

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

June 8, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on June 8, 2020, in the Perkins Conference Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President Mr. John Pothoven called the meeting to order at 4:00 p.m.

Roll Call

Members present: Mr. John Pothoven, Ms. Nellie M. Coltrain, Ms. Beth Danowsky, Mr. Tom Keck, and Mr. Richard Gaumer

Members present via Zoom/Telephone: Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Ms. Amy Webber, and Mr. Alan Wilson.

Members absent: None.

Approval of Agenda

It was moved by Ms. Coltrain and seconded by Mr. Gaumer to approve the board agenda. The motion carried unanimously.

Minutes

The minutes of May 11, 2020 Regular Board Meeting, May 13, 2020 Special Board Meeting, and May 29, 2020 Special Board Meeting were reviewed.

Motion

It was moved by Mr. Keck and seconded by Ms. Danowsky to approve minutes of the May 11, 2020 Regular Board Meeting, May 13, 2020 Special Board Meeting, and May 29, 2020 Special Board Meeting. The motion carried unanimously.

Unfinished Business

None

Approval of Monthly Claims

Board member Mr. Keck 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. Keck and seconded by Ms. Coltrain to approve the bills list for the month of May 2020. The motion carried unanimously.

Financial Report

Mr. Michael Lee, Treasurer/CFO, reported that overall year-to-date Fund 1 performance is tracking slightly behind last year. Revenue: Tuition and Fees are lower by \$1,720,476, which is driven by Course Fees, which are lower by \$573,412 and this includes lower pass through course fees to Coast Flight of \$470,717, reclassification of \$200,379 of RISE revenue to Other, and Tuition lower by \$855,642. Local support is higher by \$65,543. State support is higher by

\$342,853 as anticipated. Federal support is higher by \$14,000, Other Income lower by \$148,042, primarily driven by lower reimbursements from the Operating Equipment Insurance Program of approximately \$185,000 due to reduced software maintenance and equipment maintenance, and offset by the RISE reclassification of approximately \$173,000.

Expenses: Salaries and Fringes are lower by \$151,313 due to lower benefit costs and lower wages, Services are lower by \$1,164,502 - Coast Flight lower by \$470,717, Maintenance/Repair of equipment lower by \$179,689, Other Current Expenses lower by \$332,335, and Printing Services down by \$83,524. Materials and Supplies are lower by \$27,495 primarily due to reduced travel expenses offset by higher software costs due to reclassification of the expense from services.

Fund 2 – Revenue: Received \$3,582,728, tracking behind last year by approximately \$147,000. Expenses: no significant variances. Unemployment will remain well below budget this year. Insurance is lagging behind due to lower maintenance expense reimbursements from Operating Equipment Insurance Program.

Motion

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

To Receive and Take Action upon the Recommendation of OPN Architects for the 2020 Main Campus Food Service Roof Project

Mr. Michael Lee, Treasurer/CFO reported that it was determined that it would be better to replace the roof due to age and amount of patching needed. Bids came in on Tuesday, June 2, 2020 and the low bid was Black Hawk Roof Company at \$194,600. Mr. Lee requested approval to move forward with Black Hawk Roof Company.

Motion

It was moved by Mr. Gaumer and seconded by Mr. Keck to accept the recommendation and have the president execute the contract.

A roll call vote was taken:

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

Members absent: None

Establish July 13, 2020 at 4:00 p.m. as the date, time, and location for the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Roadway Mill and Overlay Project

Mr. Lee, Treasurer/CFO, showed a map depicting roads and alternate parking lots that will be presented in July for mill and overlay work.

Motion

It was moved by Mr. Keck and seconded by Ms. Danowsky to Establish July 13, 2020 at 4:00 p.m. as the date, time, and location for the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2020 Main Campus Roadway Mill and Overlay Project.

A roll call vote was taken:

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

Members absent: None

Bad Debt Write Off

Mr. Lee, Treasurer/CFO, reported that total write offs have been reduced from \$423,413.64 to \$290,181.83. We have recovered \$178,113.44 in prior bad debts and bad debt collection costs are down to \$20,882.31. The Net write-off as of this report is \$132,950.70, largely due to Stephanie Humble, in the Business Office, and her phone skills. She is making multiple calls on a daily basis. These numbers are not final, we still have 3-weeks to go, but they will not increase.

Motion

It was moved by Ms. Coltrain and seconded by Mr. Keck to approve the Bad Debt Write Off. The motion carried unanimously.

IACCT Report

Mr. Gaumer reported that the presidents' group is working to get interpretations on the CARES money. Mr. Gaumer received a letter the President's sent to Senator Grassley regarding the CARES Act and asking for further consideration. Mr. Gaumer also received a letter from NATCEF sent from Iowa Department of Inspections and Appeals submitting a waiver to the Federal Government and Center for Medicaid and Medicare Services. This is to waive the in person requirement for CNA students. Mr. Gaumer will be sending out his annual letter regarding the contribution assessment.

Dr. Sprouse stated that legislation went back into session Wednesday, June 3, 2020, but it will be a short session. We have not received anything about State Aid. The Revenue Estimating Committee came in at 10% down. The Governor has

access to a piece of CARES money to use at her discretion and she has targeted that to K-12 for technology.

Personnel Report

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

Motion

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

New Business:

None

President of the College

A. Facilities Report

Dr. Sprouse and Mr. Lee gave an update on projects. Dr. Sprouse reported that construction is ongoing and now the roadway project has been added. Mr. Lee reported that the locker rooms and weight room construction on the Centerville Campus has been completed, with the exception of the lockers which were delivered today, June 8, 2020. The skin replacement on the outside of the multipurpose building will be completed in a couple of weeks. The wrestling facility will be mobilized this week. Parking lots are being restriped. The Food Service project on the Centerville Campus is still two weeks ahead of schedule and they are working on the store front. Dry wall is up and tile is being installed.

B. COVID-19 Response Update

Dr. Sprouse reported that her COVID-19 update was revised for this month and items in blue are updates and how the college is moving forward. IHCC is still closed to the general public. Students and employees who need to be on campus enter through designated doors, are screened, and wear masks. Residence Hall occupancy is 38. Some students are not here every night, and residence do not have roommates and are not allowed guests. Food Service continues to provide to-go meals for residence hall student. Dr. Monaghan stated that there have been no complaints about these meals. Summer classes started May 26th and they continue to be offered in a variety of alternative formats: online, Zoom, virtual labs, small groups in hands-on labs, or a combination of all formats. Plans for fall classes will continue to contain a variety of deliver methods. Faculty continue to work remotely or are on campus to conduct labs. We are still using telecommuting, project work and professional development opportunities. We continue to hire slowly to protect from layoffs. Forty students have been approved for additional CARE funding and another 40-50 applications are being processed. \$50,040 of second round money has been distributed and there are additional funds to help students through summer and into fall. We should receive information on June 19th from NJCAA.

Dr. Sprouse reported that IHCC received a Federal Job Corps Scholar Grant and she and Dr. Thompson were on the radio discussing the grant. The radio station also wanted a response on COVID-19. The Job Corps Scholar Grant is a companion with regular Job Corps funding. Dr. Thompson reported that 50% of

students involved in this program have to be from Centerville, Fairfield, and Ottumwa. The remaining 50% can come from anywhere. The focus will be on students in our 10-county area.

Mr. Gaumer asked about summer enrollment.

Ms. Joni Kelly reported that as of this morning number are down 16% in heads and credits from a year-ago.

Dr. Sprouse also reported that we would typically have a salary recommendation at this meeting, but we are waiting to hear about State General Aide before a recommendation is made. Dr. Sprouse hopes to have the recommendation at the July meeting.

C. Personnel

Dr. Sprouse, President, reported that this is Kevin Pink's last board meeting. His retirement date is June 30, 2020. Darlas Shockley and Kevin Pink will be invited to dinner when we are back to face to face meetings.

Dr. Sprouse also reported sending a letter to each board member. She has decided to retire and her retirement date is October 8, 2020. This is Dr. Sprouse's official announcement.

Mr. Pothoven reported that when Dr. Sprouse spoke to him about her retirement he reached out to each board member and asked if they wanted him to put out a search committee. Board members unanimously agreed that IHCC had the best candidate on staff already. Dr. Matt Thompson had a strong interest in the position. On May 29, 2020 the board went into a closed session and interviewed Dr. Thompson. It was unanimous that Dr. Thompson should be the next President of Indian Hills Community College.

Mr. Pothoven recommended that the board take action today and elect Dr. Thompson as the next President of Indian Hills Community College.

Motion

It was moved by Mr. Gaumer and seconded by Mr. Keck to elect Dr. Thompson as the next President of Indian Hills Community College at a salary to be determined by a committee effective on the departure of Dr. Sprouse. The motion carried unanimously.

Dr. Thompson stated that he is very appreciative, excited, and can't wait to get rolling. Dr. Thompson will work closely with Dr. Sprouse through the transition and he knows IHCC has some great things ahead. He thanked the Board of Trustees for their trust in electing him the new President of Indian Hills Community College.

Closing Remarks

Dr. Sprouse and Mr. Pothoven stated that the July meeting will be offered on Zoom. Please let Ms. Harvey know if you will be attending by Zoom or in person, so our numbers are in compliance with CDC guidelines.

Adjournment

Board member Mr. Gaumer moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:22 p.m.

A handwritten signature in blue ink that reads "John Pothoven".

BOARD PRESIDENT

A handwritten signature in blue ink that reads "Shelli Harvey".

BOARD SECRETARY