

## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

November 16, 2020

The Annual Retreat for the Board of Trustees of Indian Hills Community College was held on November 16, 2020, in Conference Room #1 and #2 at Bridge View Center, 102 Church Street, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 8:00 a.m. Monday, November 16, 2020.

#### **Roll Call**

Members present: Nellie M. Coltrain, Beth Danowsky, Richard J. Gaumer, Tom Keck, Jerry Kirkpatrick, Katie Nichols, John Pothoven, and Alan Wilson.

Members absent: Amy Webber.

#### **Approval of Agenda**

It was moved by Mr. Keck and seconded by Ms. Coltrain to approve the board retreat agenda as presented. The motion carried.

#### **2021-2024 Strategic Plan Draft Discussion**

Dr. Matt Thompson, President, talked to the Board of Trustees about Faculty/Staff Visioning Sessions, Leadership Team Summer Retreat and how the team reviewed key data points, which include: SENSE COVID-19, Student Survey, Perkins CTE Needs Assessment, Great Colleges to Work for data, Guided Pathways Survey – Equity, Diversity, Inclusion, Key Performance Indicators, and Visioning Session Meeting Minutes. Dr. Thompson reported on Leadership Team goal discussions, Management Council Review, and asked for the Board of Trustees review and input.

Also, during this portion of retreat Dr. Thompson and the Leadership Team discussed the Vision Statement, the Mission Statement, Core Values, Strategic Priorities, Priority: Student Success, Priority: Community Engagement, and Priority: Economic Vitality. (PowerPoint attached)

#### **Centerville Campus Facility Plan-OPN Architects Presentation**

Mr. Michael Lee, Chief Financial Officer, introduced Ms. Kristin Lewis, AIA, OPN Architects. Ms. Lewis handed out Indian Hills Community College's Academic Building Facilities Assessment to each board member.

Ms. Lewis discussed how the process began with the formation of a Committee of key stakeholders comprised of individuals from both Administration and Faculty leadership groups. The process timeline was: Project Inquiry, Analysis, Programming/Planning, Conceptual Design, and the Report.

**Analysis**-the analysis was a critical first step in understanding the dynamic of the campus landscape. Relationships between the following campus elements were studied: existing building and programmatic functions, existing buildings of historic interest to the campus, pedestrian circulation, views into and out of campus, and the presence (or lack thereof) of formal campus greenspace and approaches.

**Space Needs**-needs were configured to provide different types of rooms, such as flexible furniture arrangements that can accommodate seminars, lectures, and small collaborative

spaces. Space was also designated for Career and Technical Education (CTE) Program, Nursing Program, and Student Support spaces.

**Design Concept**-the concept and organization for the new academic building is a linear multi-story building, which allows for the building to be nestled into the hill side with a two story Academic Classroom and Office south portion, a three story middle social hub portion, and a two story high bay Career and Technology Education north portion that can be further expanded upon in the future.

**Project Phasing**-the building concept is designed to accommodate phased construction and maintain as many existing classroom buildings as possible throughout construction. Phase 1 will demolish 5 buildings to allow site preparation and building lay down space in an effort to efficiently construct the new CTE building. Additional campus buildings will be demolished to construct the Academic portion of the building.

**Construction Cost**-Ms. Lewis finished her presentation by discussing the cost of the project in one phase verses multiple phases.

### **Financial Review**

Mr. Lee, CFO, went through Funding Sources, Balance sheets AS-15 D & E, Fund Balances, Fund 1, Fund 2, Fund 3, Fund 4, Fund 5, Fund 7, and Fund 8. (Attachment)

### **Master Facilities Projects**

Dr. Thompson reported on Master Facility projects. The Centerville Campus Academic Facility in Centerville and on the Ottumwa Campus: Classroom/Lab improvements and renovations, Fine Arts addition and classroom renovation, Student Recreation/Commons, Residence Hall modernization and improvements, and the IHCC Outreach classrooms at area high schools.

### **Master Facility Funding Sources**

Dr. Thompson next discussed funding sources and opportunities. He talked about grant opportunities: Career Academy Incentive Fund, and the Federal Economic Development Administration (EDA) grant, which requires matching funds.

Dr. Thompson described great opportunities from private foundations, grants, and funds from donors. Dr. Thompson then talked about funding from a bond referendum. He talked about lessons learned and a new grassroots approach. This topic was discussed in great detail and board members said he should go for the bond referendum on November 2, 2021 and keep the dollar amount under 20 million dollars.

### **Campus Security**

Dr. Brett Monaghan presented the IHCC Safety and Security Department Detention and Handcuffing Policy. He reported that the purpose of this policy is to establish set procedures for officers of the IHCC Safety and Security Department in the act of detaining individuals and the use of handcuffs. This policy is to assure the safety of officers, others, and any flight risk and/or severity of the crime. This policy will be added to the Security Handbook.

### **Board Discussion**

Board members discussed how Dr. Matt Thompson has been doing since taking over the Presidency. Board members are grateful for receiving updates from Dr. Thompson and his open communication. He is in the community and seen in all areas of our region.

Mr. John Pothoven informed board members that he doesn't want to be a candidate for Chair in the December election. He reported that Mr. Richard J. Gaumer is willing to be nominated for this role and Mr. Pothoven supports him.

Mr. Gaumer is looking for a board member to be an IACCT representative, but he will continue to do it, even if he is elected as Chair.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President Mr. Pothoven adjourned the meeting at 1:20 p.m.

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BOARD PRESIDENT

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BOARD SECRETARY