

## MINUTES OF THE BOARD OF TRUSTEES

## INDIAN HILLS COMMUNITY COLLEGE

March 9, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on March 9, 2020, in the Board 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.

**Appointment of Secretary**

Mr. Pothoven asked for a motion to appoint Mr. Kevin Pink as Temporary Board Secretary for the March 9, 2020 Board meeting.

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Coltrain to appoint Mr. Pink, Board Secretary for March 9, 2020. The motion carried.

**Roll Call**

Members present: Nellie M. Coltrain, Richard J. Gaumer, Katie Nichols, John Pothoven, and Alan Wilson.

Members absent: Beth Danowsky, Tom Keck, Jerry Kirkpatrick, and Amy Webber.

**Approval of Agenda**

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

**Minutes**

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

**Motion**

It was moved by Mr. Gaumer and seconded by Mr. Wilson to approve minutes of the February 10, 2020 Regular Board Meeting. The motion carried.

**Public Hearing to Adopt FY21 Budget Estimate and Certify College Taxes**

Mr. Pothoven asked for a motion to open the public hearing to adopt the FY21 Budget Estimate and Certify College Taxes.

**Motion**

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

Mr. Pothoven asked Mr. Pink if he had received any written objections or protests on the FY21 Certified Budget Estimate and College Taxes. He stated "no." Mr. Pothoven 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 Ms. Nichols and seconded by Mr. Gaumer to close the public hearing. The motion carried.

**Approval of the FY21 Certified Budget Estimate and College Taxes**

Mr. Pothoven asked for approval of the FY21 Certified Budget Estimate and College Taxes.

**Motion**

It was moved by Ms. Nichols and seconded by Mr. Gaumer to approve the FY21 Certified Budget Estimate and College Taxes.

A roll call vote was taken:

Richard J. Gaumer	Yes
Katie Nichols	Yes
Nellie M. Coltrain	Yes
John Pothoven	Yes
Alan Wilson	Yes

Members absent: Tom Keck, Jerry Kirkpatrick, Beth Danowsky and Amy Webber

**Unfinished Business**

None

**Approval of Monthly Claims**

Board member Mr. Pothoven 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 Ms. Coltrain and seconded by Ms. Nichols to approve the bills list for the month of February 2020. The motion carried.

**Financial Report**

Mr. Michael Lee, Treasurer/CFO, reported that a figure of 2.5% is being discussed for possible state funding for 2020-2021 for community colleges. This would amount to \$250,000 for Indian Hills. Dr. Sprouse said it is possible the community colleges could get more than 2.5%. Ms. Nichols asked if it would be possible to indicate the percentage of the year completed within each month's financial report.

During the financial report, Mr. Gaumer asked about enrollment numbers for spring term. It was reported that enrollment for spring term is down 5% in both head count and credit hours. That compares to a 7% decrease in the fall term and a 2.5% decrease in the winter. This is a typical pattern from recent years. Dr. Sprouse noted that the "direct from high school" enrollment is trending up and she stated that more enrollment information would be given in Dr. Thompson's presentation later in the meeting.

**Motion**

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

**To Receive and Take Action upon the Recommendation of OPN Architects for the 2020 Main Campus Food Service Renovation Project**

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Nichols to receive and take action upon the recommendation of OPN architects for the 2020 Main Campus Food Service Renovation Project

A roll call vote was taken:

Richard J. Gaumer	Yes
Katie Nichols	Yes
Nellie M. Coltrain	Yes
John Pothoven	Yes
Alan Wilson	Yes

Members absent: Tom Keck, Jerry Kirkpatrick, Beth Danowsky and Amy Webber

**Establish April 13, 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. Wilson to establish April 13, 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
Katie Nichols	Yes
Nellie M. Coltrain	Yes
John Pothoven	Yes
Alan Wilson	Yes

Members absent: Tom Keck, Jerry Kirkpatrick Beth Danowsky and Amy Webber

**IACCT Report**

Mr. Gaumer reported IACCT heard a report about lowering textbook costs for Iowa college students. Those costs now average around \$117 per course. He said this is a major issue for the Iowa legislature. For Indian Hills, the question is: how are we going to offset the loss of revenue for our bookstore? Mr. Gaumer pointed out that students at Western Iowa Tech are given a computer when they enroll and they are allowed to keep the computer if they complete their education at WIT. Dr. Sprouse reported that there are community college representatives on the group looking into textbook costs and that Dr. Matt Thompson and Indian Hills Deans have been tracking the costs of textbooks. Dr. Thompson noted that Indian Hills has 323 fully online courses and is piloting with a book rental company to control costs. He added that faculty are aware of the situation. Dr. Sprouse said the college incurs quite a bit of the cost of textbooks for concurrently-enrolled high school students.

Mr. Gaumer distributed what he said will be the last paper copy of the IACCT Directory, which will be online from now on. He asked the IHCC board members to update their profiles on the web version.

Mr. Gaumer was one of the Indian Hills representatives in attendance at last week's All-Iowa Academic Team dinner in Des Moines. Alan Wilson was also in attendance. IHCC had four students honored and three of them attended.

Mr. Gaumer said there are no proposed changes for training money in this year's legislature. He stated that May 22, 2020 is the last day to apply for the state community college award of one-million dollars for career academies. Next year there will be five awards.

Community College Day on the Hill on March 3, 2020 was a success, according to Mr. Gaumer, with Indian Hills having two "really good booths."

Mr. Gaumer issued a reminder of the Annual IACCT Conference in Sioux City, Iowa July 22-24, 2020.

**\$530,000 Industrial New Jobs Training Certificates, Series 2014-1**  
**Resolution Approving Redemption of Outstanding Bonds and Directing**  
**Notice be given**

**Motion**

It was moved by Mr. Gaumer and seconded by Mr. Wilson for the Resolution Approving Redemption of Outstanding Bonds and Directing Notice be given

A roll call vote was taken:

Richard J. Gaumer	Yes
Katie Nichols	Yes
Nellie M. Coltrain	Yes
John Pothoven	Yes
Alan Wilson	Yes

Members absent: Tom Keck, Jerry Kirkpatrick, Beth Danowsky and Amy Webber

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

- a. Resolution Instituting Proceedings to Take Additional Action, Directing Publication of Notice
- b. Resolution Fixing the Date of Sale, Approving Electronic Bidding Procedures and Approving Official Statement
- c. Resolution declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the Community College for certain original expenditures paid in connection with specified projects

**Motion**

It was moved by Mr. Wilson and seconded by Ms. Coltrain for the Resolution Instituting Proceedings to Take Additional Action, Directing Publication of Notice, Fixing the Date of Sale, Approving Electronic Bidding Procedures and Official Statement, and declaring an official intent under Treasury Regulation 1.150-2 issue debt to reimburse the Community College for certain original expenditures paid in connection with specified projects.

A roll call vote was taken:

Richard J. Gaumer	Yes
Katie Nichols	Yes
Nellie M. Coltrain	Yes
John Pothoven	Yes
Alan Wilson	Yes

Members absent: Tom Keck, Jerry Kirkpatrick, Beth Danowsky and Amy Webber

### **Personnel Report**

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

### **Motion**

It was moved by Ms. Coltrain and seconded by Ms. Nichols 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**

Mr. Rick Fosdyck, Director, Physical Facilities reported that the college has received a lighting grant for \$45,000 that will allow for lighting so-called dead spots and adding light poles on campus to enhance safety. Work will begin on the Coffee Shop this week, expanding the area to provide for more storage and more serving area. There will also be improvements to Warrior Junction, because of increased traffic in both areas once the main Dining Room closes April 2. The Dining Room will reopen for the start of fall term. Fosdyck talked about the work that has started in the Multipurpose Building on the Centerville Campus. There will be new public restrooms, new windows and doors, improvements made to the weight room, training room, and offices. It will be 10-12 weeks to complete the project. And the waterfall is now running on the Ottumwa Main Campus!

#### **B. Special Report: Plans for Excellence Health Occupations**

Dr. Jill Budde, Executive Dean, Career & Workforce Education gave a board summary of Career & Workforce Education's Plan for Excellence 2018-2019 Review and 2019-2020 Goals. Dr. Budde talked about goals that have been completed, goals that are ongoing, and new goals. (Attachment)

#### **C. Key Performance Indicators**

Dr. Matt Thompson, Executive Vice President reported on Key Performance Indicators. Dr. Thompson spoke about Enrollment by Defined Categories, Application/Yield Rates, Application/Melt Rate, Application/Not Enrolled Anywhere Rate, Retention Rates, Completion/Graduation Rate/Success Rate, and Employment Rates. (Attached)

**Closing Remarks**

Dr. Sprouse's list of Involvement/Visits in Communities is on the Board of Trustees Resources page. Dr. Sprouse updated the board on the college's current response to COVID-19. She said, so far, we are taking a "middle-of-the-road" approach. We have pulled out past documents for plans for the pandemic of around 10 years ago and are working with students in on-campus housing to keep them apprised of what is going on. She noted one trip has been canceled and another has been postponed and some Indian Hills staff and faculty have had conferences canceled as well.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 6:16 p.m.

---

BOARD PRESIDENT

---

BOARD SECRETARY