

## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

December 13, 2021

The regular Board of Trustees meeting for Indian Hills Community College was held on December 13, 2021, in the Perkins Conference Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President Mr. Richard J. Gaumer called the meeting to order at 4:02 p.m.

#### **Roll Call**

Members present: Ms. Nellie Coltrain, Mr. Richard J. Gaumer, Mr. Jerry Kirkpatrick, Mr. Riley Sheetz, Mr. Alan Wilson, and Ms. Lori Yates.

#### **Zoom/Phone**

Ms. Katie Nichols

**Members absent:** Ms. Beth Danowsky and Ms. Amy Webber.

#### **Approval of Agenda**

It was moved by Ms. Coltrain and seconded by Mr. Kirkpatrick to approve the board agenda as amended. The motion carried unanimously.

#### **Approval of Minutes**

The minutes of the November 8, 2021, Regular Board Meeting and November 15, 2021, Board Retreat minutes were reviewed.

#### **Motion**

It was moved by Mr. Wilson and seconded by Ms. Yates to approve the November 8, 2021 minutes and the November 15<sup>th</sup> Board Retreat minutes as read. The motion carried unanimously.

#### **Unfinished Business**

None

#### **FY21 Audit Presentation by Office of Auditor of State**

Mr. Michael Lee, Treasurer/CFO, introduced Ms. Kathy L. Rupp, CPA, Auditor of State.

Ms. Rupp thanked board members for giving her the opportunity to speak. Ms. Rupp presented various graphs highlighting numerous aspects of IHCC's FY21 operations. (Attached) Included were:

- Comparison of Net Position
- Comparative Revenues by Source
- Governmental Revenue Trends
- Change 2021 from 2020 Operating Expenditures Function
- 2021 Expenditures by Function
- Change 2021 from 2020 Education and Support
- 2021 Expenditures – Education and Support
- Change 2021 from 2020 Current Funds Expenditures Object
- 2021 Expenditures by Object

- Comparative Credit Hours

### **Motion**

It was moved by Ms. Coltrain and seconded by Mr. Sheetz to approve the FY21 Audit Report. The motion carried.

### **Approval of Monthly Claims**

Board member Ms. Lori Yates 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. Yates and seconded by Mr. Kirkpatrick to approve the monthly claims for the month of November 2021. The motion carried unanimously.

### **Financial Report**

Mr. Michael Lee, Treasurer/CFO presented the FY2022 Financial Report through November 30, 2021 for Fund 1 and Fund 2 Levy accounts, as well as Fund Balance summaries.

**Revenue:** Overall revenue was higher by \$341,042 from same period last year. Tuition and Fees were higher by \$303,038, which includes an increase of approximately \$130,000 for in-state tuition and out-of-state tuition of about \$165,000. Local support is higher by \$28,739. State support is higher by \$141,625, which is reflective of higher state aid for the year. Federal Support will not have any activity going forward due to the reclassification of Federal Work Study Revenue to Fund 2. Other Income is lower by \$132,360, which is reflective of a slight increase in Operating Equipment Protection Insurance reimbursement of about \$128,000, and an increase in other revenue of about \$68,000, which is offset by last year's CARES reimbursement of expenses (all CARES expenses are running through Fund 2 this year).

**Expenses:** Overall expenses are higher by approximately \$30,000. Salaries and Fringes are lower by \$75,559 due to lower payroll and benefit costs. Services are higher by \$199,147 driven by higher maintenance/repair costs related to the timing of the booking of annual contract fees and the reclassification of IT related expenses of approximately \$125,000; and approximately \$57,000 of higher maintenance expenses; electricity and gas expenses are up approximately \$43,000 due to higher usage and rates, and miscellaneous categories are lower by about \$27,000. Materials and Supplies are lower by \$92,536 primarily driven by the timing of the booking of annual IT related contracts of about \$81,000, and the reclassification of an IT related expense of about \$125,000, and offset by higher mileage and travel costs of approximately \$43,000, and about \$70,000 of miscellaneous other than materials and supplies. Other Current Expenses are lower by \$14,728 due to lower state scholarship expenses of \$69,000, offset by increases related to collection expenses and miscellaneous other current expenses. Capital Outlay is higher by \$13,678.

**Fund 2 Levy Accounts – Revenue:** Received \$2,343,660, which is about \$175,000 higher than the same period last year. **Expenses:** unemployment of \$11,802. Worker's Compensation and Tort Liability premiums have been paid. Property Insurance is higher this year due to increased premiums. Equipment replacement is slightly underspent based on the timing of receiving budgeted items.

**Page 2 Fund Balances** – The second page is a summary of fund balances by fund.

**Motion**

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

**Establish January 10, 2022 at 4:00 p.m. in the Perkins Conference 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 North Campus Roof Replacement Project.**

**Motion**

It was moved by Mr. Wilson and seconded by Mr. Kirkpatrick to establish January 10, 2022 at 4:00 p.m. in the Perkins Conference 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 North Campus Roof Replacement Project.

**Certification of Election**

Board Secretary Ms. Shelle Harvey presented the official abstract of votes of the November 2, 2021, school board elections. These results verified that Mr. Riley Sheetz, Director District #2, duly elected to a 2-year term to the Indian Hills Community College Board of Trustees. Ms. Beth Danowsky, Director District #1, Ms. Lori Yates, Director District #4, Mr. Richard J. Gaumer, Director District #5, and Mr. Jerry Kirkpatrick, Director District #8 are duly elected to four-year terms to the Indian Hills Community College Board of Trustees.

**Adjourn Sine Die**

It was moved by Mr. Sheetz and seconded by Mr. Kirkpatrick to adjourn the meeting sine die at 4:39 p.m. With no further business remaining, Board President Mr. Richard J. Gaumer adjourned the meeting sine die at 4:39 p.m.

**Call to Order**

College President Dr. Matt Thompson reconvened the board at 4:40 p.m.

**Oath**

Board Secretary Shelle Harvey administered the oath of office to re-elected board member Ms. Beth Danowsky at 3:24 p.m. Thursday, December 9, 2021. Board Secretary Shelle Harvey administered the oath of office to elected and re-elected board members Mr. Riley Sheetz, Ms. Lori Yates, Mr. Richard J. Gaumer, and Mr. Jerry Kirkpatrick.

**Motion to Nominate President**

It was moved by Ms. Coltrain and seconded by Ms. Yates to nominate Mr. Gaumer for the position of President of the Indian Hills Community College Board of Trustees. Mr. Kirkpatrick moved that, there being no further nominations, Mr. Gaumer be elected by acclamation. The motion was seconded by Ms. Nichols. The motion carried unanimously.

**Oath**

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

**Motion to Nominate Vice President**

It was moved by Mr. Kirkpatrick and seconded by Ms. Coltrain to nominate Ms. Katie Nichols for the position of Vice President of the Indian Hills Community College Board of Trustees. Mr. Sheetz moved that, there being no further nominations, Ms. Katie Nichols will be elected by acclamation. The motion was seconded by Mr. Kirkpatrick. The motion carried unanimously.

**Oath**

Board Secretary Ms. Harvey administered the oath of office to elected Board Vice President Ms. Katie Nichols.

**Motion to Appoint Board Secretary**

It was moved by Ms. Coltrain and seconded by Mr. Sheetz to appoint Ms. Harvey as Board Secretary. Mr. Wilson moved that, there being no further nominations, Ms. Shelle Harvey be appointed as the Indian Hills Community College Board Secretary. The motion was seconded by Mr. Kirkpatrick. The motion carried unanimously.

**Motion to Appoint Board Treasurer**

It was moved by Mr. Kirkpatrick and seconded by Ms. Yates to appoint Mr. Lee as Board Treasurer. Mr. Wilson moved that, there being no further nominations, Mr. Michael Lee be appointed as the Indian Hills Community College Board Treasurer. The motion was seconded by Ms. Nichols. The motion carried unanimously.

**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. Wilson and seconded by Mr. Kirkpatrick to appoint Mr. Gaumer as the delegate to IACCT. The motion carried unanimously.

**Appointment of Alternate to IACCT**

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

**IACCT Report**

Mr. Gaumer reported that the IACCT board had a joint meeting with college presidents.

Priorities are very aggressive. We are asking for 14 million dollars, a 6% increase from last year. IACCT will also push to keep workforce training in community colleges as well as no changes to 260E and 260F. Mr. Gaumer believes they are in a great position.

There has been a lot of conversation about training employees on Diversity, Equity, and Inclusion. The individuals who presented were very knowledgeable and the presentation was how to bring on new board members successfully.

Mr. Gaumer mentioned IACCT dues will increase this year, they have not increased in a number of years.

### **President Thompson's Compensation**

Mr. Gaumer presented a compensation report to board members.

### **Motion**

It was moved by Ms. Coltrain and seconded by Ms. Yates to approve the Compensation Report. The motion carried unanimously.

### **Personnel Report**

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

### **Motion**

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

## **President of the College**

### **A. Facilities Report**

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that large boilers in the maintenance area are being removed. Over break carpet will be replaced in offices along the hallway to the Business Office and also in offices down Dr. Thompson's hallway.

32 students moved into Traxler Hall on Friday, December 10, 2021.

A meeting will be held on Thursday, December 22, 2021, with contractors, to determine when our maintenance team can begin working on the upstairs of the Library.

### **B. Winter Term Enrollment**

Ms. Joni Kelley, Executive Dean, Enrollment Services presented on winter term enrollment. Ms. Kelley presented 2011/FA vs 20/FA capture dates, 21/WI vs 20/WI capture dates, the Centerville Campus and the rise in enrollment, watching trends for the next capture date which will be 22/SP, and application trends.

Ms. Kelley reported that some strategies used to get enrollment numbers up were: classroom presentations, high school application events, Explore Hills en Espanol, College Prep Day, targeted visit days for manufacturing, nursing, and education, Explore Centerville, Career Fairs, and getting back into high schools in Missouri.

## **Closing Comments**

Dr. Thompson reported that he and Ms. Blaire Siems met with East Penn Manufacturing, money is still being raised to help with college projects.

Meetings with OPN happen regularly and projects are in the planning phase.

Virtual Classroom Learning Environment is being presented in high schools and decisions are being made what rooms are best in each school. These classrooms will begin in 22/FA.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:33 p.m.

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BOARD PRESIDENT

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BOARD SECRETARY