BOARD OF TRUSTEES REGULAR MEETING

CIE 104 (West Classroom of Center for Innovation and Entrepreneurship) 6:00 p.m. May 9, 2019

MINUTES

**Members Present**

Val DeFever

Terry Clark

Norman Chambers

Jana Shaver

Cynthia Sherwood

**Others Present**

Daniel Barwick, President

Kara Wheeler, Vice-President for Academic Affairs

Brittany Thornton, Director of Enrollment/Retention Management

Andrew Gutschenritter, Interim Chief Business Officer

Jared Wheeler, Director of On-line

Beverly Harris, Executive Assistant/Board Clerk

Michelle Kleiber, Interim Director for Human Resources

Taylor Crawshaw, Associate Dean for Tutoring and Accessibility Services

Jessica Morgan-Tate, Compliance Officer/Title IX

John Eubanks, Faculty Senate President

Eric Montgomery, Director of Information Technology

Ben Seel, Political Science Instructor

Kris Wech, Director of Maintenance

Melissa Ashford, Computer Technology Instructor

Thomas Weaver, Biology Instructor

Marg Yaroslaski, Communications Instructor

Allen Shockley, Developmental Math Instructor

Cody Westerhold, Head Stunt Team Coach

**Guests**

Susan Scovel, Reporter

Rachael Klosterman, Great Western Dining Food Service

Jacob Keplinger, Student

Karley Bradley, Student

1. ROUTINE
2. Call to Order – Val DeFever called the meeting to order at 6:00 p.m.
3. Approval of Agenda – Dr. Barwick noted two amendments to the agenda; the Region H Hazard Mitigation Plan was postponed until the June 13th Board meeting, and the action portion of the Student Government Association Recognition/Presentation was removed. Jana Shaver moved to approve the amended agenda. Terry Clark 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 – Rachael Klosterman led the group in recitation of the Pledge of Allegiance.
6. Mission Statement – Norman Chambers read the College Mission Statement.
7. Vision Statement – Jana Shaver read the College Vision Statement.
8. Approval of April 11, 2019 Meeting Minutes – Terry Clark moved to approve minutes of the April 11th meeting. Norman Chambers seconded the motion and the motion carried 5-0.

1. INSTITUTIONAL OPERATIONS
2. Region H Hazard Mitigation Plan-The presentation was postponed until the June 13, 2019 Board of Trustees meeting.
3. Student Government Association (SGA) representatives, Karley Bradley and Jacob Keplinger, provided an overview of Student Government initiatives. It was noted that SGA representatives regularly attend President’s Cabinet meetings; the SGA will present at future Board meetings as well. Dr. Barwick informed the group that the Board doesn’t approve By-Laws; therefore, the June Agenda packets will include the SGA By-laws as an informational document only.
4. On-line Program Update – Jared Wheeler informed the Board that 114 students were enrolled uniquely in on-line courses (no on-ground course enrollments) during the Spring Semester. Jana Shaver questioned how many credit hours were involved in the uniquely on-line enrollments; Jared will research that information and report back. It was noted that the Trustees are interested in regular reports of uniquely on-line enrollments and the relative credit hours involved. Mr. Wheeler shared that 31 students enrolled in the on-line Criminal Justice Program during the Spring semester, and 10-12 students enrolled in the on-line Early Childhood Education Program during the same time period.
5. Great Western Dining Services Contract – Dr. Barwick provided background information regarding the recommendation to delay the dining hall bidding process until December 2019, and approve the Great Western Dining Services meal pricing structure for the upcoming year. Dr. Barwick shared that the best timeframe for changing food service vendors is at the end of the Spring Semester. Dr. Barwick referenced improvements in the kiosk feedback reports and noted no price increases were included in the food services proposal; he also noted reduced urgency in seeking an alternative food service provider due to improved services from Great Western. Dr. Barwick reminded the Board that Great Western Dining Services has new Directors at the regional and district level; both are working well with ICC administration and have implemented several new and improved options. Val DeFever inquired about the number of participants in the kiosk surveys. Trustee Sherwood voiced frustration by the lack of progress seeking bids from alternative vendors and noted the process was made more difficult than necessary by having the committee travel to other institutions to view their respective dining facilities and eat a meal from the food service line. Tammie Geldenhuys apologized if she misunderstood the Board’s directive and shared that the Dining Committee visited Coffeyville Community College-serviced by Chartwells, Allen County Community College-serviced by Great Western, and had yet to visit Neosho Community College-serviced by Great Western. Tammie Geldenhuys also informed the Board that fifteen of the nineteen community colleges utilize Great Western Dining Services as their food service provider. Dr. Sherwood stated that the Board requested alternative food service vendor bids in December following receipt of numerous complaints of quality, service, etc. Dr. Sherwood shared that the Board had been forced to consider approval of continuing the food service contract with Great Western in the same manner the last three years, as the bid process was not undertaken in a timely manner. Val DeFever voiced concerns over the reduction in hours of operation observed on Saturday and Sunday. Jana Shaver reminded the group that alternative meal plan options had been requested. Tammie Geldenhuys shared that reduced meal plan options adversely affect the 19 meal plan with higher pricing. Terry Clark stated: people were paying for services that were not up to par and he was not happy about that; the only leverage one has is money; and, a probationary contract should be considered. Rachael Klosterman stated that she could not undo the unsatisfactory services provided by Great Western in the past, but would hold her head high, as good things have been accomplished since her arrival in January. Following further discussion, Norman Chambers moved to accept the Great Western Dining Services contract as presented with monthly performance reviews of services provided and continued pursuit of the bidding process. Terry Clark seconded the motion and the motion passed 3-1-1 with Cynthia Sherwood voting no, and Jana Shaver abstaining.
6. Comprehensive Developmental Math Program Review-Allen Shockley provided an overview of the Comprehensive Developmental Math Program and answered questions. Mr. Shockley noted that the Program is a great precursor to College Algebra; however, on-line enrollment is not an option as phones are a good resource for obtaining information and facilitate cheating in this subject. Terry Clark moved to accept the Comprehensive Developmental Math Program Review as presented. Norman Chambers seconded the motion and the motion carried 5-0.
7. Comprehensive AS Biology Program Review-Thomas Weaver provided an overview of the Comprehensive AS Biology Program and answered questions. Dr. Weaver shared that in the future all assessment information will be complete. It was noted that dual credit instructors at the High School level teach toward the same outcomes as instructors at the community college level. Respiratory Therapy, Nursing, and Chiropractic Programs are being developed. Kara Wheeler and Dr. Weaver are also researching development of an Agriculture Program. Zoology and Botany Programs will be reintroduced in the Fall. Jana Shaver moved to accept the Comprehensive AS Biology Program Review as presented. Norman Chambers seconded the motion and the motion carried 5-0.
8. Comprehensive AS Accounting Program Review-John Eubanks and Melissa Ashford provided an overview of the Comprehensive AS Accounting Program and answered questions. Melissa Ashford shared that technology fees have been included in her department budget to provide financial assistance to students taking the Certified Professional Accounting exam. Cynthia Sherwood moved to accept the Comprehensive AS Accounting Program Review as presented. Terry Clark seconded the motion and the motion carried 5-0.
9. Allow Payables – Terry Clark moved to allow payables. Norman Chambers seconded the motion and the motion carried 5-0.
10. President’s Update – Dan Barwick
* HLC Site Visit Update – Dr. Barwick shared that a few additional documents were requested, and we are waiting for the Higher Learning Commission Site Team’s response.
* Board Open Positions/Filing Deadline June 3rd – Dr. Barwick shared the open Board positions and filing deadline.

Dr. Barwick noted that three finalists for the Director of Human Resources position had on-campus interviews; he will accept the Search Committee’s recommendation. Two finalists for the Chief Financial Officer position had on-campus interviews, as well; an offer will be made upon the Search Committee’s recommendation. The Director of Marketing position has been filled by Cordell Jordan. Everyone was encouraged to attend Commencement Exercises on Saturday at Memorial Hall, followed by the Veterinary Technology Pinning Ceremony at ICC West. In answer to Dr. Sherwood’s inquiry regarding an update of the practice field, Dr. Barwick stated there had been no additional progress on fundraising efforts.

Dr. Barwick informed the group that the Strategic Plan working group met Monday night with excellent outcomes; a smaller group will hold Listening Sessions on campus for additional input. The next meeting is scheduled Monday, May 13th, 6:00 p.m. at ICC West.

Daniel Barwick noted that the Legislature has restored community college funding to the level of the Governor’s original plan.

* Dashboard – Andrew Gutschenritter provided an overview of the dashboard; Dr. Barwick drew attention to the dollar amount estimated for December 2019 and noted this will be the best balance in the month of December that the College has had in the past five years. Norman Chambers questioned why the College has only seen 57% of the expected revenue increases; Andrew Gutschenritter will check the accuracy of the information and report back. Cynthia Sherwood questioned the Kansas Debt Set-off Program; Mr. Gutschenritter shared that accounts cannot be sent to collection if they are in the Set-off Program.

1. CONSENT AGENDA – Norman Chambers moved to approve the Consent Agenda which included receipt of the Financial, Personnel, and Grant Progress Reports. The Personnel Report included employment of: Bill Morosco in the position of Head Men’s Basketball Coach at an annualized salary of $55,900 plus College support toward employee participation in ICC’s group health insurance plan; Justin Mann in the position of Assistant Men’s Basketball Coach at an annualized salary of $35,900 plus College support toward employee participation in ICC’s group health insurance plan; Tavion Franklin in the position of Custodian at an hourly wage of $11.50 plus College support toward employee participation in ICC’s group health insurance plan; Haden Wenino in the position of Custodian at an hourly wage of $11.50 plus College support toward employee participation in ICC’s group health insurance plan; and Cordell Jordan (with a hire date of July 1, 2019) in the Director of Marketing position at an annualized salary of $65,000 plus College support toward employee participation in IC’s group health insurance plan. The Personnel Report also included employment separations of: James Cole from the position of Assistant Men’s Basketball Coach; Eric Colbert from the Assistant Men’s Basketball Coach position; Michelle Kleiber from the position of HR Generalist III/Interim Director of Human Resources: Andrew Gutschenritter from the position of Director of Business Services/Interim Chief Finance Officer; and, Erick Wolfe from the position of Theatre Arts Instructor. Terry Clark seconded the motion and the motion carried 5-0.
2. EXECUTIVE SESSION – Attorney/Client Privilege. This Executive Session was not needed.
3. EXECUTIVE SESSION –Employer-Employee Negotiations. This Executive Session was not needed.
4. EXECUTIVE SESSION – Non-elected Personnel. Cynthia Sherwood moved that 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 at7:50 p.m. in CIE 104 of the Cessna Learning Center. Those invited to attend were Dr. Barwick and Jessica Morgan-Tate. It was noted there would be no action following Executive Session. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:40 p.m. The Board returned to Open Session at 7:50 p.m. Cynthia Sherwood moved that the Board recess for an Executive Session for an additional five minutes for discussion of a personnel matterpursuant to the non-elected personnel exception, K.S.A. 75-4319(b)(1). Open Session would resume at7:55 p.m. in CIE 104 of the Cessna Learning Center. Those invited to attend were Dr. Barwick and Jessica Morgan-Tate. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 7:50 p.m. The Board returned to Open Session at 7:55 p.m.
5. EXECUTIVE SESSION – Non-elected Personnel. Jana Shaver moved that 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 at8:30 p.m. in CIE 104 of the Cessna Learning Center. Michelle Kleiber was invited to attend. Cynthia Sherwood 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 8:30 p.m. Cynthia Sherwood moved that the Board recess for an additional thirty minutes 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 at9:00 p.m. in CIE 104 of the Cessna Learning Center. Michelle Kleiber was invited to attend. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 8:30 p.m. The Board returned to Open Session at 9:00 p.m. Cynthia Sherwood moved that the Board recess for an additional fifteen minutes 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 at9:15 p.m. in CIE 104 of the Cessna Learning Center. Michelle Kleiber was invited to attend. Terry Clark seconded the motion and the motion carried 5-0. The Board entered Executive Session at 9:00 p.m. The Board returned to Open Session at 9:15 p.m.
6. ADJOURN – Norman Chambers moved that the meeting adjourn. Terry Clark seconded the motion and the motion carried 5-0. The meeting adjourned at 9:15 p.m.

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Beverly Harris

Board Clerk

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