

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

October 10, 2022

The regular Board of Trustees meeting for Indian Hills Community College was held on October 10, 2022, 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: Ms. Nellie M. Coltrain, Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Mr. Riley Sheetz, Mr. Alan Wilson, and Ms. Lori Yates.

Zoom/Phone

Ms. Amy Webber

Members absent:

Approval of Agenda

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

Approval of Minutes

The minutes of the September 12, 2022, Regular Board Meeting and the AEA and IHCC Joint meeting minutes were reviewed.

Motion

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve the September 12, 2022, Regular Board Meeting and the September 12, 2022 AEA and IHCC Joint meeting minutes as read. The motion carried unanimously.

Establish November 14, 2022 at 4:00 p.m., Regular Board Meeting, in the Perkins Conference Room, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa as the date, time, and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the North Campus Criminal Justice Renovation Project.

Motion

It was moved by Ms. Coltrain and seconded by Mr. Wilson to establish November 14, 2022 at 4:00 p.m., Regular Board Meeting, in the Perkins Conference Room, Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa as the date, time, and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the North Campus Criminal Justice Renovation Project.

Public Hearing for the furnishing of necessary Labor, Material, and Equipment for the Centerville Academic Building

Mr. Gaumer asked for a motion to open the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the furnishing of all necessary labor, material, and equipment for the Centerville Academic Building.

Motion

It was moved by Mr. Sheetz and seconded by Ms. Nichols to open the public hearing. The motion carried unanimously.

Mr. Gaumer asked Ms. Shelle Harvey if she had received any written objections or protests on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the furnishing of necessary Labor, Material, and Equipment. 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 Ms. Nichols and seconded by Ms. Yates to close the public hearing. The motion carried unanimously.

Dr. Matt Thompson, President, reported that on Tuesday, October 4, 2022 bids were received for the Academic Building Project and bids were much better.

TriCon, the apparent low bidder on Bid Package No. 03-1: Concrete Foundations, shared with Story Construction that they made a significant error in their bid. They have requested to withdraw their bid from consideration.

Dr. Thompson recommended that TriCon be released from their bid, reject the bid, and accept Concrete Strategies for bid package 03-1: Concrete Foundation as the low bid.

Mr. Gaumer asked for a motion to release TriCon from their bid and accept Concrete Strategies for bid package 03-1: Concrete Foundation as the low bid.

Motion

It was moved by Mr. Wilson and seconded by Ms. Coltrain to release TriCon from their bid and accept Concrete Strategies for bid package 03-1: Concrete Foundation as the low bid.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes
Nellie M. Coltrain	Yes

Members absent:

The motion carried unanimously.

Mr. Gaumer asked for a motion to accept bid package 06-1: General Construction, to Christner Contracting Inc. and reject alternates #2 & #4.

Motion

It was moved by Mr. Kirkpatrick and seconded by Mr. Sheetz to accept bid package 06-1: General Construction to Christner Contracting Inc. and reject alternates #2 & #4.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes
Nellie M. Coltrain	Yes

Members absent:

The motion carried unanimously.

Mr. Gaumer asked for a motion to accept bid package 07-3: Membrane Roofing to Black Hawk Roofing.

Motion

It was moved by Mr. Wilson and seconded by Ms. Danowsky to accept 07-3: Membrane Roofing to Black Hawk Roofing.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes
Nellie M. Coltrain	Yes

Members absent:

The motion carried unanimously.

Mr. Gaumer asked for a motion to accept bid package 08-1: Aluminum Entrance, Storefront, Curtainwall and Glazing to Yates & Yates and reject alternate #4.

Motion

It was moved by Mr. Wilson and seconded by Mr. Kirkpatrick to accept bid package 8-1: Aluminum Entrance, Storefront, Curtainwall Glaze to Yates & Yates and reject alternate #4.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Abstain
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes
Nellie M. Coltrain	Yes

Members absent:

The motion was approved Yes-8, and Abstain-1.
The motion carried.

Mr. Gaumer asked for a motion to accept bid package 11-1: Food Service Equipment to Great Lakes Hotel Supply and also accept alternates #1A and #1B.

Motion

It was moved by Mr. Wilson and seconded by Ms. Nichols to accept bid package 11-1: Food Service Equipment to Great Lakes Hotel Supply and to accept alternates #1A and #1B.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes
Nellie M. Coltrain	Yes

Members absent:

The motion carried unanimously.

Mr. Gaumer asked for a motion to accept bid package 26-1: Electrical, Communications & Safety and Security to Van Maanen Electric and reject alternates #3 and #4.

Motion

It was moved by Mr. Sheetz and seconded by Ms. Coltrain to accept 26-1: Electrical, Communications & Safety and Security to Van Maanen Electric and reject alternates #3 and #4.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes
Nellie M. Coltrain	Yes

Members absent:

The motion carried unanimously.

Unfinished Business

None.

Approval of Monthly Claims

Board member Mr. Wilson 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. Wilson and seconded by Mr. Sheetz to approve the monthly claims for the month of September 2022. The motion carried unanimously.

Financial Report

Ms. Taren Ferguson, Chief Financial Officer, reported that board members would notice the All Funds report has an additional 2 columns. These two columns represent Bond proceeds and Ms. Ferguson thinks it is important to keep board members up-to-date on the status of those funds.

Revenues - Revenues have increased \$124,295 from this point last year. This is due to increased State General Aid and property tax revenues as expected. Tuition and Fees are up \$73,133 which is attributed to flat enrollment and a slight increase in per credit hour charges. Other income is down due to not drawing down CARE's dollars like we did last year.

Expenses – Expenses are up by \$180,578. Salaries and fringes have remained relatively flat through the first quarter. Services are \$151,628 higher than last year due to licensure renewal, annual maintenance fees for computer software, increased costs of utilities, and increased membership costs. Materials and supplies are up \$78,050 from this time last year, which is attributed to increased vehicle material costs and computer software costs.

Plant Fund – more expenses than revenue due to several projects being completed at the beginning of the fiscal year:

- *Rosenman Roof
- *Keokuk/Mahaska Window projects – expensed material
- *Storage building on North Campus
- *High School virtual classrooms
- *Centerville and Criminal Justice CM/Architecture costs, demolition, utility costs

Motion

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

IACCT Report

Mr. Rich Gaumer reported the Community Colleges for Iowa (IACCT) board met with community college Presidents on Thursday, October 6, 2022 and the annual retreat for Community Colleges for Iowa was held on Friday, October 7, 2022.

Mr. Gaumer stated that a committee of community college presidents will be reviewing the funding formula. If there is a change in the formula it may not benefit community colleges. Dr. Thompson and Mr. Gaumer explained weighted funding for schools and benefits of the formula staying as it is.

Dr. Thompson and Mr. Gaumer reported on 260Es and 260Fs. They have had conversations with the governor's staff and IWD on how these programs need to stay with community colleges. Community colleges educate, communicate with students, offer training, and provide career options.

Mr. Gaumer presented the website Iowa Student Outcomes. This website displays student enrollment, Industry Credentials & Licenses, Iowa College Aid, and Iowa Public Schools. This website was created by the Department of Education and has very informative data.

Mr. Gaumer reported on College and Career Counselors. They generally work in high schools to assist students with planning his/her future and teach how to achieve goals he/she sets. Mr. Gaumer stated that high schools are limited to how many instructors can be shared. Work is being researched to see how to exempt them from limits.

Personnel Report

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

Motion

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

Staff Handbook Update

Mr. Zeke Flick, Director, Human Resources, presented the 2022-2023 Staff Handbook. He reported that the Human Relations Committee (Ms. Webber, Ms. Nichols, and Ms. Yates) previously received and reviewed a draft of changes made in the handbook. Some changes made were: IHCC is using a new system called Warrior Information Network (WIN) and communication links were updated. This system replaced Staff Resources, so links had to be changed to direct faculty and staff to the new system. Management Council was restructured and is now named IHCC Lead, which will be held quarterly instead of monthly. The Leadership page was changed from meeting every-other-week to bi-weekly. Minor changes were made to the reimbursement form. The state of Iowa will only pay for a public entities' hotel stay, within the state of Iowa, if the hotel has been certified in Human Trafficking. Also, if faculty and staff are traveling somewhere under 20 miles, there and back, they will no longer receive reimbursement for that travel. (Attachment)

Motion

It was moved by Ms. Danowsky and seconded by Ms. Nichols to approve the changes to the 2022-2023 Staff Handbook. The motion carried unanimously.

New Business

Dr. Thompson stated that each board member received an invitation to the groundbreaking ceremony for the Centerville Academic Building. The ceremony will be on Monday, October 24, 2022 at 2:30 p.m. at the Indian Hills Community College Centerville Campus.

President of the College

A. Facilities Report

Dr. Brett Monaghan reported the North Campus roof is being replaced and should be completed in December, weather permitting. The maintenance shed will be completed at the end of this week.

Library-the painting and flooring has been completed downstairs and half of the upstairs has paint and carpeting.

Keokuk/Mahaska-windows are being installed.

Dr. Monaghan reported that the rental house will be burned down by the Ottumwa Fire Department. The Police Department will use the house for training and then the Fire Department will use it as training as they are burning it down.

Mr. Luke Trewin, Story Construction, reported on the Centerville Campus. Water has been switched, 20 thousand tons of dirt has been moved, and there is still about 20 thousand tons to move, and the dirt is being used on the Centerville Campus.

Mr. Trewin stated that Story Construction will need to hire laborers on an as needed basis to help remove snow. Please let Mr. Trewin know if interested.

2022 Fall Term Enrollment

Dr. Thompson went over the 2022 Fall Enrollment Report with board members. He stated that 2021-2022 enrollment was up 3.2% and this year we were down .7%. Concurrent enrollment continues to grow.

Closing Comments

Dr. Thompson reminded board members that the annual Board Retreat begins Sunday evening, November 6, 2022. with hotel check-in and dinner. Monday, November 7, 2022 the Leadership Team will be present and Mr. Flick will begin by discussing priorities in Human Resources.

Adjournment

Board member Ms. Nellie Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:28 p.m.

BOARD PRESIDENT

BOARD SECRETARY