

MINUTES OF THE BOARD OF TRUSTEES
INDIAN HILLS COMMUNITY COLLEGE

September 12, 2016

The regular Board of Trustees meeting for Indian Hills Community College was held on September 12, 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: Nellie Coltrain, Judith A. Cox, Beth Danowsky, Tom Keck, Jerry Kirkpatrick, George E. Manning, John Pothoven and Alan Wilson.

Members absent: Richard J. Gaumer

Minutes

The minutes of the August 8 & August 24, 2016, regular board meeting were reviewed.

Motion

It was moved by Judith A. Cox and seconded by George E. Manning to approve minutes of the August 8 & August 24, 2016, regular board meeting. The motion carried.

Old Business

None.

Written Communications

None.

Approval of Monthly Claims

Board member Jerry Kirkpatrick 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 Jerry Kirkpatrick and seconded by Tom Keck to approve the bills list for the month of August, 2016. The motion carried.

Investment Policy and Resolution Naming Depositories and Limits

Bill Meck, Treasurer/CFO, presented the Investment Policy and Resolution Naming Depositories and Limits. No substantial changes were made, but current dates have been updated. Code language did not change and there are no new banks added to the Depositories.

Motion

It was moved by Jerry Kirkpatrick and seconded by George E. Manning to approve the Investment Policy and Resolution Naming Depositories and Limits. The motion carried.

Establish October 10, 2016 at 4:00 p.m.in the Indian Hills Community College Board Room as the date, time, and location for a public hearing on the proposed contract documents for the 2016 ATC Lab Renovation Project

Bill Meck, Treasurer/CFO, reported on the ATC Lab Renovation. He reported that we have existing labs in the ATC in need of updates. The renovation will be 11,000 square feet and the required notice to bidders has been posted. A pre-bid meeting is scheduled for September 26, 2016 with a bid due date of October 5th. The October 10th Board Meeting will be the time and place for the hearing and awarding of the bid for this project. Estimated completion date is the end of March, 2017. Projected bid cost: \$1,000,000.

Motion

It was moved by Nellie M. Coltrain and seconded by Judith A. Cox to establish October 10, 2016 at 4:00 p.m.in the Indian Hills Community College Board Room as the date, time, and location for a public hearing on the proposed contract documents for the 2016 ATC Lab Renovation Project The motion carried.

Establish October 10, 2016 at 4:00 p.m.in the Indian Hills Community College Board Room as the date, time, and location for a public hearing on the proposed contract documents for the 2016 Centerville Residence Hall Project

Bill Meck, Treasurer/CFO, reported on the Centerville Residence Hall. Restrooms, laundry room, and office space will be restructured in the current building. The new addition will have a mechanical room, laundry room, RA quarters as well as a janitor closet and a lounge. Occupancy will be increased from 50 to 72. Amenities and functionality of the space will be enhanced with this update and addition. Required notices to bidders have been posted, a pre-bid meeting has been scheduled and a bid due date of October 5th. The October 10th Board Meeting will be the time and place for the hearing and awarding of the bid for this project. Estimated cost for this project is: 1.6 million dollars. Estimated completion date is the end of July, 2017.

Motion

It was moved by Jerry Kirkpatrick and seconded by George E. Manning to establish October 10, 2016 at 4:00 p.m.in the Indian Hills Community College Board Room as the date, time, and location for a public hearing on the proposed contract documents for the 2016 Centerville Residence Hall Project The motion carried.

IACCT Report

Richard J. Gaumer-absent. Marlene asked for a nomination and motion to appoint a delegate for the ACCT Congress.

Motion

It was moved by Tom Keck and seconded by Nellie M. Coltrain to appoint Richard J. Gaumer as the delegate for the ACCT Congress. The motion carried.

Personnel Report

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

Motion

It was moved by Tom Keck and seconded by Beth Danowsky 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 framing has been completed at the Incubator. About a week left of sheet rocking and then the painting will begin. Dining Hall – the wall dividers will be here the week of September 26, 2016. Some carpet needs laid but this cannot happen until the divider is up. The furniture is scheduled to arrive September 22nd and be finished September 23rd. Room 212, in the ATC building, is also getting some new furniture that will be installed in the next couple of weeks. Administrative Conference Room – this project was started on Thursday. New ceiling grids and lights will be installed. October 16th is the deadline for this project. Some patching in the concrete by the Daycare Center and the ATC building will occur in the next couple of weeks.

B. Resolution: Calling Special Election on the Issuance of School Bonds not to Exceed \$36,000,000.

Dr. Sprouse explained a resolution calling for a special election on the Issuance of School Bonds not to exceed \$36,000,000. The election will be held within all precincts, in the Merged Area, on Tuesday, December 6, 2016. The vote must have a sixty percent majority to pass. Marlene asked the board for approval to establish the special election on the Issuance of School Bonds not to exceed \$36,000,000.

Motion

It was moved by Alan Wilson and seconded by Jerry Kirkpatrick to approve the resolution calling special election on the Issuance of School Bonds not to exceed \$36,000,000.

A roll call vote was taken:

Judith A. Cox	Yes
Tom Keck	Yes
Nellie M. Coltrain	Yes
George E. Manning	Yes
Beth Danowsky	Yes
John Pothoven	Yes
Jerry Kirkpatrick	Yes
Alan Wilson	Yes

Members absent: Richard J. Gaumer.
The motion carried.

C. Special Report: Strategic Enrollment Management Planning Process

Chris Bowser, Executive Dean, Student Services, introduced Eric Merten, Director, Office of Admissions and Orientations. Eric talked about strategic enrollment and recruiting. (Attached)

D. Confirm Retreat Dates – October 16 & 17, 2016

Dr. Sprouse reminded board members that the Board Retreat dates are October 16 & 17, 2016 at Honey Creek Resort.

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