

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

May 14, 2018

The regular Board of Trustees meeting for Indian Hills Community College was held on May 14, 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, Richard J. Gaumer, Tom Keck, Jerry Kirkpatrick, John Pothoven, and Alan Wilson.

Members absent: George E. Manning and Lori Schaefer-Weaton.

Minutes

The minutes of the April 9, 2018 Regular Board Meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to approve minutes of the April 9, 2018 Regular Board Meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

Board member Richard J. Gaumer 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 Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the bills list for the month of April, 2018. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that financials are shown through the month of April. Tuition and Fees Revenues are down \$1.143 million dollars. Local, State, and Federal Support are reasonable and as expected. The Other Income line shows an increase of \$332,769. Expenditures: Salaries and Fringes are down \$971,345 compared to a year ago. Some additional salaries were moved to Fund II. We did see some increase in the Services line due to the clinic and maintenance. Materials and Supplies and Other Current Expenses are up a little from last month, but overall we are within \$200,000 from a year ago. Restricted Funds 2: Revenues and Levy Expenditures are comparable to a year ago.

Motion

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

Budget/Revenue Source Discussion

Bill Meck, Treasurer/CFO, presented a cover letter and stated that he would be sharing the FY19 budget estimate comparison for the current year budget and the prior year actual amount, the credit hour/enrollment projection summary, and the statewide tuition and fees per credit hour.

Bill had the board look at the FY19 Estimated Budget sheet. Bill stated that it is a flat budget for next fiscal year. Tuition and Fees are budgeted flat, but with the increase being proposed for Tuition and Fees that would generate, based on our in-state credit hours, \$350,000 of new revenue if enrollment is flat. Local Support and State Support are up. Federal Support is flat and about \$100,000 decline in Other Income. Promise Jobs will no longer be subcontracted and that will impact Indian Hills services and we will no longer get the Administrative fees.

On the expenditure side, there are minor increases, but it is a relatively flat budget for next year; \$26,770,000 is estimated slightly high for salary and benefit costs (we have not filled all opened positions and we are looking at other areas to reduce. We have met with the budget review committee and will be proposing raises. Last year the Estimated Budget was \$35,687,287 and this year it is \$35,820,173.

Bill then talked about the Credit Hour/Enrollment Projection Information sheet. Students will continue to register, but summer registration is down 14.77% from a year ago at this time. Fall applications show that we are up by 29.84% from a year ago at this time.

The last piece of information Bill shared was the Tuition and Fees per Credit Hour Summary. We have received survey information from our colleagues. The majority of colleges show an estimated credit increase and a few colleges have already set tuition. Bill proposed a \$6.00 increase, per credit hour, making in-state tuition \$176.00 per credit and freezing out-of-state tuition at \$240.00 per credit hour.

Motion

It was moved by Nellie M. Coltrain and seconded by Tom Keck to approve a \$6.00 increase, per credit hour, to in-state tuition and freeze out-of-state tuition for the 2018-2019 academic year. The motion carried.

IACCT Report

Richard J. Gaumer reported that legislatively we came out significantly better than we expected. ACE Funding will stay the same. IWD wanted a large portion of Future Ready Iowa and they did not get that. IWD wanted sector partnerships, but sector partnerships will continue to be administered from Iowa Department of Education.

The IACCT board wants to be more aggressive next year and not play defense so much. They also want to be more consistent with the state general aid increase and ask for authority to have local control of property taxes.

The Department of Education is going to receive \$500,000 from a grant for Secondary Career and Technical education and \$250,000 Americorp money for Adult Literacy. IHCC would get Americorp officers on campus to help students. This is perceived as a long-term grant. There is debate about developmental education and how a percentage of students are not college ready.

The 2018 IACCT Conference will be held in Mason City July 18-20, 2018 and the 2018 ACCT Leadership Congress is taking place at the New York Marriott Marquis, October 24-27, 2018.

Personnel Report

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

Motion

It was moved by Tom Keck and seconded by Beth Danowsky 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

Bill Meck, Treasurer/CFO, stated that we have no big projects right now; a few smaller projects are being completed. Information is being gathered to determine projects that need to be done during the summer months. One project will be to replace the floor and some tin at the Tom Arnold Net Center. Dorms and housing updates are always on the list for summer projects and work will continue in the Courtyard. The pre-construction meeting for the North Campus project was held and the project should begin later this week or the week of May 21, 2018.

B. Key Performance Indicator Report, Grant Activity and Funding

Martha Wick, Associate Dean, Governmental Affairs & Grants; introduced Darcie Hoenig, Grant Writer. Martha talked about processes and the monthly Grants Committee meeting. Institutional priorities are discussed at this meeting and grants that should be written. Quarterly Grant Monitoring meetings are held with people responsible for grants. Darcie reported on the TRIO Upward Bound grant, the Dollar General Literacy Foundation, Appanoose County Community Fund, HHS Pregnancy Assistance Fund, Iowa Automobile Dealers Association, National Science Foundation Advanced Technological Education Project, John Deere Foundation & Alliant Energy Foundation, Iowa Arts Council Equipment Grant, and the Rathbun Area Solid Waste Commission Environmental Management System Program. (PowerPoint Attached).

C. Special Report: New Processes

Dr. Chris Bowser, Executive Dean, Student Services introduced Ranae Molkenthin, Amanda Ross, and Sadie Rule. These women reported on the Admissions Organization and the different responsibilities. Sadie went through the CRM and how often students receive items from IHCC. Ranae reported on Recruiters and Program Directors working together to help guide students

through processes. Amanda talked about Health Science students and the Pre-Health Program. Amanda also spoke about text messages, phone calls, postcards, and emails that health students receive. (PowerPoint Attached).

D. Spring Graduation

Dr. Sprouse stated that spring graduation is May 16, 2018 in Centerville and May 17, 2018 in Ottumwa.

E. June Board Meeting

Dr. Sprouse reminded board members that the June meeting will be held in Centerville.

Closing Remarks

Dr. Sprouse's list of Involvement/Visits in Communities is in the packet. HillsFest is June 9, 2018. Nellie reported that the Dental Hygiene Program had six students last year and this year there are 30 students.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:36 p.m.


BOARD PRESIDENT


BOARD SECRETARY