

BOARD OF TRUSTEES REGULAR MEETING
AC113 (Lower Level of Academic Building) 6:00 p.m.
April 14, 2016

MINUTES

Members Present

Val DeFever
Norman Chambers
Sam Forrer
Cynthia Sherwood joined the meeting at 6:15 p.m.

Others Present

Daniel Barwick, President
Keli Tuschman, Human Resources Coordinator
Wendy Isle, Chief Financial Officer
Brad Henderson, Director of Marketing
Kara Wheeler, Associate Dean of On-line, Cont. Ed., and Workforce Dev.
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
Brenda Sanchez, English Instructor/PTK Advisor
Stacia Kaylor, Upward Bound Trio Program Director
Cody Westerhold, Student Activities Director
Brittany Thornton, Director of Admissions

Guests

Kassie Sanderson, Reporter
Neil Phillips, Auditor- Jarred, Gilmore, & Phillips, P.A.
Brian Gustafson, Bluffstone Area Manager
Crystal Manning, Bluffstone Regional Manager of Kansas
Mary Bailey, Bluffstone General Manager
David McElroy, PTK Student

I. ROUTINE

- A. Call to Order – Vice-Chair, Val DeFever, called the meeting to order at 6:00 p.m. and announced that no business could be conducted until a quorum was reached.
- B. Approval of Agenda – Approval of the agenda was delayed until a quorum was reached. Following Trustee Sherwood's arrival and having reached a quorum, Norman Chambers moved to approve the agenda. Sam Forrer seconded the motion and the motion carried 4-0.
- C. Welcome Guests – Val DeFever welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
- D. Recognize PTK Students – Val DeFever turned the floor over to Brenda Sanchez, PTK Advisor; Brenda shared awards received at the Phi Theta Kappa Regional Convention, and presented Tammie Geldenhuys with the Distinguished Administrator Award. Ms. Sanchez introduced David McElroy, incoming Vice-President of PTK.
- E. Pledge of Allegiance – David McElroy led the group in recitation of the Pledge of Allegiance.
- F. Mission Statement – Val DeFever read the College Mission Statement.
- G. Vision Statement – Val DeFever read the College Vision Statement.
- H. Approval of March 9, 2016 Minutes – Once a quorum was reached, Cynthia Sherwood moved to approve the March 9, 2016 minutes. Norman Chambers seconded the motion. Action on the motion received three votes in favor and one deferment; Sam Forrer deferred his vote until the Policy Review Committee update was presented. Following the Policy Review Committee update, Sam Forrer voted at 7:18 p.m. in favor of approving the March 9, 2016 meeting minutes. The motion subsequently carried 4-0.

II. INSTITUTIONAL OPERATIONS

- A. 2015 Audit – Neil Phillips of Jarred, Gilmore, & Phillips, P.A. presented highlights of the 2015 Audit and noted an unmodified opinion. Mr. Phillips drew attention to Page 43 of the Audit Report which portrayed that three million in federal tax dollars are brought in to the College and, subsequently flow through the community. Mr. Phillips noted that federal guidelines show that every dollar of the three million in federal tax dollars can be multiplied seven times for a total impact of twenty-one million dollars on our community. Norman Chambers moved to approve the 2015 audit as presented. Sam Forrer seconded the motion and the motion carried 4-0.
- B. Bluffstone – Brian Gustafson introduced Crystal Manning, Bluffstone Regional Manager of Kansas, and Mary Bailey, Bluffstone General Manager. Mr. Gustafson distributed a rendition of landscaping plans and provided an overview of the draft Residence Hall Check-out Form and the Move-out Inspection Form. Copies of the forms were left with the Board Clerk for distribution and are attached to the minutes as an addendum, as are the landscaping plans. When questioned about potential mold concerns, Brian Gustafson informed the group that exhaust fans and the ductwork in the brick residence hall units have been reworked; the exhaust fans run continuously and route air twenty-four hours per day and seven days per week. Vice-Chair DeFever requested a residence hall move-out report during the regularly scheduled meeting in June; Beverly Harris will let Brian Gustafson know the meeting date and location.
- C. Consider Purchase of Real Property – Dan Barwick referred to information included in the Board Agenda packets regarding the \$20,000 purchase of land directly behind ICC West and having frontage on West Maple Street. Sam Forrer moved to “approve purchase of the property at the discretion of our CEO.” Norman Chambers seconded the motion and the motion carried 4-0.
- D. Second Reading of Revisions to TRU – 909 Due Process – Daniel Barwick provided background information and Val DeFever read the second reading of revisions to TRU-909 Due Process.

CODE:	TRU – 909
SUBJECT:	Due Process
ADOPTED:	January 12, 1999
REVISED:	April 14, 2016

The Board shall assure that a due process procedure for resolving complaints within the college is established. Complaints received by the Board will be referred to the appropriate administrative office for resolution with an outcome report provided to the Board within 60 days.

Sam Forrer moved to approve the second reading of TRU-909. Norman Chambers seconded the motion and the motion carried 4-0.

- E. Resolution to Extend Term of Office – Daniel Barwick provided background information associated with the resolution. Norman Chambers moved to adopt the resolution as written. Cynthia Sherwood seconded the motion and the motion carried 4-0.
- F. Operational Plans – Dan Barwick introduced discussion of the Operational Plans included in the Board Agenda packets. Trustees Forrer and Chambers commended the comprehensive work involved in development of the Plans; Daniel Barwick gave President’s Cabinet members credit for the majority of the document, including the on-campus printing and binding. Dr. Barwick noted the next step is development, in conjunction with the Board of Trustees, of a long-range comprehensive facilities Master Plan. Cynthia Sherwood and Val DeFever suggested inclusion of the Audit and Operational Plan in new Trustee orientation materials.
- G. Allow Payables – Norman Chambers moved to allow payables. Cynthia Sherwood seconded the motion and the motion carried 4-0.
- H. Policy Review Committee/Jay Jones & Cynthia Sherwood – Jay Jones was unable to attend the meeting due to scheduling conflicts; Cynthia Sherwood provided an overview of the Policy Review Committee work. Sam Forrer inquired about the Committee’s expectations and associated timelines for completion. Mr. Forrer also requested that procedures relating to the Sexual Misconduct Policy be moved to the forefront of the Committee’s work. Following Trustee Sherwood’s report, Trustee Forrer voted in favor of approving the March 9, 2016 meeting minutes.

- I. Weight Room Update – Tammie Geldenhuys shared that additional bids are being sought and more information will be presented at the May Board of Trustees meeting.
 - J. President’s Update – Dan Barwick provided highlights of Congresswoman Lynn Jenkins’ visit and tour of ICC West; gave accolades to Kara Wheeler and her team for the incredible amount of work involved in a successful Carl D. Perkins Program Improvement Review Site Visit; and presented an overview of the campus visit by Homeland Security Consultant, Chuck McClanahan. Christina McDiarmid, Maintenance Supervisor, will present Mr. McClanahan’s recommendations and free training opportunities during the May Board of Trustees meeting. Dr. Barwick shared highlights of his trip to Chicago with Nurali Mamedov for his recognition as a Coca-Cola New Century Scholars recipient during the President’s Breakfast portion of the American Association of Community Colleges Annual Convention. Dr. Barwick provided an overview of progress toward implementation of the Culinary Arts Program. Preliminary floor plans are being developed for the space at ICC West, and interviews are being conducted with applicants for the instructor position. The President’s update ended with notification that Debbie Phelps will present results of the Camus Culture Survey during the May Board of Trustees meeting. Trustee Forrer requested recommendations from Ms. Phelps regarding improvement of specific areas.
- III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda which included receipt of the Financial, Personnel, and Grant Progress Reports. Included in the Consent Agenda was final action on the non-renewal of James Yate’s contract, and the final payment to Wray Roofing in the amount of \$438,516.15 for roofing repairs and inspections. The Personnel section of the Consent Agenda included employment of Rachel Martin in the position of Head Athletic Trainer at an annualized salary of \$40,000 plus College support toward employee participation in ICC’s group health insurance plan. Also included were the employment terminations of: Sarah Plowman from the Head Athletic Trainer position; Jennifer Winn from the Student Support Services Engagement Specialist position; and, Jesse Stehr from the part-time position of Bookstore Assistant. Cynthia Sherwood seconded the motion and the motion carried 4-0.
- IV. EXECUTIVE SESSION – Norman Chambers moved to go into Executive Session following a five-minute break, to include Dr. Barwick, David Smith, and Keli Tuschman, for thirty minutes for discussion of non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Sam Forrer seconded the motion and the motion carried 4-0. Val DeFever informed the group that no action would be taken following Executive Session. The Board entered Executive Session at 7:45 p.m. The Board returned to Open Session at 8:15 p.m.
- V. EXECUTIVE SESSION – As the College attorney could not be present, the Board of Trustees did not go into Executive Session for consultation with the College attorney which would be deemed privileged in the attorney-client relationship.
- VI. ADJOURN – Norman Chambers moved that the meeting adjourn. Sam Forrer seconded the motion and the motion carried 4-0. The meeting adjourned at 8:15 p.m.

Beverly Harris
Board Clerk

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