

MINUTES OF THE BOARD OF TRUSTEES

INDIAN HILLS COMMUNITY COLLEGE

August 10, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on August 10, 2020, in the Perkins Conference Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President Mr. John Pothoven called the meeting to order at 4:00 p.m.

Roll Call

Members present: Mr. John Pothoven, Ms. Nellie M. Coltrain, Mr. Tom Keck, Mr. Richard Gaumer, and Ms. Amy Webber.

Members present via Zoom/Telephone: Ms. Beth Danowsky, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, and Mr. Alan Wilson.

Members absent: None.

Approval of Agenda

Mr. John Pothoven added (e) under #9 on the agenda. It was moved by Ms. Coltrain and seconded by Mr. Keck to approve the board agenda. The motion carried unanimously.

Minutes

The minutes of the July 13, 2020 Regular Board Meeting were reviewed.

Motion

It was moved by Mr. Gaumer and seconded by Ms. Webber to approve the July 13, 2020 minutes as read. The motion carried unanimously.

Unfinished Business

None

Approval of Monthly Claims

Board member Mr. Wilson 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 Mr. Keck and seconded by Ms. Coltrain to approve the bills for the month of July 2020. The motion carried unanimously.

FY20 Receipts and Disbursements Summary

Mr. Michael Lee, Treasurer/CFO presented the FY20 Receipts and Disbursements Summary. This summary is by fund with total receipts and disbursements at the bottom. This summary and a detailed expenditure list will be published in a local newspaper, along with the publication of salaries and payroll information. Ms. Shelle Harvey certified this document to be correct.

FY20 Investment Report

Mr. Michael Lee, Treasurer/CFO presented the FY20 Investment Report. This report reflects the investments as of June 30, 2020 and is broken down by fund and banking institution. Total invested funds as of June 30 was \$23,066,499. Rates at the beginning of the year were great resulting in investment income on the full year, but due to the global pandemic rates have decreased significantly. At this time the best rates have been with money market accounts. IHCC continues to monitor the market for better rates.

Motion

It was moved by Mr. Gaumer and seconded by Ms. Coltrain to approve the FY20 Investment Report. The motion carried unanimously.

IACCT Report

Mr. Gaumer reported that the IACCT Board Retreat was on July 22, 2020. The retreat was spent preparing to hire a new Executive Director. Dr. Terry Murrell, President of the Presidents, gave a report. 260E programs were audited by the state. The audit was complimentary, but there are a couple of areas that college presidents are working on.

Mr. Gaumer handed out the 2020-2021 Trustee Leadership Webinar Series card.

Presidents and IACCT Board members will be screening candidates for the IACCT Executive Directors position and a decision will be made in December 2020.

Personnel Report

Mr. Zeke Flick, Director, Human Resources, presented the Personnel Report.

Motion

It was moved by Ms. Nichols and seconded by Ms. Webber to approve the Personnel Report. The motion carried unanimously. The Personnel Report is made a part of these minutes.

Approval of the 2020 Employee Handbook

Mr. Flick, Director, Human Resources, reported that minimal changes were made to the Employee Handbook (attached). The proposed changes were reviewed by the board sub-committee consisting of: Ms. Nichols, Ms. Webber, and Mr. Pothoven. Mr. Flick asked for board approval for the 2020-2021 Employee Handbook, with changes.

Motion

It was moved by Ms. Webber and seconded by Mr. Keck to approve the 2020-2021 Employee Handbook. The motion carried unanimously.

New Business:

None

President of the College

A. Facilities Report

Dr. Sprouse and Mr. Lee gave an update on projects. Dr. Sprouse reported that the Dining Hall renovation is nearing completion. While there was still finishing

work to complete, Dr. Sprouse offered to take board members on a tour following the tonight's meeting.

Mr. Lee reported that there has been a couple product delays due to COVID, but they will not delay the scheduled opening.

The new wrestling facility is coming along well. Footings and stem walls are going in and then contractors will begin installing undergrounds. The metal building will be delivered August 31st.

IHCC is working with Norris Asphalt to get a final schedule for the parking lot overlays and roadway mill project. Maintenance is continuing work on the summer selective concrete panel replacement program at the ATC and Rural Health buildings.

The multi-purpose building renovations are complete. There has been a delay in the delivery of the fitness equipment, but it should be on campus before the end of August.

The Centerville library is being renovated and the Success Center will be incorporated with the library. Walls are up and painted and carpet has been laid. Work will be completed in time for the start of fall term. Shelving will arrive later in the term.

B. Introducing GoHillsTV

Dr. Sprouse showed a video clip announcing the partnership between GoPitchTV and Indian Hills Community College. GoPitchTV will broadcast all athletic events and events occurring at all campuses and sites. GoPitchTV will broadcast pieces of our arts events, and also some marketing pieces. IHCC sent out a Request for Proposal (RFP) to many broadcast companies across the 10-county area and GoPitchTV was the company Indian Hills signed with. The Indian Hills channel will be branded GoHillsTV.

Dr. Thompson stated that GoHillsTV will be perfect to get the word out and to provide all high schools with access, so they can showcase our programs and what Indian Hills Community College has to offer. GoHillsTV can be accessed through Facebook, the IHCC website, or the GoPitchTV website. Videos will be recorded and can be viewed at any time.

C. Fall Plans Update

Dr. Sprouse presented a list of fall activities and went through the list with board members. Beginning August 17th IHCC will be on break for two-weeks. Faculty and staff will be on campus during the second week of break to help students who want to register or have questions. The Foundation Golf Tournament will be held on Friday, August 14, 2020 at Cedar Creek. (Fall activities attached).

Dr. Sprouse then spoke about the Return to Campus Plan. All employees are to return to campus by August 31, 2020. People have been given the opportunity to request to continue working remotely and a variety of instructional models have been created. Students are able to see selections when registering.

Dr. Thompson reported that through COVID-19 faculty and staff have had good practice with different methods of teaching. We, as a college, have learned, grown, and improved. Mr. Cory Lamb and his team are working on Zoom classrooms, so students have the Live Virtual Learning opportunity.

Dr. Sprouse asked Ms. Joni Kelley to give a report on fall numbers. Ms. Kelley reported that IHCC is down 16% in both head count and credits. New student numbers are up 5%. We are struggling with concurrent high school enrollments, but a meeting is being scheduled to see what high schools may need in the way of help. International numbers are expected to be down and returners are lagging behind by 15%. Phone calls, post card, and texts are being sent to students to remind them that registration is open and IHCC is here to help. There are 158 students with registration appointments and a pool of 689 students that Admissions is trying to contact.

D. ACCT Congress Update

Dr. Thompson reported that the IACCT Congress has been moved to a virtual format. Board members interested in attending, virtually, please let Ms. Harvey know and she will get you registered.

E. Message from the President

Board members were shown a video of Mr. Joel Pedersen talking about Indian Hills and his experience at the college. Mr. Pedersen spoke about how Indian Hills changed his life and the impact it had and still has on him. Mr. Pederson stated that Indian Hills was a great investment. Dr. Bianca Myers reported that the Message from the President website will be going live soon. Different people will be featured on recordings. These will be rolled through slowly so they have longevity.

Closing Remarks

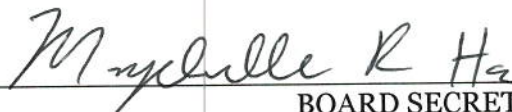
Dr. Sprouse stated that this is Ms. Martha Wick's last board meeting and her last day is Thursday. Dr. Sprouse thanked Ms. Wick for her years of service and everything she has done for Indian Hills Community College.

Adjournment

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:20 p.m.



BOARD PRESIDENT



BOARD SECRETARY