



MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

June 13, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on June 13, 2016, in the Library, Centerville Campus, Indian Hills Community College, Centerville, Iowa. Board President John Pothoven called the meeting to order at 4:01 p.m.

Roll Call

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

Members absent: None

Minutes

The minutes of the May 9, 2016, regular board meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck to approve minutes of the May 9, 2016, regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

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 by appropriate staff members.

Motion

It was moved by Tom Keck and seconded by Nellie M. Coltrain to approve the bills list for the month of May, 2016. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that May's report is very similar to what we saw in April. We are up approximately \$145,000 from last year. Coast Flight, for this year, will end with \$1,150,000 in excess of activity we had a year ago. The Tuition and Fees line and Services and Fees line include Coast Flight. We have seen a slight increase in Tuition and Fees as well as the Federal, State and Local Support. We have \$150,000 increase in the Other Income line and on the Expenditure side there is \$182,000 increase in Salaries and Fringes and up \$100,000 on the Services line. We are predicting that Year-end will produce similar results as last year.

Motion

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

Bad Debt Write Off

Bill Meck, Treasurer/CFO, presented an Accounts Receivable Write-Off Summary. There have been significant improvements from last year. The total being written off is down from \$659,281.50 to \$598,923.19. Bad Debt that has been recovered is up and Bad Debt Collection costs have stayed relatively the same. Last year the net college write-off was \$505,876.64 and this year the net write-off is \$438,966.05.

Motion

Tom Keck moved and Jerry Kirkpatrick seconded to approve the Bad Debt write-off for FY16. The motion carried.

IHCC Board Annual Art Award

Board President John Pothoven stated that we have two award winners for the Annual Art Award. Mark McWhorter introduced Cynthia Rueda from State Center, Iowa "Outside" and Joe Robuck from Knoxville, IA "Ocean Side." Board President John Pothoven presented Ms. Rueda and Mr. Robuck each with a \$200.00 monetary gift from the members of the IHCC Board of Trustees and Dr. Marlene Sprouse. The committee, consisting of Judith A. Cox, Nellie M. Coltrain and Tom Keck selected these winners from the IHCC Student Art Exhibit.

IACCT Report

Richard J. Gaumer reported that the IACCT Committee has not met since our last meeting. A presentation on Advertising and Marketing will be given on Thursday, June 16, 2016 when the committee meets. Rich stated that the Lobbying draft report will also be presented.

Richard stated that Marketing, Advertising and other forms of media has created a situation that puts us up against our policy. We are not supposed to market outside our district. But, most television comes from the Des Moines area and Cedar Rapids. Other colleges are starting to increase advertising. If restrictions are no longer used, competition will ramp up between colleges. Dr. Sprouse said the President's saw a draft of the advertising restrictions but will revisit in the fall.

Rich said that the Des Moines Register had a good editorial about relationships between community colleges and regents. Community colleges receive the short end and competition should not be between community colleges and regents.

Personnel Report

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

Motion

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

2016-2017 Academic Year Salary/Fringe Benefits

Ms. Bonnie Campbell, Human Resources Director, reported on salaries and fringe benefits for 2016-2017. Bill, Marlene and Bonnie met with the Budget Committee and proposed a 2.8% total package increase. The wage piece would be 3.62%. Because of the 3% decline in health insurance costs some money will be passed on to the college and some to employees. Bonnie showed a PowerPoint of the past 6-years of wages and fringe benefits (attached).

Bonnie asked the board to approve a 2.8% total package increase with wages being 3.62%.

Motion

It was moved by Richard J. Gaumer and seconded by Nellie M. Coltrain to approve the 2016-2017 Academic Year Salary/Fringe Benefits. The motion carried.

New Business

None.

President of the College

A. Facilities Report

Bill Meck, Treasurer/CFO, updated board members on state wide tuition. He handed out an updated tuition and fees per credit hour summary. This sheet shows Indian Hills Community College as being the 4th lowest college in tuition.

Bill reported that the Hellyer Student Life Center has had a makeover. The floor has been stripped and sealed, new lines have been added, new bench caps have been ordered, the intermediate steps will be painted and new handrails will be installed. A new restroom will be added downstairs, the reception area will get new furniture, new painting on walls and the removal of old equipment.

Room 232, in the ATC Building, should be completed by June 30, 2016. The tiered classroom in the Rosenman Building should be completed with new furniture and updates by June 30, 2016. The Bennett Building which has had new carpet, paint and ceiling should be finished in another month. Arts and Sciences is receiving 4 classrooms of new furniture and should be installed by June 30, 2016.

Projects that are still in progress are the Bennett Building restrooms that will be updated, carpet and furniture for the Dining Hall and Warrior Junction is getting new flooring and furniture updates. Darlas Shockley has been working with faculty on office furniture. The Administrative Conference room is getting new paint, carpet, a new table and something will be done with the walls. The ATC parking lot is getting resurfaced and Trustee student spaces are being updated

along with new door locks and restrooms. Also, new windows are going into Oak Hall

B. Environmental Scan Summit

Dr. Sprouse, President, gave board members information on the Environmental Scan Summit. She invited all board members to attend if so desired. Executive Council will be reviewing the Strategic Plan and changes will be brought to the board in November at retreat.

C. Special Report: Update on Sustainable Agriculture Program

Joe Starcevich, Dean Centerville Campus, introduced Brydon Kaster, Professor, Sustainable Agriculture and Entrepreneurship. Brydon reported that they are now getting started with the greenhouse. The initial focus was to go to commercial production and now the focus is getting students involved in the curriculum and growing of food. Students were split into groups and management plans were created. Sweet corn, lettuce, tomatoes, green beans and radishes are being grown in the greenhouse. Students have had a lot of interactions with the greenhouse in other areas than just growing crops. Two main cover crops have been developed in the greenhouse.

Tree Plot – this is one of the first add on pieces implemented and this is one crop that makes IHCC unique. Iowa soils were developed under vegetation and are well suited for trees. Some trees are getting 15-20 foot tall and producing. This year 4 trees will produce crops, a couple will produce at a commercial level. The capacity will be 900-1000 trees. The Iowa Nut Growers have been very involved. This site is becoming a show piece.

Cattle Herd – IHCC has 7 head of cattle. Right now it is strictly an AI herd and this is also something students can be involved in. A partnership has been created with the Indian Hills Culinary program. Culinary wanted an uncut beef so students could learn how to break it down. A local restaurant bought a beef and would like to have more. Brydon said a discussion in class is “When do we need to put calves on the ground so they can supply the market that fits best for students. The goal for a total number of cows is around 50 head, maximum. Students vaccinate and AI the cattle.

Horses – students love going to the farm and working with the horses. These classes are offered in the Career Academies also. Students spend one day a week in class and then they spend a day at the farm with the horses. Engagement is higher at the farm because of the hands on experience and the environment. There is a big cross-over between working with equine and beef.

D. Special Report: Update on Centerville Residence Hall

Bill Meck, Treasurer/CFO, and Chris Bowser, Executive Dean, Student Services, reported that Indian Hills has been working with OPN Architect to develop a final floor plan for the remodeling and addition to housing in Centerville. Challenges being faced are a lack of restrooms, not enough laundry facilities, no student lounge space, no study space and no supervisory room. OPN has taken the existing layout and proposed a third wing to the facility. The current hub has been reworked so it will include the lobby, improve laundry facilities and the

student lounge as well as an RA office. It has been proposed to remove four of our current rooms and convert them into restroom facilities. Another proposal is to add additional rooms (12) along with another hub that will include a study space, RA rooms and more laundry facilities. Overall, we would have 9 restrooms, 36 double rooms, laundry facilities and a study space. The facility will also be updated during the renovation. When finished, the Residence Hall will have a capacity of 72 people.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:49 p.m.



BOARD PRESIDENT



BOARD SECRETARY