

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

February 13, 2022

The regular Board of Trustees meeting for Indian Hills Community College was held on February 13, 2023, 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. Beth Danowsky, Mr. Richard J. Gaumer, Ms. Katie Nichols, and Mr. Riley Sheetz.

**Zoom/Phone:** Ms. Amy Webber, Mr. Alan Wilson, and Ms. Lori Yates

**Members absent:** Ms. Nellie Coltrain and Mr. Jerry Kirkpatrick.

**Approval of Agenda**

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

**Approval of Minutes**

The minutes of the January 9, 2023, Regular Board meeting were reviewed.

**Motion**

It was moved by Mr. Sheetz and seconded by Ms. Nichols to approve the minutes from January 9, 2023, Regular Board meeting. The motion carried unanimously.

**Public Hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2023 Indian Hills Drive Reconstruction Project.**

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 2023 Indian Hills Drive Reconstruction Project.

**Motion**

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

Mr. Gaumer asked Ms. 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 2023 Indian Hills Drive Reconstruction Project. 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. Danowsky and seconded by Mr. Sheetz to close the public hearing. The motion carried unanimously.

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Dr. Matt Thompson introduced Mr. Brad Uitermarkt, Garden & Associates, LTD., who helped with the bidding process. The bid was awarded to Jones Contracting Corp. until a discrepancy was found in bid totals.

Mr. Uitermarkt reported that bids were received on Wednesday, February 8, 2023 and were verified that the bid bond, necessary forms, and the bid was a responsive bid. There were 3 contractors bidding on the project: Blummers Construction Inc., Jones Contracting Corp., and Holzworth Construction. It was apparent that Jones Contracting Corp. was the apparent low bidder. Mr. Uitermarkt reported that his firm took the bids and tabulated them to check all numbers and it was discovered that Blummers Construction Inc. had a mathematical error in the unit price, which caused an error in the total price. When the error was corrected, Blummers Construction Inc. was the low bidder. Contract documents read that the unit price takes precedence over the total price. The corrected number was \$620.00 below Jones Contracting Corp. Mr. Uitermarkt signed the bid tab and submitted the letter of recommendation to award the low bid to Blummers Construction Inc. Indian Hills has the right to waive irregularities.

Mr. Uitermarkt recommended Indian Hills Community College award the low bid to Blummers Construction Inc., based on tabulations.

Dr. Thompson stated that the project came in under budget for a total of \$473,157.25.

Ms. Ferguson stated that the original concept, a year-ago, was \$610,000 and when the estimate was updated, it was \$490,000, but is still budgeted for \$610,000 to be safe.

Mr. Gaumer asked for a motion to approve the Proposed Contract Documents (plans, specifications, form of contract, and estimated cost) of \$490,414.00 for the 2023 Indian Hills Drive Reconstruction Project.

### **Motion**

It was moved by Mr. Sheetz and seconded by Ms. Danowsky to approve the Proposed Contract Documents (plans, specifications, form of contract, and estimated cost) of \$490,414.00 for the 2023 Indian Hills Drive Reconstruction Project. The motion passed unanimously.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Katie Nichols	Yes
Amy Webber	Yes
Riley Sheetz	Yes

Members absent: Ms. Nellie M. Coltrain and Mr. Jerry Kirkpatrick

The motion carried unanimously.

Mr. Gaumer asked for a motion to waive the irregularity in the bid tabulation document that was received where the extended price was incorrectly computed.

### **Motion**

It was moved by Ms. Danowsky and seconded by Ms. Yates to waive the irregularity in the bid tabulation document that was received where the extended price was incorrectly computed. The motion passed unanimously.

Mr. Gaumer asked for a motion to award the Proposed Contract Documents (plans, specifications, form of contract, and estimated cost) for the 2023 Indian Hills Drive

Reconstruction Project to Blummers Construction Inc. for the contract price of \$473,157.25 and authorize the President to sign the documents.

**Motion**

It was moved by Ms. Nichols and seconded by Mr. Sheetz to award the Proposed Contract Documents (plans, specifications, form of contract, and estimated cost) for the 2023 Indian Hills Drive Reconstruction Project to Blummers Construction Inc. for the contract price of \$473,157.25 and authorize the President to sign the documents. The motion carried unanimously.

**Approximately \$8,000,000 General Obligation School Bonds, Series 2022**

Ms. Taren Ferguson, Chief Financial Officer, presented a resolution authorizing the issuance of approximately \$8,000,000 general obligation school bonds and levying a tax thereof. Ms. Ferguson asked the board to approve the resolution.

Ms. Ferguson reported that \$20 million of the \$28 million was received last June and the college will be selling the last \$8 million to begin the Performing Arts project in late August or early September. This is to issue a pre-levy for the \$8 million, because we will not receive the funds until November and no later than December 1, 2023 and there is an interest payment due in FY24. We need to have a pre-levy issuance, so we can receive the funding to ensure that we have the money to pay off the interest. The \$8 million is really to continue the projects and the timeline we need.

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Sheetz to authorize the issuance of approximately \$8,000,000 general obligation bonds and levying a tax thereof.

A roll call vote was taken:

Richard J. Gaumer	Yes
Beth Danowsky	Yes
Lori Yates	Yes
Alan Wilson	Yes
Katie Nichols	Yes
Ms. Amy Webber	Yes

Members absent: Ms. Nellie Coltrain, and Mr. Jerry Kirkpatrick.

The motion carried unanimously.

**Unfinished Business**

None

**Approval of Monthly Claims**

Board member Ms. Beth Danowsky 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. Danowsky and seconded by Ms. Nichols to approve the monthly claims for the month of January 2023. The motion carried unanimously.

**Financial Report**

Ms. Taren Ferguson, Chief Financial Officer, reported that **Revenues** have increased \$472,272 from this point last year. This is due to increased State General Aid and property tax revenues as

expected. Tuition and Fees are up \$395,709. This is due to our increase in per credit hour charges. In addition, course fees from our CTE and Health sciences programs are up \$165,000 compared to last year. Other income is down slightly due to not drawing down CARE's dollars like we did last year.

**Expenses** – Expenses are up by \$431,261. Salaries and fringes have remained flat through January. Services are \$346,162 higher than last year due to licensure renewal and firewall protection, marketing/advertising services (\$80,000), utilities (\$50,000), and increased costs due to maintenance and equipment repair services (\$120,000). Many network services were due for renewal and had previously been covered by CARE's funding.

Materials and supplies are up \$115,662 from this time last year, which is attributed to increased vehicle material costs, maintenance materials, supply cost increases for programs (welding, tests, etc.), costs of travel (\$43,000) and computer software costs.

**Fund 2** – Levy revenues and expenses are relatively similar to expenses in previous years and Equipment Replacement is looking great.

**Second page** – Bond proceeds have been spent on earthwork in Centerville, several first pay applications for vendors who were awarded contracts came through in December to pay for initial costs, supplies, etc., High School Virtual classroom furniture, electrical relocation and Architect fees for the Criminal Justice program, wellness facility, and performing arts facility.

### **Motion**

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

### **Certified Budget Update**

Ms. Taren Ferguson, Chief Financial Officer, reported that normally this would be the meeting to present the certified budget for approval to publish the budget and have a public hearing in March. With legislative changes, it didn't seem right to publish a certified budget that we knew was incorrect. Taxable valuations are going to be changing, because the residential rollback was incorrect. Now there is legislation and our taxable valuations are going to be decreased. Indian Hills Community College will lose about \$110,000, the majority of that coming from our general fund and plant fund. It also means that with our taxable valuations, that is what our levy rates are based off, are decreasing and our levy rates will need to increase to cover our GO bonds.

Some of our insurance costs will increase, depending on what our taxable evaluations are. We won't know all the details until the rollback rate changes. When the legislation is passed and updated in the system, the numbers will be inserted and the certified budget will be presented at the March board meeting. We don't know the full effect, but we are going to have to continue to maintain the level for insurance, so the levee rate will need to be increased.

### **IACCT Report**

Mr. Rich Gaumer reported that Community College's for Iowa hosted a Zoom meeting to demonstrate OnBoard, a new system they will be using. The next Community College's for Iowa board meeting will be on March 1, 2023.

Mr. Gaumer reminded board members that Monday, February 27, 2023 Indian Hills Community College will host the Phi Theta Kappa dinner in Des Moines, Iowa. Dr. Thompson will send out another invitation and reminder for dinner on Tuesday, February 14, 2023.

Tuesday, February 28, 2023 is Day on the Hill at the Capital in Des Moines, Iowa.

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## **Personnel Report**

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

## **Motion**

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

## **New Business**

None.

## **President of the College**

### **A. Facilities Report**

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that concrete is being poured and waterproofed at the Centerville Campus and precast walls will begin being erected on March 17, 2023.

Library – the glass has been installed for the store and it will open in March.

Warrior Tech. – maintenance is building the desk for Warrior Tech. and it will be offering future service to students.

Criminal Justice –concrete work is ongoing with the floors as well as underground electrical. Walls and framework are being started today, so that project is moving quickly. In addition, a couple of suitcase boilers were installed.

Performing and Visual Arts – Ms. Ferguson and Dr. Monaghan will be working with architects, contractors, and budgets for the next few weeks. Initial numbers look positive.

Ms. Ferguson and Mr. Monaghan will start working on budgets and projects for the FY24 school year.

## **Department of Education Comprehensive Accreditation Visit Overview**

Dr. Jill Budde, Vice President, Learning & Engagement presented a PowerPoint on the 2023 Department of Education Comprehensive Site Visit.

- The on-site visit is Monday, February 20 and Tuesday, February 21, 2023
- A full desk audit will be completed prior to the visit
- There will be six team members on campus

Dr. Budde reported that components she addressed and sent to the team were: Quality Faculty Plan, Senior Year Plus, HR, Equity and Special Needs/Protected classes, faculty qualifications and teaching loads, CTE Program review and evaluation, STICS Review, and Faculties and ADA Compliance.

The informal outline for the agenda is: Leadership will give a presentation, review items not in the desk review, campus tour, student interviews, special topic: institutionalizing General Education and continuous improvement, and the exit interview.

Initial findings will be discussed at the exit interview, a written report will be sent to Indian Hills, Indian Hills will review and make corrections of fact, the report will be approved by Community College Council, IDOE Director, and the State Board of Education, and a final report will be sent to Indian Hills.

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### **Last Dollar Scholar Regional Selections**

Dr. Jill Budde reported on Last Dollar Scholar Regional Selections. She stated that a number of programs have been approved statewide and those programs do not count against any college selections. Each community college is granted the opportunity to choose 5 program areas that regionally support students in the workforce and from an enrollment standpoint. Last Dollar Scholar pays for a student's tuition after his/her financial aid has been spent. Program selections for the coming year are: Agriculture (Animal Science and Precision Farming), Robotics/Automation Technology (Electronic Technician), Automotive Technology (Automotive Drive Train Certificate, Automotive Maintenance, and Automotive Powertrain Certificate), Aviation Maintenance Technology, and Health Information Technology (Medical/Insurance Coding Diploma).

Culinary Arts and Professional Pilot Training were removed from the list due to low enrollment and Dr. Budde wanted to capitalize on programs with the most students. The belief is that in the next couple of years all health programs will be approved statewide and Culinary will be added back as an Indian Hills selection.

Dr. Budde asked for board approval to accept Indian Hills Community College's Last Dollar Scholar selections of Agriculture, Robotics, Health Information Technology, Aviation Maintenance, and Automotive Technology.

### **Motion**

It was moved by Mr. Sheetz and seconded by Ms. Danowsky to approve Agriculture, Robotics, and Automotive Technology as Indian Hills Community College's Last Dollar Scholar program selections. It was approved unanimously.

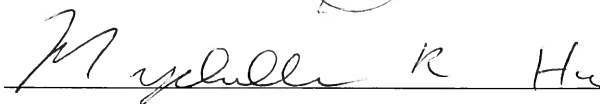
### **Adjournment**

Board member Mr. Sheetz moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 5:11 p.m.




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BOARD PRESIDENT




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BOARD SECRETARY