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MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

July 13, 2015

The regular Board of Trustees meeting for Indian Hills Community College was held on July 13, 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 4:00 p.m.

Roll Call

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

Members absent: Beth Danowsky.

Minutes

The minutes of the June 8, 2015, regular board meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve minutes of the June 8, 2015 regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

Board member Judith A. Cox 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 Judith A. Cox and seconded by Tom Keck to approve the bills list for the month of June, 2015. The motion carried.

Establish August 10, 2015 as the Proposed Date, Time, and Location for a Public Hearing on the Proposed Sale of Real Property

Bill Meck, Treasurer/CFO, reported that a resolution is attached related to this agenda item. Tonight, we would like to set the public hearing and be authorized to publish notice, one time, in the Sigourney paper. The

resolution will contain the description of the property for sale and the bidding process.

Motion

It was moved by Nellie M. Coltrain and seconded by George E. Manning to establish August 10, 2015 at 4:00 p.m. in the Board Room at Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa as the proposed date, time, and location for a public hearing on the proposed sale of real property, owned by Indian Hills Community College, located at 909 East Jackson, Sigourney, Iowa. The motion carried.

Fiscal Year-End Update

Bill Meck, Treasurer/CFO, reported that there is no Financial Statement tonight because the Business Office is in the process of closing the books. This is a different time of year because payroll and payables are being put in the system through June 30th and receivables are also being posted through June 30th. At the end of May we had a nice surplus and that is expected to hold through the end of the fiscal year and allow us funding to move forward through the next year. We will have a more precise update at the August meeting, but financial statements and state reports may not be completed.

State Aid

Bill Meck, Treasurer/CFO, reported that we did not get any new state aid money and we did not receive any of the one-time money that was proposed. We have no new state aid, but we didn't get anything taken away. Our funding level for fiscal year 16 is identical to fiscal year 15. This is a little more of a challenge, and we will need to find every opportunity to save money over the next year.

Tuition Update

Each board member had a Tuition and Fees per Credit Hour Summary sheet which Bill explained. Bill believes this sheet reflects final outcomes for all 15 community colleges. The average increase is \$6.43, the new average per credit hour is \$162.80 and we are currently at \$160.00, which is the low middle range. Bill has not heard of any colleges going back for an additional tuition increase because of state aid.

IACCT Report

Richard J. Gaumer reported that the most notable thing is that next week IACCT will be here and people are excited.

Rich showed members interactive data charts on the Iowa Department of Education Website that can now be pulled up and manipulated. He looked at how many resident students Indian Hills loses and how many students Indian Hills gets from other colleges. This is public information that

anyone can view and work with. Rich gave members a card showing how to get on the website and look up information and also how to look at The Annual Condition of Iowa Community Colleges. Colleges will no longer receive multiple pages of this information.

Personnel Report

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

Motion

It was moved by Richard J. Gaumer and seconded by Judith A. Cox to approve the Personnel Report. The motion carried. The Personnel Report is made a part of these minutes.

President of the College

A. Facilities Report

Bill Meck, Treasurer/CFO, reported that the Roadway Project is ongoing, and based on the billings we are approximately 20%-25% complete at the end of June. Work continues at the ATC. The next 3 classrooms to be renovated are 132, 134 and 142, these are the tiered classrooms. Renovation will begin at the end of August and hopefully be finished by the end of September. Other summer projects will be completed by fall, and we are just trying put our best face on for the IACCT Conference. But, summer is a busy time of year and there are enough projects to keep us busy.

Dr. Marlene Sprouse reported that the Executive Council Retreat was held July 1st and 2nd. We visited 3 other colleges and some of the remodel spaces in relation to student commons areas, student learning spaces and technology classrooms. It was a very good couple of days and we saw things that we were very interest in and wouldn't mind doing on our campus. We visited the University of Iowa, Cornell College and Kirkwood Community College, and the most fascinating part was that these were older spaces that were recreated into more up-to-date, usable spaces.

B. Retreat Dates

Dr. Marlene Sprouse stated that Board Retreat is typically in November and she wanted to give the Board some corresponding dates from last year's retreat. November 15 & 16 is closest to last year's dates. She said November 1st & 2nd and October 25th & 26th were also possibilities.

Board President John Pothoven tentatively put the Board Retreat dates for November 15 & 16, 2015 at Honey Creek State Park.

C. IHCC Foundation Board

Rhonda Conrad, Executive Director, Foundation and Community Relations thanked the board for letting her present. Rhonda introduced

Foundation Board Members: Jean Dell-Ottumwa, Joseph Goedken-Ottumwa, Gayla Harrison-Bloomfield, Kevin Hranicka-Keosauqua, Jerry Kirkpatrick-Centerville, Austin Norris-Oskaloosa, Alan Wilson-Corydon and Lori Zingg-Ottumwa. Rhonda had reports from the Foundation's two Investment Managers and the Foundation has 26.5 million dollars invested in support of scholarships.

D. Special Report-New Accreditation Process

Dr. Matt Thompson, Vice President, Academic Affairs reported on the new accreditation processes. Matt reported that Indian Hills maintains institutional accreditation through the Higher Learning Commission (HLC). The Higher Learning Commission phased out the PEAQ accreditation model and introduced three pathway accreditation options: 1) AQUIP Pathway, 2) Standard Pathway and 3) Open Pathway. Indian Hills Community College will participate in the Open Pathway which separates the continued accreditation process into two components: the Assurance Review and the Quality Initiative.

Two Assurance Reviews take place in the ten-year cycle; one in Year 4 and one in Year 10. The Year 4 review occurs asynchronously via the Commission's online Assurance System and without a visit. The Year 10 review also is conducted with the Assurance System but includes a visit to the campus.

Between Years 5 and 9 of the ten-year cycle, the institution proposes and completes a Quality Initiative. The Quality Initiative is to focus on institutional innovation and improvement. The institution undertakes a Quality Initiative as something it elects to suit its own purposes. The timeframe is flexible to accommodate the amount of time necessary to complete or make substantial progress toward completion. In Year 10, the institution undergoes a comprehensive evaluation.

During the Comprehensive Visit our college will demonstrate how it meets 5 criterion and components set by the HLC, which is the Assurance System. Our college will share how it meets all federal requirements set for institutions providing Title IV aid, which is called the Federal Compliance Review.

The Quality Initiative (Sufficiency of the Initiative's Scope and Significance) must show the potential for significant impact on the institution and its academic quality, alignment with the institution's mission and vision, connection with the institution's planning processes and evidence of significance and relevance at this time.

The Quality Initiative (Clarity of the Initiative's Purpose) will show clear purposes and goals reflective of the scope and significance of the initiative,

defined milestones and intended goals and clear process for evaluating progress.

The Quality Initiative (Evidence of Commitment to and Capacity for Accomplishing the Initiative) must show the commitment of senior leadership, commitment and involvement of key people and groups, sufficiency of the human, financial, technological, and other resources to the plan and timeline, defined plan for integrating the initiative into the ongoing work of the institution and sustaining its results and a clear understanding of and capacity to address potential obstacles.

Quality Initiative (Appropriateness of the Timeline for the Initiative) shows consistency with intended purposes and goals, the alignment with the implementation of other institutional priorities and a reasonable implementation plan for the time period.

Indian Hills Community College's Quality Initiative Proposal is to provide a comprehensive career and transfer advising process.

The 2014 Survey of Entering Student Engagement (SENSE) indicated students were not making early connections with college advisors and IHCC advising practices vary by college division. During the Quality Initiative, we will review career and transfer advising coordination, review advising policy, and review new technology initiatives related to advising. All of these elements should be improved to optimize the IHCC student experience.

QI proposal submission is during August 2015. Input sessions with faculty and staff will begin fall 2015. Student Planning software is currently being implemented and additional improvements in advising are to be determined.

IACCT Conference Assignment

Dr. Marlene Sprouse talked to board members about assignments for the IACCT Conference. Board members are room hosts for different sessions and will give a brief introduction and enjoy the conference. She also stated that she will send each person a summary sheet with the conference schedule.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:01 p.m.



BOARD PRESIDENT



BOARD SECRETARY