

ICC BOARD OF TRUSTEES RETREAT
February 18, 2017
9:00 a.m. to 3:00 p.m.

MINUTES

Members Present

Val DeFever
Norman Chambers
Jana Shaver
Cynthia Sherwood
Terry Clark
Mike Wood

Others Present

Daniel Barwick, President
Tammie Geldenhuys, VP for Student Affairs, Athletics, and Admissions
Beverly Harris, Executive Assistant/Board Clerk
Taylor Crawshaw, Associate Dean of Academic Support Services
Debbie Phelps, Director of Institutional Research
Kara Wheeler, Interim Chief Academic Officer
Wendy Isle, Controller
Eric Rutherford, Associate Dean of Fine Arts
Ben Seel, Political Science Instructor
John Eubanks, Business/Accounting Instructor

Guests

Tim Emert, Founding Member of ICC Foundation
Liz Moore, Inge Foundation Chairman
Rod Froebe, ICC Foundation Trustee

I. ROUTINE

- A. Call to Order – Val DeFever called the meeting to order at 9:02 a.m.
- B. Approval of Agenda – Jana Shaver moved to approve the agenda as distributed. Mike Wood seconded the motion and the motion carried 5-0.
- C. Welcome Guests – Val DeFever welcomed the guests.
- D. Pledge of Allegiance – Terry Clark led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Val DeFever read the College Mission Statement.
- F. Vision Statement – Norman Chambers read the College Vision Statement.

II. INSTITUTIONAL OPERATIONS

Walk to Culinary Lab – Meeting attendees toured the Culinary Lab facilities and returned to W101 at 9:30 a.m.

- A. Capital Projects/Future Fundraising – Dr. Barwick began the discussion by inquiring about the Board's priorities on what the campus needs the most during any given year and noted the last successful capital campaign was fundraising for the ICC West facility. Dr. Barwick requested guidance from the Board on specific projects and referred to the Facilities Master Plan and two possible projects noted therein; a Fine Arts Recital Hall; and, an Indoor Practice Facility for Athletics. Jana Shaver inquired about the previously mentioned Welcome Center. Dr. Barwick shared that a Welcome Center is a two-to-three-year commitment with a substantial financial commitment (around three million dollars). However, Dr. Barwick will present additional information on the Welcome Center during the March 9, 2017 Board of Trustees meeting and request Bruce Peterson's attendance at the meeting to provide information associated with application for a Title III Grant which allows up to two million dollars in new construction associated with student services on college campuses. Dr. Barwick noted another option for creating more student services space by constructing an identical steel building next to the Administration Building for a fraction of the cost involved in constructing a Welcome Center; an estimation of construction costs will be provided during the March Board meeting.

Terry Clark inquired about synergies with four-year institutions; Dr. Barwick shared that during the Spring semester an announcement will be made about a dual enrollment program agreement where students attending ICC can also be students of Pittsburg State University. Val DeFever suggested looking at a variety of options to new construction and noted the possibility of a long-term lease agreement for property on South Tenth Street for use as an indoor Athletic Practice Facility. Terry Clark also suggested exploration of any opportunity for expansion through renovation of property in the downtown Independence area; the Booth Theatre was mentioned as a potential recital hall space which could be utilized by the entire community. Mike Wood noted that many recital hall facilities already exist in the community. Dr. Barwick reminded the Board that a recital hall, although it is used for occasional performances, it is also used for daily instruction and rehearsal, and as such would probably need to be located closer to the current music instructional space.

- B. Review of Foundation Operations – Val DeFever welcomed Rod Froebe, ICC Foundation Trustee, and Tim Emert, founding member of the ICC Foundation. Tim Emert provided historical information on the development of the Foundation in 1968 and its incorporation as a vehicle for making contributions. Mr. Emert noted that the Foundation is a separate corporation with the sole purpose of supporting the College. Mr. Froebe added that it was important for the Foundation to remain separate from the College, yet work together for the good of the College. Rod Froebe shared with the Board a list of College projects the Foundation has supported over the past four-to-five years, in addition to one-third of the Grant Writer’s salary (\$13,000), and noted that the majority of endowments received are restricted. Tim Emert noted the importance of a Trustee’s attendance at Foundation meetings and also suggested placement of the ICC Foundation on the Board of Trustees agenda for presentation of a Foundation Annual Update. Discussion followed regarding overhead costs with two ICC Foundation employees; one full-time and one two-thirds full-time and both receiving benefits paid from unrestricted funds. [Note from Board Clerk: Foundation Director, Lori Shaw, notified the College after these minutes were approved that, in fact, the part-time employee of the Foundation works 20 hours per week and asked to have that correction reflected in the minutes.] Mr. Froebe noted the unrestricted funds support College projects and operational costs; however, the Foundation reviews staffing needs on an ongoing basis.

The group took a five-minute break.

- C. Review of Inge Foundation Operations – Tim Emert gave historical background of development of the Inge Foundation in 1992, at which time the Arco Corporation gave the Inge Festival \$10,000 each year. Mr. Emert noted the subsequent creation of the Inge Center for the Arts. Mr. Emert and Liz Moore noted two goals of the Inge Foundation; maintenance of the Inge home, and provision of \$15,000 annually toward supporting the Inge Festival Tribute, while all other areas are concerns of the College. Liz Moore noted a drive to get Foundation Board members more fully engaged through personal donations. Dr. Barwick stated that due to the small size of the Inge Foundation and the expenditure creep which has taken place over the years that funding will eventually become nonexistent unless major fund-raising efforts take place and support from the Foundation Board members grows. Stating that the bottom line is about the students; Eric Rutherford noted that eleven students are enrolled in theater through recruitment efforts of Ben Corbett-Smith and Harty Blackert. Discussion of budget oversight responsibilities followed. Val DeFever thanked Tim Emert and Liz Moore for their participation in the Retreat and dismissed meeting attendees for travel to the main campus.

Meeting attendees drove to the main campus, went through the cafeteria food services line, and ate brunch in the Cyber Café. Following brunch, the group walked to the Academic Building where the Retreat resumed at 1:00 p.m. in AC 114.

- D. Val DeFever called the afternoon session of the meeting to order at 1:00 p.m. Terry Clark began a brief discussion about retaining a consultant to advise us regarding a simpler structure for Inge that would be clearer from a funding, marketing, and programmatic standpoint. The Board reached consensus that Dr. Barwick should retain such a consultant. Discussion of increasing the ICC Board to a seven-member Board followed. Norman Chambers noted that it was not a compelling decision to increase the Board to seven members, but several other community colleges have changed to this structure. Dr. Barwick shared that he was in favor of such a move and asked for input from the Trustees and the Board Clerk; pros and cons were discussed. The downside mentioned was increasing the openings on the Board, yet still achieving an adequate number of individuals running for the position (s) during the election process. Discussion of Board leadership positions followed; consensus was to leave those currently in leadership positions in those respective roles until new Board members take office in January 2018.

- E. Review of Campus Maintenance Projects/Fine Arts Parking Lot – Dr. Barwick referred to the 2016-2017 renovation and repair priorities list and informed the group that a survey was sent to All Staff regarding the \$75,000 identified for renovation/repair priorities in the Academic Building. The survey has concluded; a second survey will be administered to rank the top five items identified. An overview of damage to the Inge/Academic Building parking lot was provided. Dr. Barwick noted that litigations with Bluffstone continue over damage from semi-trailers parking the residence hall pods in the lot and puncturing through the surface; responsibility for the damage is uncontested by Bluffstone, but the dollar amount of the damage incurred has not been resolved as yet. Following further discussion, the Board concurred that renovation and repair efforts scheduled for the Academic Building this year and next year should be pushed back to next year and the following year, and devote the funds currently allocated to the Academic Building to repair of the Inge parking lot.
- F. Higher Learning Commission Accreditation Site Visit – Dr. Barwick referred the Board to the draft Quality Highlights Report which was included in the Agenda packets and noted that the goal of the Report is to address criticisms noted in the Systems Portfolio Feedback Report. The final version of the Report will be shared with the Trustees prior to submission to the Higher Learning Commission. Dr. Barwick noted that Brian Inbody, President of Neosho Community College and specialized in Federal Criteria, has volunteered to visit with Cabinet members about areas which should be addressed before the Higher Learning Commission’s Comprehensive Quality Review Site Visit scheduled April 24-26, 2017. In the weeks prior to the visit, Dr. Barwick will provide the Trustees a series of informational sheets associated with accreditation and encouraged the Trustees’ memorization of the Mission Statement. Dr. Barwick noted that actual progress in academic program outcome assessments, and repeatable documented processes being utilized when making decisions at ICC are the two main issues for the reviewers’ focus. Dr. Barwick commended the faculty members’ commitment to outcome assessments, student learning, and continuous quality improvement.
- G. Growth/Sustainment – Dr. Barwick referred to the Program Review for Associate of Arts in Communication and the draft Process for Review of Program Feasibility and Potential included in the Retreat packets; the first addressing academic quality, and the second a process for considering feasibility/continuance factors. Dr. Barwick shared that the draft process was developed to address the agenda item of which programs become obsolete/which should be added. The process also effects future staffing, facilities and funding plans. It was also noted that the final decision about whether to conduct such a review rests with the Chief Academic Officer. Following further discussion, Dr. Barwick shared that March Agenda packets will contain a copy of the Process for Review of Program Feasibility and Potential for Board action.

Scholarship Recommendations – Dr. Barwick highlighted areas of the recommended scholarship policies which were designed to keep scholarship costs within budgeted amounts, and noted that the March agenda packet will include a one-page summary of scholarship recommendations for discussion and subsequent action. During the March meeting, Laura Allison, Director of Financial Aid, will provide an overview of the tiered system and address any questions. If the scholarship recommendation receives approval, the budget process will contain the recommended dollar amounts for each area identified. Val DeFever requested a breakdown of scholarship dollars paid over the past two-to-three years by specific area/sport.

Val DeFever encouraged attendance at the Dancing With the Indy Stars event scheduled February 25th at ICC West, and noted that she and Norman Chambers will meet with Dr. Barwick the following week for discussion of the March Board meeting agenda.

- III. ADJOURN – Terry Clark moved the meeting adjourn. Mike Wood seconded the motion and the motion carried 5-0. The meeting adjourned at 2:56 p.m.

Beverly Harris
Board Clerk

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