

BOARD OF TRUSTEES REGULAR MEETING  
CLC 104 (West Classroom of Cessna Learning Center) 6:00 p.m.  
July 19, 2016

MINUTES

**Members Present**

Jana Shaver  
Val DeFever  
Jay Jones  
Norman Chambers  
Cynthia Sherwood

**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  
Brad Henderson, Director of Marketing  
Kara Wheeler, Associate Dean for On-line and Continuing Education  
Beverly Harris, Executive Assistant/Board Clerk  
John Eubanks, Business/Accounting Instructor  
Ben Seel, Political Science Instructor

**Guests**

Andy Taylor, Montgomery County Chronicle  
Jeff Chubb, College Legal Counsel

I. ROUTINE

- A. Call to Order – Jana Shaver called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Val DeFever moved to approve the agenda. Norman Chambers seconded the motion and the motion carried 5-0.
- C. Welcome Guests – Jana Shaver welcomed everyone to the meeting.
- D. Pledge of Allegiance – Jana Shaver led the group in recitation of the Pledge of Allegiance.
- E. Mission Statement – Jay Jones read the College Mission Statement.
- F. Vision Statement – Jay Jones read the College Vision Statement.
- G. Approval of June 21, 2016 Minutes – Jay Jones moved to approve the minutes of the June 21, 2016 regular meeting. Cynthia Sherwood seconded the motion and the motion carried 5-0.

II. INSTITUTIONAL OPERATIONS

- A. Annual Board of Trustees Elections and Appointments
  - Nominate and Elect Board Chair – Cynthia Sherwood nominated Val DeFever as the 2016-2017 Board Chair. Norman Chambers seconded the motion and the motion carried 5-0. Val DeFever presented outgoing Board Chair, Jana Shaver, with a plaque in appreciation for her service.
  - Nominate and Elect Board Vice-Chair – Jana Shaver nominated Norman Chambers as the 2016-2017 Board Vice-Chair. Cynthia Sherwood seconded the motion and the motion carried 5-0.

- New Chair Appoints Audit Committee – Appointment of a Trustee for service on the Audit Committee will take place at a later time. It was noted that Norman Chambers and Daniel Barwick are currently Audit Committee members.
  - New Chair Appoints Kansas Association of Community College Trustees (KACCT) Representative – Val DeFever appointed Jana Shaver the 2016-2017 KACCT Representative.
- B. Designate Official Newspaper for 2016-2017 – Based on the decision made the previous year to rotate service providers, Val DeFever designated the Independence Daily Reporter as the 2016-2017 Official Newspaper.
- C. Designate College Legal Counsel for 2016-2017 – Val DeFever designated Jeff Chubb as College Legal Counsel for 2016-2017.
- D. Identify Date and Time for 2016-2017 Monthly Board Meetings – Following discussion, Val DeFever noted that Board of Trustees meetings will occur on the second Thursday of each month at 6:00 p.m. in the Cessna Learning Center west classroom (CLC 104).
- E. Process For Filling Vacancies on the Board of Trustees – The Trustees reviewed the process for filling vacancies on the Board.
- F. 2016-2017 Revised Tuition and Fees Schedule – Cynthia Sherwood moved to approve the 2016-2017 revised tuition and fees schedule. Jana Shaver seconded the motion and the motion carried 5-0.
- G. 2016-2017 Budget Proposal – Daniel Barwick provided an overview of the process utilized in development of the 2016-2017 budget proposal.
- H. Approve 2016-2017 Budget for Publication – Jana Shaver moved to approve the 2016-2017 budget for publication. Norman Chambers seconded the motion. Following discussion, Norman Chambers moved to table the motion for approval of the proposed 2016-2017 budget for publication. Cynthia Sherwood seconded the motion and the motion carried 5-0. College Administration will develop various options for further consideration. The Board of Trustees will hold a special meeting for approval of the 2016-2017 budget for publication on Wednesday, July 27, 2016 at 7:30 p.m. in the Cessna Learning Center west classroom (CLC 104).
- I. Allow Payables – Norman Chambers moved to allow payables. Jana Shaver seconded the motion and the motion carried 5-0.
- J. Board Policy and Procedures – Cynthia Sherwood provided an overview of the Board Policy Review Committee work and subsequent recommendations; additional revisions were suggested.
- Incorporate Recommended Procedure Revisions With Board Policies – Cindy Sherwood moved to incorporate the recommended procedure revisions with the respective Board of Trustees policies. Jay Jones seconded the motion and the motion carried 5-0. Dr. Barwick pointed out that the document referred to in Article IX of the Negotiated Agreement, the “Staff Handbook,” will no longer exist, and will be subsumed into a new yet-unnamed document that includes Board policies, College policies, procedures, and student policies and procedures. Dr. Barwick pointed out that this will void the provision of the Negotiated Agreement that makes reference to the Staff Handbook document, and suggested that he work with faculty leadership to substitute new language that allows for Board review of new administrative policies. The Board agreed.
- First Proposal for Deletion of Repetitive Board Policies – The group reviewed the following proposed deletions.
    - PSL-712 Sexual Harassment
    - PSL-712a Harassment
    - PSL-715 Nepotism
    - STU-801 Possession, Use, or Distribution of Weapons, Alcohol, or Illegal Drugs
    - STU-805 Harassment
    - STU-806 Concealed Carry

- First Reading of Proposed Revision to Board Policy ACD-102

<b>CODE:</b>	<b>ACD 102</b>
<b>SUBJECT:</b>	<b>Tenure-track Faculty Employment</b>
<b>ADOPTED:</b>	<b>April 13, 1999</b>

Only individuals who hold, or shall earn within two semesters following employment, a Master's degree, which includes a minimum of 18 semester hours appropriate to the academic field graduate-level credit hours in each discipline being taught, shall be considered for faculty employment. Contract non-renewal shall result if these credentials are not completed. Faculty under contract at the time of adoption of this policy shall not be affected.

- First Reading of Proposed Revision to Board Policy FIN-403

<b>CODE:</b>	<b>FIN - 403</b>
<b>SUBJECT:</b>	<b>College Community Service Awards and Honors</b>
<b>ADOPTED:</b>	<b>July 13, 1999</b>

Independence Community College shall may award honors, degrees, and opportunities to individuals who provide outstanding service to the College.

- First Reading of Proposed Revision to Board Policy PSL-706

<b>CODE:</b>	<b>PSL – 706</b>
<b>SUBJECT:</b>	<b>Tuition, and Fees, and Use of Books Benefit</b>
<b>ADOPTED:</b>	<b>February 16, 1999</b>
<b>REVISED:</b>	<b>June 9, 2009</b>

All full-time employees, their spouses or life partner, and their legal dependents children may attend Independence Community College classes free of charge. Special fees associated with coursework will be the responsibility of the enrollee.

- First Reading of Proposed Revision to Board Policy PSL-708

<b>CODE:</b>	<b>PSL – 708</b>
<b>SUBJECT:</b>	<b>Hospitalization and Medical Insurance</b>
<b>ADOPTED:</b>	<b>February 16, 1999</b>

All full time employees are provided some support for individual health insurance as part of their employment. The company selected to provide coverage for hospitalization/medical insurance shall be recommended by the faculty, classified staff, and administrators. Final approval of insurance benefits lies with the Board of Trustees.

- First Reading of Proposed Revision to Board Policy PSL-710

<b>CODE:</b>	<b>PSL – 710</b>
<b>SUBJECT:</b>	<b>Personnel Evaluation/Performance Review</b>
<b>ADOPTED:</b>	<b>February 16, 1999</b>
<b>REVISED:</b>	<b>March 11, 2010</b>

The President of Independence Community College shall assures annual evaluation and/or performance review for all non-faculty personnel at least once a year. Faculty members will be evaluated according to the schedule in the Faculty Negotiated Agreement.

- First Reading of Proposed Revision to Board Policy PSL-714

<b>CODE:</b>	<b>PSL – 714</b>
<b>SUBJECT:</b>	<b>Possession, Use, or Distribution of Weapons, Alcohol, or Illegal Drugs</b>
<b>ADOPTED:</b>	<b>February 16, 1999</b>
<b>REVISED:</b>	<b>July 18, 2013</b>

Independence Community College does not permit possession, use, or distribution of weapons, alcohol, or illegal drugs anywhere on property owned or leased by the College, except as permitted by PSL-716. The use of tobacco and vapor products or incense shall not be permitted in any campus buildings. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in campus facilities.

- First Reading of Proposed Revision to Board Policy STU-802

<b>CODE:</b>	<b>STU-802</b>
<b>SUBJECT:</b>	<b>Student Conduct Code</b>
<b>ADOPTED:</b>	<b>August 11, 1999</b>

Independence Community College students shall maintain behavior and demeanor that does not disrupt the educational process or College activity on campus or in classrooms. Students engaging in disruptive behavior shall be disciplined through the process established by the college.

- First Reading of Proposed Revision to Board Policy STU-804

<b>CODE:</b>	<b>STU - 804</b>
<b>SUBJECT:</b>	<b>Student Responsibility Grievance</b>
<b>ADOPTED:</b>	<b>August 11, 1999</b>
<b>REVISED:</b>	<b>October 14, 2003</b>

Students shall be responsible for their own academic success within the framework of the Student Conduct Code (STU-802). The Student Grievance Procedure shall resolve any conflict.

- First Reading of Proposed Revision to Board Policy TRU-903

<b>CODE:</b>	<b>TRU – 903</b>
<b>SUBJECT:</b>	<b>Board Agenda Meetings</b>
<b>ADOPTED:</b>	<b>January 12, 1999</b>

The regular meeting of the Board of Trustees will be set monthly, consistent with Kansas Statutes. Any legal meeting of the Board may be adjourned to a specific time and/or place. Only items on the agenda of the legal meeting adjourned may be acted upon at the rescheduled meeting.

- First Reading of Proposed Revision to Board Policy TRU-909

<b>CODE:</b>	<b>TRU – 909</b>
<b>SUBJECT:</b>	<b>Due Complaint Process</b>
<b>ADOPTED:</b>	<b>January 12, 1999</b>
<b>REVISED:</b>	<b>April 14, 2016</b>

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.

- First Reading of Proposed Revision to Board Policy TRU-915

<b>CODE:</b>	<b>TRU – 915</b>
<b>SUBJECT:</b>	<b>Harassment</b>
<b>ADOPTED:</b>	<b>May 12, 2009</b>

Harassment of anyone, or by anyone, associated with Independence Community College is prohibited.

This policy applies to **members of the Board of Trustees**, all students, administrators, staff, faculty, visitors, guests, vendors, and volunteers of the College while on campus or in any way associated with the College off campus. The College will, to the best it is able, take steps to ensure the elimination of any form of harassment through (depending upon the nature of the claim) disciplinary actions, sanctions or referral to law enforcement for prosecution.

Harassment can be generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear.

The types of harassment prohibited include, but are not limited to: bullying, sexual harassment, racial harassment, age based harassment, country of origin harassment, belief based harassment, Veteran status based harassment, hazing, stalking, mobbing, and abuse.

K. President's Update – The President's Update was moved until after Executive Session.

- III. CONSENT AGENDA – Cynthia Sherwood requested removal of “DV Sport Software” from the Consent Agenda for further discussion at the special Board of Trustees meeting scheduled Wednesday, July 27<sup>th</sup>. Jana Shaver seconded the motion and the motion carried 4-0-1, with Jay Jones abstaining.

Jana Shaver moved to approve the Consent Agenda which included receipt of the Financial, Personnel, and Grant Progress Reports. The Personnel Report included employment of: Anita Chappuie in the position of Records Specialist at an hourly rate of \$13.00 per hour plus College support toward employee participation in ICC's group health insurance plan; Rebecca Murrow in the position of SSS Engagement Specialist at an annualized salary of \$34,000 plus College support toward employee participation in ICC's group health insurance plan; and, Sarah Owens in the position of Director of Library Services at an annualized salary of \$44,000 plus College support toward employee participation in ICC's group health insurance plan. Also included in the Consent Agenda was appointment of: Daniel Barwick, College President, as the Board Secretary for 2016-2017; Wendy Isle, Controller, as the College Treasurer for 2016-2017; and, Beverly Harris, Executive Assistant to the President, as the Board Clerk for the 2016-2017 Fiscal Year. Payments to: KACCT in the amount of \$10,595 for 2016-2017 membership dues; Dissinger Reed Insurance Services, LLC for student athletic insurance provided by United States Fire Insurance Company in the amount of \$66,630, and catastrophic insurance coverage provided by Zurich in the amount of \$16,763; and, two payments based on headcount (minimum payment of \$7,000 on September 20, 2016, and minimum payment of \$5,000 on February 28, 2017) to Cornerstone Fitness LLC were also Consent Agenda items. Payment to: Building Controls & Services in the amount of \$22,605 for the purchase of FLNC's for the HVAC units; and, Alexander Open Systems in the amount of \$1,775 per month or a 36-month lease to replace existing backup and disaster recovery solutions were also included in the Consent Agenda. Jay Jones seconded the motion and the motion carried 5-0.

Val DeFever noted that no action would be taken following Executive Session.

V. EXECUTIVE SESSION – Jana Shaver moved the Board enter Executive Session, to include Dr. Barwick, Jeff Chubb, Wendy Isle, and Tammie Geldenhuys, for ten minutes following a four-minute break, for consultation with the College attorney which would be deemed privileged in the attorney-client relationship. Jay Jones seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:25 p.m. The Board returned to Open Session at 7:35 p.m.

K. President's Update – Daniel Barwick

- College Update – Dr. Barwick acknowledged David Smith's resignation at the end of the month to accept a position as Music Instructor at Cowley Community College, and invited Dr. Smith to provide an overview of the Degree Program Partnership with Pittsburg State University. Dr. Barwick also thanked Kara Wheeler for accepting the position of Interim Chief Academic Officer. The College Update included information on: the August In-Service; Power Campus training sessions associated with the upcoming system conversion; the September 19-20, 2016 Mock Accreditation Site Visit; and, a short review of campus activities during the months of June and July. The Trustees were invited to attend In-Service activities, including the State of the College Address planned August 10<sup>th</sup> at 9:00 a.m.
- Operational Plan Quarterly Report Overview – Dr. Barwick recognized Debbie Phelps for designing the College Tk20 site and providing training sessions for Cabinet members' use of the site for centralized documentation of departmental Organizational Plans. Beverly Harris was also recognized for compiling the individual plans for the Quarterly Organization Plan Review. Noting it would necessitate a much longer document, Trustee Sherwood recommended incorporating each Quarterly Report in the original Operational Plan and demonstrating ties with the Board Goals and the Strategic Plan.

IV. EXECUTIVE SESSION – Norman Chambers moved the Board enter Executive Session for ten minutes, to include Dan Barwick and Jeff Chubb, 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 8:05 p.m. The Board returned to Open Session at 8:15 p.m.

VI. ADJOURN – Norman Chambers moved that the meeting adjourn. Jay Jones seconded the motion and the motion carried 5-0. The meeting adjourned at 8:15 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.