

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

May 9, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on May 9, 2016, 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: Nellie Coltrain, Judith A. Cox, Beth Danowsky, Richard J. Gaumer, Tom Keck, Jerry Kirkpatrick, John Pothoven and Alan Wilson.

Members absent: George E. Manning.

Minutes

The minutes of the April 11, 2016, 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 11, 2016, regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

Board member Alan Wilson 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 Alan Wilson and seconded by Jerry Kirkpatrick to approve the bills list for the month of April, 2016. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that we are up on the Tuition and Fees line of the financial report, but not as much as we were the previous month. A decline in summer enrollment has caused our net revenue gain to be approximately \$250,000 and last month it was closer to \$400,000. Other numbers on the revenue side are consistent with what they were last month. There is a slight decrease in the overall increase on the Other Income line. Salaries are up by \$170,000 and the Services line shows an approximate increase of \$50,000. Material and Supplies are slightly up. We are still ahead and our overall position is up just under \$150,000 from a year-ago.

Motion

It was moved by Tom Keck and seconded by Beth Danowsky to accept the Financial Report. The motion carried.

Budget/Revenue Source Discussion

Bill Meck, Treasurer/CFO, presented a cover letter stating that he would be sharing the FY17 budget estimate comparison for the current year budget and the prior year actual amount, the credit hour/enrollment projection summary and the statewide tuition and fees per credit hour.

Bill had the board look at the FY17 Estimated Budget sheet. He stated that IHCC is expecting an approximate \$650,000 in growth on the revenue side and the same amount on the expenditure side. Overall, the estimated budget in the general fund is estimated at \$39,504,568. On the expenditure side, the primary increase is going to be in the area of Salaries and Fringes. The projected amount will raise from \$27,850,000 to 28,650,000. The Salary proposal will come to the board in June. Services are expected to decline by \$100,000 and Materials and Supplies by \$53,975. The total estimated expenditures will be \$39,500,000.

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. Adjunct hourly wages will be increased \$1.00 per hour beginning fall term.

Bill then talked about the Credit Hour/Enrollment Projection Information sheet. This sheet reflects what Bill stated earlier about registration being down. Students will continue to register and hopefully we will at least match last year's registration. Fall applications show that we are by 6.81% from a year ago at this time.

The last piece of information Bill shared was the Tuition and Fees per Credit Hour Summary. We have received survey information from our colleagues. The majority of colleges show an estimated credit increase and 4 colleges have already set tuition. Bill proposed a \$5.00 increase per credit hour making in-state tuition \$165.00 per credit and freezing out-of-state tuition at \$240.00 per credit hour.

Motion

It was moved by Jerry Kirkpatrick and seconded by Alan Wilson to approve a tuition increase of \$5.00 per credit hour making in-state tuition \$165.00 per credit and to freeze out-of-state tuition at \$240.00 per credit hour for 2016-2017 academic year. The motion carried.

IACCT Report

Richard J. Gaumer shared a sample a document entitled Model Standards of Good Practices. This is a sample board ethics and practices policy and is in support of effective community college governance from ACCT. The IHCC board committee is reviewing and revising policies, so Rich brought forth this one just as a sample of what others are using.

Richard is part of a Lobbyist Committee at IACCT. A facilitator attended the last state trustees meeting and explained that some lobbyists work in multi-client firms and others are a single client lobbyist. The IACCT group also learned that lobbyist need to be candid and a PAC is vital. Locally, with grassroots, we do an extraordinary job of lobbying. We are creditable with our legislators. There are 3 firms that lobby on behalf of community colleges and they speak with a common voice. Two firms are hired by a combination of colleges and Iowa Western hires their own set of lobbyists. We all pay for 2 technicians. Concerns were: communication, age and a succession plan to replace these 2 technicians. The Presidents have a 2-day retreat and one of the issues they will work on is adjusting how lobbyists are paid.

Northeast Iowa Community College did a presentation to the IACCT board on their Dairy Center and they also have a Beef Cow program. Lobbyist and staff are talking about the new Career and Technical Education bill that has been created by Legislators. Regulations are going to affect us, but will be an asset to K-12.

The 15-community colleges have gone together and received 2 substantial federal (TACCCT) grants. One is the IAM Grant and the second is the IHUM Grant.

Webinars for board member education are not being utilized as much as they should be. Therefore, a survey will be sent to board members and Rich asked people to fill out the survey and send it back.

We received 3.05 million dollars in State General Aid, which is an increase over last year. That means the state support is 204.3 million dollars for the state of Iowa. That is for Regents, Private Colleges and community colleges. Financially, the Association is in good shape.

Last year's allocation for Iowa for a Skilled Workforce was \$1350.00. This year it is going back to the former allocation which is \$2000.00.

John, Shelle, Bill, Marlene and Rich went through Board Policies. Rich asked Marlene to send out the portion that have changes and let all board members make suggestions. Marlene stated John and Rich are rewording a couple of policies. Revisions and suggestions will be presented to the board at Board Retreat.

\$315,000 New Jobs Training Certificates, Series 2016 (Cambridge, Investment Group, Inc., Project

David Humburg, Business Liaison-Continuing Education & Workforce Solutions, was seeking approval of a 260E New Jobs Training Agreement with Cambridge, Investment Group, Inc. This 260E project captures 80 new jobs that were added above and beyond Cambridge's 2014 260E project's base of 508 jobs. This project has a par amount of \$315,000 with \$212,436 training funds available to Cambridge Investment Group, Inc.

David Humburg asked for approval of the resolution for the News Jobs Training Agreement with Cambridge, Investment Group, Inc., Project for \$315,000.

Motion

It was moved by Tom Keck and seconded by Beth Danowsky to approve the News Jobs Training Agreement with Cambridge, Investment Group, Inc., Project for \$315,000.

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.

The motion carried with 8 ayes, 0 nays.

\$100,000 New Jobs Training Certificates, Series 2016 (RMA Armament, Inc., Investment Group, Inc., Project

David Humburg, Business Liaison-Continuing Education & Workforce Solutions, was seeking approval of a 260E New Jobs Training Agreement with RMA Armament, Inc., Project. This 260E project will include 5 new jobs of 20 new jobs created by RMA Armament's relocation to Centerville, Iowa from Rock Island, Illinois. This project has a par amount of \$100,000 set during the February Due Diligence Committee with \$67,440 training funds available to RMA Armament, Inc., Project.

David Humburg asked for approval of the resolution for the News Jobs Training Agreement with RMA Armament, Inc. for \$100,000.

Motion

It was moved by Alan Wilson and seconded by Jerry Kirkpatrick to approve the resolution for the News Jobs Training Agreement with RMA Armament, Inc. for \$100,000.

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.

The motion carried with 8 ayes, 0 nays.

Personnel Report

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

Motion

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

New Business

Nellie M. Coltrain reported that Judith A. Cox, Tom Keck and she judged art projects and 2 were chosen to receive the Art Award. Each board member owes \$40.00 for the Art Awards which will be presented in Centerville at the June meeting.

President of the College

A. Facilities Report

Rick Fosdyck, Director of Maintenance, reported that over spring break his crew will be at the ATC Building painting, carpeting and spraying bathroom doors. They will then move to the Bennett Building. New carpet and tile will be laid in the tiered classroom and a small office space will be made a little bigger. There will be no big projects over this break. The Business Incubator is having some walls painted and there will be some work at the Hellyer Student Life Center. A spiral duct will be removed and equipment will be removed from the mechanical room and be used for storage. Also, the basketball floor will be refinished in the middle of May and a couple of new restrooms may be installed on the lower floor. Centerville had a new backstop installed at the baseball field.

B. Guest Report: Legislative Wrap-Up

Martha Wick, Associate Dean, Governmental Affairs, presented a Legislative Wrap-Up for 2016. (Attached)

C. Spring Graduation

Dr. Marlene Sprouse reminded board members that spring graduation is May 16th on the Centerville Campus and May 17th on the Ottumwa Campus.

Dr. Sprouse stated that it is School Board Recognition Month and each person has a certificate in their packet.

Dr. Sprouse said that we had a great spring. We have had very good Drama Productions, Concerts, and Track, Softball and Golf will be going to National Events.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:18 p.m.

John Rothoven

BOARD PRESIDENT

Shelle Hamz

BOARD SECRETARY