

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

March 10, 2014

The regular Board of Trustees meeting for Indian Hills Community College was held on March 10, 2014, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:03 p.m.

Roll Call

Members present: Judith A. Cox, Beth Danowsky, Richard J. Gaumer, George E. Manning, and John Pothoven.

Members absent: Tom Keck, Sharon Kline, Kevin M. Kness, and Richard C. Sharp.

Public Hearing

John Pothoven asked for a motion to open the public hearing to adopt the FY2015 Budget Estimate and Certify College Taxes.

Motion

It was moved by Rich Gaumer and seconded by Beth Danowsky to open the public hearing. The motion carried.

John Pothoven asked Shelle Harvey if she had received any written objections or protests on the FY15 Certified Budget Estimate and College Taxes. She stated "no." John Pothoven asked if there were any oral objections or comments. There were no comments or discussion so he asked for a motion and second to close the public hearing.

Motion

It was moved by Rich Gaumer and seconded by Beth Danowsky to close the public hearing. The motion carried.

Approval of the FY15 Certified Budget Estimate and College Taxes

Bill Meck reported that since the February board meeting the certified budget notice was sent to 10 area newspapers to be published. He has received affidavit proof of publication from each paper. All were done in the correct timeframe. If approved tonight, Bill will file a hard copy with the Wapello County Auditor along with uploading to the Department of Education and the Department of Management. All requirements must be met, in hard copy, by March 15, 2014, and online by March 31, 2014.

Rich Gaumer asked if Bill's estimates for next year are about the same as this year. Bill replied that he has added a small increase to the certified budget spending limits. He is taking an optimistic approach to the certified

budget and then as the operating budget is developed, he will bring it in line for the next year.

Motion

It was moved by George Manning and seconded by Judith Cox to approve the FY15 Certified Budget Estimate and College Taxes.

A roll call vote was taken:
Judith A. Cox Yes
Richard J. Gaumer Yes
George E. Manning Yes
Beth Danowsky Yes
John Pothoven Yes

Members absent:
Sharon Kline
Tom Keck
Kevin M. Kness
Richard C. Sharp

The motion carried with 5 ayes, 0 nays.

Minutes

The minutes of the February 10, 2014, regular board meeting were reviewed.

Motion

It was moved by George Manning and seconded by Judith Cox to approve minutes of the February 10, 2014, regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

Financial Report

Bill Meck, Treasurer/CFO, reported that February was a difficult month on the revenue side of the financial statements. This was primarily due to the continued decline in enrollment and the loss of credit hour revenue. We are down on tuition and fees, as of February 28th, \$787,000 date to date from last year; last month we were down \$388,000. Credit hours for spring have declined approximately 3,600 hours, resulting in a total decline for the year in excess of 10,000 hours. The good news is that our net revenue over expenses declined \$300,000, meaning we gained \$100,000 in other areas of the operating budget; one example is salary

savings increased \$60,000 from last month. Bill is hopeful this trend continues, allowing for an offset to the tuition and fees decline. All new revenue and expenditure reduction opportunities, as well as grant funding possibilities are being pursued. Dr. Sprouse stated that the \$60,000 savings in salaries may not sound like a lot, but savings from non-replacement of staff hasn't shown up previously, and this month it did (\$60,000), so it is a positive.

John Pothoven asked if the low enrollment was in certain areas or across the board. Dr. Sprouse stated that Arts and Sciences has taken a pretty big hit but we are down in all areas.

Rich Gaumer asked if there was an issue why we were not getting Arts and Sciences student enrolled. Dr. Sprouse reported that some of the reason is that the balance has shifted from Arts and Sciences to Career and Technical, but in overall enrollment either there are not as many students available, they are not coming to college, or they have chosen to go somewhere else. All community colleges are down, so that means students are going to regents or 4-year institutions. Dr. Thompson stated that at the transfer fair, Graceland University reported they are up significantly which traditionally they are pretty flat. Iowa State and Iowa are also up so that also contributes to our numbers. Dr. Sprouse stated that universities have worked hard at growing enrollment. A few years-ago the growth of community colleges made universities nervous. Now, regents and universities are doing a lot of advertising to get their numbers up. When the economy is down enrollment goes up and this is not necessarily just true for Career and Technical areas.

Richard Gaumer wondered if we are supplying the workforce and are we working hard enough to sell our programs. Dr. Sprouse said we are supplying the workforce with workers but about 5 or 6 years-ago we marketed big for Career and Technical programs and went away from marketing Arts and Sciences as much. We are looking at shifting our marketing a little so we are capturing Arts and Sciences and Career and Technical programs. Some competitors are really playing up transfers and the message of "transfer" and we will get on that wagon.

Motion

It was moved by Richard Gaumer and seconded by George Manning to accept the Financial Report. The motion carried.

Approval of Monthly Claims

Board member George Manning 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 George Manning and seconded by Beth Danowsky to approve the bills list for the month of March. The motion carried.

IACCT Report

Board member Richard Gaumer reported that March 5, 2014 he attended the Phi Theta Kappa Banquet. It's the All Iowa Academic Team Community College Honorees banquet. We had 4 students invited and 3 in attendance. The 4th student was playing softball. Joe Starcevich's daughter was one of the honorees. There were 51 students in the state of Iowa who were honored and IHCC had 4 of them.

Richard Gaumer reported that the IACCT board meeting started with brochures about the 2013-2014 Workforce Policy Agenda. A state-wide group of Iowa Community Colleges are promoting skills and this is getting a lot of support from the United Way of Iowa. The brochure indicated strengths in numbers. The Completion Agenda is being pushed and we need to understand and move forward to try and improve skills in the workforce and to knock down as many barriers as we can. There seems to be many road blocks for people who would like an education but cannot afford it. The IACCT board also received the Joint Enrollment report from the Department of Education. This compares all 15 colleges and Rich sees no pattern that can be identified from one college to another.

Dr. Sprouse said high schools are a substantial part of our enrollment but not as much of our revenue because we do not collect full tuition from high schools. We try to be good partners with school districts. Schools receive .46 supplemental funding for Arts and Sciences and .70 for career and technical programs. So, legislators have recognized that career and technical programs cost more to offer.

Richard Gaumer stated that the same gentleman who is the Phi Theta Kappa Director is proposing that we urge a conversation with legislators, educators, and regents to have a universal transfer, state-wide. Rich Gaumer believes that the difficulty in transfer is often due to university faculty not allowing the transfer. He asked Jeremy Varner his opinion of the state-wide articulation agreement mandated by legislation and Jeremy said he didn't want to comment.

Dr. Sprouse said the articulation agreements with a particular university are signed because these articulations are guaranteed to transfer across. There is work that needs to be done to make sure the state-wide agreements already in place are being followed. Dr. Thompson reported that a lot of work still needs to be done but community college's need to agree on common courses for an easier transfer. Transfers seem to be college by college and program by program, but all community colleges are meeting to get courses aligned so they will transfer.

Rich Gaumer also stated that the Kirkwood President, who is also the chair on the Presidents committee, is getting the regent's representative,

Diana Gonzales, to attend the retreat and she will be questioned pretty closely about articulation.

Rich also reported that the caucuses met and they have generally agreed that state allowable growth will be 4%. 4% of the budget regents get is good money – us not as good, so we are going to have a lean budget again next year.

Worker training programs will stay fully funded. Another dispute is about 260F programs. The Iowa Economic Development Authority wants control of that program. Rich suggests that trustees ask their legislator why they might be supporting moving control of worker training from community colleges to Economic Development. IEDA proposed that they can do Apprenticeship training and administrative cost at a lower rate and better. Local control will be taken from us and it is important for us to keep control. Elected board members have the most persuasion when it comes to talking to legislators, because each stand for election.

Dr. Sprouse is going to look into this because at the President's meeting they talked like it was going to be fine and we would keep the worker training and the apprenticeship issues separate. Beth Danowsky said it was interesting because at her meeting Debbie Durham was surprised to learn that the Apprenticeship piece is buried in the Broadband Bill.

Richard Gaumer reminded board members that the IACCT Conference is March 31 and April 1st. There are going to be good sessions and he encourages anyone available to attend. Indian Hills will host the IACCT Conference in 2015.

Set Public Hearing for Sale of Real Property

John Pothoven reported that we have a resolution to sell property at the North Campus, requiring a community college to conduct a public hearing. He is recommending that we set the public hearing for April 14, 2014, at the regular board meeting, and if there are no comments we will take action on the sale because we do have a potential buyer and an agreed upon price.

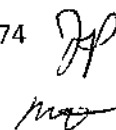
Motion

It was moved by Judith Cox and seconded by Beth Danowsky to approve the Public Hearing for Sale of Real Property.

A roll call vote was taken:

Judith A. Cox	Yes
Richard J. Gaumer	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes

Members absent:



Sharon Kline
Tom Keck
Kevin M. Kness
Richard C. Sharp

The motion carried with 5 ayes, 0 nays.

Personnel Report

Ms. Bonnie Campbell, Human Resources Director, presented the Personnel Report. There have been no new hires, one change in assignment, one resignation, and one position elimination.

Motion

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

New Business

None.

President of the College

A. Planning and Building Report

Bill Meck reported that progress continues at the business incubator. It is now enclosed and concrete will soon be poured. Feedback is continuing with the architects relating to change orders to make the facility a little more user friendly. IHCC had their initial meetings about the Hellyer entry and the Sustainable Agriculture project in Centerville. Bill is confident both projects will start and finish on time.

B. Approval of the 2018-2019 School Calendar

Dr. Thompson asked for approval of the 2018-2019 school Calendar.

Motion

It was moved by George Manning and seconded by Richard Gaumer to approve the 2018-2019 school calendar. The motion carried.

C. Strategic Plan Update and Approval

Dr. Sprouse stated that the board has been presented the strategic plan several times but it needs a formal approval. Dr. Sprouse went through the goals with the board and also presented them with a more detailed document.

Richard Gaumer asked if we are actively recruiting international students from our area. Dr. Sprouse stated that we are recruiting them but maybe not at the level we could be. We are looking at different avenues for doing a better job. Rich also asked why we are only trying to improve targeted

courses and areas. Why would we not want to improve completion in all of our programs? Dr. Sprouse said we do, but on the strategic plan we were looking to identify areas that completions were in most need and start there.

Motion

It was moved by Richard Gaumer and seconded by Judith Cox to approve the Strategic Plan.

A roll call vote was taken:

Judith A. Cox	Yes
Richard J. Gaumer	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes

Members absent:

Sharon Kline
Tom Keck
Kevin M. Kness
Richard C. Sharp

The motion carried with 5 ayes, 0 nays.

D. Facility Plan Update and Approval

Dr. Sprouse reported that board members have a facilities plan document in their board packets. This document was created by Executive Council under Dr. Lindenmayer's leadership. The document goes through 2020 but Dr. Sprouse and Bill Meck are putting it in a format where they can put concrete numbers on as funding sources. They have also added a column to identify funding sources. Some pieces have been moved off as projects that are being investigated rather than planned items. This is a living breathing document, but there may be times we get to some of these dates but don't have the funds to move ahead with a particular project. Bill Meck stated that they are aware that the college has some maintenance concerns and tried to incorporate these into the plan. This will impact a lot of areas, the Centerville campus, service centers, and bathrooms. The plan reflects what they think will be a reasonable allocation and as they are accomplished the plan will be updated and tied in with the budget. Rich Gaumer asked if we had room for more capacity. Dr. Sprouse said in service centers, in programs, in dorms, and she and Bill have addressed many of these things. But dorms need some attention because maybe they are not what students are looking for. They want bigger and more updated. Rich Gaumer said he doesn't see where new buildings will be built in the near future. If there were growth in students and/or programs do we have enough facilities? John Pothoven stated that a couple of years ago we had over 5,000 students and we accommodated them. Dr. Sprouse stated that

the door has not been closed on building but she feels more areas need upgraded as the first priority.

Motion

It was moved by George Manning and seconded by Beth Danowsky to approve the Facilities Plan.

A roll call vote was taken:

Judith A. Cox	Yes
Richard J. Gaumer	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes

Members absent:

Sharon Kline
Tom Keck
Kevin M. Kness
Richard C. Sharp

The motion carried with 5 ayes, 0 nays.

E. State Accreditation

Dr. Thompson gave the board a brief overview on the visit from the Department of Education. He reported that IHCC will be going through an Iowa Department of Education Accreditation visit. It is a Comprehensive visit and these come along every 10 years and in between we have an interim visit. The team will consist of four Department of Education representatives and two staff members from other colleges. We are excited because we have a lot of good things to share with them. We will provide a brief description of the history of the college, an institutional profile, an assurance summary which is our compliance with HLC documentation, we will address any deficiencies we may have had during the HLC visit, and identify issues that must be addressed and demonstrate we have moved forward and made corrections. We will be actively uploading things to SharePoint for the visit. They will spend a lot of time with Bonnie reviewing employee records. Indian Hills Community College is in very good shape. But the accreditation team will likely find little issues and areas that they think we can do better on. After they leave they will prepare a final report and then it will go to the State Board of Education members for approval.

F. IT Past to Present

Shane Molyneux, Chief Informational Officer, presented a PowerPoint with dates from 1999 through present showing how the college has become more data driven and the expanding services that are offered to students. An organizational chart was presented showing people who work

for Shane and jobs they are responsible for performing. Shane showed how printers, copiers, camera, phones and many other items have expanded and/or been added to help educate students and provide security for students and employees. He also talked about other areas of security that have been added because of issues that have occurred at other colleges. Shane talked about everything his area is responsible for and how support and equipment is much better today than 1999.

Rich Gaumer asked if we had sufficient security to help protect our student and employee information from hackers. Shane said security can always be better but we have good security and his department monitor activity (hackers) on a daily basis.

Closing Remarks

Dr. Sprouse reminded board members that March 12, 2014 is the school board appreciation dinner. If you would like to attend please let Shelle know and you will be added to the list.

Celebrity night is March 26th and Tom Arnold will be the speaker. If you need to purchase tickets see Rhonda Conrad.

Dr. Sprouse passed out save the date cards informing people that IHCC will be hosting the 2015 IACCT Conference.

Dr. Sprouse also reported that IHCC's basketball team made it to the Nationals and she has invited Coach Peery and his wife to join us for dinner so he can be congratulated and wished good luck.

Rich Gaumer reported that graduation was very good and they did something very unique. Nursing students came in separately, wearing their uniforms, graduated and then were pinned. Darlas Shockley also did a very nice job as the speaker.

ADJOURNMENT

Board member George Manning moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:53 p.m.


BOARD PRESIDENT


BOARD SECRETARY