

**INDEPENDENCE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
ICC ADMINISTRATION BUILDING
September 13, 2011 – 5:30 P.M.**

MINUTES

Members Present:

Jay Jones
Lisa Drumeller
Hoite Caston
Phillip Fienen
Kym Kays
William Kelly

Others Present:

Daniel Barwick, President
Travis Githens, Interim Dean of Instruction
Jan Fischer, Chief Financial and Human Resources Officer
Greg Eytcheson, Chief Information and Facilities Officer
Beverly Harris, Executive Assistant
Lois Lessman, Public Relations and Marketing Director
Misty Githens, Grant Professional
Tammie Geldenhuys, Athletic Director
Karen Roush, Office Technology Instructor
Peter Ellenstein, William Inge Theatre Director
Ben Seel, Political Science Instructor
Debbie Phelps, Institutional Effectiveness and Retention Director
John Eubanks, Business/Accounting Instructor

Guests:

Greg Lower, Reporter
David Wallis, Community Member
Dan Dollison, Marine Corp
Bobbi Dollison, Community Member
David Fuqua, Marine Corp
Marilyn Fuqua, Community Member

Call to Order:

Jay Jones called the regular monthly Board Meeting for September to order at 5:30 p.m.

Hoite Caston questioned the minutes and inquired about a method for closing the loop on previously discussed agenda items. Dr. Barwick and Beverly Harris will develop a method for visitation and further discussion of incomplete initiatives. It was also noted that the Trustees should send suggested agenda revisions/additions to Dr. Barwick. Hoite requested earlier receipt of budget materials to allow the Trustees adequate time to address specific issues. Mr. Caston stressed allocation of a specific time period each month dedicated to Character First training for the Trustees.

 **Approval of Minutes:**

Hoite Caston moved to approve the minutes of the regular meeting held on August 9, 2011. William Kelly seconded the motion. The motion carried 6-0.

 **Approval of Agenda:**

Kym Kays moved to approve the amended agenda as distributed. Lisa Drumeller seconded the motion. The motion carried 6-0.

Recognition of Guests and Public Participation:

Jay Jones welcomed the guests. There was no public comment on items pertaining to the agenda.

Presentation: Dan Dollison provided background information leading to the Marine Corp League's purchase and donation of a United States flag and flag stand to Independence Community College. David Fuqua and other Marine Corp League members led the group in recitation of the "Pledge of Allegiance". Dan Barwick and Jay Jones thanked Marine Corp League members for their generosity in donating the gifts. The Trustees moved the discussion item, regarding recitation of the "Pledge of Allegiance" at the beginning of each meeting, forward on the agenda. Phillip Fienen moved to open each meeting with recitation of the "Pledge of Allegiance". Hoite Caston seconded the motion. The motion carried 6-0. Community member, David Wallis, suggested inviting

community members' participation in leading the pledge. The Trustees agreed with the concept and noted that Lois Lessman would send a thank-you note to the Marine Corp League on their behalf.

Reports:

- A. College Report-Dr. Barwick referenced the College Report included in the Board packet mailing and also noted that Great Western Dining Services, Inc. has been enlisted for the provision of meeting refreshments. Dr. Barwick thanked Jay Jones and Hoite Caston for their participation in the recent Kansas Association of Community College Trustees (KACCT) meeting held at Highland Community College and noted that ICC will host the December 4-5, 2011 KACCT meeting. Dan Barwick noted his and Hoite Caston's membership on the KACCT Marketing Committee and encouraged input for consideration. Dr. Barwick recognized John Eubanks and Debbie Phelps for agreeing service as Co-Chairs of the Strategic Planning Steering Committee. Jan Fischer provided highlights of the meeting hosted at ICC West with KBOR representatives regarding how data associated with funding levels, etc. is uploaded. Dan Barwick also mentioned preparations for the American Veterinarian Medical Association accreditation site visit scheduled February 2012. Dr. Barwick ended the report with information regarding his receipt of an invitation for service as a voting member on the American Institute for Economic Research Board which is based in Massachusetts. Dr. Barwick shared that this is the first time a community college President has been considered for service on this Board which advises Congress and the President of the United States on economic policies. Phillip Fienen suggested Dr. Barwick's update on Strategic Planning Steering Committee membership; Dr. Barwick encouraged Trustee participation and requested suggestions of community members for service on the committee. A reminder of the Innovation Summit being held the following day was also provided.
- B. Institutional Effectiveness and Retention Update-Debbie Phelps presented longitudinal data associated with graduation rates. Several suggestions for revisions to the survey administered to students applying for graduation were made. Discussion took place regarding whether students met their goal while attending ICC versus graduation rates. Jay noted the KBOR proposal for a reduced number of transfer hours from the current 2 + 2 agreement with 64 transfer hours down to only 46 hours taken at the community college level.
- C. Enrollment Update -Travis Githens presented the enrollment update which reflected an increase of 60 in the local full-time enrollment category and an across-the-board increase of 5.5% compared to the same time period a year ago. Travis also noted that two High School enrollments have not been included due to late start dates and should be reflected on October's enrollment report. Discussion followed regarding the provision of five ICC scholarships at a recent High School football game and the subsequent community feedback received; it was noted that the process will be reviewed at the end of the semester and involve Trustee input.
- D. AQIP Update-Ben Seel noted that ICC will receive the Systems Portfolio Feedback Report in October.
- E. Personnel Update-Jan Fischer presented the personnel update which included: resignation of Cara Uttinger from the position of Pirate Cove Director; resignation of Amanda White from the position of Associate Artistic Director; employment of Jordan O'Brian in the ten-month position of part-time Women's Assistant Basketball Coach at an annualized salary of \$5,000; employment of Eric Stamps in the twelve-month position of Men's Assistant Basketball Coach at an annualized salary of \$25,200 and college support for employee participation in ICC's group health insurance plan; employment of David Gish in the ten-month position of part-time Assistant Men's Soccer Coach at an annualized salary of \$5,000; employment of Mariah Hatch in the twelve-month position of part-time Pirate Cove Teacher at an hourly wage of \$7.25; and employment of JoAnn Lopez in the position of Student Support Services Trio Program Director at an annualized salary of \$32,500 and college support toward employee participation in ICC's group health insurance plan. Jan noted that part-time employees are eligible for College benefits and may participate in ICC's group health insurance plan. Hoite Caston requested future receipt of backup documentation associated with part-time employments.
- F. Highland KACCT/COP Meeting Update - Dan Barwick, Jay Jones, and Hoite Caston presented highlights of the September 11-12, 2011 meeting.

Discussion:

- A. Procedure for Filling a Vacancy on the Board of Trustees - The Trustees discussed revisions to the procedure. Phillip Fienen moved to accept the revised process with the following edit: When a vacancy occurs, the Board shall publish a notice *including, but not limited to* one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than fifteen (15) days after such publication. Jay Jones seconded the motion. The motion carried 5-1.
- B. Monthly Board Meeting Timeline - The Trustees moved the regularly scheduled monthly meetings to the third Thursday of each month.
- C. Revisions to Purchase Procedures - Dan Barwick led discussion associated with revisions to the College purchase procedure. Dr. Barwick will provide requisite payment approval and keep the Trustees informed.

Jay Jones introduced discussion regarding participation in a Kansas Open Meetings/Open Records Act Workshop. It was noted that Kym Kays and William Kelly are not required to attend; however, full Board participation was encouraged.

 **Board Action Items:**

 **1. Approval and Signing of Indemnity Agreements**

Phillip Fiene moved to approve and sign the Indemnity Agreements. Lisa Drumeller seconded the motion. The motion carried 6-0.

 **2. 2011-2012 Renovation and Repair Priorities**

Hoite Caston moved to approve the 2011-2012 Renovation and Repair Priorities as presented. Lisa Drumeller seconded the motion. The motion carried 6-0.

Financial/Treasurer Reports:

- A. Revenue Report
- B. Expenditure Report
- C. Bank Summary
- D. Bill Summary/Payables

 **Financial Reports:**

Phillip Fiene moved to accept the Financial/Treasurer's Report and allow payables. Lisa Drumeller seconded the motion. The motion carried 6-0.

 **Executive Session:**

Jay Jones moved to enter into Executive Session in order to discuss a non-personnel issue regarding a contract for ten minutes following a five-minute break. Hoite Caston seconded the motion. The motion carried 6-0. The Board entered Executive Session at 7:55 p.m. The Board returned to Open Session at 8:05 p.m. Jay Jones moved to enter into Executive Session for an additional ten minutes in order to discuss a non-personnel issue regarding a contract. Phillip Fiene seconded the motion. The motion carried 6-0. The Board entered Executive Session at 8:07 p.m. The Board returned to Open Session at 8:17 p.m. Kym Kays moved to enter into Executive Session for an additional five minutes in order to discuss a non-personnel issue regarding a contract. Lisa Drumeller seconded the motion. The motion carried 6-0. The Board entered Executive Session at 8:18 p.m. The Board returned to Open Session at 8:23 p.m. Lisa Drumeller moved to enter into Executive Session for an additional five minutes in order to discuss a non-personnel issue regarding a contract. Hoite Caston seconded the motion. The motion carried 6-0. The Board entered Executive Session at 8:24 p.m. The Board returned to Open Session at 8:29 p.m.

 **Board Action Items:**

 **1. Resolution of Personnel Issue**

William Kelly moved to reject the request submitted by Sheila Smither for payment of \$9,750 additional compensation for duties as YFU Coordinator from 2004 to 2007. Lisa Drumeller seconded the motion. The motion carried 6-0.

 **2. Approval of Personnel Update**

Phillip Fiene moved to approve the Personnel Update and position changes as presented. Lisa Drumeller seconded the motion. The motion carried 6-0.

Phillip Fiene moved to increase Travis Githens' salary to \$62,500 for duties in the position of Interim Dean of Instruction and that Jan Fischer and Tammie Geldenhuys each receive an additional \$10,000 in salary during the interim time period as they share duties associated with the Dean of Students Services position. Kym Kays seconded the motion. The motion carried 6-0.

 **ADJOURNMENT:** William Kelly moved the meeting adjourn. Jay Jones seconded the motion. The motion carried 6-0. The meeting adjourned at 8:31 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.