

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

February 11, 2019

The regular Board of Trustees meeting for Indian Hills Community College was held on February 11, 2019, 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: Richard J. Gaumer, Tom Keck

Due to weather conditions, these members participated by phone: Nellie M. Coltrain, Beth Danowsky, Jerry Kirkpatrick, Katie Nichols, John Pothoven, and Alan Wilson.

Members absent: Amy Webber

**Approval of Agenda**

It was moved by Ms. Coltrain and seconded by Mr. Kirkpatrick to approve the board agenda as presented. The motion carried.

**Minutes**

The minutes of the January 14, 2019 Regular Board Meeting were reviewed.

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Nichols to approve minutes of the January 14, 2019 Regular Board Meeting. The motion carried.

**Unfinished Business**

None.

**Approval of Monthly Claims**

Board member Mr. 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 Mr. Gaumer and seconded by Mr. Keck to approve the bills list for the month of January 2019. The motion carried.

**Financial Report**

Mr. Bill Meck, Treasurer/CFO, reported that Tuition and Fees is behind \$647,424 compared to a year ago. Staff believe part of this is due to school closings due to weather and this effects spring registration. By the end of February spring registration will be closed and we hope to see a number that rebounds from where we are today. The rest of the report is very similar to last month. Expenditures are lower than last month and Other Revenue is better than last month, so a good report. Levies in Fund 2 are normal with the exception of some capital equipment still to be purchased.



### **Motion**

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

### **Fiscal Year 2020 Certified Budget**

Mr. Meck, Treasurer/CFO, reported that each board member has a document that represents the certified budget for the up-coming fiscal year. Mr. Meck summarized the Certified Budget. The total proposed levy rate has increased 3.4 cents (3.5%) moving from .959 to .993. Increased levy rate is due to increased unemployment costs (Promise Jobs) and increased insurance Costs. Total proposed spending authority is \$60.3 million, compared to \$60.7 million the prior year. Valuations have increased 6.13%, moving from \$5.871 billion to \$6.231 billion.

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 are fund numbers 1 and 2 and the Plant Fund is identified. The levy rate is captured in the lower right hand corner, which totals .99340.

The second page contains the certification of taxes and shows tax levies adopted and property taxes levied. This page shows the actual break down between our levies, equipment, tort, unemployment, retirement, and insurance levies.

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.

Mr. Meck requested approval for the FY2020 Certified Budget for publication and to establish the March 11, 2019 regular board meeting for the purpose of the public hearing and certification.

### **Motion**

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve the FY2020 Certified Budget for publication and to establish the March 11, 2019 regular board meeting for the purpose of the public hearing and certification.

A roll call vote was taken:

Richard J. Gaumer	Yes
Katie Nichols	Yes
Tom Keck	Yes
Jerry Kirkpatrick	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Nellie M. Coltrain	Yes

Members absent:

Amy Webber

**Establish March 11, 2019 at 4:00 p.m.in the Indian Hills Community College Board Room as the date, time, and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2019 Trustee Hall Restroom Remodel Project**

Bill Meck, Treasurer/CFO, reported on the Trustee Hall Restroom Remodel Project. This project will have a Construction Manager that is working with our Architect and IHCC to provide day-to-day hands on management for the project. The bids that are going to be solicited are going to come back in individual packages and they are just going to be for the work. There is a narrow period for this project. This project need to be completed by the 15<sup>th</sup> of August. The work estimates, fees from OPN, and fees from Story Construction result in an estimated total project cost of \$1.4 million-\$1.5 million. This will go out to bid Tuesday, February 12, 2019 and will be posted on the statewide plan room and posted on our website. The pre-bid meeting is scheduled for February 20, 2019. Bids are due March 5, 2019 and the bid results will be brought to the board in March.

**Motion**

It was moved by Ms. Danowsky and seconded by Ms. Coltrain to establish March 11, 2019 at 4:00 p.m.in the Indian Hills Community College Board Room as the date, time, and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2019 Trustee Hall Restroom Remodel Project The motion carried.

**IACCT Report**

Mr. Gaumer reported that he was unable to attend the IACCT Board meeting due to weather. He sent Shelle the new chart that talks about state funding, per pupil, and community college general fund revenue. Tuition and Fees are at a point that 51% of revenue for Iowa's general fund comes from tuition.

March 4, 2019 is the Phi Theta Kappa All-Iowa Academic Team Banquet and IHCC has five students who will be honored. March 5, 2019 is Community College Day on the Hill.

**Personnel Report**

Mr. Zeke Flick, Associate Director, Human Resources, presented the Personnel Report.

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Coltrain to approve the Personnel Report. The motion carried. The Personnel Report is made a part of these minutes.

**New Business**

**Weapons Policy and Security Procedure**

Dr. Sprouse presented Board Policy 256: Weapons Policy and Security Procedures. The Policy Committee and legal counsel have reviewed the Weapons Policy and Security Procedures.

**Motion**

It was moved by Mr. Gaumer and seconded by Mr. Wilson to approve the Weapons Policy and Security Procedures. The motion carried.

**Review/Approval of Associate of Arts and Associate of Science Degree Changes**

Ms. Shockley reported that her proposal is to change the AA/AS degrees from 61 to 64 credits beginning fall 2019. This will move students further at the time of transfer and at a lower cost for students. (PowerPoint Attached).

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Danowsky to approve the Associate of Arts and Associate of Science degree changes. The motion carried.

**President of the College****A. Facilities Report**

Mr. Fosdyck, Director, Physical Facilities, reported that the weather has slowed down work at the North Campus, but the building is fully enclosed and has temporary heat. Masonry work will be completed today. Work will soon begin on the Tom Arnold Net Center interior walls. The bottom half of the metal will be replaced with 2x4s, plywood, and glass board. This will look nice and will not be dented.

**B. 2023-2024 School Calendar**

Dr. Thompson, Vice President of Academic Affairs and Institutional Research presented the 2023-2024 Indian Hills Community College's Academic calendar for approval.

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Kirkpatrick to approve the 2023-2024 Indian Hills Community College's Academic calendar. The motion carried.

**C. Special Report: IT and Plans for Excellence Update**

This report was postponed until March due to weather conditions.

**D. Winter Graduation**

Dr. Sprouse stated winter graduation is Tuesday, February 19, 2019.

**Closing Remarks**

Dr. Sprouse's list of Involvement/Visits in Communities is in the packet. She also reported that winter graduation is February 19, 2019.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President Mr. Pothoven adjourned the meeting at 5:03 p.m.

  
BOARD PRESIDENT

  
BOARD SECRETARY