

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

September 8, 2014

The regular Board of Trustees meeting for Indian Hills Community College was held on September 8, 2014, 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: Judith A. Cox, Beth Danowsky, Richard J. Gaumer, Tom Keck, Jerry L. Kirkpatrick, Kevin M. Kness, George E. Manning, John Pothoven, and Alan M. Wilson.

Minutes

The minutes of the August 11, 2014, regular board meeting were reviewed.

Motion

It was moved by Richard J. Gaumer and seconded by Tom Keck to approve minutes of the August 11, 2014, regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

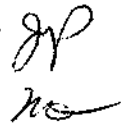
Board member John Pothoven reviewed the list of bills on behalf of the Board and reported that all questions were answered satisfactorily by appropriate staff members.

Motion

It was moved by Beth Danowsky and seconded by Richard J. Gaumer to approve the bills list for the month of August, 2014. The motion carried.

FY14 State Financial Reports

Bill Meck, Treasurer/CFO, reported that the Business Office has been trying to resolve a couple of issues with the state financial reports. Prior to the board meeting the issues were resolved and the reports will come to the October 13th board meeting.



Richard J. Gaumer asked what enrollment numbers were. Dr. Sprouse and Dr. Thompson reported that as of today, enrollment was 4427. This number is the 5% decrease that IHCC budgeted for.

Investment Policy

Bill Meck, Treasurer/CFO, reported that each board member has a copy of the Investment Policy and also a copy of the Resolution Naming Depositories and Limits in their board materials. He stated that no changes have been made to the Depositories but felt it should be provided with the Investment Policy for reference purposes. The Investment Policy shows suggested changes made by Richard J. Gaumer. Bill reported that dates were changed from 1993 to 2014 and the sentence "The College will carry fidelity insurance, including faithful performance, in an amount not less than \$1,000,000;" says \$1,000,000 but the college actually carries \$2,000,000. On the last page, "administrative" was removed from Section #9 and Revised September 9, 2014 was added under Section #12.

Richard J. Gaumer stated that he would like the Investment Policy to state \$2,000,000 to show reality.

Motion

Richard J. Gaumer moved to amend the proposed policy with the editing changes and add, in section II, last sentence, "The College will carry fidelity insurance, including faithful performance, in an amount not less than \$2,000,000" and to approve the policy otherwise as presented. Judith A. Cox seconded to approve the Investment Policy. The motion carried.

IACCT Report

Richard J. Gaumer reported that on October 31, 2014 there is a meeting for College Board presidents and vice presidents. Larry Ebbers will be conducting the meeting and administration will conduct the training sessions. Larry will talk about board leadership and funding sources, this training is free of charge.

Richard also stated that the regular IACCT meeting will be held the week of September 15th and the retreat will be in October.

Personnel Report

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

Motion

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

Approval of the 2014-2015 Staff Handbook

Ms. Bonnie Campbell, Human Resources Director, reported that she and the board sub-committee met and reviewed changes to the handbook. Judith A. Cox reported that she and Jerry Kirkpatrick looked at all the changes and agree to the changes.

Motion

It was moved by Judith A. Cox and seconded by Jerry Kirkpatrick to approve changes made to the 2014-2015 Staff Handbook. The motion carried.

New Business

None.

President of the College

A. Facilities Report

Bill Meck reported that today (September 8, 2014) he signed off on substantial completion for the Hellyer Student Life Center remodeling and there is a short punch list. We have taken possession and are using the facility.

Bill has received the punch list on the Incubator project but has not received the substantial completion. The punch list is longer that Bill would like so he will let contractors finish some additional work before he signs off. IHCC has been given the green light for maintenance to start working on the inside of the facility.

Bill has a punch list for the Morgan Cline Sustainable Ag project but has not received the substantial completion form. He is unaware of any significant issues. By the end of this week or the beginning of next week workers will start placing the growing medium (dirt).

The Testing Center is, for the most part, complete with a short punch list. We now occupy and are testing in this area. The Multipurpose building in Centerville is nearing completion, this project is between 85%-90% complete.

Dr. Sprouse stated that we will do a tour of the Incubator this fall.

Dr. Sprouse reported that the city of Ottumwa is hosting An Open Meetings and Open Records Law workshop on Thursday, September 11, 2014 from 6:30 p.m. until 8:30 p.m. Dr. Sprouse, Bill Meck, and Shelle Harvey will be in attendance and if anyone is interested in attending let Shelle know.

Dr. Sprouse presented a short PowerPoint showing pictures of our students at Coast Flight in San Diego, California. She stated that it was a great trip and we have a very good relationship with Coast Flight and SkyWest.

B. Midwest Photonics Center Announcement

Dr. Sprouse reported that Indian Hills Community College has been awarded a National Science Foundation grant to become the Midwest Photonics Center.

Dr. Spouse introduced Tom Rubel, Executive Dean, Regional Economic Advancement; Greg Kepner, Department Chair, Manufacturing and Industrial Technology Programs; Frank Reed, Program Director and Instructor, Laser Electro/Optics; Darcie Hoenig, Grant Writer; and Martha Wick, Associate Dean, Governmental Affairs and thanked them for the hard work writing this grant.

Tom Rubel, Executive Dean, Regional Economic Advancement, read the press release about receiving this \$2.9 million federal grant. Tom stated that this is cutting edge and not many community colleges get to enjoy this honor. Tom Rubel suggested that once the college gets into the implementation stages and some decisions are made as a result of the grant he would like to come back to the board and make a full presentation.

Greg Kepner, Department Chair, Manufacturing and Industrial Technology Programs, gave board members a handout showing key points with the grant. The back side has a map showing other educational institutions, high school through universities, who are partnering with us. Some benefits IHCC will have by receiving this grant are 1) laser based materials and equipment, 2) potential for an additional 6-10 years of center funding, and 3) visibility of IHCC and national leadership.

Darcie Hoenig, Grant Writer, stated that this grant was a lot of work, but we are really excited and it is a really good initiative for Indian Hills both on a Midwest level and on a national level.

C. 2014-2015 Performing and Visual Arts

Darlas Shockley, Executive Dean, Arts and Sciences, gave a brochure to each board member. The brochure shows all college sponsored activities, activities at Bridge View Center, the Ottumwa Symphony, and Centerville. These partners often offer discounts to our students or buy one ticket and get one free. The brochures are mailed to 40 thousand people plus it is advertised on our website. The fall concert is on October 26th, the All Jazz Band Concert is November 23rd, and the Holiday Concert is on December 11th. The Holiday Concert is a well-attended event and a staff reception will be held prior to the concert and everyone is invited. The

Chicago Art trip is in the back of the brochure and is offered to our students in the spring, summer, and fall.

Dr. Sprouse also encouraged board members to attend the St. John Gala on September 26, 2014. You can register online or contact Shelle Harvey.

D. Emergency Medical Services Programs

Dr. Jill Budde, Executive Dean of Health Sciences, introduced Cindy Hewitt, Program Director, Paramedic Specialist Programs; Ronda Lamb, Instructor, Emergency Medical Services Program; and Heidi Jones, Department Chairperson, Health Sciences. Dr. Budde said these women will be talking about updates to the EMS programs and after the meeting they have the opportunity to show off their new space in the Rosenman Video Conference and Training Center.

Cindy Hewitt, Program Director, Paramedic Specialist Programs, presented a PowerPoint showing some changes that occurred in 2011. There are four levels of EMS personnel licensure 1) Emergency Medical Responder (EMR), 2) Emergency Medical Technician (EMT), 3) Advanced Emergency Medical Technician (AEMT), and 4) Paramedic (EMT-P). These programs are accredited by the Iowa Department of Public Health, Bureau of EMS, the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The EMS Education Standards are Competency, Knowledge, Clinical Behaviors/Judgments, and Educational Infrastructure.

EMS Education Standards require 1) each competency applies to patients of all ages, 2) progression in practice from one level to the next, and 3) increasing complexity of knowledge and behaviors through depth, breadth and actions.

Students connect with the heart and the mind and receive real life experiences and hands-on training. Key issues are building a referral base for qualified EMS students, recruiting adjunct instructors to evaluate students to supervise skills lab and instruct, and keeping medical director involvement active.

We receive state of the art equipment from Capital Equipment funds, we receive outdated supplies from clinical sites, and Ottumwa Regional Health Center donated an ambulance to the training program.

Cindy finds these programs very rewarding to herself and students and she credits Ronda Lamb for her excellent teaching skills.

Adjournment

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:17 p.m.



BOARD PRESIDENT



BOARD SECRETARY