

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

December 11, 2017

The regular Board of Trustees meeting for Indian Hills Community College was held on December 11, 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 4:03 p.m.

Roll Call

Members present: Beth Danowsky, Richard J. Gaumer, Jerry Kirkpatrick, George E. Manning, John Pothoven, Lori Schaefer-Weaton, and Alan Wilson.

Members absent: Nellie M. Coltrain and Tom Keck.

Minutes

The minutes of the November 5 & 6, 2017, Board Retreat, November 13, 2017, Regular Board Meeting and November 13, 2017, Joint Board Meeting were reviewed.

Motion

It was moved by Jerry Kirkpatrick and seconded by Alan Wilson to approve minutes of the November 5 & 6, 2017, Board Retreat, November 13, 2017, Regular Board Meeting and November 13, 2017, Joint Board Meeting. The motion carried.

Old Business

None.

Written Communications

None.

FY17 Audit Presentation by Office of Auditor of State

Bill Meck, Treasurer/CFO, introduced Michelle Meyer, CPA, State of Iowa and Andy Neilson, Deputy Auditor of State.

Ms. Meyer thanked board members for giving her and Andy the opportunity to speak. Ms. Meyer presented various graphs highlighting numerous aspects of IHCC's FY17 operations. Included were:

- Comparison of Net Position
- Comparative Revenues by Source
- Governmental Revenue Trends
- Comparative Operating Expenditures by Function
- 2017 and 2016 Operating Expenditure by Function
- Comparative Expenditures – Education and Support
- 2017 and 2016 Education and Support
- Comparative Current Funds Expenditures by Object
- 2017 and 2016 Current Funds Expenditures by Object
- Comparative Credit Hours

Ms. Meyer reported that the Auditors of State were able to issue an unmodified opinion of the financial statement audit of Indian Hills Community College. (Presentation and Report Attached).

Mr. Neilson reported that new things are coming:

- 2018-Gasby 75 and will be mostly revenue neutral
- 2019-Asset Retirement Obligations
- 2020-Deposits held for student
- 2021-Gasby 85, which pertains to leases

Motion

It was moved by George E. Manning and seconded by Jerry Kirkpatrick to approve the FY17 Audit Report. The motion carried.

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 by appropriate staff members.

Motion

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to approve the bills list for the month of November, 2017. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that financials are shown through the month of November. Tuition and Fees Revenues are \$1.186 million below a year ago at this time. State Support has been adjusted to reflect the State Aid cut last year and as long as there is no cut this year, the number will be more than a year ago and will continue to build in that direction. Revenues are down \$1.1 million overall. Expenditures: Salaries and Fringes continue to be down at \$580,875 lower from a year ago. Services are up about \$22,500. Materials and Supplies are down \$150,000. Other Current Expenses are up \$33,834 from a year-ago due to increased utilization of employee's children attending IHCC under the Employee Tuition Waiver. Overall, we are now at \$437,000 behind a year-ago. Restricted Funds 2, expenses are similar to a year-ago at this time. Significant equipment expenditures come in this month as Capital Equipment is being finalized.

Motion

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the Financial Report. The motion carried.

Resolution Naming Depositories and Limits

Bill Meck, Treasurer/CFO, presented the Resolution Naming Depositories and Limits. An opportunity to invest funds with Great Western Bank has developed and Bill received information and this is another opportunity to invest. Bill would like to add them to the depository resolution.

Motion

It was moved by Beth Danowsky and seconded by Richard J. Gaumer to approve the Financial Resolution Naming Depositories and Limits. The motion carried.

IACCT Report

An IACCT board meeting was held on Wednesday, December 6th and Thursday, December 7th. The Governor's goal is to have 70% of working age Iowans holding a post-high school certificate. There will be many more conversations about Future Ready Iowa (the programs to accomplish this 70% education goal). Last Dollar Scholarships will cover the cost of tuition and mandatory fees not covered by the Pell grant. Transfer of our courses to Regents is still a work in progress. The Student Legislative Seminar will be held in January.

An ongoing issue is getting students, out of high school, to go to college. There are a vast number of students that do nothing after graduation from high school. Several colleges are reporting this to be true in their area.

Rich handed out The Child Care Challenge, which supports working families to raise incomes and elevate low-wage workers out of poverty. The Child Care Assistance Program supports this goal by helping families afford quality child care. Rich also passed out a sheet about ALICE. ALICE is an acronym to represent all those in communities who are Asset Limited, Income Constrained, and Employed.

Rich and John will visit Iowa Western on Wednesday and then Rich will have 4 other colleges to visit.

Industrial New Jobs Training Program Project 2018

Resolution Approving New Jobs Training Agreements

- 1) **(2018-1)** – Not To Exceed \$375,000 Industrial New Jobs Training Program Project. (Winger Contracting Company Project)
- 2) **(2018-2)** – Not To Exceed \$1,025,000 Industrial New Jobs Training Program Project. (Faircast, Inc. Project)

Ashley Moyer, Executive Director, Continuing Education & Workforce Solutions, was seeking approval of 2-260E New Jobs Training Agreements.

Ashley Moyer asked for approval of resolutions for New Jobs Training Agreements with Winger Contracting and Faircast, Inc. Project.

Motion

It was moved by Beth Danowsky and seconded by George E. Manning to approve the News Jobs Training Agreement with Winger Contracting Company Project and Faircast, Inc. Project.

A roll call vote was taken:

Richard J. Gaumer	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Lori Schaefer-Weaton	Yes

Members absent: Nellie M. Coltrain and Tom Keck.

The motion carried.

Ashley Moyer asked for approval of resolutions directing the publication of notice on the proposition of the issuance of not to exceed \$1,500,000 Industrial New Jobs Training Certificates (2018-1 Multiple Projects).

Motion

It was moved by Beth Danowsky and seconded by Richard J. Gaumer to approve resolutions directing the publication of notice on the proposition of the issuance of not to exceed \$1,500,000 Industrial New Jobs Training Certificates (2018-1 Multiple Projects).

A roll call vote was taken:

Richard J. Gaumer	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Lori Schaefer-Weaton	Yes

Members absent: Nellie M. Coltrain and Tom Keck.

The motion carried.

Ashley Moyer asked for approval for the resolution approving the preliminary official statement and electronic bidding procedures.

Motion

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the preliminary official statement and the electronic bidding procedures.

A roll call vote was taken:

Richard J. Gaumer	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes
Lori Schaefer-Weaton	Yes

Members absent: Nellie M. Coltrain and Tom Keck.

The motion carried.

Personnel Report

Ms. Kristen Parks, Director, Human Resources, presented the Personnel Report.

Motion

It was moved by Beth Danowsky and seconded by George E. Manning 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

Rick Fosdyck, Director, Physical Facilities, reported that H-beams have been installed in Centerville for the new scoreboard. The softball field in Ottumwa has also had H-beams set. Last week the boiler failed in the Bennett Building and the new one will be here this afternoon and will be installed Thursday. Machine Technology and the Mechanics Lab will both be getting new lights. Currently, new lights are being installed in the Diesel Lab. Over break maintenance will be working in the Business Office moving furniture so carpeting and painting can take place. The second week they will move to the administrative area.

B. Retirement Plan Discussion

Bill Meck, Treasurer/CFO, reported that each board member has a copy of the proposed Indian Hills Community College Voluntary Early Retirement Plan FY2018. Bill reported that qualifications for the plan are the same as last year, but dates have been changed as well as the amount of insurance premiums. Also, the amount of money offered to employees who do not take insurance benefits has changed. Bill submitted the proposal to board members for approval. (Attached)

Motion

It was moved by Alan Wilson and seconded by Jerry Kirkpatrick to approve the recommendation for the Retirement Plan for 2018. The motion carried.

C. Key Performance Indicator Report

Dr. Matt Thompson, Vice President, Academic Affairs and Institutional Effectiveness, presented a PowerPoint reporting on the 2017 Community College Transfer. Matt also briefly talked about the Completion Initiative. (PowerPoint Attached)

D. Special Report: IT Update

Shane Molyneux, Chief Information Officer reported on his 2017-2018 Plans for Excellence. He stated that enhancements are being made to Continuing Education software, Content 7 imaging software is being implemented, and network switch/fiber updating is happening in Centerville. (PowerPoint Attached)

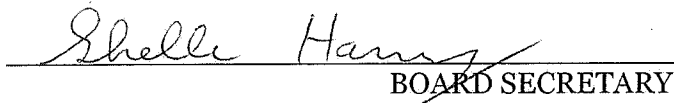
Closing Remarks

Marlene stated that her list of Involvement/Visits in Communities is in the packet. She also reminded board members that dinner is at the Sprouse House.

Adjournment

Board member Richard J. Gaumer moved that the meeting be adjourned.
Hearing no objections, Board President John Pothoven adjourned the meeting at
5:51 p.m.


BOARD PRESIDENT


BOARD SECRETARY