

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

October 12, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on October 12, 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 4:03 p.m.

Roll Call

Members present: Ms. Katie Nichols and Mr. John Pothoven.
Members present via Zoom/Telephone: Ms. Beth Danowsky, Mr. Richard Gaumer, Mr. Tom Keck, Mr. Jerry Kirkpatrick, Ms. Amy Webber, and Mr. Alan Wilson.
Members absent: Ms. Nellie M. Coltrain.

Approval of Agenda

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

Minutes

The minutes of the September 14, 2020 Regular Board Meeting were reviewed.

Motion

It was moved by Mr. Gaumer and seconded by Ms. Danowsky to approve the September 14, 2020 minutes as read. The motion carried unanimously.

Unfinished Business

None

Approval of Monthly Claims

Board member Ms. Webber 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. Webber and seconded by Mr. Kirkpatrick to approve the monthly claims for the month of September 2020. The motion carried unanimously.

Financial Report

Mr. Michael Lee, Treasurer/CFO presented the Financial Report through September 30, 2020. **Revenue:** Tuition and Fees were lower by \$971,000, which is driven by lower tuition of approximately \$500,000 (Coast Flight course fees of approximately \$377,000, and \$64,000 of other course fees). Local support is higher by \$14,966. State support is higher by \$48,984, which is reflective of a state grant for summer concurrent high school enrollment. Other Income is lower by 23,868.

Expenses: Salaries and Fringes are lower by \$400,195 due to lower benefit costs and payroll costs. Services are lower by \$218,926 driven by Coast Flight which is lower by \$377,000. This is offset by increased summer maintenance activities and software costs that have been re-classified to Materials and Supplies. Materials and Supplies are lower by \$135,808 primarily due to software costs that have been re-classified from Services. Other Current Expenses were higher by \$32,287 due to the expense of Tuition related to the summer concurrent high school enrollment. Capital Outlay was lower by \$8,612.

Fund 2: Expenses: unemployment, no activity. Worker's Compensation premium has been paid. Property Insurance is higher this year due to increased premiums and timing of the payment of our quarterly Operating Equipment Program Insurance. Equipment Replacement is being conducted, however actual purchases are taking longer compared to last year.

Fund 8: This fund reflects interest income of \$4,000 per prior board directive. 90% of the interest income is transferred to Fund 1 and that is reflected in the Interest Transfer line. The Other Transfer line reflects \$1,500,000. These funds will be used to complete Facility Improvement Projects as discussed with the Board.

Dr. Thompson reported on Tuition and Fees. He stated that IHCC is 8% behind on credit hours. Ms. Ranae Molkenthin, Director, Admissions; Dr. Myers, Director, Marketing & Community Relations; and Dr. Thompson have had conversations about the re-recruitment process of students that have applied, but did not enroll at Indian Hills Community College. Some students have taken jobs, but some students are attending a university and classes are all online, and some student are staying at home.

Dr. Myers reported on marketing tools to re-recruit students. A list is sent to the National Student Clearinghouse of students that applied to Indian Hills Community College for the fall term, but didn't enroll or go anywhere. Each of these students will be contacted by phone, emails, and mailing materials to encourage them to enroll at Indian Hills Community College.

Motion

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

IACCT Report

Mr. Gaumer reported that the IACCT Board met on October 8, 2020. Eastern Iowa Community College presented information on an in-house Leadership Program. This is faculty development for Leadership positions.

IACCT received a report from the Department of Education. They are reorganizing and now have two Deputy Directors. There are a number of grants being administered by Presidents. Dr. Matt Thompson is the leader for the GEER 2 grant and Indian Hills Community College will be the lead.

53 people applied for the Executive Director, IACCT position and 29 of these persons were considered qualified. These candidates will be scaled down to 12. Zoom interviews will be held with the 12 candidates and then they will have 3-5 top people and the IACCT Board and Presidents will interview these candidates.

October 21, 2020 there will be a Webinar hosted by IACCT about fiduciary responsibilities for board members. November 4, 2020 interviews will be held for the IACCT position and on November 13, 2020, there will be a virtual Leadership Conference with a national speaker.

Personnel Report

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

Motion

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

New Business:

None

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

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that Norris Asphalt has been working on parking lots. Trustee Hall should be completed today, the Bennett parking should be finished on Tuesday, and Wednesday roadway work begins.

IHCC facility staff have been working on a new loading dock for Culinary Arts Labs and concrete work by the Maintenance Office. Arts and Sciences will be getting a new sidewalk. This project will begin the week of October 19th. New outside lighting has been purchased with a \$50,000 grant to make campus safer.

Centerville: The Wrestling building continues to make progress. Our Construction Technology students have been working on reskinning the outside of the baseball stadium with metal.

Demolition in the Rosenman Building will begin November 9, 2020. The old Massage Therapy Lab will be turned into a Sim Lab. This project has been on hold since last year.

Dr. Thompson reported that due to the pandemic it is vital to have more simulation for our students. Critical access hospitals do not have the number of people with this kind of experience. A grant has been submitted to help offset the cost of this project.

B. Program Spotlight

Dr. Thompson, President, introduced Ms. Ashley Moyer, Executive Director, Continuing Education & Workforce Solutions; Mr. Jeff Henderson, Associate Dean, Advanced Technologies; Mr. Dan Earnest, Instructor, Centerville Campus; and Mr. Martin Blomme, Instructor, Ottumwa Campus. They discussed the Industrial Maintenance programs and partnerships with industry.

The Industrial Maintenance program started in 1995 and in 2014 a Diploma and Associate Degree award option was added. The fall of 2020 Centerville Campus started offering Discovery Academy and Local Industry Training. This program was originally designed to train existing employees for maintenance positions, but the trend has changed and this program is now used to train new and existing employees.

This program provides flexibility for students, is student focused, utilizes MyHills, and requires hands-on laboratory experience. The Discovery Academy is a mix of traditional instruction and facilitated instruction.

A slide was shown of equipment purchased for this program and equipment built in-house for the program. A short video of a student shared. (PowerPoint attached)

C. Title IX Policy Revision

Dr. Monaghan, Vice President, Student Development & Operations reported that the Trump Administration made major changes to Title IX reporting. A major change, from a personnel standpoint, was one person had to be in charge of handling Title IX issues. Ms. Alix McPherson, Associate Dean, Student Development, is now Title IX Coordinator and Mr. Andy Summers, Professor, Automotive Technologies is Title IX Deputy Coordinator. Many faculty and staff members have stepped up to help with the Title IX process.

The new regulation will secure due process rights for students who report sexual misconduct and for those accused of it, by requiring colleges to provide live hearings and allowing students' advisers to cross-examine parties and witnesses involved. Under the new rules, institutions must presume that those accused of sexual misconduct are innocent prior to the investigative and decision-making process.

The new evidence and cross-examination standards have been points of contention for students and may prevent victims from coming forward. Indian Hills Community College felt it was in the best interest of the college to form a partnership with Gayla Harrison, Attorney.

Informal resolution was another change. If the two parties can get together and come to a resolution and they are comfortable with the process, the process will move forward with standards they both adhere to. The college will continue to hold regular training sessions for faculty and staff.

D. Special Report

Dr. Jill Budde, Vice President, Learning & Engagement reported on the academic restructure of the college since the retirement of Dr. Marlene Sprouse. Dr. Budde stated that one of the bigger changes was Ms. Darcie Woodruff receiving a promotion to oversee grants and compliances since Ms. Martha Wick retired.

Dr. Budde introduced Ms. Jennifer Appler, Executive Assistant to the Vice President. Ms. Appler will join board meetings to help Ms. Shelle Harvey and as a backup to Ms. Harvey.

Dr. Budde went over the organizational chart with the board and talked about promotions and changes with reporting. The chart presented will be moved into the Comprehensive Organization Chart.

Dr. Thompson stated that Ms. Wick also had Governmental Relations. Dr. Myers, as part of Marketing and Community Relations, will be assisting Dr. Thompson with Legislator relationships. Ms. Noel Gorden will serve as Executive Dean, Centerville Campus and Academic Services. The Library and Student Services will now be under Ms. Gorden.

Closing Remarks

Dr. Thompson stated that Board Retreat will be held on Sunday, November 15 and Monday, November 16, 2020. The retreat will be held at Honey Creek Resort. As soon as the agenda has been completed it will be sent to board members.

Adjournment

Board member Ms. Katie Nichols moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:08 p.m.



BOARD PRESIDENT



BOARD SECRETARY