

MINUTES OF THE BOARD OF TRUSTEES  
BOARD RETREAT  
INDIAN HILLS COMMUNITY COLLEGE

November 15, 2021

The Board of Trustees Retreat for Indian Hills Community College was held on Monday, November 15, 2021, at Ludlow's, 112 E. Jefferson St., Corydon, Iowa. Board President Mr. Richard J. Gaumer called the meeting to order at 8:32 a.m.

**Roll Call**

Members present: Ms. Nellie Coltrain, Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Mr. Riley Sheetz, Mr. Alan Wilson, and Ms. Lori Yates.

Via Zoom/Phone: Ms. Amy Webber.

Members absent:

**Approval of Agenda**

It was moved by Mr. Sheetz and seconded by Ms. Danowsky to approve the board agenda as amended. (Agenda item #VIII has been requested as a closed session.) The motion carried unanimously.

**Facilities Planning and Update**

Dr. Matt Thompson shared a timeline for the IHCC Centerville new Academic building. He communicated about the schematic design confirmation, which will take 6-weeks, design development - 8-weeks, construction documents - 12-weeks, bidding - 5-weeks, and construction - 18-months (single phase) and 24-months (multi-phase).

Dr. Thompson next presented board members with a summary sheet giving cost of site work, demolition & removal, general construction, mechanical construction, electrical construction, and general requirements. Seven buildings will be demolished, as well as the silo, but the Barn will stay and be used a recreation/gaming facility. The plan is to have the building open fall of 2024. Dr. Thompson showed a PowerPoint with pictures of the building upon completion.

A discussion followed about the rising costs due to higher rates on materials, different phases of construction, number of buildings that will be demolished, and where students, faculty, and staff will be housed during construction.

**IHCC Human Resources**

Mr. Zeke Flick, Director, Human Resources, started by discussing NeoEd Perform. NeoEd Perform is a performance software to evaluate faculty and staff.

Mr. Flick showed board members the new evaluation form and how it will be used, in contrast to the old form. Job descriptions should follow the IHCC Mission, Vision, and Core Values. Mr. Flick reported that job descriptions will be reviewed annually and close review Other Duties as Assigned to be sure that faculty and staff are not be overloaded.

This evaluation tool will work easier, faster, and this form makes more sense to people.

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### **Compensation Survey Discussion**

Mr. Zeke Flick, Director, Human Resources talked to board members about hiring an outside firm to come into the college and survey what different positions we have, pay scales around our area, and help to update job titles and/or redo job titles so they are meaningful. IHCC wants to be a competitive employer and hire people at fair wages. Starting wages have not been changed since 2013. This may help the college to continue receiving high quality employees and help with retention efforts. The cost will be approximately \$100,000.

### **Retention Metrics**

Mr. Zeke Flick, Director, Human Resources presented a PowerPoint, Human Resources Metrics. Mr. Flick stated that terminations between January 1, 2016-December 31, 2019 (4-years) were 87. Terminations between January 1, 2020-December 31, 2020 (2-years) were 100. Mr. Flick broke terminations down – voluntary terminations (resignations) – 55, involuntary terminations – 9, retirements (V.E.R.P. & not eligible) – 25, reductions in force – 7, and death of employees – 4. Mr. Flick then broke numbers down by voluntary terminations and the number of high performers, met expectations, needed improvement, and unsatisfactory. He broke it down further into each of these categories. We were shown a general metrics with total number of full time employees, total full time payroll, and average salary. Board members had a lengthy discussion on how to keep good employees.

### **Voluntary Early Retirement Plan**

Mr. Zeke Flick, Director, Human Resources next presented IHCC's Early Retirement Plan. Dr. Thompson started the discussion by saying that multiple people have stated that he/she will be retiring because this is the last year the package will be offered. The statement actually states that the plan will be a "continual offering" and available until further board action alters or discontinues the plan.

Dr. Thompson and Mr. Flick talked about savings to the college that early retirement provides, went through the Voluntary Early Retirement Plan, showed the Early Retirement Analysis, talked about the Retirement Fund Balance/Fiscal Information, and opened it up for discussion.

Board members asked questions about the plan and questions were answered. After a lengthy discussion it was requested that Dr. Thompson and Mr. Flick send an email to all faculty and staff and remind them that the plan is a "continual offering". The email should be specific and clear. The plan was reviewed in November 2021 and the Board of Trustees made no changes.

### **New Program Discussion**

**Construction Technology**-Dr. Jennifer Wilson, Executive Dean, and Dr. Matt Thompson, President, reported that Construction Technology will become an Ottumwa program along with Centerville. The program will be based in the ATC. A proposal has been made to the Legacy Foundation for start-up funds of \$500,000 and the college will know in January if we receive the funds. The first year the college is planning on 20 students and by the second year 30 students. Renovation will cost approximately \$50,000 and IHCC will hire one full-time instructor as well as a part-time lab assistant.

**Women's Golf**-Dr. Monaghan reported that the College's obligation for athletic requirements under Title IX is: student interest and abilities, athletic benefits and opportunities, and financial assistance. IHCC is in noncompliance for gender equity. In the last 7-years IHCC has moved in the right direction, but needs to continue to move forward. Dr. Monaghan is recommending that IHCC start a Women's Golf program. This program would start in fall of 2023. The Men's Golf Team receives \$50,000 a year for expenses and the women's team would receive the same amount. IHCC would hire a coach in fall 2022 and the coach would have time for recruiting. 84

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total NJCAA schools currently sanction women’s gold and 25% of those reside in Iowa, Illinois, Kansas, Minnesota, Missouri, and Wisconsin.

**Pistol Club**-Dr. Thompson reported that the Criminal Justice Department would like to start a Pistol Club. Questions around this club is additional cost in insurance? Is the college interested in this club? What would expectations be? Fundraising and no scholarships and the club would be opened for anyone to join.

Dr. Thompson stated that there are questions that need to be answered before it is allowed to advertise as a club.

Dr. Wilson stated that there are a lot of people who are interested in this club and would join. This type of club is becoming very popular.

The board strongly supported the concept of moving forward with the club activity.

**Naming Centerville Campus Residence Hall**

Dr. Thompson would like to name the Centerville residence hall. Currently, this is known as the residence hall and the new dorm has been named Traxler Hall. Dr. Thompson said a few names have been offered, but the creek that runs behind the residence hall is Cooper Creek. IHCC would like to name the Centerville residence hall Cooper Creek Hall.

**Motion**

It was moved by Ms. Nichols and seconded by Ms. Danowsky to name the Centerville residence hall Cooper Creek Hall. The motion carried unanimously.

**Closed Session Pursuant to Iowa Code Section 21.5(i)**

Dr. Thompson asked for a closed session pursuant to Iowa Code Section 21.5(i). All people in attendance were asked to leave the room unless requested to stay.

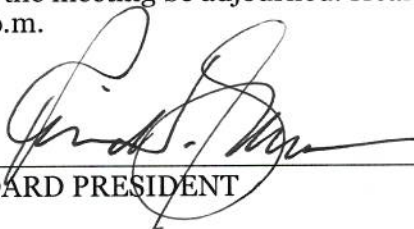
**Board Meeting Recessed for Closed Session**

Regular board meeting recessed at 2:53 p.m. to go into closed session.

Board meeting reconvened at 3:49: p.m.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 3:51 p.m.

  
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BOARD PRESIDENT

  
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BOARD SECRETARY