

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

October 9, 2017

The regular Board of Trustees meeting for Indian Hills Community College was held on October 9, 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 4:00 p.m.

**Roll Call**

Members present: Nellie M. Coltrain, Beth Danowsky, Richard J. Gaumer, Jerry Kirkpatrick, John Pothoven, and Alan Wilson.

Members absent: Judy Cox, Tom Keck, and George E. Manning.

**Minutes**

The minutes of the September 11, 2017, regular board meeting were reviewed.

**Motion**

It was moved by Jerry Kirkpatrick and seconded by Richard J. Gaumer to approve minutes of the September 11, 2017, regular board meeting. The motion carried.

**Public Hearing**

President John Pothoven asked for a motion to open the public hearing for Sale of Real Property, owned by Indian Hills Community College, located at 201 Main, Keosauqua, IA 52565.

**Motion**

It was moved by Beth Danowsky and seconded by Nellie M. Coltrain to open the public hearing. The motion carried.

President John Pothoven asked Shelle Harvey if she had received any written objections or comments on the Sale of Real Property. 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 Nellie M. Coltrain and seconded by Richard J. Gaumer to close the public hearing. The motion carried.

**Review/Approve Sale of Real Property Located in Keosauqua, Iowa.**

Bill Meck, Treasurer/CFO, reported that IHCC has a signed offer from the City of Keosauqua to purchase the facility for \$125,000. The Public Notice ran on September 28, 2017 in the Van Buren County Register. Bill asked for board authorization to move forward with the sale. The closing date will be at the end of October or early November.

### **Motion**

It was moved by Nellie M. Coltrain and seconded by Beth Danowsky to authorize the sale of real property, owned by Indian Hills Community College, located at 201 Main, Keosauqua, IA 52565.

A roll call vote was taken:

Richard J. Gaumer	Yes
Nellie M. Coltrain	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Jerry Kirkpatrick	Yes
Alan Wilson	Yes

Members absent:

Judith A. Cox  
Tom Keck  
George E. Manning

The motion carried.

### **Old Business**

None.

### **Written Communications**

Dr. Sprouse reported that she received a letter of resignation from Judy Cox, effective October 9, 2017. This position must be filled within 30-days.

### **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 Jerry Kirkpatrick to approve the bills list for the month of September, 2017. The motion carried.

### **FY17 State Financial Reports**

Bill Meck, Treasurer/CFO, reported that he had FY17 financial reports this month. The first report was the Annual Balance Sheet Summary for Fund 1, Fund 2 and Fund 7. Total assets for the Unrestricted General Fund 1: \$9,367,942. Assets are down \$500,000, primarily due to lower receivables. Restricted General Fund 2 assets: \$6,070,758. This is up due to instituting a self-funded health insurance program and 260E issuances. Plant Fund 7 assets: \$91,870,360. This has increased due to capitalized construction in Centerville and the ATC Lab remodel.

The Plant Fund unrestricted balance did go down about \$500,000 because of investments made in assets. But overall, a very good performance in each of these funds for the fiscal year. Next, Bill reported on the AS-15's for each fund. Total revenue for the General Fund is \$37,008,114 with expenditures of \$36,996,853 for a net increase of \$11,261. Fund 2 shows revenues of \$16,622,087 with expenditures of \$15,705,017 for a total of \$917,070 of growth in restricted funds.

In Fund 7 there is revenues of \$4,188,776 with expenditures of \$4,688,243 with approximately a \$500,000 decline based expenditures in plant assets.

### **Financial Report**

Bill Meck, Treasurer/CFO, reported that financials are shown through the month of September. Tuition and Fees Revenues are down a little over \$786,000 after Coast Flight is deducted. Local Support is showing down, but Wapello County will make adjustments and it will show a minor increase. State Support shows being down, but State Aid is projected to be more than last year; this is timing and the numbers will eventually show more than last year. The Other Income line is comparable to last year. Expenditures: Salaries and Fringes \$300,897 less than a year ago. Services is flat and Materials and Supplies are down from last year. Other Current Expenses are up. Overall, we are now at \$3,171,521 and last year we were at \$3,601,419. I. Restricted Funds 2, levy revenue is also a little behind from last year and expenses are up slightly to date.

### **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 12, 2017, school board elections. These results verified that Beth A. Danowsky, Director District #1, Thomas Wayne Keck, Director District #4, Richard J. Gaumer, Director District #5, and Jerry Kirkpatrick, Director District #8, are duly elected to four-year terms to the Indian Hills Community College Board of Trustees.

### **Adjourn Sine Die**

It was moved by Richard J. Gaumer and seconded by Beth Danowsky to adjourn the meeting sine die at 4:24 p.m. With no further business remaining, Board President John Pothoven adjourned the meeting sine die at 4:25 p.m.

### **Call to Order**

College President Dr. Marlene Sprouse reconvened the board at 4:26 p.m.

### **Oath**

Board Secretary Shelle Harvey administered the oath of office to re-elected board members Beth Danowsky, Jerry Kirkpatrick and Richard J. Gaumer.

### **Motion to Nominate President**

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

### **Oath**

Board Secretary Shelle Harvey administered the oath of office to appointed Board President John Pothoven.

**Motion to Nominate Vice President**

It was moved by Richard J. Gaumer and seconded by Nellie M. Coltrain 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 Richard J. Gaumer. The motion carried.

**Motion to Appoint Board Secretary**

It was moved by Richard J. Gaumer 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 Nellie M. Coltrain to appoint Bill Meck as Board Treasurer. The motion carried.

**Oath**

Board President John Pothoven 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 Alan Wilson and seconded by Nellie M. Coltrain to appoint Tom Keck as the alternate delegate to the IACCT. The motion carried.

**IACCT Report**

Richard J. Gaumer reported that the Finance Committee and the Investment Committee of IACCT met. Zeke Flick is a delegate and does a nice job. Lobbying is still a source of discussion. The audit was good and the IACCT Office is doing well financially. An issue was how expenses were being treated and who controls lobbyists and their employment. The IACCT office has two lobbying firms and Iowa Western has a third lobbying firm, which they pay. Also, Lori Wolf, took Steve Ovel's place at IACCT covering workforce issues. Dave Palmer goes to all the Educational Committee meetings and Policy meetings. Each college has liaisons to represent community colleges. Rich believes that the board will take a more active approach and work closer with community college presidents. Rich recently traveled to Northeast Community College and will travel to Eastern Iowa Community College in a couple of weeks. He will also travel to Sheldon, Iowa. The ACCT Congress, held in Las Vegas, had some very interesting sessions and Connie Hornback, IACCT Delegate from Iowa, will be the new president. There was a very strong focus on completion at the conference. One keynote speaker was the President of NBC Telemundo. He spoke of the effect Spanish/Latino populations are having on communities in the county, in our community, and in our workforce.



## **Personnel Report**

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

## **Motion**

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

## **Approval of Equal Employment Opportunity/Affirmative Action**

Ms. Kristen Parks, Director, Human Resources, presented the Equal Employment Opportunity/Affirmative Action Plan to board members. Kristen asked for board approval for the changes made to the EEO/AA Plan.

## **Motion**

It was moved by Richard J. Gaumer and seconded by Jerry Kirkpatrick to approve changes made to the EEO/AA Plan. The motion carried.

## **New Business**

None.

## **President of the College**

### **A. Facilities Report**

Dr. Marlene Sprouse, President and Bill Meck, Treasurer/CFO, reported on projects at the college. The ATC Lab remodel as well as the Residence Hall in Centerville have both been completed. The Library will open on Monday, October 16, 2017 and board members are welcome to take a tour after the meeting. The softball field is the biggest project for now. Dugouts and a press box need to be built and the field has been redone. Then, the scoreboard will be set, which will take approximately 4 days. Bill also reported that Jill Budde has one more lab that she would like renovated. Bill has been working with our furniture vendor and new furniture will be ordered for the lounge. There will be some carpeting and painting around campus to freshen things up.

Dr. Sprouse said revisions are being made to the Facilities Plan and will be reported on at Board Retreat.

### **B. Special Report: Grant Management Process**

Martha Wick, Associate Dean, Governmental Affairs & Grants, reported on the Grant Processes, Quarterly Grants Monitoring Meetings, and meetings with the IHCC Grants Committee. (PowerPoint attached)

### **C. Board Retreat**

Dr. Marlene Sprouse, President, reminded board members that Board Retreat will be Sunday and Monday, November 5<sup>th</sup> and 6<sup>th</sup>. The next board meeting will be November 13<sup>th</sup> with the Joint AEA Board meeting directly following our meeting.

**Adjournment**

- Board member Nellie M. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:29 p.m.

  
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BOARD PRESIDENT

  
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BOARD SECRETARY