

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

November 14, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on November 14, 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 4:01 p.m.

**Roll Call**

Members present: Judith A. Cox, Beth Danowsky, Nellie M. Coltrain, Tom Keck, Jerry Kirkpatrick, George E. Manning and John Pothoven.

Members absent: Richard J. Gaumer and Alan Wilson.

**Minutes**

The minutes of the October 10, 2016, regular board meeting were reviewed.

**Motion**

It was moved by Nellie M. Coltrain and seconded by Tom Keck to approve minutes of the October 10, 2016, regular board meeting. The motion carried.

**Old Business**

None.

**Written Communications**

None.

**Approval of Monthly Claims**

Board member George E. 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 E. Manning and seconded by Jerry Kirkpatrick to approve the bills list for the month of October, 2016. The motion carried.

**Financial Report**

Bill Meck, Treasurer/CFO, reported that Expenditures are up by approximately \$233,000 due to an increase in salary and fringe benefit costs. Other expenditure items appear reasonable compared to the prior year. Tuition and Fees are down by \$553,000; other revenue line items appear normal. There was a credit hour decrease fall term of 5.1% and now winter enrollment is down by 7% for credit hours as of the time the report was created. Bill looked today and we are down, year to year, by 11%. There is concern that the enrollment decline will continue.

**Motion**

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

**IACCT Report**

Richard J. Gaumer was absent, but sent a report. A leadership training was held and attended by John Pothoven, Nellie Coltrain and Richard J. Gaumer. The topics were challenges facing community colleges and the way in which IACCT and community colleges lobby.

The lobbying portion was to keep the meetings personal and to repeat the same story. One person said that trustees should elevate themselves as elected officials just like legislators. Fact sheets were handed out to each board member. It was also noted that the association and its lobbyists have been successful in stopping legislation as much as promoting other legislation that is important to community colleges.

In December, the Presidents and the IACCT board will meet.

**Personnel Report**

Ms. Sheri Heisdorffer, Human Resources Coordinator, presented the Personnel Report.

**Motion**

It was moved by Nellie M. Coltrain 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**

None

**President of the College**

**A. Facilities Report**

Rick Fosdyck, Director of Maintenance, reported that the North Campus Entrepreneurship Center project is nearing completion. Starting Wednesday, the remodel in the ATC will begin. Old equipment and furniture will be removed. Contractors will start demolition on November 21, 2016. The old doors have been removed and temporary doors have been installed. The new doors will not be installed until the renovation has been completed. Grade work has started on the Centerville Campus. Contractors are waiting for the compaction report to come back before they do any concrete work. Next week, new Daycare cabinets will start being installed. This project will take approximately a month.

**B. Approval of Board Policy Revisions**

Dr. Sprouse asked for approval of Board Policy revisions. Marlene provided a memo pertaining to the changes.

**Motion**

It was moved by Tom Keck and seconded by Beth Danowsky to approve the Board Policy revisions as amended by the Board Policy Committee. The motion carried.

**C. Approval of revised Strategic Plan (2017-2019)**

Dr. Sprouse asked for approval of the revised Strategic Plan for 2017-2019. Revisions were explained at the Board Retreat. All revisions have been made and a finished copy was given to all board members.

**Motion**

It was moved by Jerry Kirkpatrick and seconded by Nellie M. Coltrain to approve the Strategic Plan revisions for fiscal years 2017-2019. The motion carried.

**D. Bond Issue Process Update**

Dr. Sprouse gave board members a document showing the Indian Hills Community College Bond Referendum Schedule. This document shows dates and communities that have already been visited and press releases. The documents also show towns that will be visited in the future.

**E. Special Report: Website Update and Marketing Review**

Dr. Bianca Myers, Director of Marketing & Community Relations, reported on the progress made, by Amperage, on the new website content and provided a PowerPoint (attached).

**Adjournment**

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:10 p.m.




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BOARD PRESIDENT




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BOARD SECRETARY