BOARD OF TRUSTEES REGULAR MEETING

CIE 104 (West Classroom of Center for Innovation and Entrepreneurship) 6:00 p.m. June 13, 2019

MINUTES

**Members Present**

Val DeFever

Terry Clark

Norman Chambers

Jana Shaver

Mike Wood

**Others Present**

Daniel Barwick, President

Brittany Thornton, Director of Enrollment/Retention Management

Andrew Gutschenritter, Interim Chief Business Officer

Beverly Harris, Executive Assistant/Board Clerk

Tammie Geldenhuys, Vice-President of Student Affairs/Athletics

Lori Boots, Human Resources Director

Jonathan Sadhoo, Chief Finance Officer

Kris Wech, Director of Maintenance

Heather Mydosh, English Instructor

Tonda Lawrence, Director of Cosmetology

Mallory Byrd, Allied Health Director

Sue Manning, EMS Education Director

Cody Westerhold, Head Stunt Team Coach

**Guests**

Susan Scovel, Reporter

Andy Taylor, Montgomery County Chronicle

Rick Whitson, Montgomery County Hazard Mitigation

Larry Kleeman, Ranson Financial Representative

John Eubanks, Community Member

Nick Rau, Community Member

Karl Johnson, Community Member

Kristen Torrey, Community Member

1. ROUTINE
2. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
3. Approval of Agenda – Terry Clark moved to approve the agenda as distributed. Jana Shaver seconded the motion and the motion carried 5-0.
4. Welcome Guests – Val DeFever welcomed the guests and provided an overview of options for public comment on items pertaining to the agenda.
5. Pledge of Allegiance – Lori Boots led the group is recitation of the Pledge of Allegiance.
6. Mission Statement – Jana Shaver read the College Mission Statement.
7. Vision Statement – Terry Clark read the College Vision Statement.
8. Approval of May 1st, May 9th, and May 21st Meeting Minutes – Terry Clark moved to approved minutes of the May 1st, 9th, and 21st meetings. Mike Wood seconded the motion and the motion carried 5-0.

1. INSTITUTIONAL OPERATIONS
2. Region H Hazard Mitigation Plan – Rick Whitson provided an overview of the Hazard Mitigation Plan and noted that those entities adopting into the Plan will be eligible for FEMA relief funds resulting from a catastrophic event, and can apply for grants for acquisition and placement of tornado/storm shelters and safe rooms. Jana Shaver moved to adopt the Region H. Hazard Mitigation Plan as presented. Mike Wood seconded the motion and the motion carried 5-0.
3. Refinancing of 2009 Series Certificates of Participation – Larry Kleeman of Ranson Financial provided an overview of the opportunity for refinancing the 2009 Certificates of Participation; Mr. Kleeman shared that the College would realize savings of approximately $50-60K over the remaining four years of the current loan. Norman Chambers moved to approve the Resolution authorizing the offering for sale of lease purchase agreement refunding certificates of participation, series 2019, of Independence Community College, Independence, Kansas. Terry Clark seconded the motion and the motion carried 5-0.
4. Higher Learning Commission Focused Visit Report – Dan Barwick provided background information of the process involved with being placed on Notice, and shared that the Final Report should be here Friday or Monday. Dr. Barwick shared the areas noted for improvement by the HLC On-Notice Site Visit Team and recognized the College employees and community members who successfully implemented improvements in those respective areas.
5. Comprehensive EMS Education Program Review-Sue Manning provided an overview of the comprehensive Program Review and answered questions. Val DeFever requested explanation of various acronyms used in the Program Reviews. Norman Chambers moved to accept the Comprehensive EMS Education Program Review and the Advanced EMS Education Program Review. Mike Wood seconded the motion and the motion carried 5-0.
6. Comprehensive Advanced EMS Education Program Review-Sue Manning provided an overview of Advanced EMS along with the EMS Program; Norman Chambers moved to accept the EMS and the Advanced EMS Reviews. Mike Wood seconded the motion and the motion carried 5-0.
7. Comprehensive Cosmetology Program Review-Tonda Lawrence provided an overview of the Cosmetology Program Review and answered questions. Norman Chambers recommended visits to the Cosmetology area; Val DeFever shared that a Board meeting could be scheduled at ICC West and mentioned possibly holding a budget meeting at West. Jana Shaver moved to accept the Comprehensive Cosmetology Program Review. Mike Wood seconded the motion and the motion carried 5-0.
8. Comprehensive English Lang. and Literature Program Review-Heather Mydosh provided an overview and answered questions. Terry Clark moved to accept the Comprehensive English Language and Literature Program Review. Mike Wood seconded the motion and the motion carried 5-0.

Mike Wood suggested curriculum with Inge-related courses. Val DeFever thanked everyone involved in the Program Reviews and presentations; she noted that the Board had learned so much about the College in this effort to meet HLC expectations.

1. Appoint Chief Financial Officer as College Treasurer – Jana Shaver moved to appoint Jonathan Sadhoo as the Chief Financial Officer and College Treasurer. Norman Chambers seconded the motion and the motion carried 5-0.
2. Cash Management Administrative Rights/Authorized Signor-FirstOak Bank – Norman Chambers moved to nominate Jonathan Sadhoo to have Cash Management administrative rights on the FirstOak Bank account and serve as an Authorized Signor. Terry Clark seconded the motion and the motion carried 5-0. Terry Clark moved to remove Laura Allison as an Authorized Signor at FirstOak Bank. Mike Wood seconded the motion and the motion carried 5-0.
3. Allow Payables – Norman Chambers moved to allow payables. Terry Clark seconded the motion and the motion carried 5-0.
4. President’s Update – Dan Barwick

* KBOR Civil Rights Review/Final Letter of Findings – This report was postponed until the June 27, 2019 meeting when Taylor Crawshaw will be available to provide an overview.
* June Operational Plans – Dr. Barwick noted that Operational Plans will have two levels in the future; the upper level will provide oversight and keep areas on task; the lower level will continue setting measurable goals in alignment with the budgeting process, Board Goals, and the Strategic Plan.
* Practice Field Update – Dr. Barwick provided an update and noted that since we were in the process of developing a new Strategic Plan, an engineer/architect was not contacted for a Phase II Plan for athletic facilities. However, as of 6/5/2019, $203,932.62 in donations for the Turf Field was raised in addition to the Foundation match of $200,000.00 for a total of $403,932.62 raised since July 1, 2018. It was noted that the total amount was not inclusive of pledges.
* Food Services Review – Dr. Barwick provided an overview of the Dining Services dashboard and answered questions.
* Dashboard – Andrew Gutschenritter and Jonathan Sadhoo proved an overview of the financial dashboard. Dr. Barwick thanked Andrew Gutschenritter for the exemplary work he has done for the College.

1. CONSENT AGENDA – Jana Shaver moved to approve the Consent Agenda. The Consent Agenda included receipt of the financial, personnel, and grant progress reports. The personnel report included employment of: Jonathan Sadhoo in the position of Chief Financial Officer at an annualized salary of $70,000 plus College support toward employee participation in ICC’s group health insurance plan; Lori Boots in the position of Human Resources Director at an annualized salary of $65,000 plus College support toward employee participation in ICC’s group health insurance plan; Desmond Keefe in the position of Culinary Arts Instructor at an annualized salary of $50,300 plus College support toward employee participation in ICC’s group health insurance plan; Benny Beurskens in the position of Maintenance Specialist at an hourly rate of $14.50 plus College support toward employee participation in ICC’s group health insurance plan; Jesse Ornelas in the position of Assistant Football Running Back Coach at an annualized salary of $20,000 plus College support toward employee participation in ICC’s group health insurance plan; and, Lawann Latson in the position of Assistant Football Wide Receivers Coach at an annualized salary of $10,000 plus College support toward employee participation in ICC’s group health insurance plan. The personnel report also included separations from: Kara Wheeler in the position of Vice President of Academic Affairs; and, Rebekah Peitz in the position of Assistant Director of Enrollment and Retention Management. Additional items in the Consent Agenda were the acquisition of payroll processing and tax reconciliation services from Yerkes & Michels, CPA, LLC in the amount of $5,950; and, renewal of insurance brokerage, consulting, and coverage services from IMA Financial Group, Inc. in the amount of $109,163. Norman Chambers seconded the motion and the motion carried 5-0.

Norman Chambers provided highlights of the Quarterly KACCT meeting he attended at Barton Community College. Mr. Chambers noted that SB155 funds may be capped, and a decline in funding levels is expected 2022-2023. Mr. Chambers encouraged pursuit of educational opportunities in the prison system.

1. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not needed.
2. EXECUTIVE SESSION –Employer-Employee Negotiations. This Executive Session was not needed.
3. EXECUTIVE SESSION – Non-elected Personnel. Norman Chambers moved the Board recess for an executive session for discussion of a personnel matterpursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 8:23 in CLC 104 of the Cessna Learning Center. Those invited to attend were Dan Barwick and Lori Boots. Terry Clark seconded the motion and the motion carried 5-0. It was noted that the Board would hold an additional Executive Session for the President’s annual performance review; however, no action would be taken following either Executive Session. The Board entered Executive Session at 7:53 p.m. The Board returned to Open Session at 8:23 p.m.

EXECUTIVE SESSION – Non-elected Personnel. Norman Chambers moved the Board recess for an executive session for the President’s annual performance reviewpursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 8:55 in CLC 104 of the Cessna Learning Center. Jana Shaver seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:25 p.m. The Board returned to Open Session at 8:55 p.m. Norman Chambers moved the Board recess for an executive session for the President’s annual performance review pursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at 9:25 in CLC 104 of the Cessna Learning Center. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:55 p.m. The Board returned to Open Session at 9:25 p.m.

1. ADJOURN – Norman Chambers moved that the meeting adjourn. Terry Clark seconded the motion and the motion carried 5-0. The meeting adjourned at 9:25 p.m.

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Beverly Harris

Board Clerk

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