

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

February 8, 2021

The regular Board of Trustees meeting for Indian Hills Community College was held on February 8, 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 4:00 p.m.

Roll Call

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

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

Members absent: Ms. Nellie Coltrain.

Approval of Agenda

It was moved by Mr. Keck and seconded by Mr. Pothoven to approve the board agenda. The motion carried unanimously.

Approval of Minutes

The minutes of the January 11, 2021 Regular Board Meeting were reviewed.

Motion

It was moved by Mr. Kirkpatrick and seconded by Ms. Nichols to approve the January 11, 2021 minutes as read. The motion carried unanimously.

Unfinished Business

None

Approval of Monthly Claims

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

Financial Report

Mr. Michael Lee, Treasurer/CFO presented the Financial Report through January 31, 2021, as well as Fund Balance summaries. **Revenue:** Tuition and Fees were lower by \$2,135,446, \$425,000 due to Coast Flight, tuition is lower by approximately \$775,000 of which approximately \$43,000 relates to Other Fees. Timing of registration this year is 5-days later, which results in lower revenue through January YTD of \$826,000. Local support is higher by \$65,986. State support is higher by \$48,984; which is reflective of a state grant for summer concurrent high school enrollment. Federal Support is lower by \$35,000 and Other Income is

higher by \$172,322, reflective of CARES funding reimbursements that are offset by reduced revenue related to lower non-credit education activities. Operating Equipment Program Insurance reimbursement is lower by \$58,000 and \$19,000 of other revenue.

Expenses: Overall, expenses are down by \$1,930,576. Salaries and Fringe benefits are lower by \$883,140, due to lower benefit and payroll costs. Services are lower by \$634,938 due to lower expenses for Coast Flight of \$425,000, lower international student health insurance costs of \$83,000, electricity savings of \$61,000, reduced group meetings/workshop expenses of \$47,000, and \$20,000 of miscellaneous items. Materials and Supplies are lower by \$392,619 driven by mileage and travel costs, Information Technology related expenses of approximately \$119,000, and materials and supplies. Other Current Expenses were higher by \$9,412 and Capital Outlay was lower by \$9,400.

Fund 2 Levy Accounts: Revenue: Received approximately \$2,350,000, which is \$220,000 higher than the same period as last year.

Motion

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

Fiscal Year 2022 Certified Budget

Mr. Michael Lee, Treasurer/CFO, stated that each board member has a document that represents the certified budget for the 2022 fiscal year. Mr. Lee summarized the Certified Budget. The total proposed levy rate has increased (2.5%) moving from \$0.99980 to \$1.02436 per thousand dollars of assessed value. The total proposed spending authority is \$60.3 million, compared to \$59.6 million the last year. Property values across our region have increased 3.2%, moving from \$6.517 billion to \$6.784 billion.

The second page reflects individual levy items by estimated dollars and the levy rate.

The third page reflects the actual Notice of Public Hearing. This document will be placed in various publications in our service area. The first set of columns show Fiscal Year 2022 proposed budget by General Funds, combined restricted, unrestricted, and Plant Funds. The items are then totaled to show a comparison with the re-estimated budget for the current Fiscal Year and the actual amount for last Fiscal Year. The levy rate is captured below the table, which reflects the rate of \$1.02436.

The final page is the property valuations comparison for our region, by county. The main reason for the increase is the continued issues with the property insurance market. Mr. Lee is exploring options/alternatives to reduce the increase.

Mr. Lee requested approval for the FY2022 Certified Budget for publication and to establish the March 08, 2021 regular board meeting for the purpose of the public hearing and certification.

Motion

It was moved by Mr. Pothoven and seconded by Mr. Kirkpatrick to approve the FY2022 Certified Budget for publication and to establish the March 08, 2021 regular board meeting for the purpose of the public hearing and certification.

A roll call vote was taken:

Richard J. Gaumer	Yes
Katie Nichols	Yes
Tom Keck	Yes
Jerry Kirkpatrick	Yes
Beth Danowsky	Yes

John Pothoven	Yes
Alan Wilson	Yes
Amy Webber	Yes

Members absent: Nellie Coltrain.

IACCT Report

The IACCT Board met on January 28, 2021. Dr. Ash, president of Southeastern Community College, gave a presentation about partnerships they have developed. Dormitories were constructed by private developers and serve their students. They have most recently developed a partnership with Iowa Wesleyan College.

Mr. Jeremy Varner, Department of Education, reported on The Annual Condition of Iowa's Community Colleges. This document has been issued and is available on the Department of Education's website.

Community colleges, through a partnership with DE, will be hiring a person to be in charge of the Alliance to Foster Equity and Inclusion. The program will run for one year. This action reflects the commitment of our colleges to be welcoming and inclusive.

The ACCT Legislative Summit will be virtual this year. Mr. Gaumer will be joining Dr. Steve Schultz of NIACC in talking with Senator Grassley. The ACCT Congress will be held in San Diego on October 13-16, 2021. As of now the conference will be held in person.

Dr. Murrell of Western Iowa Tech would like an estimate on the number of trustees planning to attend the IACCT Conference scheduled to be held in Sioux City. He is wondering if this conference should be held in person, virtually or cancelled.

There is continuing concern about the Iowa Department of Economic Development wanting to assume control of 260 E and F programs although there have been discussions that they may have conceded on that change.

Mr. Gaumer congratulated Ms. Amy Webber on Cambridge being named one of the best places to work. Also, Dr. Thompson participated as a panelist for ACCT on rural community colleges.

Personnel Report

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

Motion

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

Safety & Security Vacation Policy

Mr. Zeke Flick, Director, Human Resources, presented the Vacation Policy for Safety & Security staff. Mr. Flick reported that due to rotating calendars and work schedules, full-time Safety & Security Officers will be granted 72-144 hours of paid vacation leave annually at the beginning of each employment year. This document has been reviewed by Legal and the Human Resources Committee consisting of Ms. Webber, Ms. Nichols, and Mr. Pothoven.

Motion

It was moved by Ms. Danowsky and seconded by Mr. Kirkpatrick to approve the Safety and Security Vacation Policy as amended. The motion carried unanimously.

New Business:

None.

President of the College

A. Facilities Report

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that the Simulation Lab now has sheet rock, is being painted, and light fixtures and flooring is being installed in restrooms. Dr. Monaghan invited board members to drop in and look at the new Simulation Lab.

Contractors are continuing to work on the punch list in the Wrestling building in Centerville. Students are using this facility for practice, but no matches.

Dr. Monaghan stated that Dr. Budde, Dr. Wilson, maintenance, and he walked through the Laser Lab for the initial stage of this areas remodel. The remodel will be taking place beginning mid-May with a completion estimation of early to mid-July.

Air filter systems have been purchased and are being installed in Residence Halls and maintenance has spent the last week pushing snow.

B. Special Report

Dr. Thompson, President, IHCC introduced Ms. Sydney Ocker and Mr. Russ Ocker, Go Hills TV.

Mr. Ocker presented a GoHillsTV.COM website report showing the top five most-viewed videos, which were all basketball games. GoHillsTV has posted 118 videos to its Facebook pages from August 1, 2020 to January 31, 2021. In this span of time 219,823 total minutes were spent viewing this page. From January 1, 2021 to February 7, 2021 there were 104,750 minutes spent watching this page.

Mr. Ocker reported that there were 589 followers and on January 13, 2021 158 followers were added. GoHillsTV has a total of 1,447 page likes and 1,771 page followers on Facebook as of February 7, 2021.

The month of March will be crazy busy with basketball, wrestling, volleyball, etc. due to all sports not allowed to start competitions until January 1, 2021 due to COVID-19.

C. Program Spotlight

Dr. Jill Budde, Vice President, Learning and Engagement; introduced Ms. Becca Ellingson, Department Chair, Nursing and Ms. Kera Westercamp, IHCC Nursing student.

Ms. Ellingson reported that hospitals are different in regards to keeping patients for a lengthy amount of time. After most surgeries, as long as the patient is doing well, they will be released after a few hours or the next day.

Program Enrollment-Average enrollment for the PN Program is 35 students each term it is offered. Average ADN enrollment is 34. In Ottumwa there are currently 74 students enrolled in the two programs. Centerville currently have 9 students.

Pass Rate- Six years ago ADN students had a 50% pass rate. In 2020 all ADN students who graduated and sat for boards passed—100% pass rate. PN Pass Rates for the last five years are: 2015-85%, 2016 72%, 2017 90%, 2018 95%, 2019 97%, and 2020 100%. Pass rates for ADN students: 2015 50%, 2016 61%, 2017 67%, 2018 71.8%, 2019 82.98%, and 2020 89.47%.term and the ADN Program.

D. 2020-2021 Academic Calendar

Dr. Jill Budde, Vice President, Learning and Engagement; reported a change to the 2020-2021 Academic calendar. Due to COVID-19 and quarantine it has been decided to move spring break from April 5-8, 2021, to May 18-20, 2021. The calendar has been amended accordingly.

Motion

It was moved by Mr. Keck and seconded by Ms. Webber to approve the 2020-2021 calendar as amended. The motion carried unanimously.

Adjournment

Board member Mr. Keck moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:31 p.m.

BOARD PRESIDENT

BOARD SECRETARY