

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

July 13, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on July 13, 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 4:04 p.m.

**Roll Call**

Members present: Mr. John Pothoven, Ms. Nellie M. Coltrain, Mr. Tom Keck, and Mr. Richard Gaumer

Members present via Zoom/Telephone: Ms. Beth Danowsky, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Ms. Amy Webber, and Mr. Alan Wilson.

Members absent: None.

**Approval of Agenda**

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

**Minutes**

The minutes of the June 8, 2020 Regular Board Meeting were reviewed.

**Motion**

It was moved by Ms. Coltrain and seconded by Mr. Gaumer to approve the June 8, 2020 minutes as read. The motion carried unanimously.

**Unfinished Business**

None

**Public Hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Roadway Mill and Overlay Project**

Mr. Pothoven asked for a motion to open the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Roadway Mill and Overlay Project.

**Motion**

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

Mr. Pothoven asked Ms. Harvey if she had received any written objections or protests on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Roadway Mill and Overlay Project. She 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 Mr. Keck and seconded by Ms. Coltrain to close the public hearing. The motion carried unanimously.

**Approval of Monthly Claims**

Board member Ms. Coltrain 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 Mr. Keck to approve the bills for the month of June 2020. The motion carried unanimously.

**To Receive and Take Action upon the Recommendation of Garden and Associates for the 2020 Main Campus Roadway Mill and Overlay Project**

Mr. Michael Lee, Treasurer/CFO reported that bids were received on July 9, 2020. The project had the base project and three alternates. The total bid for the base project and all alternates was \$398,545.00. Garden & Associates recommends awarding the contract to Norris Asphalt Paving Company. Mr. Lee asked for board approval to accept Garden & Associates recommendation. This project will be completed by August 31, 2020.

**Motion**

It was moved by Mr. Gaumer and seconded by Mr. Keck to accept the recommendation and have the president execute the contract.

A roll call vote was taken:

Richard J. Gaumer	Yes
Tom Keck	Yes
Nellie M. Coltrain	Yes
Katie Nichols	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Beth Danowsky	Yes
Amy Webber	Yes

Members absent: None

**IACCT Report**

Mr. Gaumer sent a letter to board members that presidents, from various community colleges, will be sending to Senator Grassley. This letter talks about CARES 4.0. It recommends that when an allocation is determined for higher education it should do so based on head count rather than full time equivalents. The letter also states there should be few restrictions on the allocation. People have and are losing jobs and will need training and/or retraining and community colleges can provide that training quickly.

On July 22, 2020, the IACCT Board will be having a retreat and will look at what traits, characteristics, and skills are wanted for the new Executive Director of IACCT. The IACCT Vision will also be reviewed. IACCT Board members have been interviewed by the gentleman who will conduct the retreat.

Rich will be sending board members his solicitation letter concerning the Iowans for a Skilled Workforce. As we near election, it will be important that community colleges have a voice.

### **Motion**

Mr. Gaumer made a motion and Ms. Coltrain seconded to adopt the Legislative Priorities and authorize the President to send official minutes to the IACCT Office showing these priorities were adopted. The motion carried unanimously.

### **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.

### **2020-2021 Academic Year Salary/Fringe Benefits Proposal**

Mr. Flick, Director, Human Resources, reported on salaries and fringe benefits for 2020-2021. Dr. Sprouse, Mr. Lee, Dr. Thompson, and Mr. Flick met with the Budget Committee and proposed a 1.25% salary increase. The state high is 2.65% and state low is 0.00%. There will be no employee increase for health insurance. Mr. Flick presented a PowerPoint, which showed state averages for 10-years. (Attached).

Mr. Flick asked the board to approve a 1.25% salary increase.

### **Motion**

It was moved by Mr. Gaumer and seconded by Mr. Kirkpatrick to approve the 2020-2021 Academic Year Salary/Fringe Benefits. The motion carried.

### **New Business:**

None

### **President of the College**

#### **A. Facilities Report**

Dr. Sprouse and Mr. Lee gave an update on projects. A PowerPoint was viewed showing the progress in the Dining Hall renovation and Mr. Lee reported how the windows were changed, but have a similar look as the Chapel windows. Dr. Sprouse stated that the architects did a very nice job designing the windows. The last of the equipment will be on campus July 21<sup>st</sup> and we will be ready to serve students on August 31, 2020. Mr. Lee showed the weight room in Centerville and reported that the equipment is scheduled to arrive at the end of July. The room is completed and ready for equipment. The locker room has also been completed and looks very nice. Mr. Lee showed a slide where demolition is ongoing to clear the space for the wrestling building. A slide was shown of the IHCC parking lots that are being resurfaced.

## **B. Special Report: Foundation Update**

Ms. Blaire Siems, Executive Director, Foundation and Development, introduced her board members who were in attendance by Zoom. Ms. Siems presented a PowerPoint naming Foundation Board of Directors, the 2018-2019 Financial Report, and other Community College Assets. Ms. Siems showed the number of students helped by the IHCC Foundation and the amount of scholarship dollars awarded to students in 2019, compared to the number of students helped by the IHCC Foundation and the amount of scholarship dollars awarded to students in 2020. Ms. Siems spoke of students helped by the Connect 2 College Scholarship, the Second Chance Fund, Come Back Scholarship, and the Just in Time Grant. A slide was shown about upcoming events and changes made to the 42<sup>nd</sup> Scholarship Auction, the 41<sup>st</sup> Annual Golf Tournament, 10<sup>th</sup> Annual Women Supporting Women Culinary Dinner, and the 38<sup>th</sup> Annual Celerity Night due to COVID-19. (PowerPoint attached).

Ms. Siems stated that the next time her board meets IHCC will have a new president. Ms. Siems thanked Dr. Sprouse, on behalf of the Foundation board, for her leadership and everything she has done for the Foundation. With Dr. Sprouse's guidance the Foundation has been able to do so much to help students.

## **C. Fall Plans Update**

Dr. Sprouse, President, reported that Executive Council has been working on a Return to Work Policy. IHCC is bringing people back on campus slowly, a few at a time, and however it works best in a particular department. Administrators' intent is to bring everyone back to campus by August 31, 2020, which is the first day of fall term. Our policy is also going to allow for people to request to continue to work remotely. IHCC's Emergency Telecommuting Policy will end the last day of summer term. Executive Council is also working on a long-term Telecommuting Policy, because there will be reasons to use it at various times.

Dr. Thompson stated that our main message is "we are open." Community people are asking what the college is doing and how we will look in the fall. IHCC will offer Face-to-Face classes/labs, Live Virtual Learning (LVL) classes, and Online classes.

Dr. Thompson reported to accommodate Live Virtual Learning courses, the IHCC IT Department is creating Zoom capable classrooms. There will be a total of 32 Zoom rooms on the Ottumwa and Centerville campuses. Additional Zoom rooms are being added to the IHCC County Service Center locations.

Dr. Brett Monaghan reported on Residence Life. He stated that staff are working to minimize student exposure by "grouping" students by academic programs or athletic teams in each residence hall. There will be multiple move-in days to ensure smaller groups of people on campus and inside residence halls at one time. Wapello Hall will serve as the quarantine space for students demonstrating symptoms or who have known exposure to COVID-19.

Dr. Monaghan also reported on fall athletics. He said the NJCAA Board of Regents voted to adjust sports schedules for the 2020-2021 academic year. Cross Country and Golf will have "normal" fall seasons, Basketball, Volleyball and Wrestling will all begin limited schedules in January with national championships in April. Men's and Women's Soccer will now begin limited schedules in March with national championships in June. Indoor/Outdoor Track

and Field will begin a limited schedule in January and have normal national championship dates in March and May. Cheer, Dance, and Sports Shooting are non-NJCAA affiliated programs that will be evaluated in house. All programs will have access to their student-athletes during the fall for practice time and limited scrimmages.

Dr. Thompson then finished up by stating that Marketing has sent out over 1,000 “Stay Home, Stay Safe, Save Big” messages to our students. An “Open for Business” mailer was sent to over 600 students who applied for fall 2019 courses, but did not enroll at IHCC or any college/university. “Enroll Now” mailer was sent to over 1,300 high school students advertising concurrent enrollment and career academy offerings for fall 2020. (PowerPoint attached)

#### **D. Board Retreat Dates**

Dr. Thompson gave board members two options for Board Retreat dates. One option is Sunday, November 1<sup>st</sup> and Monday, November 2<sup>nd</sup> or Sunday November 15<sup>th</sup> and Monday November 16<sup>th</sup>

Most board members replied that either dates worked, so Dr. Thompson set Board Retreat dates as Sunday, November 15<sup>th</sup> and Monday, November 16<sup>th</sup>, 2020.

#### **E. ACCT Dates and Plan**

Dr. Sprouse reminded board members that ACCT Congress is in Chicago from September 30, 2020 – October 3, 2020. The ACCT Congress website is still advertising the conference as face-to-face. Ms. Harvey will send out an email asking each board member if he/she is interested in going to the conference in Chicago or if he/she is interested, if it moves to an online format.

#### **Closing Remarks**

Dr. Sprouse stated that September 3, 2020 is IHCC’s welcome back day and celebration. The location will be in Hellyer and activities will be live streamed. This will also be the handoff from Dr. Sprouse to Dr. Thompson. Dr. Sprouse invited all board members and asked Mr. Pothoven to give the welcome to faculty and staff.

Dr. Sprouse and Mr. Pothoven decided that the August meeting will be offered on Zoom. Board members should let Ms. Harvey know if you will be attending by Zoom or in person, so our numbers are in compliance with CDC guidelines.

#### **Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:31 p.m.

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BOARD PRESIDENT

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BOARD SECRETARY