwick also noted the draft budget and roll-up sheet eliminate the 403b Plan at a savings of approximately \$110,000; discussion ensued. Board members recognized the potential necessity for the elimination of this expense, but asked that all alternatives be explored, including a partial rollback of the benefit. Dr. Barwick also explained that the draft budget did not place additional money in the reserves, and discussion followed. All Board members agreed that an austere budget would not permit growth in reserves. Dr. Barwick shared that Beverly Harris will arrange several budget workshops for groups of two Trustees with Dr. Barwick and Wendy Isle. Other community colleges will be polled for match limits and other information associated with respective 403b Plans.
  - Facilities Master Plan – Dr. Barwick shared that a facilities plan is a prioritized list of new construction and renovation to existing facilities. Over the next month, a small work group will develop a simple, conceptual plan that includes: general needs; timelines; and, approximate costs for presentation to the Board of Trustees.

Daniel Barwick noted any funding for improvements would not come from the College operational budget; fundraising, grants, and other external sources would be utilized. All Board members expressed support for Dr. Barwick's proposed process and approach.

- Renovation and Repair Priorities – Dr. Barwick shared the 2016-2017 Renovations and Repair listing; which included: completion of the work to the Student Union exterior with a \$40,000 pergola; a two-year plan was utilized for renovation and repair of the Academic Building (\$75,000 each year); \$75,000 was earmarked for the Culinary Program; and the remaining \$60,000 was allocated for smaller repairs/renovations, including completion of the Administration Building renovation. At the end of the budget year, the Trustees will receive a report of where 2015-2016 renovation and repair funds were utilized. All Board members expressed support for Dr. Barwick's proposal.
  - KACCT/COP Quarterly Meeting/Hutchinson Community College – The Trustees will inform Beverly Harris if they plan participation in the June 10-11, 2016 meeting; for planning purposes, RSVP's are due by May 23<sup>rd</sup>. Due to scheduling conflicts, Daniel Barwick noted that Board members will be polled for alternative meeting dates in June and July.
- IV. EXECUTIVE SESSION – Norman Chambers moved the Board enter Executive Session, to include Daniel Barwick, David Smith, and Keli Tuschman, for ten minutes 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 5-0. The Board entered Executive Session at 9:02 p.m. The Board returned to Open Session at 9:12 p.m. Val DeFever moved the Board enter Executive Session, to include Daniel Barwick, David Smith, and Keli Tuschman, for an additional eight minutes for the purpose of discussing negotiations to protect the district's right to confidentiality of its negotiating position and the public interest. Jay Jones seconded the motion and the motion carried 5-0. The Board entered Executive Session at 9:12 p.m. The Board returned to Open Session at 9:20 p.m.

Sam Forrer moved to ratify the Division Chairs Agreement for inclusion in the Negotiated Agreement. Jay Jones seconded the motion and the motion carried 5-0. Daniel Barwick noted that the Division Chairs Agreement remains contingent upon ratification by the Faculty Association; however, it was supported by the Faculty negotiators prior to presentation for Board of Trustees approval.

- VI. EXECUTIVE SESSION – Jay Jones moved that the Board enter Executive Session for thirty minutes, to include Daniel Barwick, Keli Tuschman, and David Smith, to discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Norman Chambers seconded the motion and the motion carried 5-0. The Board entered Executive Session at 9:25 p.m. The Board returned to Open Session at 9:55 p.m. Jay Jones moved that the Board enter Executive Session, to include Daniel Barwick and Keli Tuschman, for an additional thirty minutes. Norman Chambers seconded the motion and the motion carried 5-0. The Board entered Executive Session at 9:55 p.m. The Board returned to Open Session at 10:25 p.m. Jay Jones moved that the Board enter Executive Session, to include Daniel Barwick, for an additional fifteen minutes. Norman Chambers seconded the motion and the motion carried 5-0. The Board entered Executive Session at 10:25 p.m. The Board returned to Open Session at 10:40 p.m. Val DeFever moved that the Board enter Executive Session for an additional five minutes. Norman Chambers seconded the motion and the motion carried 5-0. The Board entered Executive Session at 10:40 p.m. The Board returned to Open Session at 10:45 p.m.
- VII. ADJOURN – Norman Chambers moved that the meeting adjourn. Jay Jones seconded the motion and the motion carried 5-0. The meeting adjourned at 11:00 p.m.

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Beverly Harris  
Board Clerk

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