

## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

April 13, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on April 13 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 4:09 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. Amy Webber, and Mr. Alan Wilson.

Members absent: Ms. Katie Nichols.

#### **Approval of Agenda**

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

#### **Minutes**

The minutes of the March 9, 2020 Regular Board Meeting were reviewed.

#### **Motion**

It was moved by Ms. Danowsky and seconded by Ms. Coltrain to approve minutes of the March 9, 2020 Regular Board Meeting. The motion carried unanimously.

#### **Unfinished Business**

None

#### **Approval of Monthly Claims**

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

#### **Financial Report**

Mr. Michael Lee, Treasurer/CFO, reported that overall there had been no significant change in the financial report from last month. Fund I - Revenue: Tuition and Fees are lower by \$1,328,172 with course fees being lower by \$416,649 and Coast Flight down by \$394,385. Tuition is down \$659,112 and reclassification of RISE totaling \$194,513. Local Support is higher at \$57,507, State Support is higher at \$294,942 and Other Income is lower by \$216,026. This is mostly due to lower receipts on reimbursements due to timing. Expenses: Salaries and Fringes are lower by \$46,767 due to lower benefit costs, Services are

lower by \$790,236, Coast Flight is lower by \$394,385, and Maintenance/Repair of equipment being higher by \$152,470 (IT related). Other Current Expenses are lower by \$215,971.44 and Printing and Copying down by \$49,047. Materials and Supplies are higher by \$196,094 due to software totaling \$108,810. Fund 2 – Revenue: Received \$2,247,455, tracking slightly ahead of last year and Expenses: no significant variances.

### **Motion**

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

**Establish May 11, 2020 at 4:00 p.m. in the Board Room on the Main Campus, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa, 52501 as the date, time, and location for 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 Ms. Coltrain and seconded by Mr. Gaumer to establish May 11, 2020 at 4:00 p.m. in the Board Room on the Main Campus, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa, 52501 as the date, time, and location for the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Centerville Campus Addition Project.

A roll call vote was taken:

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

Members absent: Katie Nichols

**Establish May 11, 2020 at 4:00 p.m. in the Board Room on the Main Campus, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa, 52501 as the date, time, and location for 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 Mr. Gaumer and seconded by Ms. Coltrain to establish May 11, 2020 at 4:00 p.m. in the Board Room on the Main Campus, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa, 52501 as the date, time, and location for 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.

A roll call vote was taken:

|                   |     |
|-------------------|-----|
| Richard J. Gaumer | Yes |
| Tom Keck          | Yes |

|                    |     |
|--------------------|-----|
| Nellie M. Coltrain | Yes |
| John Pothoven      | Yes |
| Alan Wilson        | Yes |
| Jerry Kirkpatrick  | Yes |
| Beth Danowsky      | Yes |
| Amy Webber         | Yes |

Members absent: Katie Nichols

**IACCT Report**

Mr. Gaumer reported that IACCT staff and Laurie Wolf have been working diligently on understanding incentive money that the federal government has provided community colleges. Indian Hills will receive 2.5 million dollars of which half has to be used for emergency aid for students. There has been confusion about what qualifies for student payments.

Research is being conducted on branding the 403a group. Focus group meetings have been conducted virtually and they will look at the TIAA grant.

IACCT dues will be raised by \$1,649, which is the first increase in seven years. Total yearly dues cost will be \$66,649. This money pays for lobbying and operations.

**\$5,000,000 General Obligation Plant Fund Capital Loan Notes, Series 2020**

Mr. Lee reported that the Plant Fund Note Sale was held the morning of this board meeting (April 13, 2020) and was very successful. Seven bidders were present and each placed bids. The results are a true interest cost of 1.59%, which included a premium of \$149,000. Piper Sandler & Co., Minneapolis, Minnesota had the low bid.

Mr. Lee asked for approval of Directing the Sale, Appointing Paying Agent, Note Registrar, and Transfer Agent, and Authorizing the Execution of the same, Approval of form of Tax Exemption Certificate, Approval of Continuing Disclosure Certificate, and Resolution Authorizing the Issuance of \$495,000,000 General Obligation Plant Fund Capital Loan Notes, Series 2020, Securing the Payment Thereof, and Authorizing the Execution of a Loan Agreement.

**Motion**

It was moved by Mr. Kirkpatrick and seconded by Ms. Webber to approve Directing the Sale, Appointing Paying Agent, Note Registrar, and Transfer Agent, and Authorizing the Execution of the same, Approval of form of Tax Exemption Certificate, Approval of Continuing Disclosure Certificate, and Resolution Authorizing the Issuance of \$495,000,000 General Obligation Plant Fund Capital Loan Notes, Series 2020, Securing the Payment Thereof, and Authorizing the Execution of a Loan Agreement.

A roll call vote was taken:

|                    |     |
|--------------------|-----|
| Richard J. Gaumer  | Yes |
| Tom Keck           | Yes |
| Nellie M. Coltrain | Yes |
| John Pothoven      | Yes |
| Alan Wilson        | Yes |
| Jerry Kirkpatrick  | Yes |
| Beth Danowsky      | Yes |

Amy Webber Yes

Members absent: Katie Nichols

### **Personnel Report**

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

### **Motion**

It was moved by Ms. Coltrain and seconded by Ms. Webber 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. Sprouse and Mr. Lee gave an update on projects. Food Service demolition began 3-weeks early and is close to completion. The Centerville Multipurpose building modification is going well. Locker rooms and weight room demolition is complete and is being put back together along with some new plumbing and installation of flooring. Floor plans were presented and discussed for the new wrestling facility on the Centerville Campus. This project will be out for bid on Tuesday, April 14, 2020.

Mr. Gaumer asked if the bid for the wrestling facility include equipment. Mr. Lee stated that mats and other equipment will be a second procurement.

#### **B. COVID-19 Response Update**

Dr. Sprouse reported that there are only a few hourly employees who are not working at this time and they have been encouraged to file for unemployment. Discussions continue for the Child Development Center. We want to keep this service open, but numbers are low. Plans are being made for moving forward with regular operations and adjusting workers and hours of operation.

Dr. Sprouse shared a report titled COVID-19: Current State at IHCC and highlighted some key areas (Attached). She reported on the CARES ACT. She stated that this act covers all higher education institutions in the nation. Each entity will receive funding under this act and the amount institutions receive is based on number of students receiving PELL grants and overall enrollment. IHCC will receive \$2,199,657 and 50% of this amount needs to go directly to students. The money has to be awarded to students based on disruption of campus operations due to the Coronavirus.

Ms. Joni Kelley, Executive Dean, Enrollment Services & Registrar, reported that IHCC has a communication plan and these communications continue going out to students. Ms. Kelley talked about things that have been implemented because of COVID-19. When course delivery methods were changed a Courses Question email was made available for students to contact admissions with questions and learn to interact with faculty. An Engagement Reporting form was created for faculty. Faculty will fill this out for students who have not engaged in class since teaching methods were changed. The Academic Advising team has been



conducting meetings by Zoom and talking to students. Registration for summer and fall term opens on Tuesday, April 21, 2020. Academic Advisors will be holding Zoom sessions with new students and Program Directors are offering Zoom program sessions for new students. Ms. Kelley's area is also responding to other concerns. Some requirements have been changed, example: the Registrar will accept unofficial transcripts, for the time being, knowing that most schools are not in session Enrollment Services will be prepared for other student concerns.

Dr. Bianca Myers, Director, Marketing & Community Relations, reported that an admissions video and a video of coaches and faculty is on social media to let students know we are thinking of them and we are here if they need assistance. Every household in our 10-county area should have received a marketing piece informing people if they are thinking of a career change or are interested in something new, this is what IHCC has several short term programs to offer.

Graduation will be held virtually. Centerville graduation will be held on May 13, 2020 in Centerville and May 14, 2020 in Ottumwa. A message from Ms. Gordon will be played for the Centerville Campus graduation and a message from Dr. Sprouse and Dr. Thompson will be played for both Centerville and Ottumwa Campus graduations. Graduation will include a voiceover of each student's name and picture, if they choose, and a brief message from Program Directors as their students names are about to be announced. A song from our choir will also be recorded and played during the ceremony. IHCC will honor high school students by creating a graduation congratulations card to send to our 10-county high schools. Social media posts will also be sent out to each high school.

Ms. Webber stated that many students graduating from high school and getting ready to go to college are choosing to stay home and go to a community college, due to COVID-19. Parents not wanting to send their children away to college or committing to an expensive college and the courses being online. Maybe IHCC can capitalize on this trend.

Ms. Darlas Shockley, Executive Dean, Arts & Sciences, reported that our county service centers are closed, so the service center employees are doing a calling campaign. All Arts & Sciences students are being called and asked how they are doing and being encouraged to register for summer and fall classes. There are Library services provided to students, virtually, as well as help with FAFSA.

Dr. Sprouse stated that Continuing Education is offering free webinars for Human Resources Professionals.

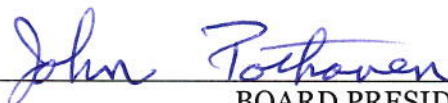
### **Closing Remarks**

Dr. Sprouse reported that IHCC has been awarded Roadway Funds totaling \$428,000. This money will be received in 2024. The IACCT conference is still being held in Sioux City at Western Iowa Tech. on July 22-24, 2020.

Mr. Gaumer asked about textbooks due to moving courses online. Dr. Thompson stated that faculty are using a couple of different options and finding resources for students.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:13 p.m.



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BOARD PRESIDENT



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BOARD SECRETARY