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MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

February 9, 2015

The regular Board of Trustees meeting for Indian Hills Community College was held on February 9, 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 4:05 p.m.

Roll Call

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

Members absent: George E. Manning.

Minutes

The minutes of the January 12, 2015, regular board meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Nellie M. Coltrain to approve minutes of the January 12, 2015 regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

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.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck to approve the bills list for the month of January, 2015. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that Revenue, line item 1, is up \$729,497 and Expenditures, line item 8, is up \$746,363 from a year ago,

due to the receipt and payment of \$701,000 in fees to Coast Flight, which effects both lines. State support is up \$273,116 which is where we should be after the increase in state general aid. On the Expenditure side, when you look at lines 7, 9 and 10, there is a nice decline in all 3 lines. Indian Hills is in a very good position. Within Fund II we have expended \$1,796,211 to date and that compares favorably with where we were the last couple of years. We have accelerated expenditures related to our equipment processes so we are spending the money earlier.

Kevin Pink reported on spring enrollment numbers that he received from other community colleges. Iowa Valley – down 9.2% (headcount) and 7.3% (FTE) district-wide, Marshalltown – down 5.9%, 3.0%; Ellsworth – down 13.7%, 12.4%, DMACC – flat enrollment, Kirkwood – down 2.24%, 4.11%, Iowa Central – up 2.0%, Northwest Iowa – up 7.0%, Northeast, Iowa – down 3.0%, 4.0%, Southeastern – down 5.8%, 9.0%, Iowa Western – down 4.0%, Iowa Lakes – down, but not sure how much.

Motion

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

Fiscal Year 2016 Certified Budget

Bill Meck, Treasurer/CFO, reported that each board member has an 8 page document that represents the entirety of the certified budget for the up-coming fiscal year. The total proposed levy rate is a half cent lower from the prior year, moving from .948 to .943. Valuations have increased 1.1%, moving from \$5.216 million to \$5.274 million and that will help us to levy approximately the same amount as last year. The total proposed spending authority is \$57.7 million, up slightly from the \$57.1 million from the prior year. The slight increase is attributable to adding estimated fees from Coast Flight.

Bill started from the back of the document and moved forward. Page 8 is the valuation comparison for Indian Hills Community College and it summarizes how we got to the 1.10% increase. This document compares all counties and is just for FYI purposes. The next page is the reiteration of our FY2014 activity, which agrees with our audited financial statements. The next page is the re-estimation of the current year. This document is to check and make sure that we have enough spending authority for the remainder of the year. It also helps to estimate carry over balances coming into 2016. Page 5 is the actual FY2016 estimate for the general fund and the restricted general fund. The estimated spending for those two funds is \$50,753,473. The actual levy computation is on the next page. This page shows tax levies adopted and property taxes levied. When all the numbers are combined it results in an actual levy rate of .943. Next is the Adopted Budget Summary which re-verifies the actual budget. The first page is the actual Notice of Public Hearing. This document will be put in various

publications in our service area. The summary columns show General Funds, which is funds I and II and the Plant Fund is identified. The levy rate is captured in the lower right hand corner which totals 0.94315.

Bill requested approval for the FY2016 Certified Budget for publication and to establish the March 9, 2015 regular board meeting for the purpose of the public hearing and certification.

Motion

It was moved by Nellie M. Coltrain and seconded by Beth Danowsky to approve the FY2016 Certified Budget for publication and to establish the March 9, 2015 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
- Nellie M. Coltrain Yes
- Beth Danowsky Yes
- John Pothoven Yes
- Alan Wilson Yes
- Jerry Kirkpatrick Yes

Members absent:

- George E. Manning

The motion carried with 8 ayes, 0 nays.

IACCT Report

Board member Richard J. Gaumer stated that the 2014 Annual Condition of Iowa’s Community Colleges Report was released and all board members and administrators should have received it by email. Richard went through 15 slides hitting on important parts of the annual report.

Richard reported that at the monthly meeting the trustees met with lobbyists. State General Aid is not particularly good and there were three issues discussed for community colleges. The estimation by our lobbyists is that community colleges would get about 1 3/4% increase.

Richard reported that there is still talk about control over workforce and apprenticeship training. There is a discussion between community colleges and the Department of Economic Development. Trustees believe that community colleges do a quick and responsive job training people when new businesses come to town or businesses expand. Some people in state government think



they can be more targeted if they control the training and the bonds for retraining. Workforce training and the infrastructure should stay the same.

Richard reported that IACCT staff created a life cycle analysis on the IACCT building in Des Moines. Costs were spread out and it was estimated that about 1.2 million will be spent to maintain the building, between now and 2035, which is approximately \$44,000 a year. Richard said going by the formula it will be about \$3,500 additional dues a year or divided by 15 community colleges a little under \$3,000 additional. Does the college want to pay the money all at one time or have dues raised? Richard's recommendation is to leave some money here and increase dues slightly. Board members agreed with Richard to slightly increase dues and pay a portion of the money.

Richard next talked about Understanding the Role of Community Colleges in Preventing and Responding to Sexual and Interpersonal Violence. This is a constant concern for staff and administration should stay on top of this subject.

Richard next reported on the I-am grant from the Department of Labor. Reports show that community colleges are training students to meet the skills gap. The Department of Labor would like to see community colleges train 2280 new workers for the workforce. This grant allows the purchase of new equipment to train people so they are skilled for jobs. Programs that are covered under this grant are Welding, Machining/CNC/Tool&Die, Industrial Maintenance, Industrial Automation, Manufacturing Technology, Robotics, Transportation & Logistics, and Non-Declared Participants. Focus is on teaching and learning and providing students with skills to enter the workforce.

Dr. Sprouse reported that there are 4 TACT Grants in the state of Iowa. Two are consortium grants for the state of Iowa. I-am is one of the 2 and the newest grant is called I-HUM which is in Health Sciences. IHCC will get a mobile simulation lab from this grant. Two grants went to specific community colleges but will be shared among all community colleges. Iowa Western received the grant pertaining to IT and Eastern Iowa received the grant for Engineering.

Richard informed board members that on March 4, 2015 Phi Theta Kappa will host an honors banquet in Des Moines. Indian Hills has 2 students from the Centerville Campus and 2 students from the Ottumwa Campus being honored. If board members are interested in attending please contact Dr. Sprouse or Shelle Harvey.

Personnel Report

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

Motion

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

New Business

Alan Wilson reported that a lady who works for Hospice was in his office and stated that her son was a student at IHCC and committed suicide about 3.5 years ago. She said she couldn't thank the college, administration, and the board for everything that was done for her in her time of stress.

President of the College

A. Facilities Report

Rick Fosdyck, Director of Maintenance, reported that the EOC room is going well and they are a week ahead schedule. Rick hopes to be finished by the end of the week.

B. Master Facilities Plan

Dr. Sprouse reported that Bill Meck and she thought there should be a formalized Master Facilities Plan approved by the Board of Trustees and sent to the Department of Education. Indian Hills has decided to enter into a planning process and the week of February 2nd 3 architectural firms were interviewed and the group has chosen OPN, out of Cedar Rapids. Over the next few months Dr. Sprouse will be asking the board for input and reporting on how the process is moving forward on the Master Facilities Plan.

C. Program Review

Physical Therapist Assistant

President, Dr. Marlene Sprouse explained the process for program review and stated that 1/3 of all programs are reviewed on an annual basis. Faculty and administrators work to complete a template and actually do a mini self-study of their program. In January of each year 2 days are blocked and faculty from the programs up for review present program highlights to Executive Council. Items that are discussed during the review are Advisory Committee members, minutes from the meetings, community resources, 5-years of enrollment information, placement and salary information and partnerships with other high schools or colleges. A wide variety of information is required for this review.

Dr. Matt Thompson, Vice President, Academic Affairs and Institutional Effectiveness talked about how well the process works and the meaningful information that comes from program review. He then introduced Dr. Jill Budde and she introduced Caroline Peyrone, Program Director, Physical Therapist Assistant and also the Program Director for Therapeutic Massage and Lori Kielkopf, Academic Coordinator of Clinical Education and faculty member. These faculty members presented the highlights of their program review to the board.

Computer Software Development

Dr. Matt Thompson introduced faculty members Ray Ryon, Kevin Throckmorton, Mark Van Velsor and Susan Wilson. These faculty members presented Computer Software Development program review. Dr. Thompson said not only does the college do program review but also assessment forums are done quarterly. Dr. Thompson talked to Jeremy Varner (Department of Education) recently and Jeremy said this group of people are on the leading edge with the ideas they are putting together and he would like to use Indian Hills as a model based on what they will be working on in the fall.

D. Winter Graduation

Dr. Sprouse reminded board members that winter graduation will be held on Wednesday, February 18, 2015. Please let Shelle know if you are planning to attend.

There is an explanation for the 2015 IACCT Award nominations in each packet. Dr. Sprouse may be asking board members to help write a nomination for an IACCT award.

Please let Shelle Harvey know if you plan on attending the IACCT Conference in the summer.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:52 p.m.



 BOARD PRESIDENT



 BOARD SECRETARY