

## MINUTES OF THE BOARD OF TRUSTEES

### INDIAN HILLS COMMUNITY COLLEGE

September 11, 2017

The regular Board of Trustees meeting for Indian Hills Community College was held on September 11, 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: Judy Cox, Richard J. Gaumer, Tom Keck, George E. Manning, John Pothoven, and Alan Wilson.

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

#### **Minutes**

The minutes of the August 14, 2017, regular board meeting were reviewed.

#### **Motion**

It was moved by Tom Keck and seconded by Richard J. Gaumer to approve minutes of the August 14, 2017, 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 by appropriate staff members.

#### **Motion**

It was moved by Tom Keck and seconded by Richard J. Gaumer to approve the bills list for the month of August, 2017. The motion carried.

#### **Establish October 9, 2017 at 4:00 p.m. in the Board Room at Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa as the proposed date, time, and location for a public hearing on the proposed sale of real property, owned by the College, located at 201 Main Street, Keosauqua, Iowa 52565.**

Bill Meck, Treasurer/CFO, reported that a resolution is attached related to this agenda item. IHCC has an offer on the former Van Buren County Service Center. The City of Keosauqua would like to buy the building. Tonight, we would like to set the public hearing and be authorized to publish notice, one time, in the Keosauqua paper. This item is coming back to the board because the appraisal address was incorrect.

### **Motion**

It was moved by Tom Keck and seconded by Alan Wilson to Establish October 9, 2017 at 4:00 p.m. in the Board Room at Indian Hills Community College, 525 Grandview Avenue, Ottumwa, Iowa as the proposed date, time, and location for a public hearing on the proposed sale of real property, owned by the College. 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. A form was received from TELF Plus and they are asking for current updates. This form will have approved banks where public funds may be deposited and to establish a maximum amount which may be kept on deposit in such banks. Richard J. Gaumer had a few changes to the document (changes attached).

### **Motion**

It was moved by Richard J. Gaumer and seconded by George E. Manning to approve the Investment Policy and Resolution Naming Depositories and Limits and TELF Plus with minor changes. The motion carried.

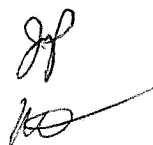
### **IACCT Report**

Richard J. Gaumer reported that IACCT had a board meeting the week of September 4, 2017. Results from the audit were also received and it was an unmodified opinion. Lobbying is still a source of discussion. The coming year will have challenges with state revenue, even though it is slightly up. A trustee should be present when checks are delivered to lobbyists. Rich has attended 5 community college board meetings other than IHCC. They were: DMACC, NIACC, Iowa Western, Iowa Lakes, and Hawkeye. Rich was impressed with some things the board of trustees do at Hawkeye Community College. Hawkeye adopted a philosophy of referring to constituents as customers of their college. They are assigning each trustee the responsibility to contact 3 people, interview them and return the results of the interview. Rich would like people to attend the Leadership Conference in Des Moines. This conference will be held in November 3, 2017. Rich saw a good presentation about utilizing social media and is being used to recruit students. Economic Development showed a presentation and new advertising will begin to be disbursed.

Bianca Myers reported that Human Resources is going to try posting job openings strictly to Facebook and Social Media.

### **Personnel Report**

Ms. Kristen Parks, Director, Human Resources, presented the Personnel Report. Kristen introduced Blair Siems, Director of Foundation, and Blair gave the trustees a little background information about herself.



## **Motion**

It was moved by George E. Manning 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 on the Library. Today 8ft light fixtures were hung in the ceiling clouds. Carpet is being installed as well as flooring in the Art Gallery and should be completed today. Sheetrock is 80% complete and painting began on Wednesday. Ceiling fans will hang above the light fixtures. September 20<sup>th</sup> is the target date for contractors to be finished and out of the library. October 4, 2017 furniture for staff will be installed and the rest of the furnishings will be arriving around the same time and then the process of moving everyone back into the Library will begin. This project has gone well. Footings, foundations and slabs for the softball field have been poured. Once the library is finished maintenance will move there to work on the press box and dugouts. Then, the scoreboard will be set, which will take approximately 4 days.

### **B. Economic Impact Study**

Dr. Marlene Sprouse, President, introduced Brandon Crouch, Economic Modeling Specialist, who presented on the Indian Hills Community College Economic Impact Study. (Attached)

### **C. Special Report: Apprenticeship at Indian Hills Community College**

Dr. Jill Budde, Executive Dean, Career & Workforce Education and Christian Ray, Apprenticeship Coordinator, talked about apprenticeships and how IHCC decided to get involved and steps they are taking to move the college forward. (PowerPoint attached).

### **D. Quality Faculty Plan**

Dr. Matt Thompson, Vice President, Academic Affairs & Institutional Effectiveness, asked for board approval of changes made to the Quality Faculty Plan. This plan helps to better our faculty. The major change was adding the Non-Discrimination Statement. The second change was to the timeline for new faculty. New faculty used to be on a three-year cycle. New faculty will now need to complete these in one year. Teaching and Learning strategies, Curriculum Design and Assessment, and a Capstone workshop will count as 36-hours of a faculty members first 45-hours for Professional Development. Language has been added asking to incentivize faculty who present at different conferences. They should receive something for the time and effort they have put forward.

## **Motion**

It was moved by Tom Keck and seconded by Judy Cox to approve the Quality Faculty Plan. The motion carried.

**E. Closing Remarks**

Dr. Sprouse reported that Indian Hills has signed an agreement with Ottumwa Regional Health Center to staff our Student Health Services Clinic. It is staffed by a nurse practitioner as well as an Assistant at the front desk. August 28, 2017 Ottumwa Regional began working on campus. The clinic is now open to faculty, staff, and family members. This is going very well. Dr. Sprouse stated that we are beginning the Market Research Survey by Patron Insight. In 4-weeks we will have the data and be able to discuss results at Board Retreat. Don't forget to vote Tuesday, four board members are up for re-election. October 9, 2017, would the Due Diligence Committee please to come to campus at 3:30 p.m. There are a couple additional companies who would like to enter into a 260E agreement.

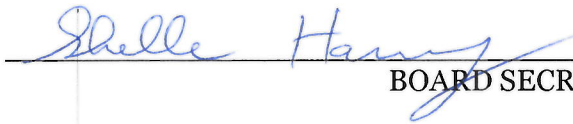
**Adjournment**

Board member Tom Keck moved that the meeting be adjourned. Hearing no objections, Board President John Pothoven adjourned the meeting at 5:45 p.m.



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BOARD PRESIDENT



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BOARD SECRETARY