

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

September 13, 2021

The regular Board of Trustees meeting for Indian Hills Community College was held on September 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, Ms. Katie Nichols, Ms. Beth Danowsky, and Ms. Amy Webber

Telephone: Mr. Alan Wilson

Members absent:

Approval of Agenda

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

Appoint Directors to Fill Vacancies in Director District #2 and Director District #4

President Mr. Gaumer entertained a motion to appoint Mr. Riley Sheetz, Director District #2 and Ms. Lori Yates, Director District #4 to fill vacancies.

Motion

It was moved by Ms. Danowsky and seconded by Mr. Kirkpatrick to appoint Mr. Riley Sheetz for Director District #2 and Ms. Lori Yates for Director District #4 to fill vacancies. The motion carried unanimously.

Oath

Board Secretary Ms. Shelle Harvey administered the oath of office to Mr. Riley Sheetz, Director District #2 and Ms. Lori Yates Director District #4.

Election of Vice President of the Board of Trustees

President Mr. Gaumer entertained a motion to elect the Vice President for the Board of Trustees. Mr. Kirkpatrick nominated Ms. Katie Nichols to be Vice President of the Board of Trustees and Ms. Coltrain seconded the nomination.

Motion

It was moved by Mr. Kirkpatrick and seconded by Ms. Coltrain to elect Ms. Katie Nichols as the Vice President of the Board of Trustees. The motion carried unanimously.

Oath

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

Approval of Minutes

The minutes of the August 9, 2021, Regular Board Meeting were reviewed.

Motion

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve the August 9, 2021 minutes as read. The motion carried unanimously.

Unfinished Business

None

Approval of Monthly Claims

Board member Ms. Amy Webber 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. Webber and seconded by Mr. Kirkpatrick to approve the monthly claims for the month of August 2021. The motion carried unanimously.

Investment Policy and Resolution naming Depositories and Limits

Mr. Michael Lee, Treasurer/CFO presented the Investment Policy and Depositories and Limits. The Investment Policy sets clear guidance and limitations on how College funds are to be invested. The guidance has 3 objectives: Safety-Safety and preservation of principal, Liquidity-Maintaining the necessary liquidity to match expected liabilities, and Return-Obtaining a reasonable return.

The Resolution naming Depositories and Limits was updated and Community 1st Credit Union was added as a depository.

Motion

It was moved by Ms. Coltrain and seconded by Ms. Nichols to approve the Investment policy and Resolution naming Depositories and Limits. The motion carried unanimously.

FY21 Financial Report (Unaudited)

Mr. Michael Lee, Treasurer/CFO presented the FY21 Financial Report (Unaudited), for the prior fiscal year ending June 30, 2021. This report is Fund 1 and Fund 2 accounts.

Revenue: Revenue was higher by \$498,483 from last year. Tuition and Fees were lower by \$1,251,420, which is driven by lower tuition, Coast Flight course fees, and other course fees. Local support is higher by \$107,070. State support is higher by \$45,941, as anticipated. Federal support is lower by \$450.00 driven by funding available for reimbursement of work study activities. Other Income was higher by \$1,597,342, which is reflective of CAREs funding reimbursements.

Expenses: Overall, expenses are up \$540,681. Salaries and Fringes are lower by \$1,125,691 due to lower benefit costs and lower wages, and Services were lower by \$337,307. Materials and Supplies were down \$334,111 due to lower mileage and travel costs. Other Current Expenses was higher by \$2,364,487 due to an increase in state scholarship expenses, decrease of bad-debt, and the year-end transfer. Capital Outlay sits at \$26,697 and no funds were used from this account.

Fund 2 – Revenue: Received \$4,017,638 which is \$359,000 higher than last year.

Expenses: There have been no major changes. Unemployment is lower this year due to lower turnover. Property Insurance was higher this year due to increased premiums.

Motion

It was moved by Ms. Webber and seconded by Mr. Kirkpatrick to approve the FY21 Financial Report. The motion carried unanimously.

Motion

It was moved by Ms. Coltrain and seconded by Mr. Kirkpatrick to approve the FY21 Investment Report. The motion carried unanimously.

IACCT Report

Mr. Gaumer gave each board member an IACCT Acronym list. This list will be helpful when reading reports. Mr. Gaumer reported that community colleges are still in the running for a College and Transition grant. This grant will help hire counselors to go to K-12 schools to help students with career planning.

The IACCT office is working with universities to create training sessions that community colleges can purchase. Faculty, staff, and students are required to take training sessions to comply with the revised Speech and Expression at Public Institutions policy.

Due to the results of the last Consensus, redistricting will begin and IHCC will be redistricted in 2023.

ACCT appointed a new Executive Director, Mr. Jee Hang Lee.

Personnel Report

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

Motion

It was moved by Ms. Danowsky and seconded by Ms. Coltrain 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 2021-2022 Staff Handbook. Board members have received the 2021-2022 Staff Handbook for review. The majority of changes were title changes in department names, policies were updated, and he/she was changed to they/theirs.

Motion

It was moved by Ms. Webber and seconded by Mr. Riley Sheetz to approve the changes to the 2021-2022 Staff Handbook. The motion carried unanimously.

New Business

President of the College

A. Facilities Report

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that the parking lot project has been completed.

The soccer field is being reworked. The field will be 95% natural and 5% artificial turf. This will be the top soccer field in the state.

North Campus-the pond has been emptied and work is being done in the front of the building.

Library-stamped concrete has been poured in front of the bell tower. The second floor of the Library was flooded when contractors were roofing and did not cover the roof before they left for the day and we had a storm. The contractors insurance will pay for all damages. The Library will be closed until further notice.

B. Residence Life

Ms. Alix McPherson, Associate Dean, Student Development presented to the board on Residence Life. Ms. McPherson introduced Mr. Lucas Siegwarth, Ms. Malama Toure, Ms. Serena Holtsman, and Mr. JC Rameriz, Resident Life RA's

Ms. McPherson reported that 90% of the Residence Halls are full, but this excludes Wapello, which will house students who may become ill. The college has 52 empty beds, which is great. IHCC has a total of 485 beds and 433 are occupied.

Centerville-Centerville is at full capacity and 31 students are living off campus due to lack of space on campus. Winter term the dorm was over 50% full, which is fabulous.

Some activities that will be hosted by the college include: movies, picnics and ice cream, and other events to keep students engaged. During all events staff has made students aware of mental health resources for students.

Ms. McPherson introduced the RA's. Lucas Siegwarth is from Bellevue, Iowa and this is his second year at Indian Hills. Ms. Malama Toure is from New Jersey and is a jumper in Track and Field. This is her second year at IHCC. Ms. Serena Holtsman is in her second year at IHCC and she is seeking her AA degree and will then transfer. JC Rameriz is from Texas and participates in Track and Field and he is also a jumper in the program. Board members asked questions and the RA's did a great job answering all the questions and they told everyone how he/she came to be at IHCC. They each stated that this is a great campus and they have felt welcomed since the day they got here.

C. Aviation Programs

Dr. Jill Budde, Vice President, Learning & Engagement introduced Ms. Kim Dreaden, Program Director North Campus, Mr. Dan Brauhn, Aviation Maintenance Professor, and Mr. Colt Brown, Assistant Chief Flight Instructor.

Ms. Dreaden reported that Aviation Maintenance had 33 student enrolled in 2020 fall and 28 students enrolled in 2021 fall. Aviation Pilot had 25 students in 2020 fall and 17 students registered in 2021 fall. The employment rate for either program is 100% and salaries range from \$41,000 - \$83.2 for a Commercial Pilot.

Mr. Brauhn and Mr. Brown both talked about projects that are taking place at the North Campus: Aviation Maintenance Library, Classroom that is Zoom capable, and a Composite Room. On the pilot side rooms are being renovated to move the Aviation Sim Lab so students will have privacy.

C. Board Retreat Plans

Dr. Thompson asked board members for their preferences on the Board Retreat format. Board members would like to begin retreat on Sunday so they can get acquainted with the new members on Sunday evening.

After discussion Dr. Thompson said that Board Retreat will be held on Sunday, November 14 and Monday, November 15, 2021 at Honey Creek Resort.

Adjournment

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:36 p.m.

BOARD PRESIDENT

BOARD SECRETARY