

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

August 10, 2015

The regular Board of Trustees meeting for Indian Hills Community College was held on August 10, 2015, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:00 p.m.

Roll Call

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

Members absent: None.

Minutes

The minutes of the July 13, 2015, regular board meeting were reviewed.

Motion

It was moved by Tom Keck and seconded by Alan Wilson to approve minutes of the July 13, 2015 regular board meeting. The motion carried.

Public Hearing

President John Pothoven asked if anyone was attending the meeting for the public hearing and would he/she like to speak. Hearing none, President Pothoven canceled the public hearing because no bids were received for the Sigourney property.

Old Business

None.

Written Communications

Dr. Sprouse presented the ACCT Membership Certificate to the board. She also reported that a variety of thank-you cards were received from people who attended the IACCT Conference. A Save the Date card for the trustee's conference that will be held in February was received as well as a thank-you card from Rhonda Conrad.

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.

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Motion

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the bills list for the month of July, 2015. The motion carried.

Receive, review and take action upon a report and recommendation from the Treasurer on the sale of real property located in Sigourney, Iowa.

Bill Meck, Treasurer/CFO, reported that a minimum bid value on the Sigourney property was \$120,000. There were a couple inquiries but no official bids, so there will be no public hearing tonight. Bill opened a conversation about how to move forward. The property could be put out for sealed bids and the minimum bid be reduced, or we could list the property with a realtor. Bill prepared a new resolution that sets September 14th as a public hearing on the proposed sale of real property, owned by Indian Hills Community College, located at 909 East Jackson, Sigourney, Iowa. Bill added that Jerry Moore, High Dollar Auction, was contacted and gave a valuation of the property.

Alan Wilson asked how much it costs a month to maintain the building. Bill stated that he cannot give the exact amount for utilities, but costs should go down because the empty portion of the building can have the utilities turned off. The occupants downstairs are paying rent which should offset costs. There were two inquiries other than the tenants and Indian Hills Community College has not heard back from these people.

Dr. Sprouse wanted any questions answered that the board might have, and she also asked for advice and direction for the next step.

One recommendation is to follow up with the 2 people who inquired about the building and see what they would offer. Beth Danowsky said that Indian Hills Community College could try to sell the building for another 30-days and if it doesn't sell, sell it at auction.

President John Pothoven suggested contacting all realtors and tell them we will give them a commission if they sell the building.

Dr. Sprouse will give an update at the September 14th meeting.

Motion

It was moved by Nellie M. Coltrain and seconded by Richard J. Gaumer to establish September 14, 2015 at 4:00 p.m. in the Board Room at Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa as the proposed date, time, and location for a public hearing on the proposed sale of real property, owned by Indian Hills Community College, located at 909 East Jackson, Sigourney, Iowa. The motion carried.

A roll call vote was taken:

Judith A. Cox

Yes

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~~NO~~

Richard J. Gaumer	Yes
Tom Keck	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Nellie M. Coltrain	Yes

Members absent:
None

FY15 Receipts and Disbursements Summary

Bill Meck, Treasurer/CFO, reported that the Summary of Receipts & Disbursements, under tab C, will be published in the Richland Clarion-Plainsmen on August 13, 2015, along with the detail of our actual Accounts Payable vendor payments and our Payroll payments that were made over the last fiscal year.

FY15 Investment Report

Bill Meck, Treasurer/CFO, reported that our Total Interest Income for 2015 was \$68,010, which is an increase of \$22,909 from last year. This is primarily related to the agreements that were put in place in FY14 with Iowa State Bank, Success Bank and multiple CDs we have with South Ottumwa Savings Bank.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to approve the FY15 Investment Report. The motion carried.

IACCT Report

President John Pothoven thanked everyone for the hard work and success of the 2015 IACCT Conference. John stated that all trustees were proud of the employees and Indian Hills Community College.

Richard J. Gaumer thanked Tom Keck for sponsoring the conference and providing the lawn chairs.

Richard stated that the dominate conversation was gearing up for the next Legislative session. The request for contributions are down by 1/3, so instead of \$2,000.00 they are asked to raise \$1,333. The issue of disparity between the amount of money per student that goes to other educational institutions and money that goes to community college students was discussed. Richard stated that we should take every opportunity to talk to legislators about reordering their priorities. We are in competition with

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other educational entities. 80% of our students stay in Iowa and become tax payers.

Northeast Iowa Community College will be hosting the next conference in Des Moines, Iowa at Embassy Suites. The dates are February 22 and 23, 2016. Presidents and Vice Presidents of boards will meet in October, led by Larry Ebbers.

The Board would like to recognize people who helped organize and host the 2015 IACCT Conference. President John Pothoven said the board needs to be very careful that no one is left out.

Dr. Sprouse said all volunteers received shirts and most people were volunteers. There were a few people, which were asked to host certain events or trips. Marlene's concern is that many people have worked for months and may not have been seen and/or recognized for their work. She stated that we had an incredible number of people who worked on the conference. Employees could be thanked at Staff Workshop, but other than that she is not sure how to make sure everyone involved is thanked.

Judy Cox would like the thank-you notes posted and President Pothoven would like something mentioned in the Life. Changing. Times.

Personnel Report

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

Motion

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

President of the College

A. Facilities Report

Bill Meck, Treasurer/CFO, reported that the Roadway Project is progressing, on schedule, despite the rain. A lot of concrete has been poured and it is starting to look like a roadway. Dorm updates are still ongoing, electric is being finished in 3 tiered classrooms and the old furniture will be removed. Bill and Rick have talked about a couple of parking lots that need overlay, so costing those projects out is in the works.

The Student Union, on the Centerville Campus, is having some minor maintenance items completed, specifically the food service area which will also receive new equipment.

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B. English Language Learning Center

Darlas Shockley, Executive Dean, Arts and Sciences introduced Noel Gorden, Director of Learning Services. Noel talked about new services being offered, the new location and new staff who will begin this fall for English Language Learners.

Noel stated that in October of 2013 new state funds became available. Darlas and Darcie wrote a grant and we were funded in November. In March, Matt said "grow the program" and the program has grown. In 2014 156 students were enrolled, we retained 112 students and Indian Hills Community College provided 8,015 hours of instruction. In 2015, 236 students were enrolled, 160 students were retained and 11,900 hours of instruction was provided.

ESL Class Sites are: Ottumwa Main Campus (day and evening), Cargill, Fairfield, Centerville and Oskaloosa will be joining this fall. Some new things happening is all ESL classes will be provided by the Learning Services Department, a new Lead Instructor has been hired and the curriculum has been revised. There will be classes on the Academic side and on the community side, all classes will include citizenship instruction. There has been at least 15 people who have become citizens this year. Noel stated that the biggest news is that Indian Hills Community College has a new English Language Learning Center. This is a resource center for all groups of English Language Learners.

In closing, Noel stated that Open House will be on Monday, September 14, 2015, before the regular board meeting.

C. Confirmation of Retreat Dates

Dr. Sprouse reported that retreat will begin the evening of Sunday, November 15th and continue all day Monday, November 16, 2015. The retreat will be held at Honey Creek Resort.

D. Staff Day

Dr. Sprouse stated that a draft agenda for Staff Day was put in all packets. Staff Day is what we call our fall workshop where we welcome everyone back. We use this day to celebrate, we have a keynote speaker, give Foundation Service Awards and end the day with a social.

Dr. Sprouse said she and Bill have been watching fall enrollments very carefully. We are 195 students less than a year-ago, but there is still time for students to enroll. We are 1753 credits lower today than we were a year-ago which is about 7% behind.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:30 p.m.

 9-14-15

BOARD PRESIDENT



BOARD SECRETARY