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MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

February 8, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on February 8, 2016, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board Vice President Tom Keck called the meeting to order at 4:00 p.m.

**Roll Call**

Members present: Nellie Coltrain, Judith A. Cox, Richard J. Gaumer, Tom Keck, Jerry L. Kirkpatrick and George E. Manning.

Members absent: Beth Danowsky, John Pothoven and Alan M. Wilson.

**Minutes**

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

**Motion**

It was moved by Nellie Coltrain and seconded by Richard J. Gaumer to approve minutes of the January 11, 2016, regular board meeting. The motion carried.

**Old Business**

None.

**Written Communications**

None.

**Approval of Monthly Claims**

Board member Jerry Kirkpatrick 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 Jerry Kirkpatrick and seconded by Nellie M. Coltrain to approve the bills list for the month of January, 2016. The motion carried.

**Financial Report**

Bill Meck, Treasurer/CFO, reported that our financial position through the end of January is similar to December. We have a slight increase in the Tuition and Fee line and other revenue line items are similar to last month and up from a year ago. On the expenditures side Salary and Fringes are slightly up and the Services line is up due to the relationship and payments with Coast Flight. Materials and Supplies line is down slightly from a year ago. The bottom part of the summary is Fund 2 activities related to specific levies.

**Motion**

It was moved by Jerry Kirkpatrick and seconded by George E. Manning to accept the Financial Report. The motion carried.

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### Fiscal Year 2017 Certified Budget

Bill Meck, Treasurer/CFO, reported that each board member has a document that represents the entirety of the certified budget for the up-coming fiscal year. The total levy will remain the same at .943. The total proposed spending authority is \$58.32 million, up slightly from the \$57.7 million from the prior year. Valuations have increased 3.1%, moving from \$5.274 billion to \$5.441 billion.

The first page is the actual Notice of Public Hearing. This document will be put in various publications in our service area. Publications will run from February 23, 2016 – March 3, 2016. 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 .94334.

The second page is the Adopted Budget which re-verifies the actual budget.

The third page contains the certification of taxes and shows tax levies adopted and property taxes levied. The actual computation on the levy rate is on the next page. This page shows the actual break down between our 20 1/4 levies, equipment, tort, unemployment, retirement, and insurance levies. With the increase in valuations we levied what we needed to without increasing the rate.

The next page is the fiscal year 2017 estimate for the general fund and the restricted general fund. Next is the re-estimation of the current year activity. This document is to check and make sure that the college has enough spending authority for the remainder of the year. It also helps to estimate carry over balances coming into 2017. The last budget detail page is the reiteration of our fiscal year 2015 closing activity, and this agrees with our audited financial statements. The final page is the valuation comparison for Indian Hills Community College and a summary. This document compares all counties and is just for FYI purposes. There were two counties that valuations declined.

Bill requested approval for the FY2017 Certified Budget for publication and to establish the March 14, 2016 regular board meeting for the purpose of the public hearing and certification.

### Motion

It was moved by Jerry Kirkpatrick and seconded by Richard J. Gaumer to approve the FY2017 Certified Budget for publication and to establish the March 14, 2016 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
George E. Manning	Yes
Jerry Kirkpatrick	Yes

Members absent: Beth Danowsky, John Pothoven and Alan Wilson.

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The motion carried with 6 ayes, 0 nays.

### **IACCT Report**

Richard J. Gaumer reported that additional reports from the Department of Education have been received and these can be viewed by going on the IACCT website. This will allow people to compare community colleges on a consistent basis.

The Higher Learning Commission has changed faculty qualification rules. If an instructor has a Master's Degree in the area he/she is teaching, he/she is allowed to teach at a community college. If the instructor holds a Master's Degree in one discipline but is teaching another discipline they must have 18 graduate additional hours in the discipline he/she is teaching.

Richard J. Gaumer reported that the Governor, Legislature and Attorney General have gotten together and approved SARA. Without participation in SARA, it is estimated that Iowa's CCs will spend over \$2.2 million per year in registration fees in other states plus administration/staff time. SARA participation is estimated at \$64,000 per year. To date over 20 states have joined SARA, and it is projected that in total 35 states will join in the near future allowing Iowa's higher education institutions to participate in those 35 states for no additional registration fee.

Richard reminded board members that the IACCT Conference begins Sunday, February 21, 2016 and ends Tuesday, February 23<sup>rd</sup>.

### **Industrial New Jobs Training Program (RMA Armament, Inc.)**

Dr. Marlene Sprouse introduced Ashley Moyer. Ashley is the new Executive Director, Continuing Education & Workforce Solutions. Ashley briefly explained the Iowa New Jobs Training Program (260E) and how the Iowa Economic Development department oversees this program. This is designed for expansion or relocation for businesses in Iowa.

The first step is to sign a Preliminary Agreement, which RMA Armament would like to do. RMA Armament produces body armor and was created by Blake Waldrop who was inspired by a friend's death in Iraq. This armor broke a record at the Department of Justice as the strongest armor plate in recorded history. Currently, RMA Armament is located in Rock Island, Illinois and is working to secure financing necessary to move their current staff to Centerville and set-up permanent in-house manufacturing.

Ashley asked the board to approve signing of the Preliminary Industrial New Jobs Training Agreement with RMA Armament, Inc. This agreement is non-binding.

### **Motion**

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the Preliminary Industrial New Jobs Training Agreement with RMA Armament.



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
Jerry Kirkpatrick	Yes

Members absent: Beth Danowsky, John Pothoven and Alan Wilson.  
The motion carried.

### **Personnel Report**

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

### **Motion**

It was moved by Jerry Kirkpatrick and seconded by Richard J. Gaumer 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**

Bill Meck reported that remodeling continues at the ATC Building. A meeting is scheduled with OPN Architects to further discuss remodeling at the ATC and the potential housing project in Centerville. OPN will be on campus February 22, 2016.

#### **B. ATC Attendance Policy**

Dr. Matt Thompson introduced Daniel Terrian, Department Chair-Advanced Technologies and Jim Overturf, Early Alert Specialist. They gave an overview of the Mandatory Attendance Policy. (Attachment)

#### **C. HLC Quality Initiative/Completion Initiative Update**

Dr. Matt Thompson, Vice President, Academic Affairs and Institutional Effectiveness presented a PowerPoint and discussed what has been accomplished on the Completion Initiative since November when he discussed it at the Board Retreat. (Attached)

#### **D. Approval of 2020-2021 School Calendar**

Dr. Matt Thompson, Vice President, Academic Affairs and Institutional Effectiveness presented the 2020-2021 School Calendar. He asked the board for approval.

**Motion**

It was moved by Richard J. Gaumer and seconded by George E. Manning to approve the 2020-2021 School Calendar. The motion carried.

**E. Volunteer to Foundation Strategic Planning Group**

Dr. Sprouse asked for a volunteer or a couple of volunteers, from the board, to participate in the Foundations Strategic Planning Initiative. This meeting will be March 10, 2016 from 12:30 p.m. until 3:30 p.m. Judy Cox and Tom Keck volunteered to participate in this meeting.

**F. Winter Graduation**

Dr. Sprouse reminded people that winter graduation is March 18, 2016.

**G. School Board Appreciation Dinner**

Dr. Sprouse stated that the School Board Appreciation Dinner is March 9, 2016.

**H. 2016 Performing and Visual Arts Calendar**

Dr. Sprouse informed board members that each packet contained the 2016 Performing and Visual Arts Calendar. Performances are held both on campus and in our communities.

**I. Involvement/Visits in Communities**

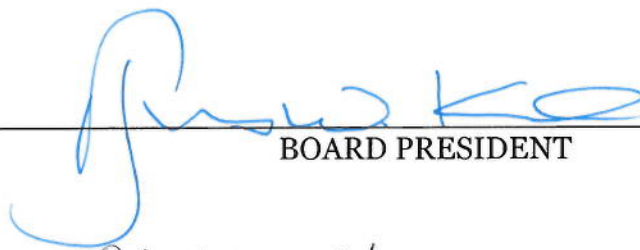
Dr. Sprouse reported that her Involvement/Visits in Communities is in board member packets.

**Comments**

Tom Keck reminded everyone that two things Indian Hills needs to concentrate on is: Success Rates and Default Rates.

**Adjournment**

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board Vice President Tom Keck adjourned the meeting at 5:36 p.m.




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BOARD PRESIDENT




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BOARD SECRETARY