

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

January 8, 2018

The regular Board of Trustees meeting for Indian Hills Community College was held on January 8, 2018, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:00 p.m.

Roll Call

Members present: Nellie M. Coltrain, Beth Danowsky, Tom Keck, Jerry Kirkpatrick, George E. Manning, John Pothoven, Lori Schaefer-Weaton, and Alan Wilson.

Members absent: Richard J. Gaumer.

Minutes

The minutes of the December 11, 2017 Regular Board Meeting were reviewed.

Motion

It was moved by Beth Danowsky and seconded by Nellie M. Coltrain to approve minutes of the December 11, 2017 Regular Board Meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

Board member Nellie M. Coltrain 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 Nellie M. Coltrain and seconded by Jerry Kirkpatrick to approve the bills list for the month of December, 2017. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that financials are shown through the month of December. Tuition and Fees Revenues are \$1.126 million below a year ago at this time. Enrollment continues to be watched carefully. Local Support is \$22,702 ahead of last year. State Support shows as \$48,249, but there has been a cut proposed at the state level. Our share of the cut would be a little over \$100,000 for the current year. IHCC is budgeted at plus \$120,000 for State Aid this year. Federal Support is comparable to a year ago and the Other Income is up \$37,709 from a year ago. Expenditures: Salaries and Fringes continue to be down at \$664,373 lower from a year ago. Services line shows down \$109,825, but if services for Coast Flight were adjusted it would show an increase of \$300,000. The majority of this increase is due to maintenance costs. Materials and Supplies are down \$101,000. Other Current Expenses are up \$76,000 from a year ago due

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to increased utilization of employee's children attending IHCC under the Employee Tuition Waiver. Overall, we are at a positive position through the end of December at \$3.2 million. Restricted Funds 2, Revenues and Levy Expenditures are comparable to a year ago.

Motion

It was moved by Tom Keck and seconded by Nellie M. Coltrain to approve the Financial Report. The motion carried.

IACCT Report

Dr. Marlene Sprouse reported that Richard Gaumer is visiting another college, but has left items for board members. Items in the packet were: An invitation to Mason City for the Iowa Associate of Community College Trustees Conference on July 18-20, 2018, Legislative Priorities, and a Schedule of Events calendar. Dr. Sprouse handed out Iowa Community College Capitol Visits 2018 Legislative Session and talked about events IHCC will be attending and invited board members to attend, if possible.

Series 2018-1 Industrial New Jobs Training Certificate

Not to Exceed \$1,400,000 Industrial New Jobs Training Certificates, Series 2018-1

- 1) Receipt of Bids
Maggie Burger, Sr. Vice President, Speer Financial, Inc. spoke about bids that were received today for the \$1,400,000 Taxable Industrial New Jobs Training Certificates. Ms. Burger recommended that the Certificates be awarded to Bankers' Bank, Madison, Wisconsin with a true interest rate of 2.8455%. (Attached)
- 2) Resolution instituting proceedings to take additional action was presented

Motion

It was moved by George E. Manning and seconded by Jerry Kirkpatrick to approve the Resolution instituting proceedings to take additional action.

A roll call vote was taken:

Nellie M. Coltrain	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Tom Keck	Yes
Lori Schaefer-Weaton	Yes

Members absent: Richard J. Gaumer.

The motion carried.

\$1,400,000 Industrial new Jobs Training Certificates, Series 2018-1

- 1) Resolution Directing the Sale and Delivery of \$1,400,000 Industrial New Jobs Training Certificates was presented.

Motion

It was moved by Nellie M. Coltrain and seconded by Beth Danowsky to approve the Resolution Directing the Sale and Delivery of \$1,400,000 Industrial New Jobs Training Certificates.

A roll call vote was taken:

Nellie M. Coltrain	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Tom Keck	Yes
Lori Schaefer-Weaton	Yes

Members absent: Richard J. Gaumer.

The motion carried.

- 2) Approval of Continuing Disclosure Certificate.

Motion

It was moved by Nellie M. Coltrain and seconded by Beth Danowsky for approval of Continuing Disclosure Certificate.

A roll call vote was taken:

Nellie M. Coltrain	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Tom Keck	Yes
Lori Schaefer-Weaton	Yes

Members absent: Richard J. Gaumer.

The motion carried.

- 3) Resolution Authorizing the Issuance of \$1,400,000 Industrial New Jobs Training Certificates, Series 2018-1, and Providing for the Securing of such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2018-1 Project.

Motion

It was moved by Alan Wilson and seconded by Jerry Kirkpatrick to approve the Resolution Authorizing the Issuance of \$1,400,000 Industrial New Jobs Training Certificates, Series 2018-1, and Providing for the Securing of such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2018-1 Project.

A roll call vote was taken:

Nellie M. Coltrain	Yes
George E. Manning	Yes

Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Tom Keck	Yes
Lori Schaefer-Weaton	Yes

Members absent: Richard J. Gaumer.

The motion carried.

Personnel Report

Ms. Kristen Parks, Director, Human Resources, presented the Personnel Report.

Motion

It was moved by George E. Manning and seconded by Tom Keck to approve the Personnel Report. The motion carried. The Personnel Report is made a part of these minutes.

New Business

None.

President of the College

A. Facilities Report

Dr. Marlene Sprouse and Bill Meck reported that paint and carpet were replaced in Shelle, Dr. Sprouse, Bianca, and Stephanie's offices. Also, the Business Office received paint and new carpet. Bill also reported that a wall was removed between Matt's office and his conference room. The Core Lab has been completed and the softball field is an ongoing project. New furniture has been ordered for the Lounge. 85% of Plant Funds have been expended.

B. Key Performance Indicator Report

Dr. Matt Thompson, Vice President, Academic Affairs and Institutional Effectiveness, presented a PowerPoint reporting on Key Performance Indicators: Concurrent Enrollment/Career Academy Matriculation.

Dr. Bianca Myers reported on information that has been created showcasing the \$600.00 scholarship for concurrent students, a card for concurrently enrolled students, and an informational card going to Seniors in high school. (PowerPoint Attached)

D. Special Report: Human Resources Update


Kristen Parks, Director, Human Resources, reported on updates in Human Resources: Past, Present and Future goals. (PowerPoint Attached)

Closing Remarks

Marlene stated that her list of Involvement/Visits in Communities is in the packet.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:09 p.m.



BOARD PRESIDENT



BOARD SECRETARY