

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

October 8, 2018

The regular Board of Trustees meeting for Indian Hills Community College was held on October 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: Beth Danowsky, Richard J. Gaumer, Tom Keck, Katie Nichols, John Pothoven, and Amy Webber.

Members absent: Nellie M. Coltrain, Jerry Kirkpatrick, Alan Wilson.

Minutes

The minutes of the September 10, 2018 Regular Board Meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to approve minutes of the September 10, 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 Tom Keck to approve the bills list for the month of September 2018. The motion carried.

FY18 State Financial Reports

Bill Meck, Treasurer/CFO, reported that he had FY18 financial reports this month. The first report was the Annual Balance Sheet Summary for Fund 1, Fund 2 and Fund 7. Total assets for the Unrestricted General Fund 1: \$9,432,513. Restricted General Fund 2 assets: \$7,818,586. This is up due to instituting a self-funded health insurance program. Plant Fund 7 assets: \$94,642,777.

Next, Bill reported on the AS-15's for each fund. Total revenue for the General Fund is \$35,969,129 with expenditures of \$35,959,833. Fund 2 shows revenues of \$15,385,142 with expenditures of \$14,328,471. In Fund 7 there are revenues of \$5,290,918 with expenditures of \$4,280,579 with approximately a \$1 million increase due to an internal transfer.

Financial Report

Bill Meck, Treasurer/CFO, reported that the estimated budget for Revenue and Expense is \$36,122,987. This report is our opening budget. Tuition and Fees Revenues are down \$200,540 from one year ago. Local and State Support are trending where they should be. Federal Support, work-study, has received no monies as of today. The Other Income line is comparable to last year. Expenditures: Salaries and Fringes are up \$76,273 compared to one year ago. Services are flat and Materials and Supplies are down from last year. Other Current Expenses are up. Overall, we are now at \$2,863,736 and last year we were at \$3,168,636. Restricted Funds 2, levy revenue is slightly higher from last year and expenses are slightly lower to date.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck to approve the Financial Report. The motion carried.

Board President John Pothoven asked for a motion to Adjourn Sine Die.

Motion

It was moved by Amy Webber and seconded by Richard J. Gaumer to adjourn Sine Die. The motion carried.

Call to Order

Indian Hills President, Dr. Marlene Sprouse reconvened the board at 4:34 p.m.

Election of President of the Board of Trustees

Dr. Sprouse asked for nominations for the election of President of the Board of Trustees. Richard J. Gaumer nominated John Pothoven and Tom Keck seconded the nomination. Tom Keck moved that nominations cease, Richard J. Gaumer seconded.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck for the election of John Pothoven as the President of the Board of Trustees. The motion carried.

Oath

Board Secretary Shelle Harvey administered the oath of office to elected Board President John Pothoven.

Indian Hills President, Dr. Marlene Sprouse turned the meeting over to President of the Board of Trustees John Pothoven.

Election of Vice President of the Board of Trustees

President John Pothoven entertained a motion for Vice President for the Board of Trustees. Richard J. Gaumer nominated Tom Keck and Beth Danowsky seconded the nomination. Richard J. Gaumer moved that nominations cease, Beth Danowsky seconded.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky for the election of Tom Keck as the Vice President of the Board of Trustees. The motion carried.

Oath

Board Secretary Shelle Harvey administered the oath of office to elected Board Vice President Tom Keck.

Appointment of Secretary for the Board of Trustees

President John Pothoven entertained a motion for the appointment of Secretary for the Board of Trustees. John Pothoven nominated Shelle Harvey and Tom Keck seconded the nomination. Richard J. Gaumer moved that nominations cease, Tom Keck seconded.

Motion

It was moved by John Pothoven and seconded by Tom Keck for the appointment of Shelle Harvey as the Secretary of the Board of Trustees. The motion carried.

Appointment of Treasurer for the Board of Trustees

President John Pothoven entertained a motion for the appointment of Treasurer for the Board of Trustees. Tom Keck nominated Bill Meck and Richard J. Gaumer seconded the nomination. Tom Keck moved that nominations cease, Richard J. Gaumer seconded.

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer for the appointment of Bill Meck as the Treasurer of the Board of Trustees. The motion carried.

Oath

Board President John Pothoven administered the oath of office to appointed Board Secretary Shelle Harvey and Board Treasurer Bill Meck.

Appointment of Delegate to IACCT

It was moved by Tom Keck and seconded by Beth Danowsky to appoint Richard J. Gaumer as the delegate to the IACCT. The motion carried.

Appointment of Alternate to IACCT

It was moved by Tom Keck and seconded by Katie Nichols to appoint Tom Keck as the alternate delegate to the IACCT. The motion carried.

IACCT Report

Richard J. Gaumer reported that the IACCT board would meet Thursday, October 11, 2018. The Finance committee recently met about the Retirement Plan. Zeke Flick is on this committee and does a very nice job. Rich does not think there will be significant action by the board this month. The joint meeting will be held in November with college presidents in attendance.

A teleconference was held with candidate Fred Hubbell, but Rich was unable to attend. Dr. Wee, President of Northeast Iowa Community College, sent out a summary of the meeting. Dr. Sprouse and Martha Wick visited with Amy Sinclair on Thursday, October 4, 2018 and they will visit with Mary Gaskill on Thursday, October 11, 2018. Other visits are being scheduled.

Personnel Report

Dr. Marlene Sprouse, President, Indian Hills Community College, presented the Personnel Report.

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer 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 went over facilities. Shane Molyneux presented a PowerPoint showing the progress at the North Campus. The Computer Software Development lab is very close to being completed at the ATC. Painting, flooring, and routine things are being completed.

B. Special Report: TRIO Programs

Darlas Shockley, Executive Dean, Arts and Sciences introduced Jessica Chickering, Program Director, Student Support Services and Alli Bogaard, Student Success Coach. Jessica and Alli talked about programs that fall under TRIO. The programs are Educational Talent Search, Upward Bound, Educational Opportunity Center, and Student Support Services. Also shared were services that are provided and why TRIO is important. (PowerPoint attached).

Board Retreat

Dr. Marlene Sprouse reminded board members that Board Retreat is the evening of Sunday, November 4, 2018 and all day Monday, November 5, 2018.

Closing Remarks

Marlene's list of Involvement/Visits in Communities is in the packet.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:25 p.m.

BOARD PRESIDENT

BOARD SECRETARY