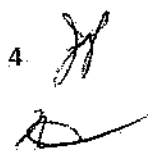


4. 

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

August 14, 2017

The regular Board of Trustees meeting for Indian Hills Community College was held on August 14, 2017, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:02 p.m.

**Roll Call**

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

Members absent: Beth Danowsky

**Minutes**

The minutes of the July 10, 2017, regular board meeting were reviewed.

**Motion**

It was moved by Nellie M. Coltrain and seconded by Judy Cox to approve minutes of the July 10, 2017, regular board meeting. The motion carried.

**Old Business**

None.

**Written Communications**

None.

**Approval of Monthly Claims**

Board member Tom Keck 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 Tom Keck and seconded by Richard J. Gaumer to approve the bills list for the month of July, 2017. The motion carried.

**Establish September 11, 2017 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 the College, located at 800 1<sup>st</sup> Street, Keosauqua, Iowa 52565.**

Bill Meck, Treasurer/CFO, reported that a resolution is attached related to this agenda item. IHCC has an offer on the former Van Buren County Service Center. The City of Keosauqua would like to buy the building. Tonight, we would like to set the public hearing and be authorized to publish notice, one time, in the Keosauqua paper.

**Motion**

It was moved by Richard J. Gaumer and seconded by Tom Keck to Establish September 11, 2017 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 the College. The motion carried.

**FY17 Receipts and Disbursements Summary**

Bill Meck, Treasurer/CFO, presented the Summary of Receipts & Disbursements for the period July 1, 2016 to June 30, 2017. This was published August 10, 2017 and will go 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.

**FY17 Investment Report**

Bill Meck, Treasurer/CFO, presented the FY17 Investment Report. This report is laid out by fund: General Fund, Auxiliary Fund, Plant Fund and Endowment Fund. Total Invested Funds on June 30, 2017 was \$18,540,249. Rates have gotten progressively better.

**IACCT Report**

Richard J. Gaumer reported that the IACCT Conference was held in Davenport and they had some of the best speakers Rich has heard in a while. Kent Pilcher, from Ottumwa, was one of the speakers. Rich was absent from our July meeting because he was attending the board meeting at DMACC as part of his goal while he is Chair of the IACCT Board. He will be attending the board meeting at Iowa Lakes on Tuesday and NIACC on Thursday. Rich has been telling other community colleges that last year we lost money, but we lost less than first expected. The first cutting proposal was \$20 million dollars. Rich reported that Iowa State is going to be raising tuition 7% per year for the next 5-years. Community colleges are the largest post-secondary institutions in the state. This would be adding Universities and Regents together and then community colleges. Every year, community college liaisons put together a book of letters from businesses and industry and every legislator gets one. Another area of advocacy is Trustees who will talk to other elected officials about needs at community colleges. Rich would like each trustee to attend at least one fund raiser and Rich will get cards to each member that shows legislative priorities. The State Chairman of the Iowa Republican Party addressed the group at the IACCT Conference. Jeff Kauffman was candid and spoke about how important person-to-person advocacy is and also the importance of talking to elected officials.

**Personnel Report**

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

**Motion**

It was moved by Tom Keck and seconded by Judy 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 at 3:00 p.m. today and reviewed the Staff Handbook. Bonnie asked for approval of the 2017-2018 Staff Handbook. (Changes attached).

## **Motion**

It was moved by Judy Cox and seconded by Alan Wilson to approve the 2017-2018 Staff Handbook. The motion carried.

## **New Business**

None.

## **President of the College**

### **A. Facilities Report**

Rick Fosdyck, Director of Maintenance, reported that CCI is working on finalizing the punch list for the Centerville dorm project. Students will be moving in on August 23, 2017. The Ottumwa Campus library duct work will be 100% wrapped in a couple of days. Rick Jones will be working on the ceiling, in the Library, at the end of this week and it will take approximately a week to complete. Once the ceiling is finished Baty Electric will put lights in and carpet will be installed shortly after. Reeds and Turner will be working on the softball field. They will put footings in and it will take about a month to complete the backstop and buildings. A new office will be built in the Bennett Building and the ATC will have new lights in some of the labs, they are energy efficient. Old bushes have been removed from in front of BV and they will also be removed from in front of the Administration Building. Rock and new landscaping will fill these spaces.

Dr. Sprouse reported that she and Bill have some time scheduled with OPN to go over the Facilities Plan and update it. Changes will be shared with the board at retreat. Dr. Sprouse has asked Patron Insights to do a survey of our 10-county area (phone survey). A few questions will be asked about the Bond Issue, Facility Projects, what people were reacting to during the Bond Issue vote, and also some questions will be asked about people's perception of the college. This information will be applied to the facilities plan, marketing, and possibly in making a decision whether or not to try another bond issuance.

Bill stated that they are still working on plans for the addition at the North Campus. OPN is working with the college to help get an idea of the layout and also an estimated total price. Another round of meetings will take place this Thursday.

### **B. Annual Non-Discrimination Policy**

Dr. Thompson, Vice President, Academic Affairs, reported that IHCC is preparing for a State Interim visit and also an Equity visit. IHCC has not been through an equity visit for 17 years. The Department of Education will look at how we work with students with disabilities, providing accommodations, policies, and they will also be looking at facilities during this visit. This policy will be used in marketing, handbooks, brochures, and other materials used at the college. Matt is asking for approval for the Annual Non-Discrimination Policy and to add this policy to Board Policies.

**Motion**

It was moved by Tom Keck and seconded by Nellie M. Coltrain to approve the Annual Non-Discrimination Statement and to add this policy to Board Policies. The motion carried.

**C. Special Report: Adult Basic Education, PACE/GAP Programs**

Noel Gorden, Department Chair Learning Services and Deb Boyer, PACE/GAP, Coordinator each gave a brief overview of their particular areas and how they help students. They also provided a PowerPoint (attached).

**D. Reminder of Upcoming Dates**

Dr. Sprouse reported that IHCC will have a booth at the Iowa State Fair, so stop in if you are in Des Moines. Fall term begins August 28, 2017 and Staff Day is Thursday, August 31, 2017 beginning at 1:00 p.m. Board Retreat will be held the evening of November 5<sup>th</sup> and the day of November 6, 2017. As of Friday, August 11, 2017 we were running slightly ahead for fall enrollment.

**Adjournment**

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:24 p.m.



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BOARD PRESIDENT



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BOARD SECRETARY