

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

September 14, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on September 14, 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 4:00 p.m.

Roll Call

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

Members present via Zoom/Telephone: Ms. Amy Webber.

Members absent: Ms. Nellie M. Coltrain.

Approval of Agenda

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

Minutes

The minutes of the August 10, 2020 Regular Board Meeting were reviewed.

Motion

It was moved by Ms. Danowsky and seconded by Mr. Gaumer to approve the August 10, 2020 minutes as read. The motion carried unanimously.

Unfinished Business

None

Approval of Monthly Claims

Board member Ms. Nichols 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. Nichols and seconded by Mr. Gaumer to approve the monthly claims for the month of August 2020. The motion carried unanimously.

Investment Policy and Resolution naming Depositories and Limits

Mr. Michael Lee, Treasurer/CFO presented the Investment Policy and Depositories and Limits. The Investment Policy sets clear guidance and limitations on how College funds are to be invested. The guidance has 3 objectives: Safety-Safety and preservation of principal, Liquidity-Maintaining the necessary liquidity to match expected liabilities, and Return-Obtaining a reasonable return.

The Resolution naming Depositories and Limits had a few changes. The Education Liquidity Fund has been removed and an increase to the maximum balance for Great Western Bank, from \$15 million to \$20 million. The increase recognizes they are currently offering better interest rates than other banks.

Motion

It was moved by Mr. Kirkpatrick and seconded by Ms. Danowsky to approve the Investment Policy and Resolution naming Depositories and Limits as amended. The motion carried unanimously.

FY20 Financial Report

Mr. Michael Lee, Treasurer/CFO presented the FY20 Financial Report (Unaudited). This report is Fund 1 and Fund 2 accounts. Fund 1 net performance was similar to last year.

Revenue: Tuition and Fees were lower by \$1,588,184, which is driven by lower tuition, Coast Flight course fees, and other course fees. Local support is higher by \$51,629. State support is higher by \$340,194, as anticipated. Federal support is lower by \$23,771 driven by funding available for reimbursement of work study activities. Other Income is lower by \$266,310, primarily driven by lower reimbursements from the Operating Equipment Insurance Program due to reduced software maintenance and equipment maintenance, and lower investment earnings.

Expenses: Salaries and Fringes are lower by \$363,470 due to lower benefit costs and lower wages, Services are lower by \$1,168,123 driven by Coast Flight, Other Services are lower by \$345,076, Maintenance/Repair of equipment lower by \$190,046, and Printing Services down by \$87,348. Materials and Supplies were higher by \$15,720 primarily due to higher software costs due to reclassification of the expenses from services and additional janitorial supplies offset by lower spending for travel. Other Current Expenses was slightly lower and Capital Outlay was higher by \$19,340 based on items purchased from Fund 1. Overall, Fund 1 performed very well in FY2020 and we were able to transfer to the Plant Fund to support future investments in facilities.

Fund 2 – Revenue: Received \$3,658,562 which is \$346,542 higher than last year, but \$71,438 below budget due to the extension of the due date for property taxes approved by the governor.

Expenses: unemployment is lower this year due to lower turnover. Property Insurance is lower due to lower maintenance expense reimbursements from the Operating Equipment Insurance Program.

Motion

It was moved by Mr. Wilson and seconded by Ms. Nichols to approve the FY20 Financial Report. The motion carried unanimously.

IACCT Report

Mr. Gaumer reported the IACCT Board meeting was held September 3, 2020. Hawkeye Community College presented on Global Agriculture Opportunities. Hawkeye has expanded opportunities for students, worldwide, to learn about agricultural issues. Mr. Gaumer noted that Indian Hills Community College will be asked to present at one of the meetings this year.

Mr. Gaumer handed out a sheet from the IACCT office on how to login to the IACCT portal. All board members need to create a login, so items from the IACCT office can be viewed on their Website.

November 13, 2020, there will be a virtual Leadership Conference with a national speaker. Webinars are also available to view at any time.

Mr. Gaumer shared the Department of Education is asking community colleges to help high school Counselors talk to students about furthering their education beyond high school.

Community College Presidents are talking about Cloud Computing and sharing the cost among colleges. Because of racial tensions the IACCT office has joined with the Alliance to Foster Equity and Inclusion.

Mr. Gaumer ended his report by stating that all board members should have received Legislative Priorities. IACCT is asking for a 3% increase to sustain programs and restore the economy, let community colleges keep Workforce Training money, and give community college boards the ability and flexibility to temporarily access local funding to offset unreimbursed pandemic funding lost.

Personnel Report

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

Motion

It was moved by Mr. Keck and seconded by Mr. Kirkpatrick to approve the Personnel Report. The motion carried unanimously. The Personnel Report is made a part of these minutes.

Telecommuting Policy

Dr. Matt Thompson, President, presented the Indian Hills Community College Telecommuting Policy and Procedures. During COVID-19 employees were working from a temporary Telecommuting Policy, which ended August 31, 2020. There are a number of positions that will be a combination of working on campus and also have a telecommuting component. This policy has been reviewed by legal counsel and also the board subcommittee consisting of: Ms. Amy Webber, Ms. Katie Nichols, and Mr. John Pothoven.

Mr. Zeke Flick, Director, Human Resources, reported that IHCC had success with the temporary policy and began working on a more permanent policy. Any telecommuting policy will be between the employee and supervisor, with the assistance of the human resource department. Telecommuting agreements will begin on a probationary basis and may be discontinued at will and at any time at the request of either the telecommuter or Indian Hills Community College. All telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of Indian Hills Community College and its students. (Attached)

Motion

It was moved by Ms. Nichols and seconded by Mr. Gaumer to approve the Telecommuting Policy. The motion carried unanimously.

New Business:

None

President of the College

A. Facilities Report

Dr. Thompson reported that on Thursday, September 10, 2020 Centerville had two ribbon cutting ceremonies. One was for Industrial Maintenance Technology and the second ribbon cutting was for the multipurpose facility.

Dr. Monaghan gave an update on projects. Parking lots are being patched and the roadway project is moving along. The intakes in front of the Bennett Student Services Building had to be ordered because they are extra-large. The roadway project will be completed when the intakes are installed. The new wrestling



facility structure is going up and the structural portion should be completed by the end of the week.

Concrete has been poured for the new patio area that will be dedicated to the Kneen Family. This project will move quickly.

B. Special Report: IT Update

Mr. Cory Lamb, Chief Information Office, presented a PowerPoint with IT updates. Before COVID-19 IHCC had 4 LVL rooms in Ottumwa, 2 in Centerville, and 6 in our County Service Centers. IHCC now has 29 LVL rooms in Ottumwa, 6 rooms in Centerville, and 9 rooms at our County Service Centers. These additional VCL rooms have been purchased with CARES funding.

Mr. Lamb explained how Zoom rooms are setup and technology needed for each room. Advantages for LVL rooms are: auto join scheduled classes, quality, management, and mobility.

Mr. Lamb reported that future plans are infrastructure and network prioritization improvement – GEER funds, additional LVL rooms to support concurrent enrollment in High Schools – USDA grant, expansion into more classrooms, improved integration with Blackboard, Learning & Engagement, and Office365.

C. Program Spotlight

Dr. Jill Budde, Vice President, introduced Tammy Delker, Program Director; Ms. Alice Shepard, Professor; Amanda Beane, Associate Professor; and two Radiologic students.

Ms. Delker reported that 2019 started with 35 students and currently have 24 and 2020 started with 40 students and currently have 38. IHCC has a 96% pass rate on a five year average. 2020 the pass rate was 100%.

Employment over five years is 100% and this information was received from the US Bureau of Labor and Statistics. Overall, employment of radiologic and MRI technologists is projected to grow 7%. As the population grows older, there will be an increase in medical conditions that require imaging as a tool for making diagnoses.

Ms. Delker provided some comments from the Graduate Follow-Up Survey and students shared their experience in the program.

D. Fall Update

Ms. Joni Kelley, Executive Dean, Enrollment Services and Registrar reported that IHCC has a New Student increase of 16%. A pocket of students IHCC is targeting are Ottumwa High School – Direct from high school. IHCC has an office at the high school and has seen an increase from 30 students last year and this year we have 82 Ottumwa high school students. Ms. Ranae Molkenhuth and her team took acceptance gift bags to 96 OHS students.

IHCC will host the first Explore Hills, in Spanish, for the Latino/Latina population.

Dr. Brett Monaghan, Vice President, Student Development and Operations reported that IHCC has 404 residents on the Ottumwa Campus and 80 students on the Centerville Campus.

September is being used to educate students. Dr. Thompson and Dr. Monaghan have completed a couple videos to share on social media. These videos are to help inform students on why we are wearing masks and CDC Guidelines.

Wapello Hall has been closed and is being used for quarantine space. 28 student athletes were quarantined and we have learned a great deal through this process.

Dr. Monaghan reported that cross-county and golf had their first competition, last weekend. This is the first competition since March. IHCC has 325 athletes between the Ottumwa and Centerville Campuses.

Closing Remarks

Dr. Thompson thanked everyone for attending the meeting.

Adjournment

Board member Mr. Tom Keck moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:23 p.m.



BOARD PRESIDENT



BOARD SECRETARY