



MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

June 8, 2015

The regular Board of Trustees meeting for Indian Hills Community College was held on June 8, 2015, in Room 15/16 on the Centerville Campus, Indian Hills Community College, Centerville, Iowa. Board President John Pothoven called the meeting to order at 4:02 p.m.

**Roll Call**

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

Members absent: Nellie M. Coltrain.

**Minutes**

The minutes of the May 11, 2015, regular board meeting were reviewed.

**Motion**

It was moved by Tom Keck and seconded by Jerry Kirkpatrick to approve minutes of the May 11, 2015 regular board meeting. The motion carried.

**Public Hearing on the Proposed Plan, Specifications, Form of Contract, and Estimated Cost for the 2015 North Campus Truck Driving Training Pad Project**

Board President John Pothoven announced that this was the time and place set for the public hearing on the proposed plan, specifications, form of contract, and estimated cost for the 2015 North Campus Truck Driving Training Pad Project.

Board President Pothoven asked the Board Secretary, Shelle Harvey, if she had received any written objections or protests to the proposed plans specifications, form of contract or estimated cost for the 2015 North Campus Truck Driving Training Pad Project. Shelle Harvey stated "no."

Board President Pothoven asked the audience if there was anyone who wished to orally state any objections, comments in favor of the project, or wished to generally comment about the project, or the proposed plans, specifications, form of contract or estimated cost for the 2015 North Campus Truck Driving Training Pad Project.

Board President John Pothoven requested a motion to close the public hearing.

### **Motion**

It was moved by Alan Wilson and seconded by Richard J. Gaumer to close the public hearing. The motion carried.

It was moved by Tom Keck and seconded by Richard J. Gaumer to approve the Proposed Plan, Specifications, Form of Contract, and Estimated Cost for the 2015 North Campus Truck Driving Training Pad Project

A roll call vote was taken:

Judith A. Cox	Yes
Richard J. Gaumer	Yes
Tom Keck	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes

Members absent:  
Nellie M. Coltrain

### **Old Business**

None.

### **Written Communications**

None.

### **Accelerated Career Education (260G)**

- 1) Resolution Approving Accelerated Career Education (ACE) Agreement with Foodliner, Inc.

Mick Lawson, Business Liaison, reported that an Accelerated Career Education Program Agreement is an agreement that states that certain businesses will support the creation or expansion of a program at the college. This support can result in money for a building to house the program and/or money to help cover the operating costs of starting or expanding a program. Support can be provided one of two ways: by cash or in-kind donations' or by the diversion of employee withholding taxes from the state coffers to the college. In addition, the organization agrees to interview or hire graduates of the new or expanded program. These obligations continue for five (5) years.

This agreement provides for support of the Commercial Driver Training Program, to meet the growing need for commercial truck drivers. The ending date of this program agreement is June 30, 2020.



This agreement makes it possible for IHCC to qualify for \$225,000 in state ACE-Physical Infrastructure funding for the proposed driver skills course, which will be utilized by the Commercial Truck Driving Program.

Mr. Lawson recommended the Board adopt the resolution approving an Accelerated Career Education agreement between Indian Hills Community College and Foodliner, Inc.

**Motion**

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to adopt the resolution approving an Accelerated Career Education agreement between Indian Hills Community College and Foodliner, Inc. The motion carried.

A roll call vote was taken:

Judith A. Cox	Yes
Richard J. Gaumer	Yes
Tom Keck	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Alan Wilson	Yes
Jerry Kirkpatrick	Yes

Members absent:  
Nellie M. Coltrain

Board President John Pothoven declared the resolution duly adopted.

**Approval of Monthly Claims**

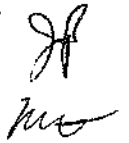
Board member Tom Keck reviewed the list of bills on behalf of the Board and reported that all questions were answered satisfactorily by appropriate staff members.

**Motion**

It was moved by Tom Keck and seconded by Jerry Kirkpatrick to approve the bills list for the month of May 11, 2015. The motion carried.

**Receive and Take Action Upon the Recommendation of the Engineer for the North Campus Truck Driving Training Pad Project**

Bill Meck, Treasurer/CFO, reported that bids were received Tuesday, June 2, 2015 for the Truck Driving Training Pad Project. Twenty-five firms were notified by Garden & Associates, LTD. and 3 bids were received for the project. The low bid was received from Norris Asphalt Paving Co., from Ottumwa, Iowa, in the amount of \$204,635.00.



Based on the review of the bids received, Garden & Associates, LTD. recommends awarding the contract to Norris Asphalt Paving Co., contingent upon approval.

### **Motion**

It was moved by Beth Danowsky and seconded by George E. Manning to approve the recommendation of the Engineer for the North Campus Truck Driving Training Pad Project. The motion carried.

### **Financial Report**

Bill Meck, Treasurer/CFO, reported that we incurred a revenue loss this month. Spring enrollment has cost us some of our Tuition and Fee gains that were reported last month. We were down in summer credit hours and are seeing that reflected in the financial statement. Line 1 is now \$1,806,000 above what it was a year-ago, but approximately \$1,750,000 of that is related to the Coast Flight Agreement. We are still slightly above level, but did lose some of the gains we established from the first 3-terms. Good news-salary and fringe expenditures are now \$393,815 below where we were a year-ago. The Services line reflects the \$1,750,000 that we paid Coast Flight for flight fees. Materials and Supplies are trending higher due to some software initiatives that we have been purchasing and implementing over the last 12-months. In the Other Current Expenses line we have a \$250,000 decrease primarily due to changes in our bad debt collection methods.

Within Fund 2 we have collected a little over 98% of our property taxes and have spent a little over 99%.

### **Motion**

Tom Keck moved and Jerry Kirkpatrick seconded to approve the Financial Report. The motion carried.

### **Bad Debt Write-Off**

We are slightly higher on write-offs this year. Total write-offs, from various sources, are \$670,388.95. That is up from \$609,553.21 a year-ago. We have seen an increase in the return of Title IV funds, which means students are receiving Financial Aid and are not fulfilling their educational obligation and we are responsible to pay part of the money back. Textbooks and Supplies went down, but our Meal Plan and Room Charges went up as well as a small increase in the Tuition and Fees amount.

Bill discussed the Bad Debt Recovered line. He reported that this is anything recovered that has been written off in the past, not just in the year. We have collected \$192,643.73 back this year and this is a nice trend. The Bad Debt Collection Costs line is where the significant change appears. Our collection costs have dropped from \$291,851.92 to \$55,902.64. There is almost a \$200,000 improvement in our net Bad Debt



costs. Bill reported that we do have a \$37,400 payment that we received in June that isn't reflected on this statement. Part of this money will lower the \$670,388.95, part of it will increase the Bad Debt Recovered line.

### **Motion**

Beth Danowsky moved and George E. Manning seconded to approve the write-off for the Bad Debt. The motion carried.

### **Budget/Revenue Source Discussion**

Dr. Marlene Sprouse stated that last month she and Bill spoke to the board about predictions of where the State General Aid allocation would come in. She also talked about tuition and where our revenues in general were going to flow from and what they would look like for next year. We now have the State General Aid allocation number, but it has not been signed by the Governor. It is a 1.25% allocation to the system in one-time money.

Bill Meck, Treasurer/CFO, said we have an allocation coming of one-time money, our share of that is about \$145,000 and not only is it one-time money, it is also non-operational money. This money can be used on non-recurring expenses, not on operational expenses or recurring expenses. This money is restricted and will be recorded in Fund 2. We still get benefits from having the money because we can use the funds on one-time expenses. So, we will remain flat on State General Aid within our General Fund for FY16, but through the utilization of the money we will be able to free-up some resources elsewhere.

Bill then talked about the Tuition and Fees per Credit Hour Summary that he handed out. This is the latest information and shows the average increase is \$4.00. Bill and Marlene recommends tuition be set tonight at an increase of \$5.00 per credit hour making in-state tuition \$160.00 per credit hour and out-of-state tuition \$240.00 per credit hour. We will continue to look for ways to find efficiencies in our budget.

### **Motion**

Alan Wilson moved and Tom Keck seconded to approve a tuition increase of \$5.00 per credit hour making in-state tuition \$160.00 per credit and \$240.00 per credit for out-of-state tuition. The motion carried.

### **IHCC Board Annual Art Award**

Board President John Pothoven stated that this is the first time we have had two award winners. Mark McWhorter introduced Alexandra (Alex) Snead from Keosauqua, Iowa "The Great and Wise Petey" and Jaqueline (Jackie) Moore from Ottumwa, Iowa for a ceramic sculpture, "Hmmm." Board President John Pothoven presented Ms. Snead and Ms. Moore each with a \$200 monetary gift from the members of the IHCC Board of Trustees and Dr. Marlene Sprouse. The committee, consisting of Judith A.

Cox, Tom Keck and Nellie M. Coltrain selected these winners from the IHCC Student Art Exhibit.

### **IACCT Report**

Richard J. Gaumer reported that the State General Aid appropriation was a disappointment. This is a one-time appropriation of 1.25% for non-general fund expenditures that will require allocation of what might be general fund expenditures to this fund for one-time expenses. There were other allocations that were unchanged in the area of PACE and Workforce training. There were some good things that came from the legislature. SARA will allow us to deliver out of state internet courses more efficiently and we will not have another election to renew the equipment levy unless the electorate asks for an election. The net result is that IHCC will need to focus on two areas: 1) increase the number of students attending our school and 2) do the job we are doing with the same money. We need to continue to work harder to tell our story to state legislators.

Richard J. Gaumer introduced MJ Dolan, Executive Director of the Iowa Association of Community College Trustees. MJ stated that we need to tell our story and ramp up our business. She also said that people are looking forward to coming to Indian Hills for the 2015 IACCT Conference.

### **Personnel Report**

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

### **Motion**

It was moved by Beth Danowsky and seconded by George E. Manning to approve the Personnel Report. The motion carried. The Personnel Report is made a part of these minutes.

### **2015-2016 Academic Year Salary/Fringe Benefits**

Bonnie Campbell reported that at last month's meeting a proposal of a 3% total benefit package was discussed. Even after receiving a 1.25% increase from State Aid, Marlene, Bill and she would still like to give employees a 3% total package increase. Bonnie recommends a 3% total package for employees.

Dr. Marlene Sprouse congratulated Bill and Bonnie for all of their hard work in relation to agreeing to give a 3% package even though State Aid came in lower than expected.

### **Motion**

It was moved by Alan Wilson and seconded by Jerry Kirkpatrick to approve a 3% total benefit package for Indian Hills Community College employees. The motion carried.

## New Business

None.

## President of the College

### A. Facilities Report

Bill Meck, Treasurer/CFO, reported that during the summer months IHCC tries to take advantage and complete facility projects. Bill reported that we were contacted by our furniture representative and she stated that AIB, who is now a part of the University of Iowa, is trying to get rid of a substantial amount of dorm furniture and we might be able to get it at a reasonable price. The furniture is two-years old and would be a very nice update for a number of dorm rooms on the Ottumwa and Centerville Campuses. Bill is looking into this as a possibility. Painting and updates are being done in restrooms, student housing, and work is continuing in the ATC Building. The next big project is the 3 tiered classrooms, which will include paint, furnishing and updating.

Bill stated that there is a handful of other projects going on across campus. Some are geared specifically in getting ready for the 2015 IACCT Conference, but they are things that we have wanted to do for quite some time. We will be building a new road and Truck Driving Training Pad this summer and Bill will continue to look at a lab remodel at the ATC Building.

Dr. Sprouse reminded board members that when she became President she wanted to do some upgrading and updating. We needed some new furniture, carpet and painting. She is proud that we have begun doing these things and throughout the summer board members will begin to notice a difference in the appearance of the college. Hopefully, next month we will tour some of the other buildings and show off all the improvements.

### B. Legislative Session Update

Martha Wick stated that there are some positive things. Results of the legislative session. Community Colleges did get the levy, we did get the SARA Bill, we didn't get anything taken away from WTED funding or PACE. The 1.25%, one-time money, has never happened before and people were very surprised that there was even limitations on that and how it could be spent.

MJ Dolan stated that that conflict was in the House Caucus. The House budget for community colleges from the very first day was 0%, the Governor was 1.75% and Senator Gronstal was much more. The very last days we had 0% so, but for leadership we wouldn't have the 1.25%. To her knowledge this has never happened before.



Dr. Marlene Sprouse agrees with MJ that we have to get our businesses saying what we are doing for them and how many people across the state are touched by community colleges.

### **C. Appanoose County-Regional Economic Advancement Progress Report**

Dr. Matt Thompson introduced Neil MacArthur, Rural Business Development Advisor and Tod Faris, Executive Director, Appanoose Economic Development Corporation (AEDC). Neil MacArthur has been working with Indian Hills, on a part-time basis, for almost 3-years. He said that he and Tod are very positive with the progress going on in Centerville.

Neil reported that there is a broad range of new initiatives which signal significant and positive changes for Appanoose County. He has discovered that there are more jobs than people. The first project was derelict housing in Appanoose County. An organization call Betterment or Bust (BOB) was formed and is actively engaged in establishing a clean, new image for the county. 19 structures have been demolished and 22 more are slated to be demolished by the end of 2016. That is a significant change for the town and community and that change has brought about a positive feeling among people. One of the most difficult things dealing with these types of properties is they are often abandoned. People went to the state legislature and requested legislative support to ease and speed up the process. A significant contribution has come from Indian Hills and Mark Walsh. There have been 2 new homes built and Mark and his students are working on the 3<sup>rd</sup> home.

Tod Faris stated that there are very few, if any, other communities that work with community colleges in the way that Appanoose County is.

Neil said that the housing project has led into a lot of other areas of improvement. Cameras and lighting have been placed on the square, streets are being redone and when completed there will be a main entrance to the square. There is an overall plan for the City Park. The vision and plan is actively being executed. There will be new playground equipment and the swimming pool is being completely redone. The YMCA will be completely renovated with new exercise equipment, a pool, HVAC and 3 rental cabins were built at the reservoir.

A new Morgan Cline Sports Complex has been built and from May until June this complex will host an Inaugural Tournament and there is expected to be 3,000 to 5,000 people in attendance. The Morgan Cline Complex will be open year around and host soccer, softball, football, and cross-country skiing events. Future plans are to build a field house. The Indian Hills Soccer Clinic was the opening event.

A new Senior Citizen Complex is being planned and will have 44 one/two bedroom units, of which 50% will be pre-sold. The target audience will be 55 years and older and expected groundbreaking will be fall of 2015.

Neil finished by stating that the Community Action Organizations make an impact with coordination and cooperation rather than duplication and resource competition and a weekly Civic Improvement Coalition that is open to all interested and involved citizens, "special-interest" groups and/or community-based organizations like the Chamber of Commerce, City and County Government, Churches, Charities, K of C, the Eagles.

Tod Faris talked about the strategy and roles, the annual in-depth interviews of the area's largest employers and the loan portfolio. Since 2008 41 loans have been approved, 111 new jobs have been created and 157 jobs have been retained. 2014 was an inaugural year for the annual Governors Deer Hunt. It was successful and an extremely well attended and productive event. The 2015 deer hunt secures Appanoose County as the location in the future. Tod then spoke about Honey Creek's draw and the impact and how cooperation and coordination contribute to attracting visitors and professional developers of Iowa. Walmart chose Appanoose County for the 2015 Regional Senior Management conference, so it is a win-win with local jobs and tourism dollars stimulating the area economy. The area Broad Band Initiative is choosing between fiber optics and copper, speed and cost. The study Team representation covers all facets. The area Job Fair is indicative of positive psychology. It is a joint event with AEDC and Iowa Work Force with 18 companies and employers and more than 200 applications. There are 57 jobs in Appanoose County not getting filled, because there is not enough people to fill these positions. The National Guard Armory now belongs to the city and there is a special study being commissioned to see how this building can best be utilized.

#### **D. Special Reports**

Joe Starcevich, Dean, Centerville Campus; introduced Kevin Cook, Professor; Arts and Sciences at Indian Hills Centerville Campus.

Kevin talked about the Outstanding Student awards and how it came about 10 years-ago. A student must have a 3.5 grade point average or above to qualify for the award. Students must participate in class and have leadership skills and the nominees are picked by faculty. There have been 22 presenters and 115 students awarded in the last 10 years. There is a special ceremony the afternoon of graduation.

Joe next introduced Mark Walsh, Construction Technology Professor.

Mark has worked for Indian Hills for 17 years and really enjoys his job. He showed a PowerPoint of homes that have been built by students in the last 10 years and problems incurred while building these homes. Mark stated

that his program does everything, when building a home, except for digging the hole and floor coverings. He reported that materials were getting too costly and Indian Hills decided to no longer build homes themselves, but rather build for, Appanoose County. Mark now works with Neil MacArthur, Tod Faris and the Economic Developers.

### Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 6:13 p.m.

  
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BOARD PRESIDENT

  
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BOARD SECRETARY