



MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

November 13, 2017

The regular Board of Trustees meeting for Indian Hills Community College was held on November 13, 2017, 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.

Dr. Sprouse introduced Jody Williams, an elementary principal at Horace Mann, who will be sitting in on the board meeting as part of the Ottumwa Leadership Academy. Marlene also introduced Lori Schaefer-Weaton, our newest board member representing District #3.

Roll Call

Members present: Nellie M. Coltrain, Beth Danowsky, Tom Keck, Jerry Kirkpatrick, John Pothoven, Lori Schaefer-Weaton, and Alan Wilson.

Members absent: Richard J. Gaumer and George E. Manning.

Minutes

The minutes of the October 9, 2017, regular board meeting were reviewed.

Motion

It was moved by Nellie M. Coltrain and seconded by Jerry Kirkpatrick to approve minutes of the October 9, 2017, regular board meeting. The motion carried.

Old Business

None.

Written Communications

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 Nellie M. Coltrain to approve the bills list for the month of October, 2017. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that financials are shown through the month of October. Tuition and Fees Revenues are down \$964,000 from a year-ago at this time. Local Support is still down, but collections are trending slower than previous years. State Support is showing down, but was budgeted at \$90,000 higher than a year-ago. If there is no mid-year deduction from the state, we will see an increase in this line. Federal Support and The Other Income line are slightly above last year. Expenditures: Salaries and Fringes continue to go lower, we are now down \$430,000 from a year ago. We are averaging about \$100,000 a month savings. Services are up about \$27,500. Materials and Supplies are down \$147,000. Other Current Expenses are up \$35,000 from a year-ago due to

increased utilization of employee's children attending IHCC under the Employee Tuition Waiver. Overall, we are now at \$4,574,000. Restricted Funds 2, collections are still behind from the levy revenue on property tax receipts and expenses are similar to a year-ago at this time.

Motion

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

IACCT Report

John Pothoven reported that Rich is the first IACCT President who has visited all community colleges. This has been well received.

Personnel Report

Ms. Kristen Parks, Director, Human Resources, presented the Personnel Report.

Motion

It was moved by Beth Danowsky and seconded by Jerry Kirkpatrick 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

Dr. Marlene Sprouse, President and Bill Meck, Treasurer/CFO, reported that a couple of scoreboards will be installed in the next few weeks. One will be installed on the Ottumwa Campus for softball and the other one will be installed in Centerville for baseball. The softball field renovations are ongoing. When finished, the softball field will have a total make over and we will be in compliance. The ATC has a lab space that will be divided into two spaces. One space will be used by Lasers, Robotics, and Electronic Technology and the other half will provide space for Auto Technology. An ATC lighting project will occur during break. Maintenance will be relamping and relighting the Industrial Lab, Diesel, and Auto Technology. Over break painting, carpeting, and other small projects will be continued.

B. Key Performance Indicators

Marlene passed out a draft showing Key Performance Indicators. She asked board members if there were items they would like added and/or if there were any questions. Marlene talked about each KPI in the left column. If there are other data pieces that board members would like to see please contact Marlene. (Attachment)

C. Special Report: Pregnant and Parenting Assistance Fund

Noel Gorden, Department Chair, Learning Services, introduced Dr. Nancy Nelson, Director, Pre College Trio Program and Debbie Boyer, Career & Education Pathway Coordinator. Noel reported the Pregnant and Parenting

Assistance Fund Grants purpose is to improve the health, educational, social and economic outcomes of expectant and parenting teens, women, fathers and their families. Noel, Nancy, and Deb each talked about their responsibility, focus and how they have used this money to help families and children better themselves while attending college. (PowerPoint Attached)

D. Closing Remarks

Marlene stated that each board member has an invitation to the Sprouse House for dinner after the December meeting. There is also a list of Marlene's Involvement/Visits in Communities. There is a Joint AEA and IHCC meeting following the regular board meeting.

John Pothoven thanked everyone who participated in the Board Retreat. He thought this retreat was one of the most informative.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:09 p.m.



BOARD PRESIDENT



BOARD SECRETARY