

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

September 10, 2018

The regular Board of Trustees meeting for Indian Hills Community College was held on August 13, 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 4:03 p.m.

Roll Call

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

Members absent: Tom Keck.

Appointment of Board Member

John Pothoven, Board Chair, made a recommendation to appoint Amy Webber for District #3, replacing Lori Schaefer-Weaton, and Katie Nichols for District #9, replacing George E. Manning, as board members.

Motion

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve Amy Webber, District #3 and Katie Nichols, District #9 as appointed board members. The motion carried.

Oath

Board Secretary Shelle Harvey administered the oath of office to appointed board members Amy Webber and Katie Nichols.

Minutes

The minutes of the August 13, 2018 Regular Board Meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to approve minutes of the August 13, 2018 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 Jerry Kirkpatrick and seconded by Beth Danowsky to approve the bills list for the month of August 2018. The motion carried.

Investment Policy and Resolution Naming Depositories and Limits

Bill Meck, Treasurer/CFO, presented the Investment Policy and Resolution Naming Depositories and Limits. Bill went over the Investment Policy and talked about changes that have been recommended. Section 2 – Delegation of Authority has had changes and has also been amended. “Approval by the President of Indian Hills Community College” was added to this section.

Motion

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to amend Section 2, paragraph, 4. Treasurer will be removed in this section and College will be added. The motion carried.

Wording in Section 5 was changed due to Iowa Code. Also in Section 6 – Investment Maturity Limitations, a new paragraph was added. This addition has to do with investing of excess operating funds. At the bottom of Section 11 a revised date of September 10, 2018 was added.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to approve the Investment Policy with changes and as amended. The motion carried.

Bill talked about the Resolution Naming Depositories and Limits. He stated that there have been 3 changes for the Maximum Balance in effect under this resolution. These entities do offer Money Market Accounts, as well as potentially bidding and holding CDs. The other change was Iowa Trust and Savings Bank being removed from this document. They requested to be removed from our CD bid list and at this time, we do no other banking with them. This form will have approved banks where public funds may be deposited and to establish a maximum amount which may be kept on deposit in such banks.

Motion

It was moved by Jerry Kirkpatrick and seconded by Nellie M. Coltrain to approve the Resolution Naming Depositories and Limits. The motion carried.

IACCT Report

Richard J. Gaumer reported that on September 6, 2018 the IACCT board and community college presidents had a joint meeting and Governor Reynolds attended. Governor Reynolds is very complimentary to community colleges and believes this is where workforce training should take place. She indicated that it would be her goal to increase some funding for the system. On September 28, 2018, at 9:00 a.m. Mr. Fred Hubbell, Gubernatorial Candidate, will be hosting a Go to Meeting. IACCT went through their annual audit and it was a clean audit. Rich stated that IACCT would end the year with \$40,000-\$42,000 Revenue over Expense. This will be used for maintenance and salaries.

The 2018 Trustee Leadership Conference will be held November 2, 2018 from 9:30 a.m. – 3:30 p.m. in Des Moines, Iowa. The IACCT office would like at least 2 Trustees, from each community college to attend. Rich handed out the 2019 Legislative Priorities, a report highlighting Noncredit Outcomes, and Advance CTE State Leaders Connecting Learning to Work.

Rich stated that noncredit outcome programs benefit individuals, employers, and the state. Noncredit CTE programs often lead to enrollment in credit programs, support credit students on their educational journey, and help degree holders build and enhance current marketplace skills. The majority of students in noncredit programs stay in Iowa and are employed as she/he exits the program.

Personnel Report

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

Motion

It was moved by Nellie M. Coltrain and seconded by Richard J. Gaumer to approve the Personnel Report. The motion carried. The Personnel Report is made a part of these minutes.

Employee Handbook

Kristen Parks, Director, Human Resources, met with the special committee at 2:30 p.m. today and reviewed the Staff Handbook. Kristen asked for approval of the 2018-2019 Employee Handbook, with changes. (Changes attached).

Motion

It was moved by Richard J. Gaumer and seconded by Alan Wilson to approve the 2018-2019 Employee Handbook.

New Business

None.

President of the College

A. Facilities Report

Rick Fosdyck, Director of Maintenance, reported precast will begin being set at the North Campus on Wednesday as well as the east side of the parking lot will be poured. This project should start moving quickly once the precast is delivered. ATC, room 224 is scheduled to have furniture delivered on September 17, 2018. In room 222, crews will begin remodeling. Rick Jones will begin replacing the ceiling Tuesday. The Arts and Sciences floor covering is 40% finished. This floor is installed in the evening due to classes. A room downstairs of Appanoose Hall will be transformed into a Study/Quiet room and/or Social room for students. Today, Rick signed off on the new boiler system that was installed. This boiler will be more cost efficient and it is hot water heat.

B. Special Report: Higher Learning Commission Assurance Argument

Dr. Thompson, Vice President, Academic Affairs and Institutional Effectiveness, reported that Indian Hills would have a Higher Learning Commission Comprehensive visit in December 2019. Our process for reaccreditation began in June 2017. These groups have now been divided into Core groups. Our Quality Initiative report is due August 2019. Matt went over each Criteria and named committee chairs. Matt stated that he will be talking more about this topic at Board Retreat (attached).

Closing Remarks

Dr. Sprouse gave Trustees a list of fall activities at Indian Hills that may involve trustees or they may have interest in attending. Marlene also sent a few articles to trustees that may be of interest. Marlene's list of Involvement/Visits in Communities is in the packet.

Dr. Sprouse thanked Rich for giving the welcome at Staff Day. She also stated that John and Sylvia Hunolt received the Retiree award, Marcia Seddon and Matt Thompson received the Employee awards, Tony Farley received the Alumnus award, Ralph Alshouse received the Lay Citizen award and Mark Douglas received the Lindenmayer Leadership award.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:15 p.m.



BOARD PRESIDENT



BOARD SECRETARY