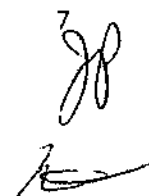


MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE



August 11, 2014

The regular Board of Trustees meeting for Indian Hills Community College was held on August 11, 2014, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:10 p.m.

President John Pothoven welcomed Danielle Lunsford, education reporter from the *Ottumwa Courier*, to our meeting.

Roll Call

Members present: Judith A. Cox, Beth Danowsky, Richard J. Gaumer, Tom Keck, Jerry L. Kirkpatrick, Kevin M. Kness, George E. Manning, John Pothoven, and Alan M. Wilson.

Minutes

The minutes of the July 14, 2014, regular board meeting, were reviewed.

Motion

It was moved by Tom Keck and seconded by George E. Manning to approve minutes of the July 14, 2014, regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

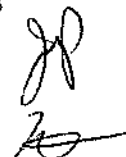
Board member Richard J. Gaumer reviewed the list of bills on behalf of the Board and reported that all questions were answered satisfactorily by appropriate staff members.

Motion

It was moved by Richard J. Gaumer and seconded by George E. Manning to approve the bills list for the month of August, 2014. The motion carried.

Fiscal Year End Update

Dr. Marlene Sprouse reported that the budget is going to balance for FY14 and the college will be about \$30,000 revenue over expenses. Dr. Sprouse thanked Executive Council members, staff, faculty, and the Business



Office for the hard work throughout the year to help make this happen. Even though we have received almost \$617,000 less in tuition, we were still able to balance stated Dr. Sprouse. Some of this had to do with adjusting funds and expenditures, but that was not just moving items to get them out of the General Fund. It was moving things where they were better suited and where they should reside. Dr. Sprouse stated that the college is predicting another decrease in enrollment, but it is too early to predict exactly what that will be and it is important that we remain diligent. We also need to continue working on retention of students and completion and issues that pertain to staffing.

Bill Meck, Treasurer/CFO, stated that all employees were involved in helping balance the budget, write-offs were down, and we received more tuition revenue in June than expected. This combination is what got us to balance. Next month the board will see financial statements related to fiscal year-end.

FY14 Receipts & Disbursements Summary

Bill Meck, Treasurer/CFO, stated that forms have changed to just include the annual report of receipts and disbursements which speaks more to what Iowa code is requiring. Board members received a form which shows the summary for each of our funds, total receipts and disbursements, and identifies a grand total of what our receipts and disbursements were for the fiscal year. The balance sheet items will be presented at the September meeting when Bill presents the FY14 state reports. This form will be published in the Richland paper on Thursday, August 14, 2014.

FY14 Investment Report

This report reflects IHCC's investments and interest rates in place as of June 30, 2014. Bill stated that the college has more investments in place and next year he is hoping to generate 60-70 thousand dollars in interest income, as long as current investment levels and rates can be maintained.

IACCT Report

Richard J. Gaumer reported that Iowa colleges will see an impact due to the Voluntary Framework of Accountability that Iowa has adopted. This is leading to a trend that community colleges and 4-year institutions will be responsible for more reporting to the government and be held accountable for students completing college and moving into the workforce.

Richard also reported that there is a split among Presidents and Trustees about meeting in Des Moines every year for the trustees conference or to continue to meet at colleges one year and in Des Moines the next year. Trustees do not mind going to Des Moines every other year but they want to continue going to the colleges.

The Trustees met on August 1, 2014 and they had a sobering presentation by Lori Wolf from DMACC about student debt and default rates. We are a community college and we want students to attend our college, but many students attend community colleges because they cannot afford to attend a 4-year institution. 82% of students require financial assistance and there is a high default rate. The government said if the cohort default rate gets to 30% a college will be put on probation and if the 30% or lower is for a 3-year period, a college will be unable to accept or administer student loans.

Richard J. Gaumer reported that Indian Hills was the only college this year to have a full accreditation visit. We have been reaccredited for 10-years.

Dr. Matt Thompson stated that IHCC had 3 findings on the final report. 1) Instructors qualifications, 2) faculty loads, and 3) some record keeping. Dr. Thompson also reported that we have the highest Career & Technical credentials awarded in the state of Iowa. The Department of Education was very complimentary on some of our best practices.

Personnel Report

Ms. Bonnie Campbell, Human Resources Director, presented the Personnel Report.

Motion

It was moved by Judith A. Cox and seconded by Richard J. Gaumer to approve the Personnel Report. The motion carried. The Personnel Report is made a part of these minutes.

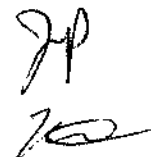
New Business

None.

President of the College

A. Facilities Report

Bill Meck reported on 3 projects that are still on-going. The Incubator should be nearing completion on September 1st, Sustainable Agriculture should be completed the second week of September, between September 9th or 15th and the Greenhouse is up and looks nice. The Hellyer Student Life Center should be completed by the end of August and the Testing Center remodel is going well. Furniture should be on campus August 21st and Shane and his staff will set up equipment. The Centerville Multipurpose building looks like a completely different building; it is a smaller scale of the Net Center. Once these projects are completed planning will continue on maintenance items and other remodeling areas.



B. Campus Adjacent Senior Housing

Dr. Sprouse reported that Indian Hills, the University of Iowa, and Grinnell College are working together to see how communities react to Campus Adjacent Housing, in particular Senior Housing.

Dr. Sprouse stated that the study portion of the project has been completed and Dr. Brian Kaskie and she have met with the board sub-committee. Universal design is a term Dr. Kaskie is using which means housing for life. These homes would be built so they are easily accessible and specific items are built in that would help if people need care later on in life. Dr. Kaskie's suggestion is to create an RFP and find a developer. Our job would be to create connectivity between our students, programs and activities. Our goal is still to create a revenue stream for the college, to provide connections of friends to our programs and activities, and help with solutions to the housing shortage in our area.

Dr. Sprouse asked for permission to proceed to the next step which would be to create an RFP. Tom Keck (sub-committee member) stated that it makes sense to proceed because it is no cost to the college. Kevin Kness said he always liked this idea and it would be good to proceed to the next step.

President, John Pothoven asked trustees for the recommendation to proceed without making any financial obligations. The consensus of the board is to proceed to the next step.

C. Mandatory Orientation/Completion/Enrollment

Dr. Matt Thompson and Chris Bowser reported on Mandatory Orientation/Completion/Enrollment.

Dr. Matt Thompson stated that mandatory orientation has been a huge undertaking and has involved faculty, staff, Deans, and Program Directors. The college is involved in several initiatives to help promote student success and completion. Across the state of Iowa IHCC is rated 2nd in transfers but we have room for improvement. Seven initiatives have been identified and the college is working diligently on three to begin with. The 1st initiative IHCC is working on is mandatory orientation. Getting parents involved is key and the default rate is tied deeply to socio economics and the poverty in our area. IHCC will measure how successful mandatory orientation has been and metrics have been identified to guide the college, which is a part of the Completion Agenda.

Orientation gives students information on services that are provided and a technology session so students are familiar with technology they will be using throughout their stay at IHCC. Matt and Chris hold a parent session



so parents get questions answered and this helps them be more involved with their children.

Chris Bowser reported that questions students and parents have throughout the course of a term is where they started with the preparation of creating the new orientation. The answers to general questions that are commonly asked were put into the general session and technology session. Email is the official form of communication for students and they can access their bill, courses, and get questions answered through this source.

Darlas Shockley reported that orientation has gone smoothly and parents, spouses, and family members have attended. Mandatory orientation has been a good experience for students and Indian Hills, because these orientations provide more connection with new students coming to IHCC. Darlas stated that she has received positive comments from both students and parents.

D. Confirm Retreat Dates

Dr. Sprouse stated that the Board Retreat will begin Sunday evening, November 16th and all day Monday, November 17th at Honey Creek Resort.

E. Staff Day, August 28, 2014

Dr. Sprouse informed board members that Staff Day will be August 28th and board members will be receiving an invitation in the mail. Our speaker this year is retired Criminal Justice instructor Sam Swaim. About a year-ago Sam had a heart transplant and his topic title is: "Without the Donor, There is No Story."

F. Nicaragua Service Learning Trip

Darlas Shockley introduced Professor Ruston Ford. Ruston is the Spanish instructor for Indian Hills and he recently took a group of students to Nicaragua on a Service Learning trip. Ruston shared the experience with board members.

Ruston reported that it was a great trip and students had a wonderful time. Goals that students had before leaving for the trip were: 1) be reminded of how good people have it in the U.S.A, 2) make a difference, 3) speak Spanish better, 4) get out of their comfort zone, 5) experience cultural diversity, 6) work with underprivileged students, 7) acceptance of other cultures, 8) have life-changing experiences, 9) realization of the opportunities we have, 10) help kids, 11) push to make a difference, 12) bond with native people, and 13) learn things to help in their occupation.

Results from the trip were: 1) students were reminded how blessed they are to live in the U.S., 2) this trip pushed students out of their comfort zone, 3) students were ready to go back to Nicaragua, 4) it changed lives in many ways, 5) the realization that students have more than other countries, 6) going to the orphanage made students appreciate parents more, 7) student's gave their breakfast to hungry people and it made them feel as though they helped, 8) they experienced a different culture and helped in the community, 9) Americans take so much for granted, 10) not to complain because people in the U.S. have such an easy life compared to other countries, 11) children showed teachers no respect but when Ruston demanded attention they listened, 12) students felt grateful for everything they have, 13) it was sad to see children who mostly come from broken homes, 14) students would love to go back and finish the work they started, 15) how different people live, 16) developing better Spanish speaking skills, 17) relationships that were made, and 18) students helped the orphans and gave them much needed attention.

Negative results found while in Nicaragua were: 1) the lack of structured education, 2) children were not disciplined, and 3) hotel rooms are much different than in the U.S.

Ruston stated that positives far outweighed the negatives and it was a life-altering experience that changed student lives.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:47 p.m.


BOARD PRESIDENT


BOARD SECRETARY