



## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

June 12, 2023

The regular Board of Trustees meeting for Indian Hills Community College was held on June 12, 2023, in The Barn, Centerville Campus, Indian Hills Community College, Centerville, Iowa. Board President Mr. Richard J. Gaumer called the meeting to order at 4:02 p.m.

#### **Roll Call**

**Members present:** Ms. Nellie Coltrain, Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Jerry Kirkpatrick, Mr. Riley Sheetz, and Mr. Alan Wilson.

**Zoom/Phone:** Ms. Katie Nichols, Ms. Lori Yates (4:03).

**Members absent:** Ms. Amy Webber.

#### **Approval of Agenda**

The Indian Hills Board of Trustees voted to amend the Regular July 10, 2023, Board meeting start time from 4:00 p.m. to 3:30 p.m. to accommodate the Criminal Justice Training Center Open House. It was moved by Ms. Coltrain and seconded by Mr. Sheetz to approve the current board agenda as presented and amend the July 10, 2023 board agenda. The motion carried unanimously.

#### **Approval of Minutes**

The minutes of the May 8, 2023, Regular Board meeting were reviewed.

#### **Motion**

It was moved by Mr. Sheetz and seconded by Ms. Coltrain to approve the minutes from May 8, 2023, Regular Board meeting. The motion carried unanimously.

#### **Public Hearing**

Establish a public hearing on July 10, 2023, at 3:30 p.m., at the North Campus Criminal Justice Training Center, Indian Hills Community College, 14383 College Avenue, Ottumwa, Iowa as the date, time, and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the Performing and Visual Arts Project.

#### **Motion**

It was moved by Ms. Danowsky and seconded by Ms. Yate to establish a public hearing on July 10, 2023, at 3:30 p.m., at the North Campus Criminal Justice Training Center, Indian Hills Community College, 14383 College Avenue, Ottumwa, Iowa as the date, time, and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the Performing and Visual Arts Project.

RG

A roll call vote was taken:

|                       |     |
|-----------------------|-----|
| Mr. Richard J. Gaumer | Yes |
| Ms. Beth Danowsky     | Yes |
| Mr. Alan Wilson       | Yes |
| Ms. Katie Nichols     | Yes |
| Ms. Nellie Coltrain   | Yes |
| Mr. Riley Sheetz      | Yes |
| Ms. Lori Yates        | Yes |
| Mr. Jerry Kirkpatrick | Yes |

Members absent: Ms. Amy Webber.

The motion carried unanimously.

### **Approval of Monthly Claims**

Board member Mr. Sheetz reviewed the list of monthly claims on behalf of the board, for the month of April, and reported that all questions were answered.

#### **Motion**

It was moved by Mr. Sheetz and seconded by Mr. Kirkpatrick to approve the monthly claims for the month of April. The motion carried unanimously.

Board member Ms. Yates reviewed the list of monthly claims on behalf of the board, for the month of May, and reported that all questions were answered by appropriate staff members.

#### **Motion**

It was moved by Ms. Yates and seconded by Mr. Sheetz to approve the monthly claims for the month of May. The motion carried unanimously.

### **Financial Report**

Ms. Taren Ferguson, Chief Financial Officer, reported **Revenues** have increased \$394,569 from this point last year. This is due to increased State General Aid and property tax revenues as expected. Tuition and Fees are up \$58,154. This is due to our increase in per credit hour charges. As part of this, course fees from the CTE and Health Sciences programs are up \$75,000 compared to last year. Other income is slightly down – interest income is up \$130,000, but OEPI reimbursements are down \$175,000.

#### **Expenses**

Expenses are up by \$541,794. Salaries and fringes are down, but relatively steady – attributed to increased number of open positions. Services are \$419,940 higher than last year due to increased testing costs, licensure renewal and firewall protection, marketing/advertising services (\$50,000 due to timing), and increased costs due to maintenance and equipment repair services (\$120,000). Many network services were due for renewal and had previously been covered by CARE's funding. Materials and supplies are up \$138,633 from this time last year, which is attributed to increased vehicle material costs, overall materials and supply costs (\$50,000), software licensure (\$45,000) and increased out-of-state travel.

Fund 2 – Levy revenues and expenses are relatively similar to expenses in previous years and Equipment Replacement is good.

Second page – recent Bond proceeds have been spent on precast walls, Woodman Controls and Architect fees for the Performing and Visual Arts and contracting fees for Criminal Justice.

RG  
A

Large plant expenditures include north campus roof, Keokuk/Mahaska windows, storage building, and non-bond expenditures.

**Motion**

It was moved by Mr. Kirkpatrick and seconded by Mr. Sheetz to approve the Financial Report. The motion carried unanimously.

**FY23 Write-off Summary**

Ms. Taren Ferguson, Chief Financial Officer, reported that the FY23 write-off summary is attached. The miscellaneous category includes dorm fines, violation of housing agreements, international student insurance, etc. Write-offs for the year total \$221,802.54. With \$89,896.99 bad debts being recovered, the net write-offs for the year total \$131,905.55. CARE's funding will be used to offset bad debts on student's accounts starting Spring term 2020 and IHCC will allocate these funds until they have been expended. There is about \$130,000 of CARE's funding that IHCC is able to use to absolve student debts.

**Motion**

It was moved by Ms. Coltrain and seconded by Ms. Nichols to approve the Bad Debt Write Off. The motion carried unanimously.

**IACCT Report**

Mr. Rich Gaumer reported that the IACCT Conference will be held July 18-19, 2023. Wednesday, June 14, 2023, is a joint Legislative Committee meeting to set priorities and it will be requested to have the Legislature consider ways to stabilize Last Dollar Scholarship program. 2024 Graduation will be held May 15-16, 2024. Mr. Gaumer asked board members to add these dates to their calendars, because board attendance needs to be better.

**Personnel Report**

Mr. Zeke Flick, Director, Human Resources, presented the Personnel Report.

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Wilson to approve the Personnel Report. The motion carried unanimously. The Personnel Report is made a part of these minutes.

**2023-2024 Academic Year Salary/Fringe Benefits Proposal**

Mr. Flick, Director, Human Resources, reported on salaries and fringe benefits for 2023-2024. Ms. Taren Ferguson, Dr. Matt Thompson, and Mr. Zeke Flick met with the Budget and Classification Committee and proposed a 3.5% salary increase. The State high is 4.31% and state low is 3.00%. Mr. Flick presented a PowerPoint, which showed IHCC's increases for the last 10-years. (Attached).

Mr. Flick presented the PowerPoint that faculty and staff had available and committee members were able to Zoom into the meetings and they were recorded to be shared with other employees. He showed the cost analysis for increases, three options, and examples of what the different options would be for increases at different pay levels.

Mr. Flick stated that Option #2 was recommended for the 2023-2024. Option #2-Flat Rate based on Terms-\$534 per term.

Mr. Flick asked the board to approve a 3.5% salary increase as recommended for the 2023-2024 Academic year.



**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Wilson to approve the 2023-2024 Academic Year Salary/Fringe Benefits as recommended with a 3.5% salary increase using Option #2-Flat Rate based on Terms-\$534 per term. The motion carried unanimously.

**New Business****2023-2024 Quality Faculty Plan**

Dr. Jill Budde, Vice President, Learning and Engagement, presented the 2023-2024 Quality Faculty Plan. She stated that an appendix has been added to the document.

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Sheetz to approve the 2023-2024 Quality Faculty Plan as amended. The motion carried unanimously.

**Approval of Academic Calendars**

Dr. Jill Budde, Vice President, Learning and Engagement, presented the 2025-2026, 2026-2027, 2027-2028, and 2028-2029 Indian Hills Community College Academic Calendars. She stated that the calendars each have 184 school days and 7 holidays for a total of 191 class days.

**Motion**

It was moved by Mr. Kirkpatrick and seconded by Ms. Coltrain to approve the 2025-2026, 2026-2027, 2027-2028, and 2028-2029 Indian Hills Community College's Academic Calendars. The motion carried unanimously.

**President of the College****A. IHCC Centerville Campus Update**

Ms. Noel Gorden, Executive Dean, Centerville Campus & Academic Services thanked Mr. Luke Trewin, Project Manager, Story Construction and Mr. Chris Myers, Supervisor, Physical Facilities for all the demanding work they are doing for Indian Hills Community College.

Ms. Gorden reported that for the first time in 5-years enrollment is flat. She stated that students have to be engaged in order to retain them, so she is creating fall activities (bingo, bag toss, and visits to the City Park) to help students meet new people, stay engaged, and stay in college.

Ms. Gorden's focus for the next year is to work on transfer majors and a Nursing Cohort to begin on the Centerville Campus in 2024.

Mr. Luke Trewin reported that the Centerville Campus building is on schedule to open April 2024. He also reported that financially he is on budget. Receiving materials has been a challenge.

The Board was invited to tour the Centerville Academic Building site following adjournment of the meeting.

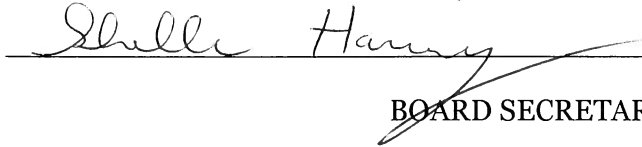
**Adjournment**

Board member Ms. Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:09 p.m.



---

BOARD PRESIDENT



---

BOARD SECRETARY