

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

May 11, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on May 11, 2020, in the Perkins Conference Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President Mr. John Pothoven called the meeting to order at 4:02 p.m.

Roll Call

Members present: Mr. John Pothoven and Mr. Richard Gaumer

Members present via Zoom/Telephone: Ms. Nellie M. Coltrain, Ms. Beth Danowsky, Mr. Tom Keck, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Ms. Amy Webber, and Mr. Alan Wilson.

Members absent: None.

Approval of Agenda

It was moved by Mr. Kirkpatrick and seconded by Ms. Danowsky to approve the board agenda. The motion carried unanimously.

Minutes

The minutes of the April 13, 2020 Regular Board Meeting were reviewed.

Motion

It was moved by Mr. Gaumer and seconded by Ms. Webber to approve minutes of the April 13, 2020 Regular Board Meeting. The motion carried unanimously.

Unfinished Business

None

Public Hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Centerville Campus Addition Project

Mr. Pothoven asked for a motion to open the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Centerville Campus Addition Project.

Motion

It was moved by Mr. Keck and seconded by Ms. Danowsky to open the public hearing. The motion carried unanimously.

Mr. Pothoven asked Ms. Harvey if she had received any written objections or protests on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Centerville Campus Addition Project. She stated "no." Mr. Pothoven asked if there were any oral objections or comments. There were no comments or discussion, so he asked for a motion and second to close the public hearing.

Motion

It was moved by Mr. Gaumer and seconded by Mr. Kirkpatrick to close the public hearing. The motion carried unanimously.

Public Hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Food Service Roof Project

Mr. Pothoven asked for a motion to open the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Food Service Roof Project.

Motion

It was moved by Ms. Danowsky and seconded by Mr. Kirkpatrick to open the public hearing. The motion carried unanimously.

Mr. Pothoven asked Ms. Harvey if she had received any written objections or protests on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Food Service Roof Project. She stated "no." Mr. Pothoven asked if there were any oral objections or comments. There were no comments or discussion, so he asked for a motion and second to close the public hearing.

Motion

It was moved by Mr. Gaumer and seconded by Mr. Kirkpatrick to close the public hearing. The motion carried.

Approval of Monthly Claims

Board member Mr. Pothoven 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 Ms. Webber and seconded by Mr. Gaumer to approve the bills list for the month of April 2020. The motion carried unanimously.

Financial Report

Mr. Michael Lee, Treasurer/CFO, reported that overall Fund 1 performance is similar to last month. Revenue: Tuition and Fees are lower by \$1,569,596, which is driven by Course Fees, which are lower by \$455,276 and this includes Coast Flight of \$394,385, reclassification of \$200,379 of RISE to Other, and Tuition lower by \$874,413. Local support is higher by \$33,499. State support is higher by \$328,243 as anticipated. Federal support is higher by \$14,000, Other Income lower by \$138,919, and RISE reclassification by \$173,000. The Operating Equipment Insurance Program is lower by \$185,025 based on lower maintenance and software. Expenses: Salaries and Fringes are lower by \$50,095 due to lower benefit costs, Services are lower by \$970,089 - Coast Flight lower by \$394,365, Maintenance/Repair of equipment lower by \$178,813, Other Current Expenses lower by \$299,336, and Printing Services down by \$73,114. Materials and Supplies are higher by \$89,483 due to software reclassification, materials, and offset by lower travel costs. Fund 2 - Revenue: Received \$3,302,185, now tracking behind last year about \$100,000. Expenses: no significant variances. Unemployment will catch up to budget this year. Insurance is lagging behind due to lower maintenance expenses.

JP
W

Motion

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

To Receive and Take Action upon the Recommendation of OPN Architects for the 2020 Centerville Campus Addition

Mr. Michael Lee, Treasurer/CFO reported that bids were received on Tuesday, May 5, 2020. The project was divided into six packages and IHCC received 19 bids. The engineers estimate was \$1.9 million and bids came in at \$1,701,305.

OPN's recommendation of six contracts are as follows:

- Demolition, site work, and paving – Drish Construction
- General construction – Christener Contracting
- Pre Engineered metal building and foundation – Tricon Construction
- Plumbing and Mechanical – Winger
- Electrical and communications – Van Maanen

Mr. Lee requested approval of OPN's recommendation.

Motion

It was moved by Mr. Gaumer and seconded by Mr. Kirkpatrick to To Receive and Take Action upon the Recommendation of OPN Architects for the 2020 Centerville Campus Addition

A roll call vote was taken:

Richard J. Gaumer	Yes
Tom Keck	Abstain
Nellie M. Coltrain	Yes
Katie Nichols	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Beth Danowsky	Yes
Amy Webber	Yes

Members absent: None

Budget/Revenue Source Discussion

Mr. Lee, Treasurer/CFO, presented a memo and stated he would be sharing the FY21 budget estimate comparison for the current year budget and the FY19 actual, FY20 actual, and FY20 estimated actual.

Notable items were: Tuition & Fees line reflects a 3% decline in Credit Hours and a \$5.00 increase on in-state and out-of-state tuition. IHCC has reflected no change in State General Aid Funding and Budget Revenue and Expenses reflect a full reduction in Course Fees attributable to Coast Flight.

The next page reflects Credit Hours – Fall, Winter and Spring were down 5.8% and Summer is currently tracking down by 11%.

The last page compares Tuition & Fees at the 15 Iowa Community Colleges. Last year IHCC was the fourth lowest and based on the \$5.00 increase and has been established by other community colleges, we will remain the fourth lowest in tuition costs.

Motion

It was moved by Mr. Kirkpatrick and seconded by Mr. Gaumer to approve a \$5.00 increase, per credit hour, to in-state tuition and out-of-state tuition. Instate tuition will be \$185.00 per credit hour and out-of-state tuition will be \$245.00 per credit hour, for the 2020-2021 academic year. The motion carried.

IACCT Report

Mr. Gaumer sent a written report to board members (attached) and introduced Ms. Denise Hollonbeck, IACCT Board Chair, and Ms. MJ Dolan, IACCT Executive Director.

Ms. Hollonbeck thanked the board for allowing her to join the board meeting. She reported on the IACCT Strategic plan, which was adopted January 2019. The Mission and Vision statements both had major revisions. The annual IACCT Conference has been cancelled this year and WIT will host it next year in hopes they can retain the same speakers.

Ms. Dolan reported that everyone has the same questions: will enrollment be up or down, will there be face-to-face classes held in the fall, and what will revenue look like. Legislative leaders are having similar conversations. Because of the delay in income tax deadlines, businesses being closed, sales tax being down, and gaming revenues down legislators are talking to contract lobbyist to help put together an 8 billion dollar budget and no one knows what state revenues are going to be. At this time revenues don't show the impact from COVID-19.

A special group was formed to look at the financial impact COVID-19 has had, federal dollars being received, and how this grant money can be used. Dr. Sprouse pulled the group together, gave direction, and reminded the group of the purpose, she did a great job. Mr. Lee, along with other CFO's were asked to drop everything and provide calculations and other items needed to help this committee. He also did a great job.

Ms. Dolan reported on the 2019 Iowa Skilled Worker & Job Creation Fund. This fund was created to support worker training and job creation efforts. Allocations received by the Department allows Iowa's community colleges to serve Iowans from all economic and social backgrounds, to help them acquire skills and credentials needed for gainful employment (attachments).

Personnel Report

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

Motion

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

New Business:

None

President of the College

A. Facilities Report

Dr. Sprouse and Mr. Lee gave an update on projects. Dr. Sprouse reported that the Ottumwa Dining Hall project is going well and the Club House and locker rooms are moving forward on Centerville Campus. Deep cleaning continues as well as extra ground work. Mr. Lee stated that reskinning the multipurpose building should be completed by June 30, 2020. Mr. Fosdyck and his crew will begin restriping parking lots the week of May 18, 2020. Bid requests will be released on May 12, 2020.

B. Special Report: Key Performance Indicators-Transfer Data

Dr. Thompson, Vice President, reported that an additional element, Community College Transfer Report, has been added to the Key Performance Indicators. The four elements that will be reviewed and monitored are: First Term GPA Earned at Regents University, First year Cumulative GPA, Retention 1 year after Transferring to Regents University, and University Graduation Trends 4 years after Transferring. This information comes from regent universities. This does not reflect transfers to other community colleges in Iowa nor does it reflect students that attend private universities or colleges in Iowa. This data has not been a part of Key Performance Indicators in the past.

C. CEDS Summary

Dr. Sprouse, President, reported on the Comprehensive Economic Development Strategy (CEDS). Appanoose County, Lucas County, Monroe County, and Wayne County show Emerging Themes & Issues, Infrastructure, Human Capital of workforce and a variety of other issues. Page 5 has an Executive Summary. The middle section has detailed information about these four counties. Page 90 talks about public input. Survey respondents provided recommendations for the highest priority strategies of "workforce development/job training and housing rehabilitation". Indian Hills Community College will provide help with this portion due to programs that are offered and company needs. Page 91 has a SWAT Analysis and page 103 has goals that are set from a CEDS document by counties, cities, and communities that are involved. IHCC was involved due to Federal Economic Development Authority will not consider grant applications unless a CEDS document has been created.

D. COVID-19 Response Update

Dr. Sprouse reported that her COVID-19 update was revised for this month and items in red are updates and how the college is moving forward. Residence Hall occupancy-IHCC has identified students who are currently in residence halls and may be transferring to other colleges or going home and also students who are new and coming to IHCC this summer in a Career and Technical program. A survey was sent to these students for needs of living in residence halls for summer. 17 requests have been received, but some of these requests are from students already living in residence halls. Decisions will be based on accommodating students without a high risk. A few more students are on campus to complete labs, but they are in very small groups.

Dr. Thompson stated that IHCC has 31 students who have no place to go. Some of these students will be graduating on Wednesday, May 13, 2020 and Thursday, May 14, 2020.

Dr. Sprouse stated that today the Foundation Auction was cancelled and the Golf Tournament has been postponed until August 14, 2020.

E. June board meeting

Dr. Sprouse reported that our June board meeting is typically held on the Centerville Campus. Right now we don't have enough information to know if we can have a face to face meeting. Dr. Sprouse asked for permission to wait a couple of weeks to decide how and where the June meeting will be conducted.

Closing Remarks

Dr. Sprouse reported that this is Darlas Shockley's last board meeting before retirement. We will invite her back for a board meal in the future.

Centerville virtual graduation is available for board members to view. The Ottumwa Campus virtual graduation will be available for viewing on Thursday, May 13, 2020.

Adjournment

Board member Mr. Gaumer moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:34 p.m.


BOARD PRESIDENT


BOARD SECRETARY