

## MINUTES OF THE BOARD OF TRUSTEES

## INDIAN HILLS COMMUNITY COLLEGE

June 14, 2021

The regular Board of Trustees meeting for Indian Hills Community College was held on June 14, 2021, in Room 15/16 on the Centerville Campus, Centerville Iowa. Board President Mr. Richard J. Gaumer called the meeting to order at 4:00 p.m.

**Roll Call**

Members present: Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Tom Keck, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, and Mr. John Pothoven.

Members absent: Ms. Nellie Coltrain, Ms. Amy Webber, and Mr. Alan Wilson.

**Approval of Agenda**

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

**Approval of Minutes**

The minutes of the May 10, 2021 Regular Board Meeting were reviewed.

**Motion**

It was moved by Mr. Keck and seconded by Ms. Danowsky to approve the May 10, 2021 minutes as amended. The motion carried unanimously.

**Public Hearing on the proposed sale of Real Property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lot 1, Indian Hills Airport First Subdivision**

Mr. Gaumer asked for a motion to open the public hearing on the Proposed sale of Real Property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lot 1, Indian Hills Airport First Subdivision.

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Pothoven to open the public hearing. The motion carried.

Mr. Gaumer asked Ms. Shelle Harvey if she had received any written objections or protests on the Proposed sale of Real Property, owned by Indian Hills Community College located at the Ottumwa Industrial Airport, being Lot 1, Indian Hills Airport First Subdivision. She stated "no." Mr. Gaumer 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. Nichols to close the public hearing. The motion carried.

**Unfinished Business**

None

### **Approval of Monthly Claims**

Board member Mr. Keck 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. Keck and seconded by Mr. Kirkpatrick to approve the monthly claims for the month of May 2021. The motion carried unanimously.

### **Financial Report**

Mr. Michael Lee, Treasurer/CFO presented the Financial Report through May 31, 2021, for Funds 1 and Fund 2 Levy accounts, as well as Fund Balance summaries. **Revenue:** Overall revenue was down \$1,280,915 from last year. Tuition and Fees were lower by \$1,377,708, which includes lower Coast Flight course fees of \$447,000, lower tuition by approximately \$909,000 and other fees of \$22,000. Local support is higher by \$97,956. State support is higher by \$63,214; which is reflective of a state grant for summer concurrent high school enrollment. Federal Support is lower by \$22,500 and Other Income is higher by \$41,517, reflective of CARES funding reimbursements, Operating Equipment Program Insurance reimbursement of \$224,000, and \$88,000 of other revenue.

**Expenses:** Overall, expenses are down by \$2,053,185. Salaries and Fringe benefits are lower by \$1,278,797, due to lower benefit and payroll costs. Services are lower by \$432,111, due to lower expenses for Coast Flight of \$447,000, electricity savings of \$91,500, reduced group meetings/workshop expenses of \$42,000, reduced printing/copying services of \$23,000, and miscellaneous of \$21,000, offset by an increase in the Maintenance/Repair of Equipment of \$130,000, and Other Services of \$64,000. Materials and Supplies are lower by \$331,809 driven by lower mileage and travel costs of approximately \$203,000, IT related expenses of \$87,000, and \$41,000 of miscellaneous other materials and supplies. Other Current Expenses were lower by \$1,056 and Capital Outlay was lower by \$9,400.

### **Motion**

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

### **Bad Debt Write Off**

Mr. Lee, Treasurer/CFO, reported that total write offs have been reduced from \$311,064 to \$290,893.83. IHCC has recovered \$155,767.20 in prior bad debts and bad debt collection costs are down to \$18,727.38. The Net write-off as of this report is \$135,125.94. These numbers are not final, but they will not increase.

### **Motion**

It was moved by Ms. Nichols and seconded by Mr. Kirkpatrick to approve the Bad Debt Write Off. The motion carried unanimously.

### **IACCT Report**

Mr. Gaumer reported that the IACCT Board has not met. Mr. Gaumer reminded board members to sign up for the IACCT Conference. Mr. Gaumer reported that Mr. John Pothoven is a finalist for the Kibbie Award and the winner will be announced at the conference.

Mr. Gaumer encouraged board members to watch some of the webinars that are free. Summer Melt is an excellent presentation. The webinar talks about why students apply for college, but then don't attend. The Gates Foundation awarded money to ACCT to explore rural community

colleges. The foundation would like community colleges to share and collaborate more among institutions.

Mr. Gaumer reported that TIAA is now called Future Track.

### **2021-2022 Academic Year Salary/Fringe Benefits Proposal**

Mr. Flick, Director, Human Resources, reported on salaries and fringe benefits for 2021-2022. Dr. Thompson, Mr. Lee, and Mr. Flick met with the Budget Committee and proposed a 2.8% salary increase. The state high is 3.00% and state low is 0.00%. There will be no employee increase for health insurance. Mr. Flick presented a handout, which showed state averages for the 10-years. (Attached).

Mr. Flick asked the board to approve a 2.8% salary increase as recommended.

### **Motion**

It was moved by Mr. Keck and seconded by Mr. Kirkpatrick to approve the 2021-2022 Academic Year Salary/Fringe Benefits as recommended with a 2.8% salary increase. The motion carried unanimously.

### **Personnel Report**

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

### **Motion**

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

### **Review/Approve Sale of Real Property the Ottumwa Industrial Airport, Lots 4, 5, and 6 Indian Hills Airport First Subdivision, Ottumwa, Iowa, 52501.**

Mr. Lee, CFO, reported that IHCC has a signed agreement from Mr. Gary D. Mishler and Ms. Valerie S. Mishler to purchase property owned by Indian Hills Community College relating to Lots 4, 5, and 6, of Indian Hills First Subdivision. Mr. Lee asked for board authorization to move forward with the sale.

### **Motion**

It was moved by Mr. Keck and seconded by Ms. Danowsky to authorize the sale of real property, owned by Indian Hills Community College, located at the Ottumwa Industrial Airport, being Lots 4, 5, and 6, Indian Hills Airport First Subdivision, Ottumwa, Iowa 52501.

### **Review/Approve Sale of Real Property the Ottumwa Industrial Airport, Lot 1, Indian Hills Airport First Subdivision, Ottumwa, Iowa 52501**

Mr. Lee, CFO, reported that IHCC has a signed agreement from Mr. Robert Feeney, President & Chief Operating Officer and Mr. Al Sanderson, General Manager, Coca-Cola Atlantic Bottling Company to purchase property owned by Indian Hills Community College being Lot 1, of Indian Hills First Subdivision. Mr. Lee asked for board authorization to move forward with the sale.

### **Motion**

It was moved by Ms. Nichols and seconded by Mr. Kirkpatrick to authorize the sale of real property, owned by Indian Hills Community College, located at the

Ottumwa Industrial Airport, being Lot 1, Hills Airport First Subdivision,  
Ottumwa, Iowa 52501.

## **President of the College**

### **A. Facilities Report**

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that work continues on the Laser Lab remodel. Flooring, lights, and painting will begin next week. New library windows have all been installed and shrubby will be added. The roof on the President's house has been replaced and the Tom Arnold Net Center lighting, down the driveway, has been installed.

### **B. Program Spotlight: Agriculture**

Mr. Neric Smith, Program Director, Agricultural Sciences and Mr. Brydon Kaster, Professor, Agricultural Sciences presented a PowerPoint. Mr. Smith provided curriculum sheets and talked about how the Agricultural Program has expanded.

Programs offered in the Agricultural Sciences division are: Landscape & Turfgrass Technology, Animal Science, and Precision Farming. Cattle have been branded with the Indian Hills logo and comments are made that people didn't realize Indian Hills Community College offered these programs.

Students manage the college cow-calf herd through course curriculum, animal production is connected to products that we use every day, student manage the college crop production plots, and they manage greenhouse crops. (PowerPoint attached)

### **C. Special Report: Centerville Campus Update**

Ms. Noel Gorden, Executive Dean, Centerville Campus & Academic Services, presented a PowerPoint and gave an update on the Centerville Campus.

In 2018, the Centerville Campus had a 33% increase in enrollment. The Appanoose County Alternative School started being held on the Centerville Campus.

In 2019 the Centerville Campus at a 4% increase in enrollment. The Centerville nursing program was not offered in 2019, but a third section of high school Health Science Academy students were added. Ms. Gorden implemented the Centerville Daily Huddle.

In 2020, Centerville had a 33% increase in enrollment. Wrestling was added, the nursing program was offered, the Industrial Maintenance High School Academy was established, and WIC and ACPH leased space from IHCC and are located on campus.

Ms. Gorden is projecting an increase for fall enrollment. Traxler Hall will have 24 apartments and Centerville will start using block scheduling for Centerville High School students.

### **D. Your Community College Informational Materials & Progress**

Dr. Thompson and Dr. Myers presented the board with materials that will be distributed to employees and community members in the 10-county region.

The first piece of material presented was the trifold card that will fit in a wallet or billfold. This will be for employees to use when talking to community members. This card talks about IHCC's annual enrollment, High School concurrent enrollment, and the impact on taxpayers. The Centerville Educational building, the Center for Fine Arts, the

Criminal Justice Training Center, the Student Wellness Center, and Virtual Classrooms are also on this card with a brief outline of each project.

The second piece is a trifold with information on the proposed campus updates and Master facilities Plan and this will be handed out to people and available for people to pick up. The third piece is bigger, but with the same information. This piece will be mailed to 17,000 alumni and friends of Indian Hills Community College. The mailers will go out beginning in July, 2021.

### **Adjournment**

Board member Mr. Keck moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:38 p.m.

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BOARD PRESIDENT

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BOARD SECRETARY