

BOARD OF TRUSTEES REGULAR MEETING
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.
October 13, 2016

MINUTES

Members Present

Val DeFever
Norman Chambers
Cynthia Sherwood
Terry Clark
Mike Wood

Others Present

Daniel Barwick, President
Keli Tuschman, Human Resources Coordinator
Wendy Isle, Chief Financial Officer
Tammie Geldenhuys, VP for Student Affairs, Athletics, and Admissions
Eric Montgomery, Chief Information Officer
Brad Henderson, Director of Marketing
Beverly Harris, Executive Assistant/Board Clerk
Debbie Phelps, Director of Institutional Research
Taylor Crawshaw, Associate Dean of Academic Support Services
Kara Wheeler, Interim Chief Academic Officer
Stacia Kaylor, Upward Bound Program Director

Guests

Andy Taylor, Montgomery County Chronicle
Kassie Sanderson, Daily Reporter
Sam Forrer, Community Member

I. ROUTINE

- A. Call to Order – Val DeFever called the regular meeting for October to order at 6:00 p.m. and welcomed the guests.
- B. Approval of Agenda – Norman Chambers moved to approve the agenda as distributed. Terry Clark seconded the motion and the motion carried 5-0.
- C. Welcome Guests – An overview of options available for public comment on items pertaining to the agenda was provided. One public comment card, with no agenda item specified, was submitted by community member, Sam Forrer. Val DeFever informed Mr. Forrer he would be allowed three minutes. Mr. Forrer asked for a maximum timeframe allotment of 10 to 15 minutes. Chair DeFever granted Mr. Forrer 10 to 15 minutes for his address at the beginning of the meeting.
- D. Pledge of Allegiance – Norman Chambers led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Val DeFever noted the Mock Site Visit Feedback Report and stated the importance of everyone knowing the Mission and Vision Statements. Meeting attendees recited the Mission Statement as a group.
- F. Vision Statement – Meeting attendees recited the Vision Statement as a group.
- G. Approval of September 8, 2016 meeting minutes – Cynthia Sherwood moved to approve the September 8, 2016 Board meeting minutes. Mike Wood seconded the motion and the motion carried 5-0.

Public Comment – Sam Forrer began his address; Chair DeFever informed him when the allocated time elapsed. Additional time was granted, as Mr. Forrer stated that he was beginning the last page of his address. Mr. Forrer spoke for a total of 20 minutes; he shared that he would like to be considered an ally of the Board and proposed working with two Board members toward understanding and embracing governance.

II. INSTITUTIONAL OPERATIONS

- A. Allow Payables – Mike Wood moved to allow payables. Norman Chambers seconded the motion and the motion carried 5-0. Val DeFever requested further breakdown of the payables report with departmental budget line numbers associated with respective purchases/expenses displayed for greater transparency. Mike Wood inquired

about the College process regarding per diem; Wendy Isle and Dan Barwick responded that payments are based upon submittal of receipts. Val DeFever also requested use of explanatory words/statements associated with acronyms noted in the payables.

- B. President's Update – Dan Barwick shared fund raising news: a \$50,000 grant was received from the Fab Lab's competition for the Small Business Administration Growth Accelerator Fund; and, \$30,000 was received from the Northern Montgomery County E-Community GAP Finance Loan Fund. Dr. Barwick noted that \$35,000 is being sought to satisfy the match requirement associated with the \$750,000 Federal grant for the Fab Lab extension. Norman Chambers referred to the two-mill levy passed during the budget cycle toward this effort and inquired if the total dollar amount would be utilized. Dr. Barwick responded that the \$35,000 shortfall he noted earlier included usage of funds resulting from the Board approved two-mill levy increase; however, fund raising efforts would continue. Dr. Barwick provided an overview of the Mock Site Visit and noted identification of concrete steps for the College as we prepare for the actual Accreditation Site Visit in April 2017. Steps already taken included: two Open Forum sessions to inform College staff of noted institutional shortfalls associated with accreditation; a faculty member was added to the President's Cabinet membership; Cabinet meetings scheduled in Open Session which interested parties may attend; emphasis has been placed on employees' familiarity with the College Mission and Vision; Cabinet meetings begin with recitation of the College Mission and Vision; Council of Chairs meetings have been revived, with a greater frequency of scheduled meetings; the Accreditation Battle Plan has been updated with steps to be taken, responsible employee/department identified, and timelines established; and, the College Mission Statement has been added to all out-going e-mails.
- Operational Plan Quarterly Review – Dr. Barwick asked for comments and suggestions for content and/or formatting of the quarterly reports. To Trustee Wood's inquiry if the Operational Plan was based on the fiscal or the academic year, Dr. Barwick shared that we may have to rethink the process, as the Operational Plan was implemented during the month of April. A request was made for additional detail and clarification of why progress was not made on various goals.
 - Enrollment Review – Dr. Barwick shared that a comprehensive enrollment analysis would be presented during the November Board of Trustees meeting.
 - Athletics – Dr. Barwick informed the Trustees that eight of the nineteen community colleges in the Kansas Jayhawk Community College Conference (KJCCC) have taken a stand against student participation restrictions that hinder progress for member institutions. Independence Community College is part of the group which includes: Barton; Coffeyville; Dodge City; Cowley; Cloud County; Garden City; and, Seward. The eight community colleges will vote October 19th whether to adopt three guiding principles of: collectively agreeing on the amount of student athlete scholarship aid that is in keeping with NJCAA rules; allowing maximum student athlete roster participation that is in keeping with NJCAA rules; and, allowing maximum out-of-state student athlete roster participation that is in keeping with NJCAA rules. Dr. Barwick will share the meeting outcomes with the Board of Trustees, and noted that a special Board meeting may be required for Board direction on whether to remain in the KJCCC or create a separate conference.
 - Cash Flow – Dr. Barwick provided background history on the cash flow deficit which annually occurs during the month of December. In 2013-2014, 8% of the operating account was separated into reserve funds; which created the long-term accounting issue that, although the College has not overspent and has a balanced budget, appears as a shortfall of cash funds due to the amount of funds designated as reserves. Dr. Barwick proposed moving funds in December from the reserves to the operating account and closing the gap. The Trustees inquired about alternative options, discussed the possibility that funds would not be reinstated to the reserve account once moved, and questioned when the appeal period for the Enbridge settlement culminates and the funding currently set aside could subsequently be added to the operating account balance. Val DeFever asked the Trustees to write down any questions about the movement of reserve funds to the operating account, send them to Dr. Barwick, and stated that the Board would reconsider the proposal during the November Board of Trustees meeting.

Val DeFever referenced recent litigations between the City of Independence and Sewer District # 2; she encouraged continued monitoring of Sewer District #2 statements. Chair DeFever gave accolades for College employees' enrollment growth successes and introduced Stacia Kaylor, Upward Bound Program Director, who she invited to the Board meeting for a presentation of Upward Bound Program data.

- III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda which included acknowledging receipt of the Financial, Personnel, and Grant Progress Reports. The employment separation of Garrett Webster from the position of Accounts Receivable/Accounts Payable Clerk, and employment searches for the Associate Professor of Chemistry, and an Accounts Receivable/Accounts Payable Clerk were included in the Personnel Report. Mike Wood seconded the motion and the motion carried 5-0.
- IV. EXECUTIVE SESSION – To discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Executive Session was not required.
- V. EXECUTIVE SESSION – For consultation with the College attorney which would be deemed privileged in the attorney-client relationship. Executive Session was not required.

Chair DeFever proposed a Board Retreat on Saturday, January 21, 2017 and suggested the morning portion be held at ICC West, while the afternoon portion would be held on campus. Val DeFever asked the Board Clerk to poll the Trustees for availability on the aforementioned day, and shared that an agenda would be created to include reports from: College employees associated with steps taken for pursuit of a successful accreditation site visit in April; the Inge Foundation Director; and, the ICC Foundation Director.

- VI. ADJOURN – Norman Chambers moved the meeting adjourn. Terry Clark seconded the motion and the motion carried 5-0. The meeting adjourned at 8:10 p.m. Dr. Barwick and the Trustees walked to the Library for a tour hosted by Sarah Owen, Director of Library Services.

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.