

## MINUTES OF THE BOARD OF TRUSTEES

## INDIAN HILLS COMMUNITY COLLEGE

May 10, 2021

The regular Board of Trustees meeting for Indian Hills Community College was held on May 10, 2021, in the Perkins Conference Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President Mr. Richard J. Gaumer called the meeting to order at 4:00 p.m.

**Roll Call**

Members present: Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Tom Keck, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, and Mr. John Pothoven.

Members present via Zoom/Telephone: Ms. Nellie M. Coltrain, Ms. Amy Webber, and Mr. Alan Wilson (entered the meeting at 4:04 p.m.).

Members absent:

**Approval of Agenda**

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

**Approval of Minutes**

The minutes of the April 12, 2021 Regular Board Meeting were reviewed.

**Motion**

It was moved by Mr. Keck and seconded by Ms. Danowsky to approve the April 12, 2021 minutes as read. The motion carried unanimously.

**Public Hearing on the proposed sale of Real Property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lots 4, 5, and 6 Indian Hills Airport First Subdivision**

Mr. Gaumer asked for a motion to open the public hearing on the Proposed sale of Real Property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lots 4, 5, and 6 Indian Hills Airport First Subdivision

**Motion**

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

Mr. Gaumer asked Ms. Shelle Harvey if she had received any written objections or protests on the on the Proposed sale of Real Property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lots 4, 5, and 6 Indian Hills Airport First Subdivision. She stated "no." Mr. Gaumer 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. Pothoven and seconded by Ms. Nichols to close the public hearing. The motion carried.

**Unfinished Business**

None

**Approval of Monthly Claims**

Board member Ms. Danowsky reviewed the list of monthly claims on behalf of the board and reported that all questions were answered by appropriate staff members.

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Keck to approve the monthly claims for the month of April 2021. The motion carried unanimously.

**Financial Report**

Mr. Michael Lee, Treasurer/CFO presented the Financial Report through April 30, 2021, for Funds 1 and Fund 2 Levy accounts, as well as Fund Balance summaries. **Revenue:** Overall revenue was down \$1,105,807 from last year. Tuition and Fees were lower by \$1,296,315, which includes \$447,000 for Coast Flight, lower tuition by approximately \$836,000 and course fees of \$14,000. Local support is higher by \$163,448, State support is higher by \$44,984; which is reflective of a state grant for summer concurrent high school enrollment. Federal Support is lower by \$22,500 and Other Income is higher by \$4,576, reflective of CARES funding reimbursements. Operating Equipment Program Insurance reimbursement is lower by \$225,000 and \$37,000 of other revenue.

**Expenses:** Overall, expenses are down by \$1,992,274. Salaries and Fringe benefits are lower by \$1,214,603, due to lower benefit and payroll costs. Services are lower by \$392,379, due to lower expenses for Coast Flight of \$447,000, electricity savings of \$88,000, reduced group meetings/workshop expenses of \$45,000, reduced printing/copying services of \$24,000, offset by an increase in the Maintenance/Repair of Equipment of \$100,000. Other Services of \$71,000 and miscellaneous of about \$51,000. Materials and Supplies are lower by \$360,184 primarily driven by lower mileage and travel costs of approximately \$213,000, IT related expenses of about \$92,000, and \$56,000 of miscellaneous other materials and supplies. Other Current Expenses were lower by \$15,696 and Capital Outlay was lower by \$9,412.

**Fund 2 Levy Accounts: Revenue:** Received approximately \$3,820,169.

**Motion**

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

**Establish June 14, 2021 at 4:00 p.m. in Room 15/16, Indian Hills Community College Centerville Campus, 721 N. 1<sup>st</sup> St. Centerville, IA 52544 as the proposed date, time, and location for a public hearing on the sale of property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lots 4, 5, & 6 Indian Hills Airport First Subdivision.**

**Motion**

It was moved by Ms. Coltrain and seconded by Ms. Nichols to establish June 14, 2021 at 4:00 p.m. in Room 15/16, Indian Hills Community College Centerville Campus, 721 N. 1<sup>st</sup> St. Centerville, IA 52544 as the proposed date, time, and location for a public hearing on the sale of property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lots 4, 5, & 6 Indian Hills Airport First Subdivision.

RG  
NA

**Budget/Revenue Source Discussion: Tuition Recommendation FY22**

Mr. Lee, Treasurer/CFO, presented a memo and stated he would be sharing the FY22 budget estimate comparison for the current year. Mr. Lee explained the estimated actual, estimated budget, and prior year actual amounts.

Mr. Lee also shared an enrollment summary as well as a statewide tuition and fees per credit hour summary.

Mr. Lee requested approval for a \$5.00 per credit hour increase for in-state tuition (\$185 to \$190) and a \$5.00 per credit hour increase for out-of-state tuition (\$245 to \$250).

**Motion**

It was moved by Mr. Keck and seconded by Mr. Kirkpatrick to approve a \$5.00 increase, per credit hour, to in-state tuition and out-of-state tuition. Instate tuition will be \$190.00 per credit hour and out-of-state tuition will be \$250.00 per credit hour, for the 2021-2022 academic year. The motion carried unanimously.

**IACCT Report**

Mr. Gaumer reported that the IACCT Board met on May 6, 2021. Iowa Valley Community College gave the special report. The Grinnell Campus has a gun smithing class and students have to be recommended and are required to have a background check before being accepted into the class.

Mr. Gaumer reminded board members that the IACCT Conference will be held July 21 & 22, 2021 and will be held virtually. The conference is free to attend, please let Ms. Harvey know if you would like to attend and she will register board members.

The ACCT Leadership Congress is in San Diego, California October 13 – October 16, 2021. Dr. Thompson reported that IHCC has submitted a proposal to present Job Corps Scholars at the conference.

Mr. Jeremy Varner, Department of Education, reported there will be an application for special GAP funding using Federal funds.

Mr. Gaumer gave each board member a report that the Department of Revenue created showing comparisons. During FY20, joint enrollment at Indian Hills Community College totaled 2,014 students for concurrent enrollment courses. Mr. Gaumer is concerned about the tuition increase just making up for the loss in concurrent enrollment. Dr. Thompson stated that there are schools who pay 80% and/or 90% of tuition. Mr. Gaumer pointed out, on page 4, that 20 students graduated high school with an AA from IHCC.

**Personnel Report**

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

**Motion**

It was moved by Ms. Danowsky and seconded by Ms. Nichols to approve the Personnel Report. The motion carried unanimously. The Personnel Report is made a part of these minutes.

RG  
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**New Business:**

Board consideration on the Approval of the Proposed Sale of Real Property, owned by Indian Hills Community College, located at the Ottumwa Industrial Airport, being Lots 4, 5, and 6, Indian Hills Airport First Subdivision has been tabled until the June 14, 2021 board meeting.

**Motion**

It was moved by Mr. Pothoven and seconded by Mr. Keck to table the Approval of the Proposed Sale of Real Property, owned by Indian Hills Community College, located at the Ottumwa Industrial Airport, being Lots 4, 5, and 6, Indian Hills Airport First Subdivision until the June 14, 2021 board meeting. The motion carried unanimously.

**President of the College****A. Facilities Report**

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that the Simulation Lab has been completed, the Laser Lab is in the process of being demolished, and Yates and Yates received the bid to put new windows in the Library. The stain glass will remain in the front of the building. The Centerville Residence Hall project is moving very quickly.

**B. Program Spotlight: Criminal Justice**

Mr. Tim King, Program Director, and Mr. Joh O'Dell, Instructor, Criminal Justice, presented a PowerPoint. Mr. King talked about the different fields of work a student could go into after graduation: Police Officer, State Trooper, Juvenile Officer, etc. Career training is very important to students, which includes: traffic stops, evidence gathering, and writing detailed reports.

Criminal Justice students are important to the community and college because they volunteer at the Octoberfest Day parade, support children for IHCC Warrior Christmas, provide continuous training to IHCC security, and host the Women in Law Enforcement Conference.

Criminal Justice students are hired at Pella PD, Clark County MO, SO, Clinton PD, Wapello County Jail, and many other places in our region. (PowerPoint attached)

**C. Special Report: Small Business Development Centers**

Dr. Jennifer Wilson, Executive Dean, Transfer & Workforce Education, Ms. Ashley Moyer, Executive Director, Continuing Education & Workforce Solutions, and Ms. Kelly Prickett, Director, Regional Entrepreneurship Center/Small Business Development Center, gave a presentation on the importance of collaborating to drive Small Business development, growth, & sustainability.

The Small Business Development Center (SBDC) offers a variety of free educational and confidential business consulting services for operational success at all life cycle stages of a small business.

Services are offered by experienced business and subject matter experts, these services range from visualization to operations to succession and include: Financial Analysis and Assessment, Startup Assistance, and Succession and Strategic Planning.

The SBDC is funded through a cooperative agreement with the U.S. Small Business Administration and Iowa State University. Small businesses strengthen the tax base, diversities the area economic development, and increases and diversifies the labor force.

Future goals are to increase service awareness by increasing the number of clients, increasing workshops/programs in all quadrants, consistent communication pieces, and promote success stories. Increase outside funding is another goal that will be obtained through partner sponsorships and to seek additional grants.

### **Closing Comments**

Dr. Thompson reminded board members that virtual graduation for the Centerville Campus will be held Wednesday, May 12, 2021 and Ottumwa Campus virtual graduation on Thursday, May 13, 2021.

The June 14, 2021 board meeting will be held on the Centerville Campus.

### **Adjournment**

Board member Ms. Keck moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:57 p.m.



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BOARD PRESIDENT



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BOARD SECRETARY