

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

December 10, 2018

The regular Board of Trustees meeting for Indian Hills Community College was held on December 10, 2018, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President Mr. John Pothoven called the meeting to order at 4:03 p.m.

**Roll Call**

Members present: Ms. Nellie M. Coltrain, Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Mr. John Pothoven, and Mr. Alan Wilson.

Members absent: Ms. Amy Webber and Mr. Tom Keck.

**Approval of Agenda**

It was moved by Ms. Coltrain and seconded by Mr. Gaumer to approve the board agenda as presented. The motion carried.

**Minutes**

The minutes of the November 12, 2018 Regular Board Meeting were reviewed.

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Coltrain to approve minutes of the November 12, 2018 Regular Board Meeting. The motion carried.

**Old Business**

None.

**Written Communications**

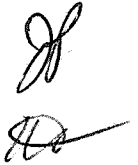
None.

**FY18 Audit Presentation by Office of Auditor of State**

Mr. Bill Meck, Treasurer/CFO, introduced Ms. Michelle Meyer, CPA, State of Iowa and Mr. Andy Neilson, Deputy Auditor of State.

Ms. Meyer thanked board members for giving her and Andy the opportunity to speak. Ms. Meyer presented various graphs highlighting numerous aspects of IHCC's FY18 operations. Included were:

- Comparison of Net Position
- Comparative Revenues by Source
- Governmental Revenue Trends
- Comparative Operating Expenditures by Function
- 2018 and 2017 Operating Expenditure by Function
- Comparative Expenditures – Education and Support
- 2018 and 2017 Education and Support
- Comparative Current Funds Expenditures by Object
- 2018 and 2017 Current Funds Expenditures by Object
- Comparative Credit Hours



**Motion**

It was moved by Mr. Kirkpatrick and seconded by Ms. Nichols to approve the FY18 Audit Report. The motion carried.

**Approval of Monthly Claims**

Board member Mr. Kirkpatrick reviewed the list of bills on behalf of the board and reported that all questions were answered by appropriate staff members.

**Motion**

It was moved by Mr. Kirkpatrick and seconded by Ms. Nichols to approve the bills list for the month of November 2018. The motion carried.

**Financial Report**

Mr. Meck, Treasurer/CFO, reported that winter term we have retained more students than a year ago. Tuition and Fees are down \$74,835 compared to a year ago. Local and State Support are up where they should be. Federal Support, work-study, is comparable to last year. The Other Income line is down \$78,675. Less indirect money will be collected because of changes in WIO and IHCC not receiving Administrative Fees. Expenditures: Salaries and Fringes are \$20,848 lower from one year-ago. Service costs are down \$141,739,204, Materials and Supplies are up \$170,107 and Other Current Expenses are down \$46,522. Overall, expenditures are down \$39,002 from last year. Restricted Funds 2, levy dollars collected and Expenditures are trending where expected.

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Danowsky to approve the Financial Report. The motion carried.

**Facility Projects Plan Development**

Mr. Meck, Treasurer/CFO, reported that IHCC continues to make every effort possible to improve the quality of the facilities offered to our students, staff, and the public. The next two projects identified to plan, design, bid, and complete are a renovation of Trustee Hall restrooms and the Food Service preparation and service areas on the Ottumwa Main Campus. Mr. Meck would like to continue to work with OPN Architects, because they have worked with us on the last three projects and have done a very nice job. An estimate for renovation at Trustee Hall is estimated at \$87,000. Mr. Meck has no estimate yet for Food Service, but he is in the process of having a concept developed.

**Motion**

It was moved by Ms. Coltrain and seconded by Mr. Kirkpatrick for Mr. Meck to continue to work with OPN. The motion carried.

**IACCT Report**

Mr. Gaumer reported that at the IACCT board meeting on December 5, 2018, community college presidents attended along with two legislators. The legislators spoke highly of community colleges in Iowa. They said that the most important priority for legislators is the Clean Water Bill and Mental Health. Mr. Gaumer asked board members to consider advocating for authority to raise property taxes. Dr. Sprouse stated that presidents frequently talk about options such as

local property tax support, SAVE for community colleges, gaming funds, and/or if sales taxes are added, community colleges getting a portion of that money. Mr. Gaumer stated that Ms. Moyer presented at the IACCT Board Meeting and did an outstanding job. She has been appointed to the Governor's Taskforce for the Revitalization of Rural Iowa.

### **Resolution Approving Assignment and Assumption Agreement**

Ms. Ashley Moyer, Executive Director, Continuing Education and Workforce Solutions, presented a Resolution Approving Assignment and Assumption Agreement. Ashley stated that Creative Edge Master Shop, Inc., who signed an Industrial New Jobs Training Agreement, has sold. The new name is Creative Edge Acquisition, LLC and they have agreed to assume the obligations and liabilities of Creative Edge Master Shop, Inc. Ms. Moyer asked that the board approve the transition from Creative Edge Master Shop, Inc. to Creative Edge Acquisition, LLC.

### **Motion**

It was moved by Ms. Nichols and seconded by Ms. Danowsky to approve the transition from Creative Edge Master Shop, Inc. to Creative Edge Acquisition, LLC. The motion carried.

A roll call vote was taken:

Ms. Nellie M. Coltrain	Yes
Ms. Katie Nichols	Yes
Ms. Beth Danowsky	Yes
Mr. John Pothoven	Yes
Mr. Alan Wilson	Yes
Mr. Jerry Kirkpatrick	Yes
Mr. Richard J. Gaumer	Yes

Members absent: Ms. Amy Webber and Mr. Tom Keck.

The motion carried.

### **Personnel Report**

Ms. Kristen Parks, Director, Human Resources, presented the Personnel Report. Kristen also reported on a recommendation for termination of an instructor's contract. Dr. Sprouse handed the recommendation to Mr. Pothoven in a sealed envelope. Ms. Parks asked Mr. Pothoven for a motion to accept the recommendation and file with the board secretary as a confidential personnel document. Under the 279 contract, an instructor has the right to request a private hearing with the board, that request has been made. The board secretary will notify board members with details of the hearing.

### **Motion**

It was moved by Ms. Coltrain and seconded by Mr. Gaumer to accept the termination recommendation. The motion carried.

### **Motion**

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

## **Retirement Plan Proposal**

Ms. Parks, Director, Human Resources, reported that each year Indian Hills Community College and Administration review the possibility of an incented retirement plan. Ms. Parks discussed two options. The first option is to offer an insurance benefit with a \$2500 deductible until age 65 and 1% of salary for every year of service up to \$20,000. The cash part of this option is being proposed because the insurance offering is not as rich, and administrators believe potential retirees should be compensated with a monetary benefit. Option #2 is insurance under the plan the employee is currently enrolled or he/she may choose to enroll in a lower deductible plan at the employee's expense. Option #1 is the preferred proposal to offer employees.

## **Motion**

It was moved by Mr. Wilson and seconded by Ms. Nichols to approve Option #1 as the Retirement Plan to offer to employees.

Ms. Nellie M. Coltrain	No
Ms. Katie Nichols	Yes
Ms. Beth Danowsky	Yes
Mr. John Pothoven	Yes
Mr. Alan Wilson	Yes
Mr. Jerry Kirkpatrick	No
Mr. Richard J. Gaumer	No

Members absent: Ms. Amy Webber and Mr. Tom Keck.  
The motion carried.

## **New Business**

None.

## **President of the College**

### **A. Facilities Report**

Mr. Rick Fosdyck, Director, Physical Facilities reported that Yates and Yates has started installing storm windows on the Arts and Sciences Building. The Art Gallery will have LED lighting installed during break. LED lights will be installed in the 41 Exit lights at the ATC and all new filters will be installed campus wide. Over break, the Oskaloosa Satellite Center will have new windows and two new doors installed. The Weight Room and Ratchetball court will have some updates. The ironwork has been completed at the North Campus, and today Mr. Fosdyck met with the contractor about the panels. End panels are not connected like the side panels. Rick is waiting for a call back for suggested fixes and why the panels are shifting.

### **B. Board Committee Assignments**

Dr. Marlene Sprouse reported that inside board packets is Board Committee Assignments based on the survey that was fill out and returned. (Attachment).

### **C. Special Report: Centerville Update**

Ms. Noel Gorden, Dean, Centerville Campus and Learning Services reported on Centerville Campus events and changes since she has become Dean. (Attachment)

**Approval of Future Ready Iowa High Demand Programs**

Dr. Sprouse reported that the Future Ready Iowa Last Dollar Scholarship program is moving forward. The state has identified programs that are eligible and approved by IWD. Each community college is allowed to approve five additional programs specific to their area. The proposed IHCC programs are Aviation Maintenance, Aviation Pilot, Health Information Technology, Industrial Maintenance, and Laser/Electro-Optics Technology. Dr. Sprouse recommended approval for these programs.

**Motion**

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve these programs for Future Ready Iowa Last Dollar Scholarships. The motion carried.

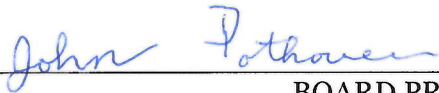
**Closing Remarks**

Dr. Sprouse's list of Involvement/Visits in Communities is in the packet. She also reported that December 18, 2018 from 1:00 p.m. – 3:00 p.m. is the Legislative roundtable with new Legislators from our area.

She also mentioned some suggested changes in board policy that would be coming up. Documents will be sent to the board for review.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President Mr. John Pothoven adjourned the meeting at 5:57 p.m.



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BOARD PRESIDENT



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BOARD SECRETARY