

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

December 9, 2019

The regular Board of Trustees meeting for Indian Hills Community College was held on December 9, 2019, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board Vice President Tom Keck called the meeting to order at 4:00 p.m.

Roll Call

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

Members absent: John Pothoven

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 November 11, 2019 Regular Board Meeting were reviewed.

Motion

It was moved by Mr. Kirkpatrick and seconded by Ms. Webber to approve minutes of the November 11, 2019 Regular Board Meeting. The motion carried.

Unfinished Business

None

FY19 Audit Presentation by Office of Auditor of State

Mr. Michael Lee, Treasurer/CFO, introduced Ms. Michelle Meyer, CPA, State of Iowa and Mr. Rob Sand, Auditor of State.

Ms. Meyer thanked board members for giving her and Mr. Sand the opportunity to speak. Ms. Meyer presented various graphs highlighting numerous aspects of IHCC's FY19 operations. (Attached) Included were:

- Comparison of Net Position
- Comparative Revenues by Source
- Governmental Revenue Trends
- Comparative Operating Expenditures by Function
- 2019 and 2018 Operating Expenditure by Function
- Comparative Expenditures – Education and Support
- 2019 and 2018 Education and Support
- Comparative Current Funds Expenditures by Object
- 2019 and 2018 Current Funds Expenditures by Object
- Comparative Credit Hours

Motion

It was moved by Mr. Gaumer and seconded by Ms. Danowsky to approve the FY19 Audit Report. The motion carried.

Approval of Monthly Claims

Board member Mr. Kirkpatrick 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 Mr. Kirkpatrick and seconded by Ms. Coltrain to approve the bills list for the month of November 2019. The motion carried.

Financial Report

Mr. Michael Lee, Treasurer/CFO, reported total Revenue is ahead of last year at 92,695. Tuition and Fees Revenues are lower \$424,978 and \$200,000 is due to Coast Flight and course fees. Indian Hills Community College is no longer teaching courses for Coast Flight, but the Services line is also down due to this. Local Support and State Support are trending where they should be. Other Income line is up due to timing and reclassification of revenue. Expenditures: Salaries and Fringes are comparable to one year ago. Services are down \$387,698. Materials and Supplies are down and Other Current Expenses are up \$198,071 due to software licenses. Restricted Funds 2, are on track and levies are on target Expenditures are where we expect them to be compared to one year ago.

Motion

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

Certification of Election

Board Secretary Ms. Shelle Harvey presented the official abstract of votes of the November 5, 2019, school board elections. These results verified that Mr. John Pothoven, Director District #2, Ms. Amy Webber, Director District #3, Ms. Nellie M. Coltrain, Director District #6, Mr. Alan Wilson, Director District #7, and Ms. Katie Nichols, Director District #9, are duly elected to four-year terms to the Indian Hills Community College Board of Trustees.

Adjourn Sine Die

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to adjourn the meeting sine die at 4:31 p.m. With no further business remaining, Board Vice President Mr. Tom Keck adjourned the meeting sine die at 4:31 p.m.

Call to Order

College President Dr. Marlene Sprouse reconvened the board at 4:32 p.m.

Oath

Board Secretary Shelle Harvey administered the oath of office to elected and re-elected board members Ms. Webber, Ms. Coltrain, Mr. Wilson, and Ms. Nichols.

Motion to Nominate President

It was moved by Ms. Coltrain and seconded by Mr. Gaumer to nominate Mr. Pothoven for the position of President of the Indian Hills Community College Board of Trustees. Richard J. Gaumer moved that, there being no further

nominations, Mr. Pothoven be elected by acclamation. The motion was seconded by Ms. Danowsky. The motion carried.

Motion to Nominate Vice President

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

Oath

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

Motion to Appoint Board Secretary

It was moved by Mr. Gaumer and seconded by Mr. Coltrain to appoint Ms. Harvey as Board Secretary. The motion carried.

Motion to Appoint Board Treasurer

It was moved by Mr. Kirkpatrick and seconded by Ms. Danowsky to appoint Mr. Lee as Board Treasurer. The motion carried.

Oath

Board Vice President Mr. Keck 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 Ms. Coltrain and seconded by Ms. Danowsky to appoint Mr. Gaumer as the delegate to the IACCT. The motion carried.

Appointment of Alternate to IACCT

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

IACCT Report

Mr. Gaumer reported the ACCT Board met on December 4 & 5, 2019. December 4th was a joint meeting with the presidents who met with majority leader of the Senate, the Speaker of the House elect, and the Minority Leader. These representatives are in favor and committed to community colleges. December 5, 2019 the topics were: State General Aid, Workforce Training, and Local Support. Other subjects that were briefly discussed were concurrent enrollment, work base learning/Iowa industry recognized apprenticeship expansion, gift law changes, possible proposed election law changes, and TIAA. Mr. Gaumer also reported that FY21 IACCT member dues will increase in 2020. (Attachments)

Series 2019-1 Industrial New Jobs Training Certificates

Not to Exceed \$2,175,000 Industrial New Jobs Training Certificates, Series 2019-1

1) Receipt of Bids

Mr. Lee, Treasurer/CFO, spoke about bids that were received for the

\$2,175,000 Taxable Industrial New Jobs Training Certificates. Mr. Lee recommended that the Certificates be awarded to Robert W. Beard & Co. Inc., Milwaukee, Wisconsin with a true interest rate of 2.2886%. (Attached)

- 2) Resolution instituting proceedings to take additional action was presented.

Motion

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve the Resolution instituting proceedings to take additional action.

A roll call vote was taken:

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

Members absent: John Pothoven.

The motion carried.

\$2,175,000 Industrial new Jobs Training Certificates, Series 2019-1

- 1) Resolution Directing the Sale and Delivery of \$2,175,000 Industrial New Jobs Training Certificates was presented.

Motion

It was moved by Ms. Webber and seconded by Mr. Kirkpatrick to approve the Resolution Directing the Sale and Delivery of \$2,175,000 Industrial New Jobs Training Certificates.

A roll call vote was taken:

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

Members absent: John Pothoven.

The motion carried.

- 2) Resolution Authorizing the Issuance of \$2,175,000 Industrial New Jobs Training Certificates, Series 2019-1, and Providing for the Securing of such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2019-1 Project; Approval of Continuing Disclosure Certificate.

Motion

It was moved by Ms. Coltrain and seconded by Mr. Gaumer to approve the Resolution Authorizing the Issuance of \$2,175,000 Industrial New Jobs Training Certificates, Series 2019-1, and Providing for the Securing of such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2019-1 Project.

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

Members absent: John Pothoven.

The motion carried.

Personnel Report

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

Motion

It was moved by Mr. Gaumer and seconded by Ms. Danowsky 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. Lee, Treasurer/Chief Financial Officer, reported the ceiling in the Common area at the Hellyer Student Life Center will be replaced over winter break. After the ceiling is replaced maintenance will continue with normal work items.

B. Accreditation Summary

Dr. Sprouse, President, thanked board members for attending the dinner with the Accreditation Team. They were pleased and impressed that board members were so engaged with the college and community. Dr. Thompson, Vice President, Academic Affairs and Institutional Effectiveness, thanked board members, staff, and faculty for the hard work and dedication. Everyone learned a lot about the college and ourselves during the accreditation process. The exit visit went well. Dr. Thompson informed board members of the next processes now that the visit has been completed. Dr. Sprouse and Dr. Thompson are expecting a good report from the team.

C. Special Report: Marketing Department Update

Dr. Bianca Myers, Director, Marketing & Community Relations reported on Plans for Excellence for the Marketing Department. She first updated the board on

previous goals and then presented the new Marketing Department goals.
(Attached)

Closing Remarks

Dr. Sprouse's list of Involvement/Visits in Communities is on the Board of Trustees Resources page. Future Ready Iowa has Employer Innovation grants and Indian Hills Community College was a recipient of one of these grants.

Adjournment

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Keck adjourned the meeting at 5:37 p.m.

Oath

Board Secretary Ms. Harvey administered the oath of office to elected Board President Mr. Pothoven on Wednesday, December 18, 2019..

BOARD PRESIDENT

BOARD SECRETARY