

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

October 10, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on October 10, 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: Richard J. Gaumer, Tom Keck, George E. Manning, John Pothoven and Alan Wilson.

Members absent: Judith A. Cox, Beth Danowsky, Nellie M. Coltrain and Jerry Kirkpatrick.

Minutes

The minutes of the September 12, 2016, regular board meeting were reviewed.

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer to approve minutes of the September 12, 2016, regular board meeting. The motion carried.

Public Hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2016 ATC Lab Renovation Project

President John Pothoven asked for a motion to open the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2016 ATC Lab Renovation Project

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer to open the public hearing. The motion carried.

President John Pothoven asked Shelle Harvey if she had received any written objections or protests on the proposed contract documents (plans, specifications, form of contract and estimated cost) for the 2016 ATC Lab Renovation Project. She stated "no." President John Pothoven asked if there were any oral objections or comments. There were no comments or discussion, so he asked for a motion and second to close the public hearing.

Motion

It was moved by Richard J. Gaumer and seconded by Alan Wilson to close the public hearing. The motion carried.

Public Hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2016 ATC Centerville Residence Hall Project

President John Pothoven asked for a motion to open the public hearing on the proposed contract documents (plans, specifications, form of contract, and estimated cost) for the 2016 Centerville Residence Hall Project.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck to open the public hearing. The motion carried.

President John Pothoven asked Shelle Harvey if she had received any written objections or protests on the proposed contract documents (plans, specifications, form of contract and estimated cost) for the 2016 Centerville Residence Hall Project. She stated "no." President John Pothoven asked if there were any oral objections or comments. There were no comments or discussion, so he asked for a motion and second to close the public hearing.

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer to close the public hearing. The motion carried.

Old Business

None.

Written Communications

None.

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 by appropriate staff members.

Motion

It was moved by Richard J. Gaumer and seconded by Alan Wilson to approve the bills list for the month of September, 2016. The motion carried.

To Receive and Take Action upon the Recommendation of OPN Architects for the 2016 ATC Lab Renovation Project

Bill Meck, Treasurer/CFO, reported that two bids were received on Wednesday, October 5, 2016 for the 2016 ATC Laboratory Renovation Project. Woodruff Construction had the low bid of \$918,000.00, which was below the estimated budget amount of \$1,084,871. After review of the bids and speaking to the low bidder, OPN Architects, Inc. recommends that Indian Hills Community College accept the low bid from Woodruff Construction. Bill also provided a Bid Tabulation sheet showing who the bidders were.

Motion

It was moved by Richard J. Gaumer and seconded by Alan Wilson to approve Woodruff Construction for the 2016 ATC Lab Renovation Project. The motion carried.

To Receive and Take Action upon the Recommendation of OPN Architects for the 2016 Centerville Residence Hall Project

Bill Meck, Treasurer/CFO, reported that four bids were received on Wednesday, October 5, 2016 for the 2016 Centerville Residence Hall Project. Each bid came in below the estimated budget amount of \$1,600,000. Christner Contracting, Inc. had a low bid of \$1,409,000.00. After review of the bids and speaking to the low bidder, OPN Architects, Inc. recommends that Indian Hills Community College accept the low bid from Christner Contracting, Inc. Bill also provided a Bid Tabulation sheet showing who the bidders were.

Motion

It was moved by Richard J. Gaumer and seconded by George E. Manning to approve Christner Contracting, Inc. for the 2016 Centerville Residence Hall Project. The motion carried.

FY16 State Financial Report

Bill Meck, Treasurer/CFO, reported that he has FY16 financial reports this month. The first report is the Annual Balance Sheet Summary for Fund 1, Fund 2 and Fund 7. Total assets for this year are: \$90,358,762. Assets are up \$1,392,000, which corresponds with our fund balance. Restricted assets went up \$1,422,000 from additions that were made throughout the year.

Fund 1 Revenue and Expenditures indicates that we have \$39,340,000 of general fund revenue and \$39,017,000 of general fund expenditures, approximately 1.8 million above totals for last year. Revenues are up due to Coast Flight and an increase in non-resident tuition. The expenditures increase of 1.8 million is primarily due to Coast Flight, wages increased by \$230,000 and we had software purchases and implementation of the software. Next, Bill reported on the Fund 2 AS-15. IHCC had total revenue of \$10,786,000 and expenditures of \$10, 554,000, Plant Fund revenues of \$3,900,000 and expenditures of \$2,755,000.

Financial Report

Bill Meck, Treasurer/CFO, reported that Tuition and Fees are down by \$738,712, \$437,400 of the decrease is due to the reduction of flight payments and revenue receipts for fees from Coast Flight activity, the remainder due to a decline in enrollment. Otherwise, on the Revenue section, everything is what was expected. Local support is up, State support is up and the Other Income line is consistent from a year ago. This results in a decline in revenue of \$659,383. On the Expense side Salary and Fringes are up \$116,582, Services are down \$429,629, \$437,000 is due to Coast Flight. Materials and Supplies are down as is other Current Expenses leaving a total expenditures of \$323,272 lower. But, on the net basis we are \$335,000 less than a year ago.

Motion

It was moved by Richard J. Gaumer and seconded by George E. Manning to approve the Financial Report. The motion carried.

Board President John Pothoven asked for a motion to Adjourn Sine Die.

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer to adjourn Sine Die. The motion carried.

Indian Hills President, Dr. Marlene Sprouse called the New Organization meeting to order at 4:22 p.m.

Election of President of the Board of Trustees

Dr. Sprouse asked for nominations for the election of President of the Board of Trustees. Richard J. Gaumer nominated John Pothoven and Tom Keck seconded the nomination. Richard J. Gaumer moved that nominations cease, Tom Keck seconded.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck for the election of John Pothoven as the President of the Board of Trustees. The motion carried.

Indian Hills President, Dr. Marlene Sprouse turned the meeting over to President of the Board of Trustees John Pothoven.

Election of Vice President of the Board of Trustees

President John Pothoven entertained election for Vice President for the Board of Trustees. Richard J. Gaumer nominated Tom Keck and George E. Manning seconded the nomination. Alan Wilson moved that nominations cease, Richard J. Gaumer seconded.

Motion

It was moved by Alan Wilson and seconded by Richard J. Gaumer for the election of Tom Keck as the Vice President of the Board of Trustees. The motion carried.

Appointment of Secretary for the Board of Trustees

President John Pothoven entertained a motion for the appointment of Secretary for the Board of Trustees. Richard J. Gaumer nominated Shelle Harvey and George E. Manning seconded the nomination. Tom Keck moved that nominations cease, Alan Wilson seconded.

Motion

It was moved by Richard J. Gaumer and seconded by George E. Manning for the appointment of Shelle Harvey as the Secretary of the Board of Trustees. The motion carried.

Appointment of Treasurer for the Board of Trustees

President John Pothoven entertained a motion for the appointment of Treasurer for the Board of Trustees. Tom Keck nominated Bill Meck and Richard J. Gaumer seconded the nomination. Alan Wilson moved that nominations cease, Tom Keck seconded.

Motion

It was moved by Tom Keck and seconded by Richard J. Gaumer for the appointment of Bill Meck as the Treasurer of the Board of Trustees. The motion carried.

Appointment of Delegate and Alternate to IACCT

President John Pothoven entertained a motion for the appointment of a Delegate and Alternate for IACCT. George E. Manning nominated Richard J. Gaumer and Tom Keck. Alan Wilson moved that nominations cease, George E. Manning seconded.

Motion

It was moved by George E. Manning and seconded by Alan Wilson for Richard J. Gaumer to be the Delegate and Tom Keck to be the Alternate for IACCT. The motion carried.

IACCT Report

Richard J. Gaumer reported they have not met since the last board meeting. November 4, 2016 is the annual Board Leadership meeting. Rich will be attending as well as Nellie M. Coltrain and John Pothoven. IACCT will be meeting with Legislators and Iowans for a Skilled Workforce are making distributions to Legislators. Rich has a draft of talking points for when he meets with Legislators. Rich stated that one question being encouraged to people, when talking to State Legislators, is: Will you commit to making community college's your priority this year?

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

None

President of the College**A. Facilities Report**

Rick Fosdyck, Director of Maintenance, reported that preparation for a company to begin operation in the business incubator continues. Ceiling grids will be completed this week and next week floor coverings will be installed. Cabinets and benches will be installed the following week. Administrative Conference Room – this project should be completed by the end of this week. The counters and counter top will be installed Thursday and the table will be here on Friday. The doors will not be here for the October 18th dedication ceremony, but the old doors were saved and will be put on until the new ones arrive. New carpet will be installed, down the hallway, beginning Thursday night. Dining Hall – All the

furniture has arrived for the dining hall, but the wall divider door coverings have not arrived. On Tuesday, October 11th a shipment of sod will be arriving and on Wednesday it will be laid in the court yard.

B. Board Retreat

Dr. Sprouse reminded board members that the Board Retreat begins Sunday, October 16th with dinner at Honey Creek at 6:00 p.m. The agenda will be sent to board members by Wednesday. Some topics that will be covered are: materials for the bond issue, Board Policies, updates by Matt Thompson, Bill Meck and Chris Bowser and information about possibly offering an early retirement package.

C. Special Report: Criminal Justice Program Update

Darlas Shockley, Executive Dean, Arts and Sciences, introduced Tim King, Program Director, Criminal Justice. Tim King reported that fall term started with 49 freshman for a total of at 75 students. This is a consistent number for fall term. Some restructuring of the program has been in the works. IHCC has an Introductory to Corrections class and had a Community Based Corrections class. Some of the material overlapped so the Community Based Corrections class was closed and a Criminal Justice Career Seminar class was created and offered fall term. This class will help students with interviewing, filling out applications and resumes and finding jobs. The Criminal Justice Career Seminar class will help students put together a portfolio, take a standardized test, participate in mock interviews and this will better prepare students after graduation and moving into the workforce.

Much needed equipment has been purchased. Digital cameras for evidence and crime scene pictures, an alternate light source for finding trace evidence and a Use of Force simulator. Tim will be taking board members to the simulator lab. Some Challenge Coins were bought for students so they have a buy in with Indian Hills Community College and the program. Students will receive a coin that says graduate in red and will help in building a bond.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:05 p.m.



 BOARD PRESIDENT



 BOARD SECRETARY