

## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

December 14, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on December 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 4:01 p.m.

#### **Roll Call**

Members present: Mr. John Pothoven, Mr. Tom Keck, and Mr. Richard Gaumer.

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

Members absent: Ms. Beth Danowsky.

#### **Approval of Agenda**

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

#### **Minutes**

The minutes of the November 9, 2020 Regular Board Meeting and November 16, 2020 Board Retreat were reviewed.

#### **Motion**

It was moved by Mr. Kirkpatrick and seconded by Ms. Coltrain to approve the November 9, 2020 and November 16, 2020 minutes as read. The motion carried unanimously.

#### **Unfinished Business**

None

#### **FY20 Audit Presentation by Office of Auditor of State**

Mr. Michael Lee, Treasurer/CFO, introduced Ms. Kathy L. Rupe, CPA and Mr. Cole Hocker, State of Iowa Auditor's Office.

Ms. Rupe thanked board members for giving her and Mr. Hocker the opportunity to speak. Ms. Rupe stated that an unmodified opinion was issued for this report. Ms. Rupe presented various graphs highlighting numerous aspects of IHCC's FY20 operations. Included were:

- Comparison of Net Position
- Comparative Revenues by Source
- Governmental Revenue Trends
- Comparative Operating Expenditures by Function
- 2020 and 2019 Operating Expenditure by Function
- Comparative Expenditures – Education and Support
- 2020 and 2019 Education and Support
- Comparative Current Funds Expenditures by Object

- 2020 and 2019 Current Funds Expenditures by Object
- Comparative Credit Hours

Ms. Rupe reported that the Auditors of State were able to issue an unmodified opinion of the financial statement audit of Indian Hills Community College. (Presentation and Report Attached).

### **Motion**

It was moved by Mr. Gaumer and seconded by Ms. Danowsky to approve the FY20 Audit Report. The motion carried.

### **Approval of Monthly Claims**

Board member Mr. Pothoven 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 Mr. Gaumer and seconded by Mr. Keck to approve the monthly claims for the month of November 2020. The motion carried unanimously.

### **Financial Report**

Mr. Michael Lee, Treasurer/CFO presented the Financial Report through November 30, 2020. **Revenue:** Tuition and Fees were lower by \$1,004,000, \$425,000 due to Coast Flight, tuition is lower by \$530,000 of which \$49,000 relates to Other Fees. Local support is higher by \$60,712. State support is higher by \$48,984; which is reflective of a state grant for summer concurrent high school enrollment. Other Income is higher by \$472,786, reflective of CARES funding reimbursements and reimbursement of maintenance activities from the Operating Equipment Protection Insurance program, both being offset by lower revenue primarily related to lower non-credit education activities.

**Expenses:** Salaries and Fringe benefits are lower by \$572,260 due to lower benefit and payroll costs. Services are lower by \$504,034 due to lower expenses from Coast Flight and Other Services. Materials and Supplies are lower by \$342,889 driven by mileage and travel costs, Information Technology related expenses of approximately \$130,000, and materials and supplies. Other Current Expenses were higher by \$10,416. Capital Outlay was lower by \$9,400.

**Fund 2 Levy Accounts: Revenue:** Received approximately \$2,200,000, which is \$200,000 higher than the same period as last year.

**Expenses:** Unemployment, minimal activity. Worker's Compensation premiums have been paid. Property Insurance is higher this year due to increased premiums. Equipment replacement is moving forward, however actual purchases are taking longer compared to last year.

### **Motion**

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

Board President Mr. John Pothoven asked for a motion to Adjourn Sine Die.

### **Motion**

It was moved by Ms. Coltrain and seconded by Mr. Keck to adjourn Sine Die at 4:24 p.m. The motion carried.

**Call to Order**

Indian Hills President, Dr. Matt Thompson reconvened the board at 4:25 p.m.

Mr. Pothoven reported that he would not be running for President of the Board of Trustees. He thanked the board for their support and also thanked Dr. Thompson and all faculty and staff of Indian Hills Community College. He has been the Board Chair for 10-years and has enjoyed it.

**Election of President of the Board of Trustees**

Dr. Thompson asked for nominations for the election of President of the Board of Trustees. Mr. Keck nominated Mr. Richard J. Gaumer and Ms. Coltrain seconded the nomination. Mr. Keck moved that nominations cease and Mr. Kirkpatrick seconded.

**Motion**

It was moved by Mr. Keck and seconded by Ms. Coltrain for the election of Mr. Richard J. Gaumer as the President of the Board of Trustees. The motion carried.

**Oath**

Board Secretary Ms. Shelle Harvey administered the oath of office to elected Board President Mr. Gaumer.

Indian Hills President, Dr. Matt Thompson turned the meeting over to the President of the Board of Trustees Mr. Gaumer.

**Election of Vice President of the Board of Trustees**

Board President Mr. Gaumer entertained a motion for Vice President for the Board of Trustees. Ms. Coltrain nominated Mr. Tom Keck and Ms. Nichols seconded the nomination. Mr. Gaumer moved that nominations cease, Ms. Coltrain seconded.

**Motion**

It was moved by Ms. Coltrain and seconded by Ms. Nichols for the election of Mr. Tom Keck as the Vice President of the Board of Trustees. The motion carried.

**Oath**

Board Secretary Ms. Harvey administered the oath of office to elected Board Vice President Mr. Keck.

**Appointment of Secretary for the Board of Trustees**

Board President Mr. Gaumer entertained a motion for the appointment of Secretary for the Board of Trustees. Mr. Pothoven nominated Ms. Harvey and Ms. Coltrain seconded the nomination. Mr. Gaumer moved that nominations cease, Mr. Tom Keck seconded.

**Motion**

It was moved by Mr. Pothoven and seconded by Mr. Keck for the appointment of Ms. Harvey as the Secretary of the Board of Trustees. The motion carried.

**Appointment of Treasurer for the Board of Trustees**

Board President Mr. Gaumer entertained a motion for the appointment of Treasurer for the Board of Trustees. Mr. Keck nominated Mr. Michael Lee and Mr. Pothoven seconded the nomination. Mr. Gaumer moved that nominations cease, Mr. Keck seconded.

**Motion**

It was moved by Mr. Keck and seconded by Mr. Pothoven for the appointment of Mr. Lee as the Treasurer of the Board of Trustees. The motion carried.

**Oath**

Board President Mr. Gaumer administered the oath of office to appointed Board Secretary Ms. Harvey and Board Treasurer Mr. Lee.

**Appointment of Delegate to IACCT**

It was moved by Mr. Kirkpatrick and seconded by Mr. Keck to appoint Mr. Gaumer as the delegate to IACCT. The motion carried.

**Appointment of Alternate to IACCT**

It was moved by Ms. Coltrain and seconded by Mr. Pothoven to appoint Mr. Keck as the alternate delegate to IACCT. The motion carried.

**IACCT Report**

Mr. Gaumer reported that the IACCT Board met December 3, 2020. Emily Shields, the new Executive Director, was in attendance.

Mr. Jeremy Varner, Department of Education Community College Administrator, reported that the 2020 Enrollment Report was released. Enrollment figures for IHCC are similar to the rest of the Iowa Community Colleges. Mr. Varner stated that the DE is proposing to cooperate with community colleges, AEAs, and K-12 schools to provide career counselors to K-12 schools, so there will be more effective career counselors for students who may not be on the 4-year school track.

Presidents agreed to establish a person to serve as coordinator of the Alliance to Foster Equity and inclusion. This person will be located at the IACCT office and be supervised by Ms. Shields. The coordinator will provide leadership and training to develop best practices and programs to address efforts to make Iowa's Community Colleges more inclusive and supportive of minorities. The cost will be shared by the colleges and the Department of Education.

The IACCT Financial Oversight Committee presented the 2021 proposed budget and dues will be reduced by \$6,609. This change is due to lobbyists, in the past, being from two firms and now it is one firm.

On December 2, 2020, the board and presidents met with 4 legislators; Gary Mohr, Tim Kraayenbrink, Zach Wahls, and Todd Pritchard. All are supportive of maintaining community colleges as the chief jobs trainer. Legislators were apprehensive of there being any change in colleges' ability to raise additional property taxes and they feel that Iowa's Community Colleges are doing an excellent job and are well respected.

**Personnel Report**

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

**Motion**

It was moved by Ms. Nichols and seconded by Mr. Keck 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 demolition has been completed in the Rosenman Building for the Health Simulation Remodel and walls and doors are being framed.

The Wrestling building is scheduled to be completed on Friday, December 18, 2020 and the final walk through will be Monday, December 21, 2020.

Dr. Monaghan stated that these are the two big projects, but normal maintenance duties continue.

### **B. Program Spotlight**

Dr. Thompson, President, introduced Ms. Jody Williams, Program Director, Dental Hygiene.

Ms. Williams introduced Ms. Stephanie Klenk, Instructor, Dental Hygiene and Ms. Rosalinda Wright, an IHCC student.

Ms. Williams reported that IHCC's Dental Hygiene retention rate from 2017-2020 is 98%. In 2020 the program started with 19 students and the existing number of students is still 19. Employment has been at 100% for the last 5-years. The US Bureau of Labor and Statistics said overall employment of dental hygienists are projected to grow 10% from 2016-to 2026, faster than average occupations. The average annual salary median is \$67,000 in Iowa. A few student comments were shared from the Follow-Up Survey. (PowerPoint attached)

### **C. Special Report**

Dr. Jennifer Wilson, Executive Dean, Transfer and Workforce Education; reported on Perkins Funding.

Carl D. Perkins funding is used to strengthen Career and Technical Education (CTE) for the 21<sup>st</sup> Century Act. To develop academic, technical and employability skills for students who elect to enroll in career and technical education programs.

Perkins V has eight objectives: to link secondary and postsecondary CTE programs, improve leadership and professional development for high quality faculty, and increase employment opportunities to populations who are unemployed or underemployed, to name a few.

Dr. Wilson reported on some major changes in Perkins V funding. Perkins V requires better alignment with the Workforce Innovation and Opportunities Act and Higher Education Act and changes to performance accountability. Performance Accountability is described as post-program retention and placement, earned recognized postsecondary credentials, and non-traditional program concentration.

Dr. Wilson reported on the Grant Summary, IHCC's Perkins V Grant Objectives, and IHCC's funding. She stated that 2020-2021 targeted programs are: Industrial Maintenance, Diesel, Welding, Robotics, and Automotive. (PowerPoint attached.)

### **D. Approval of the 2021-2024 Strategic Plan**

Dr. Thompson asked board members for approval of the 2021-2024 Strategic Plan that was presented at Board Retreat.

**Motion**

It was moved by Mr. Keck and seconded by Ms. Nichols to approve the 2021-2024 Strategic Plan. The motion carried unanimously.

**Adjournment**

Board member Ms. Webber moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:23 p.m.

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BOARD PRESIDENT

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BOARD SECRETARY