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MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

May 11, 2015

The regular Board of Trustees meeting for Indian Hills Community College was held on May 11, 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: Judith A. Cox, Beth Danowsky, Richard J. Gaumer, Tom Keck, Jerry L. Kirkpatrick, Nellie M. Coltrain, John Pothoven, and Alan M. Wilson.

Members absent: George E. Manning.

**Minutes**

The minutes of the April 13, 2015, regular board meeting were reviewed.

**Motion**

It was moved by Richard J. Gaumer and seconded by Nellie M. Coltrain to approve minutes of the April 13, 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 Roadway Project**

Board President John Pothoven announced that this is 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 Roadway Project (IDOT Project No. MAS-869-0(9)-7E-90).

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 Roadway. 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 Roadway.

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

### Motion

It was moved by Jerry Kirkpatrick and seconded by Alan Wilson to close the public hearing. The motion carried.

It was moved by Judith A. Cox and seconded by Richard J. Gaumer to approve the Proposed Plan, Specifications, Form of Contract, and Estimated Cost for the 2015 North Campus Roadway Project

A roll call vote was taken:

|                    |     |
|--------------------|-----|
| Judith A. Cox      | Yes |
| Richard J. Gaumer  | Yes |
| Tom Keck           | Yes |
| Nellie M. Coltrain | Yes |
| Beth Danowsky      | Yes |
| John Pothoven      | Yes |
| Alan Wilson        | Yes |
| Jerry Kirkpatrick  | Yes |

Members absent:

George E. Manning

### Old Business

None.

### Written Communications

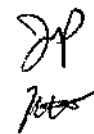
None.

### Receive and Take Action Upon the Recommendation of the Engineer for the North Campus Roadway Project (IDOT Project No. MAS-869-0(9)-7E-90)

Bill Meck, Treasurer/CFO, reported that bids were taken Tuesday, May 5, 2015 and it is nice to be able to report good results. The first bid was \$1.28 million and the bids just kept dropping. The lowest bid was \$700,777 and this bid includes both components of the roadway project; the base bid, and the alternate which is a connection between Truman Street over to the county road. At this point in time we have a recommendation from Brad to accept both pieces and we have an acknowledgement from the Iowa Department of Transportation. They have reviewed the bids and authorized us to proceed, and they have also indicated that we have all of our roadway money available, which is \$730,000. (\$200,000 was for future use, but they have indicated that we can spend that money now and they will reimburse us now). Bill asked the board to make a motion to accept the Jones Constructing Corp bid in the amount of \$700,777.

### Motion

It was moved by Jerry Kirkpatrick and seconded by Alan Wilson to approve the recommendation of the Engineer for the North Campus



Roadway Project (IDOT Project No. MAS-869-0(9)-7E-90). The motion carried.

**2015 North Campus Truck Driving Training Pad Project-Establish Date, Time, and Location for Public Hearing**

Bill Meck, Treasurer/CFO, asked the board to establish June 8, 2015 at 4:00 p.m. in Building 15/16 at the Indian Hills Community College Centerville Campus, 721 North 1<sup>st</sup> Street, Centerville, Iowa as the date, time and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2015 North Campus Truck Driving Training Pad Project.

This project involves construction of a new truck training pad at the North Campus, lying to the north of the Job Corps campus and to the south of the Fire Training Course. This training pad will measure 325' north-south by 390' east-west and will be connected to Truman Street. The majority of the project earthwork will be completed using excess material from the 2015 Parks and Institutional Roads roadway project.

Finish grading of the area will be completed under the training pad project and a granular surfacing section will be constructed. The surfacing section will consist of the following from bottom to top: 6" thick compacted natural subgrade, synthetic geogrid material, 5" thick Macadam stone base, and a 3" thick Class A crushed stone surface. This is the same surfacing section which was used for the Fire Training Course where it has performed very well to date.

**Motion**

It was moved by Nellie M. Coltrain and seconded by Beth Danowsky to establish June 8, 2015 at 4:00 p.m. in Building 15/16 at the Indian Hills Community College Centerville Campus, 721 North 1<sup>st</sup> Street, Centerville, Iowa as the date, time and location for a public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2015 North Campus Truck Driving Training Pad Project. The motion carried.

**Approval of Monthly Claims**

Board member Richard J. Gaumer 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 Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve the bills list for the month of April, 2015. The motion carried.

## **Financial Report**

Bill Meck, Treasurer/CFO, reported that Indian Hills is in the same position as March. We have held onto approximately \$200,000 in Tuition and Fee revenue increases. Our State Aid is up as we expected and we have a minor decline in Other Income, but we are doing very well on the income side. On the Expenditure side we have given back a little bit of ground on Salaries and Fringe line, but we are still \$329,404 below where we were a year-ago at this time and over the next couple of months, we may see that number diminish a little. Overall, Bill thinks we will see wage costs down for this fiscal year compared to last year which is quite an accomplishment. Our Services line is up due to \$1,204,809 due to Coast Flight payments. Our Materials and Supplies cost are up a little, but our Other Current Expenses line is down. Overall expenses are in good shape. We are up in revenue and down in expense.

Within our Fund 2 accounts our levies are approaching completion,  $\frac{3}{4}$  of our unemployment compensation is accounted for and the majority of our insurance is accounted for. Our equipment replacement is expended so we are getting close to being 100% spent in our levy accounts.

## **Motion**

Richard J. Gaumer moved and Tom Keck seconded to approve the Financial Report. The motion carried.

## **Budget/Revenue Source Discussion**

Dr. Marlene Sprouse stated she would like to have a discussion about a proposal about revenue. Last year there was a similar discussion, but it was about salaries and tuition. State General Aid has not been agreed upon so we are unsure what that revenue will be. Staff has met with faculty on the budget and what Indian Hills might be able to do on salaries and benefits.

Bill Meck, Treasurer/CFO, said when he, Marlene, and Bonnie met with the Budget Review Committee they saw the same Financial Statement that was presented tonight. They walked the committee through each line item and it was explained how things had changed from last year to this year, both on the Revenue side and the Expenditures side. Revenue was a little higher because it was budgeted level and ended up being a little bit better than expected. We knew State General Aid would be the same as it was last year and other revenues were coming in where we expected them to be. Expenditures were a little lower than we thought they might be. We saved on salaries and benefits and how bad debt processes have changed. Last year we were trying to play catch-up, but were able to balance the books.

Last year employees were given a 2.15% total package increase and tuition was raised \$6.00. Dr. Sprouse said last year during the discussion the committee was told about all the things we needed to do to tighten our

belts a little bit and faculty and staff did a nice job. So, we were able to congratulate them. The next conversation was about Indian Hills' philosophy of how to piece together a 3% package increase this year and how we would get to it. So, thinking about next year's budget and if we were to raise tuition \$5.00 that would put us in a situation where the increase would cover any projected decline in our enrollment. Hopefully, that increase would allow for any decline and a little excess revenue, just like we had this year.

Within the State Aid line we talked about what the Governor's budget means to us today, which is a little over \$200,000 of new money, a 1.75% increase. If Indian Hills does not get \$200,000 to \$220,000 that will impact the college and if we get a little more maybe we will not raise tuition quite as much, maybe \$4.00 instead of \$5.00. Martha Wick was watching that bill go through today. Martha stated that the bill did not pass. The House wanted to give us a 0% increase, the Senate wanted to give us a 4% increase and the Governor wanted to give us a 1.75% increase. The language was struck about a 0% increase and put in at a 4% increase and it was sent to the House, the House refused it, so now it will go to a Conference Committee. The committee is made up of 5 people from the House and 5 people from the Senate and they will discuss the issue and come to an agreement. Martha stated that K-12 funding and many other issues are also in this bill. They decided on the members of the committee today but they did not decide on when they were going to meet. Both committees have 3 Democrats and 2 Republicans. Martha also reported that a Reverse Referendum Bill which is also referred to as the Levy Bill will be debated Tuesday, May 12<sup>th</sup>. There is a good indication that this bill will pass and go to the Governor and he will sign it.

The Budget Committee conversation was finished by talking about where the proposed 3% package increase for next year would come from. There are 4 areas: 1) Tuition increase, 2) State General Aid, 3) current year budget savings, primarily related to administration of Bad Debt and 4) Early Retirement savings from the current year.

The next day at the Classification Committee meeting it was shared about how decisions that have been made across the other colleges, which range from 2%-4%. The average raise looks like it will be right at 3% or a little under at 2.87%. DMACC is the only college, at this point, who has set tuition and they are raising it \$4.00 a credit hour.

Dr. Marlene Sprouse reported that insurance premiums will go up 4.1%. A year ago insurance was said to be going up 8%, but Indian Hills changed plans a little to try and lower the cost and insurance ended up not being increased. Bonnie Campbell showed the Classification Committee some alternatives of how 3% could be impacted by whether or not insurance was 100% absorbed by the college, 100% absorbed by staff, or a 50/50 split.

The Classification Committee will be shown the options and they will vote and make the decision on how the insurance increase will be handled and how the salary adjustment will take place, whether it will be a percentage or an amount of money across the board.

Board President John Pothoven wanted new board members to have an advanced notice of what will likely be asked for approval at the June 8, 2015 meeting.

Richard J. Gaumer asked how many staff members are in IPERS. Bonnie said it is about a 50-50 split between IPERS and TIAA-CREF but Indian Hills treats them both the same, the same money goes into each one.

Jerry Kirkpatrick asked if faculty and staff would have to absorb the insurance increase out of the 3% raise. Dr. Sprouse said "Yes." Bill said the college will do 3% either way. If all of the insurance increase is passed on to staff that just means the wage would be larger or vice versa.

Richard J. Gaumer said if the college raised tuition by \$5.00 is there any chance we could give a bigger raise, like 3.1%? Also, would the extra expense be applied to students to benefit staff or do we hold the line with the staff to benefit the students? Dr. Sprouse stated that this is the reason money for raises will come from 4 different areas, so students are not getting hit the hardest. It takes more than a \$1.00 to give a percent; it takes about \$2.50 per percent. Jerry asked what the 10<sup>th</sup> of a percentage would equal to in dollars. Another piece to take into consideration is: we can do the 3% with a raise in tuition of \$4.00 or \$5.00. Compared to other colleges we are in the high middle. Richard J. Gaumer asked if there will be an increase in PELL. Chris Bowser stated that there will be a \$45.00 increase. Richard J. Gaumer stated that he would just like to recognize our staff for being cooperative and even if we could give a little more than 3% he would be happy, but he does not want to do it on the backs of students.

Board President John Pothoven stated that board members are agreeing with Bill Meck's recommendation.

### **IACCT Report**

Richard J. Gaumer reported that the Governor, Legislature and Attorney General have gotten together and approved SARA. Without participation in SARA, it is estimated that Iowa's CCs will spend over \$2.2 million per year in registration fees in other states plus administration/staff time. SARA participation is estimated at \$64,000 per year. To date over 20 states have joined SARA, and it is projected that in total 35 states will join in the near future allowing Iowa's higher education institutions to participate in those 35 states for no additional registration fee. Richard reported that DMACC presented on a College Experience course that everyone is required to take. DMACC developed this course and also

developed the textbook and counselors teach the course. 180 sections are provided and each class is limited to 20 students. Ellsworth also presented. They offer a 2-week class for 3-9 credits to football players so they are ready to begin classes. This course is also similar to the College Experience course. They have had exceptional reviews about the course and it will be expanded to other athletes.

Richard said that Indian Hills, Dr. Sprouse and Richard, will present a Best Practice in September. Some staff may be taken to Des Moines or they may present by internet. Collective bargaining was also discussed and it was helpful to hear what other schools are doing about salaries.

Rich said people are excited about coming to Indian Hills Campus in July for the 2015 IACCT Conference.

Richard reported on the "Sinking Fund" being established to maintain the building in Des Moines. Enough money will be saved out of Operations for about half of the expected costs and then they will reassess.

Dr. Sprouse stated that trustees have a Best Practices presentations each time they meet and it does help to get a sense of what other colleges are doing and how you may be doing the same thing but in a slightly different way. Our Student Experience course was piloted in Arts and Sciences and will be required in Health Sciences this fall. Faculty teaches this course at Indian Hills Community College. Dr. Matt Thompson stated that the curriculum has been shared among community colleges and this course is a real benefit to students. Darlas Shockley reported that 2 counselors are used as Adjunct Instructors to teach this course and a new initiative for the fall is to offer this course in 5 high schools. The number of enrollments and opportunities will increase so as students are still in high school they will take The College Experience course and it will be beneficial when they come to Indian Hills. Dr. Sprouse also stated that we bring some athletes to campus during the summer to try and give them a taste of what it will be like at college and get some credits under their belts.

### **Personnel Report**

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

### **Motion**

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

### **New Business**

Richard J. Gaumer reported that he was invited and attended the Advisory Committee dinner on May 7, 2015. He stated that there were over 500

people in attendance and board members should attend if they have the chance. Tarrant County Community College from Texas was present to learn how to do Advisory Committees. They were very impressed and had a good experience. The Advisory Committees spend the better part of a day, on campus, to make sure courses being taught are relevant to the job market. Board President John Pothoven stated that people take great pride in being asked to serve on an advisory committee.

## **President of the College**

### **A. Facilities Report**

Bill Meck, Treasurer/CFO, reported that maintenance projects are ongoing and will continue over the next few months. Carpeting and paint will be completed in the quad rooms over break. Bill has been working with our architects and meeting with furniture vendors related to the 3-tiered classrooms and about refurbishing to provide a little more flexibility. The entry way in the Rosenman building has been redone and they are now looking at furniture for the new entry way. Within the Dining hall and Food Service they are working on lighting and painting to brighten up the rooms. Dorms will be painted and maintenance work will be completed. Good chunks of work have been completed but there is still plenty of work to be done.

Dr. Sprouse reported that our grounds crew and Landscape and Turfgrass people planted 200 trees in the last 2-weeks, several stumps have been removed and our flower baskets have been hung.

### **B. International Programs Development**

Dr. Matt Thompson reported that 2-months ago Freddy Miranda encouraged Dr. Sprouse and Dr. Thompson to visit Honduras and El Salvador. They visited both countries and it was very beneficial. A lot of work has been done by our faculty, staff, program directors and Tom Rubel to enable us to open some of our programs to international students. Freddy Miranda has done a lot of work in helping with the process. Dr. Thompson introduced Freddy Miranda and Rodrigo Ramiro, from El Salvador. Rodrigo is a Centerville student and has become a campus leader. Dr. Thompson is excited about the growth in international students and the opportunities for our campus students.

Freddy Miranda reported that Rodrigo Ramiro calls Freddy when there is questions or something happening that Freddy should know. Ashley Albertson is also in the office and they work together to promote Indian Hills to international students. The focus of Freddy's office is recruiting international students and providing these students with a great education. Freddy said he and Ashley Skype, text and visit other countries to recruit. His office gets international applications and evaluates them and looks at student finances. Students need to be able to pay a full year of

tuition to qualify to attend Indian Hills. The next step is to issue the correct paperwork so potential students can obtain their student visa. Freddy reported that it costs less money to retain the student and encourage students to participate in multiple activities. When international students arrive on campus they attend a week long orientation. This way they can meet other students and get acclimated to the college. Jennifer Sabourin helps to make these students feel like Indian Hills is their second home. Many cultural activities are provided for students and an International Friendship Program was started about a year-ago. This program is offered to any international student. It is a non-live-in program so international students can go to a family about once-a-month to give American families a taste of another culture, give an international student an opportunity to experience American culture first-hand with a local family, and to meet on an average of once a month somewhere that can be agreed upon. This may include going, out for dinner or coffee, inviting the student over for holidays and breaks, going to a student's sporting event, celebrating their birthday, or attending other events in the community.

In the fall of 2012 there were 34 international students, in the fall of 2014 104 international students and the forecast for fall of 2015 estimates that 77 students will be returning and 48 prospect students for a total of 125 international students. Freddy is still recruiting and will do so until the fall term begins. In the fall of 2012 less than 10 countries were represented at Indian Hills; the fall of 2013, 25 countries were represented and in 2014, 40 different countries are represented at Indian Hills.

In the coming years Honduras and El Salvador will be the top feeders. Central America believes in great benefits from community colleges. Freddy does not have to school them about the greatness of community colleges because they already know. Freddy convinced a counselor from El Salvador, Costa Rica and Honduras to come to IHCC. They were here and talked to people at the college and after they went home Freddy convinced Dr. Sprouse and Dr. Thompson to go to El Salvador and Honduras. They met students and gave a presentation to a full room of people and a memorandum of understanding was signed with one of the best universities from El Salvador. In Honduras, we solidified our relationship with the Education USA Advisory, the state department has Education USA Advisors all over and if you can get with them they will help you bring students to the United States. They were able to increase the number of students coming to Indian Hills. Prior to the trip 5, students were admitted, after the trip there are now 25 applications which turned into 15 more admissions. Freddy is still receiving applications from Honduras. IHCC also solidified a relationship in El Salvador with an Education USA Advisor. This is how Rodrigo Ramiro ended up at Indian Hills, and he was 1 of 5 students we have on campus. A memorandum of understanding was signed specifically for our Aviation Maintenance Program. We are going to

train 4 or 5 of their instructors who will be coming to IHCC this fall. An email was also received saying that we have 10 students coming to stay with us for a year to finish the Aviation Maintenance Program.

#### Outcomes:

Memorandum of Understanding  
International – Don Bosco University – El Salvador  
California State University at Northridge  
University of Northern Iowa  
Mount Mercy University

#### More options to transfer

Name recognition  
Begin here go everywhere!

#### Short terms Programs

El Salvador  
Mexico - Becalos  
Honduras -Train the trainer  
Costa Rica – STEM – Summer Program 2016

Rodrigo Ramiro said he is in the Construction Technology program in Centerville, and he would like to talk about two things. 1) Why he is at Indian Hills Community College and 2) His experience at Indian Hills Community College. Rodrigo is here because he likes the way Indian Hills teaches students. Instructors relate the theory and practice at the same time. This is something that some universities and colleges in his country do not do. What really attracted Rodrigo to Indian Hills is that he is able to learn in the classroom and then go out and do what he learned, hands-on work. Rodrigo's experience has been challenging, incredible and hilarious. (Hilarious is a word that he learned at Indian Hills and he likes that word.) He has interactions with many different cultures and this helps him. He also feels more independent because his family is not here to give him direction. He said everyone has a purpose in life, missions and goals. His goal is to get his degree at Indian Hills and continue working towards his dreams.

### C. Athletics Update

Kevin Pink, Information Director, gave an athletics update. Kevin explained that Athletic Director Mike Hagen was in Newton, Kansas with the IHCC golf team as they prepare to defend their national championship. The Indian Hills golfers have won the national title three times in the past four years, including a win in 2012 when the tournament, like this year, was played in Newton at the Sand Creek Station course.

Kevin said the Indian Hills softball team had their best season in five years, finishing 33-13, with 11 of the 13 losses to teams that will be playing in the national tournament this week. IHCC won both the regular season and post-season region championships, losing to Jefferson College from

Missouri in the district tournament, falling one win short of a trip to nationals. The Warriors had nine all-region selections.

The IHCC baseball team completed their spring season on Sunday when they lost to Iowa Western in the region championship game. They had a season record of 31-28 and head coach Cam Walker has now won 882 games in his 23 seasons at Indian Hills. The all-region baseball teams will be announced on Tuesday.

There were five sophomores on this year's Indian Hills basketball team and all five are headed to mid-major or high-major schools to continue their educations and careers. Akolda Manyang (Oklahoma), Malik Dime (Washington), Jordan Washington (Iona), Gary Williams Jr. (San Jose State) and J.R. Harris (Texas-San Antonio) all signed letters of intent. Harris signed with UTSA despite not taking an official visit to the school or meeting with the head coach, something Kevin said speaks to the reputation and respect the Indian Hills program has across the country.

#### **D. Spring Graduation**

Dr. Sprouse stated that Wednesday, May 13, 2015 127 students will walk graduation on the Centerville Campus and on Thursday, May 14, 2015 406 will walk graduation on the Ottumwa Campus.

#### **Comments**

Dr. Sprouse distributed election information packets to 7 board members who must run for election in September 2015. Election forms must be filed between July 6, 2015 and July 30, 2015

Dr. Sprouse stated that the Spring Jazz Concert is tonight and begins at 7:30 p.m. tonight.

#### **Adjournment**

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:56 p.m.

  
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 BOARD PRESIDENT

  
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 BOARD SECRETARY