



MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

August 8, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on August 8, 2016, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:03 p.m.

**Roll Call**

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

Members absent: None

**Minutes**

The minutes of the July 11, 2016, regular board meeting were reviewed.

**Motion**

It was moved by Beth Danowsky and seconded by Nellie Coltrain to approve minutes of the July 11, 2016, regular board meeting. The motion carried.

**Old Business**

None.

**Written Communications**

Dr. Sprouse received a letter from the ACCT office stating that we are in good standing. She also received a Member in Good Standing certificate, which she passed around.

**Approval of Monthly Claims**


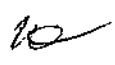
Board member Nellie M. Coltrain reviewed the list of bills on behalf of the board and reported that all questions were answered by appropriate staff members.

**Motion**

It was moved by Nellie M. Coltrain and seconded by Richard J. Gaumer to approve the bills list for the month of July, 2016. The motion carried.

**FY16 Receipts and Disbursements Summary**

Bill Meck, Treasurer/CFO, presented the Summary of Receipts & Disbursements for the period July 1, 2015 to June 30, 2016. This will be printed in the newspaper and goes out with our publication of salaries and payroll information. It is a summary by fund with the total indicated at the bottom. Shelle Harvey certifies this document to be correct.

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**FY16 Investment Report**

Bill Meck, Treasurer/CFO, presented the FY16 Investment Report. This report is laid out by fund: General Fund, Auxiliary Fund, Plant Fund and Endowment Fund. Total Invested Funds on June 30, 2016 was \$18,405,186. Bill stated that IHCC has more money in CD's this year than in the past. The General Fund, the Plant Fund and the Endowment Fund are mostly in CD's.

**IACCT Report**

Richard J. Gaumer reported that the Annual Membership Meeting for IACCT was July 27, 2016 beginning at noon. Rich presented a PowerPoint on Adult Education and Literacy (attached).

**New Jobs Training Program Project (2016-1)-Not to Exceed \$100,000**

- 1) Resolution Directing the publication of notice on the proposition of the issuance of not to exceed \$1,000,000 Industrial New Jobs Training Certificates

This resolution gives Shelle Harvey permission to officially publish that IHCC will be holding a bond sale and the bonds will be reviewed at the August 24, 2016, board meeting. The board can accept the bids for Plastipak Packaging, Inc., Cambridge Investment Group, Inc. and RMA Armament, Inc. or stop the project at that time.

**Motion**

It was moved by Richard J. Gaumer and seconded by Tom Keck to approve the resolution directing the publication of notice on the proposition issuance of not to exceed \$100,000,000 Industrial New Jobs Training Certificates.

A roll call vote was taken:

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

The motion carried.

- 2) Resolution approving preliminary official statement and approving electronic bidding procedures

This resolution approves our preliminary official statement and it also approves the electronic bidding procedures that Bond Council will use when receiving bids.

**Motion**

It was moved by Tom Keck and seconded by Nellie M. Coltrain to approve the resolution approving preliminary official statement and approving electronic bidding procedures.

A roll call vote was taken:

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

The motion carried.

**Personnel Report**

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

**Motion**

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

**Faculty and Staff Handbook**

Ms. Bonnie Campbell, Human Resources Director, met with the special committee today and reviewed the Staff Handbook. Bonnie asked for approval of the 2016-2017 Staff Handbook. (Changes attached).

**Motion**

It was moved by Tom Keck and seconded by Judith A. Cox to approve the 2016-2017 Staff Handbook. The motion carried.

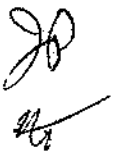
**New Business**

Nellie M. Coltrain reported that Albia was boasting about the IHCC Basketball Team and coaches. They were in Albia and set up tents for Restoration Days and were very involved in community events.

**President of the College**

**A. Facilities Report**

Rick Fosdyck, Director of Maintenance, updated board members on what is happening around the campuses. Dining Hall – carpet and original flooring has been removed. A vinyl based covering will be installed. Warrior Junction – carpet is installed and Rick is waiting on vinyl base covering so it can be installed. The serving area will have the old VCT removed and OVT will be installed. ATC, Room 212: Flooring was installed and new ceiling grids and all new lighting has been completed. Painting will begin on Tuesday and an observation window will



also be installed. Bennett Building – The week of August 15<sup>th</sup> Rick is hoping this project will be completed. Trustee Hall – There will be study areas on every floor and carpet and tile has been laid. North Campus – IAM Agtech is going into the Incubator and it is going to be a fun project. Dr. Sprouse reported that this is a Photonics based company and the owners are from Ireland. Framing is 98% complete and they are waiting on door jambs. Lighting and electrical is about 68% finished. Scoreboards – Hellyer scoreboards are installed and a team from the company will be on campus Tuesday to do their hook up. Rick's crew will start on the Soccer scoreboard on Tuesday. Dr. Sprouse reported that the new seats, railing and steps for the Hellyer Student Life Center should arrive Wednesday.

### **B. Resolution: Appanoose County Multi-Jurisdictional Hazard Mitigation Plan**

Dr. Sprouse explained a resolution to approve and adopt the Appanoose County Multi-Jurisdictional Hazard Mitigation Plan. This plan is to help entities be eligible for funds, state or federal, if there should be a disaster. We will then be able to apply for funds. The resolution needs board approval.

### **Motion**

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the Appanoose County Multi-Jurisdictional Hazard Mitigation Plan. The motion carried.

### **C. Special Report: Summer Programs**

Dr. Matt Thompson introduced Karen Swanson, Director, High School Programs. Karen reported on G.E.M.S. Camp: Girls Exploring Math & Science. (Attached)

### **D. Confirm Retreat Dates – October 16 & 17, 2016**

Dr. Sprouse confirmed Board Retreat dates as being October 16 & 17, 2016 at Honey Creek Resort. Dinner on Sunday, October 16<sup>th</sup> and Retreat will begin on Monday, October 17<sup>th</sup>.

### **E. Staff Day – September 1, 2016**

Dr. Sprouse reported that Staff Day kick off is on Thursday, September 1, 2016 and encouraged board members to attend if they are available.

### **F. Reminder: Special Board Meeting, Wednesday, August 24, 2016, 4:00 p.m.**

Dr. Sprouse reminded board members that there will be an additional Board Meeting on Wednesday, August 24, 2016 at 4:00 p.m. Call-in instructions will be emailed a couple days prior to the meeting.


**Adjournment**

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:19 p.m.

A handwritten signature in blue ink that reads "John Pothoven". The signature is written in a cursive style with a long horizontal stroke extending to the right.

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BOARD PRESIDENT

A handwritten signature in blue ink that reads "Shelle Harney". The signature is written in a cursive style with a long horizontal stroke extending to the right.

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BOARD SECRETARY