

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

October 12, 2015

The regular Board of Trustees meeting for Indian Hills Community College was held on October 12, 2015, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board Vice President Tom Keck called the meeting to order at 4:01 p.m.

Roll Call

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

Members absent: Richard J. Gaumer and John Pothoven.

Minutes

The minutes of the September 14, 2015, regular board meeting were reviewed.

Motion

It was moved by Jerry Kirkpatrick and seconded by Beth Danowsky to approve minutes of the September 14, 2015 regular board meeting. The motion carried.

PUBLIC HEARING

Bill Meck, Treasurer/CFO, stated that an auction was scheduled for Saturday, October 10, 2015, at the location in Sigourney, Iowa. A few people were in attendance, but no active bidders. At this point Bill has discussed and talked to Jerry Wohler and we would like to proceed and list the property for sale. We have tried a closed bid sale with no response and now a public auction with no response. We are in a situation where the best thing we can do is list it with a realtor.

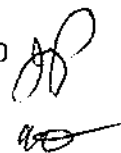
We do not need a public hearing because we had no bids.

Old Business

None.

Written Communications

None.



Approval of Monthly Claims

Board member Alan Wilson reviewed the list of bills. One claim had been paid twice. The Business Office will ask for credit from the vendor. There were two more claims that will be followed up on by the Business Office.

Motion

It was moved by Alan Wilson and seconded by George E. Manning to approve the bills list, with the exception of three claims, for the month of September, 2015. The motion carried.

FY15 State Financial Reports

Bill Meck, Treasurer/CFO, reported that he has two financial reports this month. Tab B is the FY15 State Financial Reports and there are four separate reports. An AS-15 D, which is the Annual Balance Sheet Summary for Fund 1, Fund 2 and Fund 7. The second attachment is the AS-15 E for Fund 1, which shows the revenue and expenditures from the General Fund. The 3rd attachment is the AS-15 E Fund 2, Revenue and Expenses for the Restricted General Fund and the last AS-15 Fund 7, Revenue and Expense for Plant Fund.

The Balance Sheet Summary shows the Unrestricted General Fund 1, Restricted General Fund 2, and Plan Fund 7. Total assets for the Unrestricted Funds is \$9,879,368, with a fund balance of \$5,041,782, and total liabilities and General Fund Balance of \$9,879,368. In the Restricted General Fund we have current assets of \$3,811,619. Within the Plant Fund we have a balance of \$87,825,784.

Bill reported that the field work for our audit is complete. We are still working on questions but he expects to see a preliminary draft by the end of October.

In regards to Tuition and Fees there is a significant increase from last year. \$1,465,122 was related to Coast Flight and the activity in the Revenue and Expenditures reflects the \$1,465,122. The rest of the money is about a \$250,000 Tuition increase. The State Revenue column increased from \$14,351,360 to 14,805,630 and that was the increase we expected from State General Aid.

On the Expenditure side wages did decrease by \$414,430. For the college, overall, wages increased, but we did have increased utilization of grant funds that came through Fund 2. Our Bad Debt costs were reduced last year by \$200,000. Utility costs went down \$139,000 and Coast Flight had activity of \$1,465,000. Construction Materials and Supplies were higher due to buying new furniture and contracted services for remodeling. We also had some increased software expenditures. Overall, we have \$37,356,000 actual expenditures and \$37,303,000, expenditures over revenue for a net change of \$53,000.



Next Bill reported on the Fund 2 AS-15. We had total revenue of \$9,957,795 compared to total expenditures of \$10,206,000. We expected expenditures over revenue, we had a number of carry overs in specific state grant funds that we put an emphasis on spending.

Plant Fund-within the Plant Fund for FY15 we have \$3,520,205 compared to total expenditures of \$2,103,004. We were able to add to our reserves. A significant portion of our reserves in the Plant Fund are unexpended, but we do have specific reserves related to ACE funding and we established a special fund for IT expenditures to try and help offset some of the infrastructure related to technology.

Motion

It was moved by Jerry Kirkpatrick and seconded by Alan Wilson to approve the FY15 State Financial Reports. The motion carried.

Financial Report

Bill Meck, Treasurer/CFO, reported that Tuition and Fees are indicated as being up by \$857,915, \$600,000 relates specifically to Coast Flight activity. The rest is real growth in tuition and fee revenue due to our enrollment increase. Under State Support, we are \$64,757 lower than where we were a year ago, but state aid remained the same. We have not received our Telecommunication money and that is what that amount of money represents. Overall, we have an increased income of \$831,305. On the Expense side Salary and Fringes are up \$174,123. That is reasonable considering the increase given to all staff and additional hiring to fill positions. Services is up \$631,538 with the majority of that related to Coast Flight. Materials and Supplies are up \$177,609. This relates to increased costs in software and software implementation. We have increased Expenditures of Expenditures of \$982,583. We are fairly representative of where we want to be and where we expect to be through the first 3 months of the year. In Fund 2-our expenditures, through the levy, are trending a little higher than last year.

Motion

It was moved by Nellie M. Coltrain and seconded by Beth Danowsky to approve the Financial Report. The motion carried.

Certification of Election

Board Secretary Shelle Harvey presented the official abstract of votes of the September 8, 2015, school board elections. These results verified that Beth Danowsky, Director District #1 and Jerry Kirkpatrick, Director District #8 are duly elected to a two-year term. John Pothoven, Director District #2, Judith A. Cox, Director District #3, Nellie M. Coltrain, Director District #6, Alan M. Wilson, Director District #7, and George E. Manning, Director District #9, are duly elected to four-year terms to the Indian Hills Community College Board of Trustees.

Adjourn Sine Die

It was moved by Beth Danowsky and seconded by Judith A. Cox to adjourn the meeting sine die at 4:22 p.m. With no further business remaining, Board Vice President Tom Keck adjourned the meeting sine die at 4:23 p.m.

Call to Order

College President Dr. Marlene Sprouse reconvened the board at 4:24 p.m.

Oath

Board Secretary Shelle Harvey administered the oath of office to re-elected board members Beth Danowsky, Judith A. Cox, Nellie M. Coltrain, Alan M. Wilson, Jerry Kirkpatrick and George E. Manning.

Motion to Nominate President

It was moved by Judith A. Cox and seconded by Nellie M. Coltrain to nominate John Pothoven for the position of President of the Indian Hills Community College Board of Trustees. Tom Keck moved that, there being no further nominations, John Pothoven be elected by acclamation. The motion was seconded by Beth Danowsky. The motion carried.

Motion to Nominate Vice President

It was moved by Nellie M. Coltrain and seconded by George E. Manning to nominate Tom Keck for the position of Vice President of the Indian Hills Community College Board of Trustees. Beth Danowsky moved that, there being no further nominations, Tom Keck be elected by acclamation. The motion was seconded by George E. Manning. The motion carried.

Motion to Appoint Board Secretary

It was moved by Judith A. Cox and seconded by Beth Danowsky to appoint Shelle Harvey as Board Secretary. The motion carried.

Motion to Appoint Board Treasurer

It was moved by Jerry Kirkpatrick and seconded by George E. Manning to appoint Bill Meck as Board Treasurer. The motion carried.

Oath

Board Vice President Tom Keck administered the oath of office to appointed Board Secretary Shelle Harvey and Board Treasurer Bill Meck.

Appointment of Delegate to IACCT

It was moved by Nellie M. Coltrain and seconded by Alan Wilson to appoint Richard J. Gaumer as the delegate to the IACCT. The motion carried.



Appointment of Alternate to IACCT

It was moved by George E. Manning and seconded by Nellie M. Coltrain to appoint Tom Keck as the alternate delegate to the IACCT. The motion carried.

Personnel Report

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

Motion

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

President of the College

A. Facilities Report

Bill Meck, Treasurer/CFO, reported that the North Campus roadway has been completed. Maintenance is working with the DOT to have the roadway double striped. The Truck Driving Pad is nearing completion. Maintenance work continues at the ATC Building. The first tiered classroom is complete and work is beginning on the second room. Work is also being done on restrooms and faculty space.

B. Special Report: El Salvador Experience

Dr. Matt Thompson, Vice President, introduced Kameo Cragoe, Instructor of English and Kara Beary, Associate Professor, English.

Kara stated that their experience in El Salvador was a very exciting opportunity. Connections were made with 5 Salvadorian students and they were able to visit with them in El Salvador. Kameo and Kara also went to lunch with a couple of the student's parents and learned the sacrifice that is made to send their children to the United States for higher education. The parents are very proud of their children.

Kameo reported on the Pre-Conference experience. They visited the Government-Sponsored School for the Blind. The age ranged from elementary students to adults. Two sets of student teachers conduct their classes at the school for the blind. Another pre-conference session was Evaluating and Mentoring student teachers. Teaching methods were completely different and Kameo said it was very inspiring to see how teachers taught students who could not see. The teachers had much respect and integrity towards the students.

IENS Symposium of Applied Linguistics, Centro Cultural: Kara and Kameo were each asked to prepare a three hour presentation. 1.5 hours presenting content and 1.5 hours of workshop. Kara presented Fostering

Cultural Understanding in the Writing Classroom and Kameo presented Engaging, Relevant, and Rigorous: Cultural Studies in the Composition Classroom. Because both topics dealt with culture, participants talked about their culture and how they adapt in their classrooms. The closing ceremony lasted 3 hours but was very interesting. Kameo and Kara visited Education USA, El Salvador headquarters and IHCC's soon-to-be FA 2015 Salvadorian students.

C. Extending Board Retreat

Dr. Sprouse stated that she would like to extend the Board Retreat by a half day. She would like to begin around 1:00 p.m. on Sunday, November 15th. She is talking to board member individually and still has a couple to contact.

Also a reminder that we have a joint meeting with the AEA following our regular board meeting on November 9, 2015.

Adjournment

Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board Vice President Tom Keck adjourned the meeting at 4:52 p.m.



BOARD PRESIDENT



BOARD SECRETARY