

BOARD OF TRUSTEES REGULAR MEETING
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.
November 10, 2016

MINUTES

Members Present

Norman Chambers
Jana Shaver
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
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
Laura Allison, Director of Financial Aid
Cody Westerhold, Director of Student Activities
John Eubanks, Business/Accounting Instructor
Ben Seel, Political Science Instructor

I. ROUTINE

- A. Call to Order – Vice-Chair, Norman Chambers, called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Terry Clark moved to approve the agenda as distributed. Jana Shaver seconded the motion and the motion carried 5-0.
- C. Welcome Guests – No guests were present.
- D. Pledge of Allegiance – Terry Clark led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Mike Wood read the College Mission Statement.
- F. Vision Statement – Mike Wood read the College Vision Statement.
- G. Approval of October 13, 2016 meeting minutes – Cynthia Sherwood moved to approve the October 13, 2016 meeting minutes. Mike Wood seconded the motion and the motion carried 5-0.

II. INSTITUTIONAL OPERATIONS

- A. KACCT Quarterly Meeting/Labette Community College, December 4-5, 2016 – Norman Chambers shared that RSVP's for the event should be received by the Board Clerk no later than November 17, 2016. Dr. Barwick noted that Jana Shaver will attend the meeting and give a presentation on Independence Community College.
- B. 2017-2018 Academic and Office Calendars – Kara Wheeler provided background information associated with timelines identified in the 2017-2018 Academic and Office Calendars. Ms. Wheeler shared the makeup of the Calendar Committee: three Faculty members; three individuals from Administration; the Registrar; two representatives from Admissions; and, one employee from Financial Aid. It was noted that two Fall Break days were scheduled October 26-27, 2017 due to student fatigue. Faculty members will report two days earlier at the beginning of the semester to observe the Fall Break days with no classes; however, offices will remain open. Kara Wheeler also shared that 150 instructional days are scheduled; only 144 instructional days are required. Norman Chambers moved to approve the 2017-2018 Academic and Office Calendars. Mike Wood seconded the motion and the motion carried 5-0.
- C. Scholarship Committee Proposal – Dan Barwick provided background information on work conducted over the last month by the Scholarship Committee; Wendy Isle and Laura Allison contributed additional details. It was noted that members of the Scholarship Committee included staff members from Admissions, Fine Arts, Theater, Band, Athletics, and the Writing Department. Dr. Barwick informed meeting attendees that scholarships: amount to one tenth of

our entire operating budget; have a direct relationship to enrollment; relate directly to tuition; and, reflect a budget commitment tied to recruitment. Noting the complexity involved when discussing scholarships, Dr. Barwick shared that additional sessions would be broken into smaller chunks of information, and a complete list of scholarship recommendations would be provided during the January Board of Trustees Retreat. Dr. Barwick was asked to investigate and report on the dollar amount other community colleges, comparable to the size of ICC, allocate toward scholarships. Dr. Barwick proposed several steps related to recommendations of the Scholarship Committee: 1) Board approval of scholarship policies during Spring 2017; 2) Budget allocations with amounts consistent with current enrollment during Summer 2017; and, 3) Reallocation of scholarship dollars during Fall 2017. Discussion of the taxing district tuition waiver followed. Norman Chambers encouraged continuation of the process started by the Scholarship Committee. Cynthia Sherwood requested that background materials for future discussions be included in the Board Agenda packets for review prior to any scheduled meetings.

- D. Allow Payables – Terry Clark moved to allow payables. Mike Wood seconded the motion and the motion carried 5-0. Trustee Clark inquired about third-party professional audits and the potential savings which could be identified. Terry Clark volunteered to visit with Wendy Isle about the process.
 - E. Standing Committee Revisions – Dan Barwick informed the group that revisions to policies and procedures must be approved by the Board of Trustees to facilitate compliance with the Negotiated Agreement. Minor changes already approved by the Council of Chairs were highlighted, and the purpose behind removal of the Judicial Committee from the Standing Committee structure was explained. Jana Shaver moved to approve the Standing Committee revisions and the removal of the Judicial Committee from the Standing Committee structure. Terry Clark seconded the motion and the motion carried 5-0.
 - F. Cash Flow Proposal – Dan Barwick initiated discussion of the previous month’s cash flow proposal. While providing background information, Dr. Barwick noted that a separate operating account will be established for Bluffstone and future cash flow reports will reflect the account’s activity and status. Dr. Barwick shared that sufficient funds will be temporarily moved from the reserve account to the operating account to alleviate the cash flow shortage historically experienced during the month of December, and the Board agreed. Dr. Barwick stated that he will provide an end-of-year accounting of the amount of reserve funds temporarily moved, the date when the funds were moved from reserves, and the date when the funds were returned to the reserves. Mike Wood suggested looking at the total budget picture and better planning in future budget years.
 - G. President’s Update – Dan Barwick shared that a group of twelve community leaders volunteered service on the President’s Advisory Council; which was created in an effort to meet the second Board of Trustees Strategic Goals of strengthening community relations. Quarterly meetings will provide opportunities for dissemination of College information to the community and open channels for community input to the College.
 - Accreditation Progress Report – Daniel Barwick shared that Faculty members have met for two hours each Friday over the past four-to-five weeks to continue work on Academic Assessment. Debbie Phelps provided additional information and an overview of specific steps taken to address this area of deficiency noted in the Academic Quality Improvement Project Systems Portfolio and the Mock Site Visit Feedback Reports.
- III. CONSENT AGENDA – Cynthia Sherwood moved to approve the Consent Agenda; which included receipt of the Financial and Personnel Reports, as well as the Grant Progress Report and payment to Varsity Cheer in the amount of \$13,500 for competition registration for the UCA Cheer Nationals in Orlando, Florida. Included in the Personnel Report was the employment separation of Stacia Kaylor from the position of Upward Bound Director, and the transfer/promotion of Valon Jones from Upward Bound Academic Coordinator to the position of Interim Upward Bound Program Director at an annualized salary of \$37,020. Jana Shaver seconded the motion and the motion carried 5-0.
- IV. EXECUTIVE SESSION – For consultation with the College attorney which would be deemed privileged in the attorney-client relationship. This Execution Session was not required.
- V. EXECUTIVE SESSION – Norman Chambers moved that the Board enter Executive Session after a five-minute break, to include Daniel Barwick, for the purpose of discussing negotiations with instructional staff and to protect the college’s right to confidentiality of its negotiating position and the public interest. Mike Wood seconded the motion and the motion carried 5-0. Norman Chambers informed the group that no action would be taken following either Executive Session. The Board entered Executive Session at 7:50 p.m. The Board returned to Open Session at 8:00 p.m.
- VI. EXECUTIVE SESSION – Norman Chambers moved that the Board enter Executive Session for fifteen minutes to discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Cynthia Sherwood seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:05 p.m. The Board returned

to Open Session at 8:20 p.m. Norman Chambers moved that the Board enter Executive Session, to include Daniel Barwick, for an additional five minutes to discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:20 p.m. The Board returned to Open Session at 8:25 p.m.

VII. ADJOURN – Norman Chambers moved the meeting adjourn. Terry Clark seconded the motion and the motion carried 5-0. The meeting adjourned at 8:25 p.m.

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.