

## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

February 10, 2014

The regular Board of Trustees meeting for Indian Hills Community College was held on February 10, 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 4:00 p.m.

#### Roll Call

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

Members absent: Sharon Kline and Richard C. Sharp.

#### Administer Oath of Office to Appointed Board Member to fill Vacancy in Director

##### District #1

Board Secretary Shelle Harvey administered the oath of office to newly appointed board member Beth Danowsky to fill vacancy in Director District #1.

#### Minutes

The minutes of the January 13, 2014, regular board meeting were reviewed.

#### Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer to approve minutes of the January 13, 2014, regular board meeting. The motion carried.

#### Old Business

None.

#### Written Communications

None.

#### Financial Report

Treasurer Bill Meck presented the FY14 working budget and fiscal year-to-date financial summary. He reported that Tuition and Fees are down \$388, 233 from one year ago, but there is a slight improvement from last month. State support is higher but Federal support is down. Other Revenue is \$480,000 below last year, but last year's numbers reflect the transfer from the endowment fund. There has been no transfer this year from that

fund. Salary and Fringe expenses are slowing but administrators are continuing to look for ways to balance.

Dr. Sprouse said last year money had to be transferred from the endowment fund but that has not happened this year and she is working hard to minimize the use of that funding source.

Bill said staff are pursuing all opportunities in college funding streams to assist in balancing the budget.

**Motion**

It was moved by George E. Manning and seconded by Kevin M. Kness to accept the Financial Report. The motion carried.

**FY2015 Certified Budget for Publication and Establish March 10, 2014 Board Meeting Date for Public Hearing**

Mr. Bill Meck, Chief Financial Officer, presented the Board with the FY2015 Certified Budget for publication, and recommended the Board establish a date for the public hearing and certification of the FY2015 Certified Budget.

Bill Meck reported that our taxable valuations have not changed from the prior year, and the levy request for 2015 will put us in the middle of the range when compared to other colleges. The spending authority identified for all certified funds is comparable with each of the last two years.

Richard J. Gaumer reported a discussion at the last IACCT meeting. He asked if we would support the IACCT Board asking legislators for authority to levy additional property taxes. Bill stated it would be a huge benefit for IHCC providing legislators don't take funds out of state aid. Richard stated that Regents want a tuition freeze in return for an increased state aid appropriation from the legislature. The discussion among trustees was that there would be a loss of local control of our own budgets if we agreed to a tuition freeze. An alternative is whether we would be willing to agree to curtail increases in tuition if local boards were given more authority to levy local property taxes.

Dr. Sprouse stated that colleges would need to get larger general aid in order to freeze tuition.

**Motion**

It was moved by Richard J. Gaumer and seconded by Tom Keck to approve the FY2015 Certified Budget for publication and to establish the March 10, 2014 regular board meeting for the purpose of the public hearing and certification.

A roll call vote was taken:

Judith A. Cox	Yes
Richard J. Gaumer	Yes

Tom Keck	Yes
Kevin M. Kness	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes

Members absent:  
Sharon Kline  
Richard C. Sharp

The motion carried with 7 ayes, 0 nays.

### Approval of Monthly Claims

Board member George E. Manning 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 George E. Manning and seconded by Richard J. Gaumer to approve the bills list for the month of February. The motion carried.

### IACCT Report

Board member Richard J. Gaumer stated that the 2013 Annual Condition of Iowa's Community Colleges Report was released and all board members and administrators should have received it by email. If not, let him know and he will make sure everyone gets the report. Also, Community College Leader Bulletin is a publication that gives news and developments from the perspective of the Iowa Department of Education. The Bulletin will also be sent electronically.

Richard reported another issue before the trustees was that presidents suggested that one of the community colleges could take over the accounting for IACCT. The proposal was studied and the consensus was if one college was in charge of finances, there could be an unfair advantage or stronger influence over the Association than would be appropriate. He also reported that IACCT member dues have increased and the discussion at the next IACCT meeting will be: What are colleges doing about governmental relations? Should one voice speak for all colleges or should we be sharing the responsibility?

Richard reported that the Board of Trustees are now reading *Hollowing Out the Middle*. He reminded everyone that the IACCT Conference is March 31 & April 1 and the second day will be visits with legislators.



### Personnel Report

Ms. Bonnie Campbell, Human Resources Director, presented the Personnel Report. There have been two New Assignments, one Change in Assignment, two Resignations, and one Termination.

### Motion

It was moved by Kevin M. Kness and seconded by Judith A. Cox 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

**Planning and Building Report:** Bill Meck reported that hopefully by the end of next week the incubator building will be fully enclosed. As soon as the building is enclosed and heated, concrete will be poured. He also reported that modifications may possibly be made to the plans to create a more student friendly building and make better use of space.

The Hellyer Student Life Center and the Sustainable Agriculture contracts have been signed and another construction meeting is schedule for the week of the March 17<sup>th</sup>.

Bill thanked Rick and his crew for the hard work they have been doing to remove snow.

### Revised Quality Faculty Plan

Matt Thompson reported that a committee has made updates to the Quality Faculty Plan. The Department of Education will be on campus April 15-17, 2014 for a State Accreditation visit. The Quality Faculty plan is to develop current teaching skills for faculty to help students become engaged in the process of learning. This will help with students completing a diploma or degree program which is part of the Completion Agenda.

Matt presented a slide show depicting updates that are being made for the Quality Faculty Plan and processes faculty must be involved in to complete their three year cycle. Jill Budde provides free webinars to help with faculty development and this helps build the community. Matt stated that Dr. Sprouse, Stephanie Holliman, and the Deans have developed an Assessment Forum to help with engagement of faculty and Dr. Sprouse will offer Quality Faculty Plan classes again this summer.

A diversity portion has been added to the QFP due to about 20% of high school students in our area being Latino. Matt believes that everyone



should have a great experience coming to IHCC whether they are students, faculty, or administrators.

The college does a lot of paper shuffling for QFP, so this spring a group will be trying an electronic system to keep track of Quality Faculty hours and by fall term all faculty will be going electronic.

Matt asked the Board of Trustees for reaffirmation or approval to accept updates to the Quality Faculty Plan.

### Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer to approve changes to the Quality Faculty Plan. The motion carried.

### Advanced Manufacturing Grant Overview and Update

Tom Rubel passed out Career and Technical booklets they use as a marketing tool. He then presented A.J. Gevock to talk about the Iowa Advanced Manufacturing Grant. A.J. reported that workforce needs in Iowa and nationally are high, and there is a shortage of skilled laborers. The 15 community colleges have formed the Iowa Advanced Manufacturing (I-AM) Consortium to collaboratively build the training capacity needed to meet industry demands and Iowans with skills they need. I-AM is an Iowa Community College initiative to elevate advanced manufacturing.

A.J. reported this grant is to help with recruiting, training, and placing people, who are skilled, into the Iowa workforce. One obstacle associated with the grant is that most people consider manufacturing jobs as dark, low pay, and low skilled, but this is not true. Manufacturing is important to the economy and the Department of Labor sponsors the I-AM grant to close the gap between perception and reality and to restore the pipeline as skilled workers.

I-AM will give credit for prior learning to students who have been working in the manufacturing field. Also, they are working on adopting a plan to give credit to people who have challenged exams, and classes that have previously been considered non-credit will be rolled into credit.

He also reported that the NCRC exam is growing and now being embedded in curriculum. This exam may be taken online, at service centers, and face to face. Richard J. Gaumer asked if there is a market program to existing manufacturers whose workers may need help. A.J. stated they are in the process of developing continuing education courses.

### Schneider Driver Training Update

Daniel Terrian reported that Indian Hills Community College is in a partnership with Schneider Trucking. The purpose is to supply Schneider

Trucking with drivers by enrolling international students in an educational program to help them obtain their Class "A" driver's license and complete some classes in business and entrepreneurship. These students will attend college for two years, with summers off, for a total of 6 terms. The majority of students will come from England, Scotland, Ireland, and Africa. Students will not receive college credits for the driving course, but credits would not likely transfer to different countries anyway. Daniel stated that Rohel Transport, Inc. would like to be added to the partnership, and he believes other companies will also be interested in partnering with Schneider. Schneider Trucking needs drivers in South Africa and are very interested in entrepreneurial drivers.


Rich Gaumer stated that the Governor wants people involved in Home Base Iowa but the definition of residency on border colleges like Western Iowa Tech. Also, it is noted that a college cannot have lower tuition for out of state students than what in state students are being charged.

Matt Thompson announced that on March 12, 2014 the School Board Appreciation Night will be held and all Board of Trustees and Executive Council members are invited.

February 18<sup>th</sup> is graduation and Richard Gaumer will be giving the Welcome.

#### ADJOURNMENT

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:46 p.m.

  
\_\_\_\_\_  
BOARD PRESIDENT

  
\_\_\_\_\_  
BOARD SECRETARY