

## **BOARD OF TRUSTEES REGULAR MEETING**

**Cessna Learning Center  
CLC 104 (West Classroom)  
September 14, 2015-6:00 P.M.**

### **MINUTES**

#### **Members Present**

Jana Shaver  
Val DeFever  
Norman Chambers  
Sam Forrer  
Cynthia Sherwood joined the meeting at 7:04 p.m.

#### **Others Present**

Daniel Barwick, President  
Keli Tuschman, Human Resources Coordinator  
Wendy Isle, Controller  
Eric Montgomery, IT Director  
Tammie Geldenhuys, Vice-President for Student Affairs and Athletics  
David Smith, Dean of Instruction  
Debbie Phelps, Director of Institutional Research  
Taylor Crawshaw, Associate Dean for Academic Support Services  
Kara Wheeler, Associate Dean for On-line and Continuing Education  
Brad Henderson, Director of Marketing/Instructor  
Beverly Harris, Executive Assistant/Board Clerk  
John Eubanks, Professor of Business/Accounting  
Isaias McCaffery, Professor of History/Geography  
Mary Jo Dancer, Marketing Coordinator/General Manager, Inge Festival  
Chris McDiarmid, Maintenance Supervisor

#### **Guests**

Andy Taylor, Montgomery County Chronicle  
Kassie Sanderson, Reporter  
Hoite Caston, Community Member

#### **I. ROUTINE**

- A. Call to Order – Jana Shaver called the meeting to order at 6:00 p.m.
- B. Approval of Agenda – Jana Shaver made two amendments to the agenda: the addition of “H. KACCT Report” under Institutional Operations; and, the addition of “Executive Session for the purpose of discussing negotiations to protect the district’s right to confidentiality of its negotiating position and the public interest”. Sam Forrer moved to approve the amended agenda. Val DeFever seconded the motion and the motion carried 4-0.
- C. Pledge of Allegiance – Jana Shaver led the group in recitation of the Pledge of Allegiance.
- D. Welcome Guests – Jana Shaver welcomed the guests.
- E. Mission Statement – Val DeFever read the College Mission Statement.
- F. Vision Statement – Val DeFever read the College Vision Statement.
- G. Approval of Minutes – Norman Chambers moved to approve the minutes of the August 13, 2015 regular meeting. Val DeFever seconded the motion and the motion carried 4-0. Jana Shaver noted an amendment to the September 1, 2015 special meeting minutes; Kassie Sanderson was not present. Val DeFever moved to approve the amended minutes of the September 1, 2015 special meeting. Norman Chambers seconded the motion and the motion carried 4-0.

## II. INSTITUTIONAL OPERATIONS

- A. The proposed 2015-2016 budget and notice of Capital Outlay levy were published according to statutory requirements. There was no public comment on the proposed 2015-2016 budget.
- B. Approval of 2015-2016 Budget – Sam Forrer moved to approve the 2015-2016 budget. Val DeFever seconded the motion and the motion carried 4-0.
- C. Board Policy/Role of Board Audit Committee – At the August meeting of the Board of Trustees, a discussion was held as to whether the role of the Audit Committee should be revised and/or codified. Dr. Barwick created a model, for the purpose of discussion, of what the Board policy would look like if the present role of the Audit Committee was codified. The Trustees discussed the existing role of the Board of Trustees Audit Committee. Jana Shaver suggested the following revision “The Chair of the Board shall annually appoint an Audit Committee consisting of the President and two Board members. The duties of this Committee are to make recommendations to the Board for the selection of the auditing firm, to attend the annual Audit Orientation Meeting hosted by the Chief Financial Officer, and to review the audit with the auditor prior to presentation to the Board.” The First Reading of the revised policy will take place at the October 8, 2015 Board of Trustees meeting.
- D. Strategic Planning/Next Step – Dr. Barwick and Debbie Phelps described details about the process the College will follow for creating operational plans based on the structure and data contained in Tk20 (our institutional planning and reporting software) and reflect the Strategic Plan, while remaining completely focused on excellence. Val DeFever noted that the Board of Trustees had not discussed the SWOT analysis recently conducted and requested that information be shared more readily. Sam Forrer suggested revision of the Vision Statement and noted that the Board of Trustees should write the Mission and Vision Statements of the College. Sam Forrer also requested the slides and a brief summary of the main points of the evening’s presentation.
- E. Allow Payables – Val DeFever moved to approve payables. Cynthia Sherwood seconded the motion and the motion carried 5-0.
- F. Student Affairs Report – Tammie Geldenhuys provided an overview of the Student Affairs area.
- G. President’s Report – Dr. Barwick’s report included: an enrollment update; accolades for Eric Montgomery and the IT staff for work on the infrastructure upgrade; and, acknowledgement of Kara Wheeler and David Smith for the Nursing Program partnership with Neosho County Community College (NCCC) – the Nursing Program will utilize space at ICC West and NCCC will supply the requisite equipment.
- H. KACCT Report – Norman Chambers provided an overview of the Kansas Community College Trustees (KACCT) meeting he attended at Cloud County Community College.

Jana Shaver informed the group an electronic questionnaire for Board Retreat planning would be distributed by the Board Clerk via e-mail; the Trustees were asked to complete and return the questionnaire by Friday, September 18, 2015.

- ## III. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda that included: receipt of the Financial, Personnel, Grant Progress, and Athletics Cost Reports; and, payment in the amount of \$15,110.00 to All Right Property Services for painting services in connection with the mold remediation in the Brick dorms. The Personnel Report included employment of: Allen Shockley in the position of Student Support Services Math/Science Specialist at an annualized salary of \$30,000.00 plus College support toward employee participation in ICC’s group health insurance plan; Rachel Matthews in the position of Library Assistant at an hourly wage of \$13.00 plus College support toward employee participation in ICC’s group health insurance plan; Brent Burroughs in the position of Assistant Baseball Coach at an annualized salary of \$24,000.00 plus College support toward employee participation in ICC’s group health insurance plan; and Derek Hackney in the position of part-time Assistant Baseball Coach at an rate of \$1,000.00 per month for ten months. The Personnel Report also included the transfer of Lynn Reddy from the position of Financial Aid Specialist to the position of Student Support Services Administrative Assistant at an hourly wage of \$13.00 plus College support toward employee participation in ICC’s group health insurance plan; and, the employment resignation of Beau Schuler from the position of Communications and Resource Coordinator. A breakdown of College full-time employees was also provided: sixty-three staff positions; twenty-seven faculty positions; and, eighteen coaching positions.

- IV. EXECUTIVE SESSION – Val DeFever moved to enter Executive Session for ten minutes after a five-minute break, and to include Dr. Barwick, Keli Tuschman, and David Smith, for the purpose of discussing negotiations to protect the district’s right to confidentiality of its negotiating position and the public interest. Norman Chambers seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:00 p.m. The Board returned to Open Session at 8:10 p.m. Norman Chambers moved to enter Executive Session for an additional ten minutes, to include Dr. Barwick, Keli Tuschman, and David Smith, for the purpose of discussing negotiations to protect the district’s right to confidentiality of its negotiating position and the public interest. Val DeFever seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:10 p.m. The Board returned to Open Session at 8:20 p.m.
- V. ADJOURN – Norman Chambers moved that the meeting adjourn. Val DeFever seconded the motion and the motion carried 5-0. The meeting adjourned at 8:20 p.m.

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Beverly Harris  
Board Clerk

*Dr. Barwick led interested parties on a tour of the Student Union Building renovations.*