

MINUTES OF THE BOARD OF TRUSTEES  
BOARD RETREAT  
INDIAN HILLS COMMUNITY COLLEGE

November 7, 2022

The Board of Trustees Retreat for Indian Hills Community College was held on Monday, November 7, 2022, at Fairfield Inn & Suites, 2325 Coal Mine Loop, Oskaloosa, Iowa, 52577. Board President Mr. Richard J. Gaumer called the meeting to order at 8:00 a.m.

**Roll Call**

Members present: Ms. Nellie Coltrain, Ms. Beth Danowsky, Mr. Richard J. Gaumer, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Mr. Riley Sheetz, Mr. Alan Wilson, and Ms. Lori Yates.

Via Zoom/Phone: Ms. Amy Webber.

Members absent:

**Approval of Agenda**

It was moved by Mr. Sheetz and seconded by Ms. Yates to approve the board agenda as read. The motion carried unanimously.

**College and Career Transition Coach (CCTC) Initiative**

Ms. Joni Kelley reported on the 22/FA enrollment. Total heads were 3334 and total credits were 24687, which is a 1.1% decrease.

Step on to Campus events are:

- Customized Orientation
- Students and Families
- Food, giveaways, music, “special guests”
- Checklist indicating missing pieces
- FA, Advising, EOC, and SSS are available
- Tours based on program/interests/housing

Ms. Kelley stated that IHCC’s presence in the Ottumwa High School is working out great. Our staff has weekly office hours, application days, signing days, parent/teacher conferences, targeted Step on to Campus events, and FAFSA nights.

Ottumwa High Schools Impact

- 278 graduates in May 2022
- 119 accepted students to IHCC
- 113 students registered
  - 27 dropped
  - 2 delayed starting
- 84 students started classes in 22/FA
- 30% of graduating class
- Prior year’s 13% or less

Ms. Kelley then talked about the College and Career Transition Coach (CCTC). This project creates coach positions to work directly through community colleges and partner high schools across Iowa. The Iowa Perkins State Plan provides the opportunity to use reserve funds for areas of need that directly connect to students in secondary and postsecondary education. The reserve

funds will help establish the CCTC positions across Iowa. Through the competitive application process, the CCTC Partnership steering committee will award small grants across the state to community colleges that partner with school districts in their service area. Each partnership will hire a CCTC whose main focus will be to work with students in Grades 11-12 and as the first-year advisor at the community college for students from the partner school districts.

Indian Hills Community College currently has 2 positions, one person is at the Ottumwa High School and the second person serves Davis County High School, Moulton-Udell High School, and the Ottumwa alternative school and each person has an office in these schools.

College and Career Transition Coaches help with events, do classroom visits, has individual advising, works closely with Counselors, and do follow-ups with students. They also work directly with students during the 1<sup>st</sup> year of college.

Ms. Kelley answered board member questions (PowerPoint attached)

### **Grant Funding Discussion**

Ms. Taren Ferguson reported that each grant has a set of unique stipulations, objectives and reporting requirements and are awarded by different agencies throughout the year. Grants support different areas of the college and help the college to grow and meet student needs. The amount of grants that Indian Hills Community College has received has increased expressively in the past five years.

Grants fund various staff positions in multiple department and there has been a 475% increase in grant funding since fiscal year 2018, which doesn't include CARE's funding.

Grant funded projects:

- Iowa DHS Childcare Stabilization Grants (funding the improvement of the daycare kitchen area, update and upgrade classroom facilities, and technology and providing stipends to daycare workers.
- Bright Ideas Grant (Funded sound equipment for the for the Marge Dodd outdoor stage for Performing Arts)
- Ottumwa Regional Legacy Foundation (Funded the start of our Main Campus Construction Technology Program, including large equipment, supplies/materials, instructor salary, renovation of lab space, trailer)

Additional Grant-funded Projects:

- CCTC Grants (Funding CCTC positions to support students from partnering school districts), DOL Job Corps Scholars (Funds low-income students to complete certificate programs (12-months or less) and assists with job placement), and GAP/PACE (GAP provides tuition support for applicants in non-credit, certificate programs and PACE provides tuition support, in addition to support that allows a student to remain enrolled (childcare, gas cards, uniforms).

Ms. Ferguson answered questions from board members (PowerPoint attached)

### **IHCC Benefits Discussion**

Mr. Zeke Flick, Director, Human Resources informed board members that he will be discussing current leave benefits IHCC offers and possible redesign, review how IHCC approaches Non-Exempt and Exempt employees, and how current payroll processes and procedures and how IHCC could improve.

Three main items to be covered all coincide with each other as well as other processes. Adjusting and/or changing one process will require (or allow) adjustments to other processes.

### Current Leave Policy (Compensation Time)

- Compensation time or Banked time is earned by an employee working a non-scheduled day and then it is banked to use at a later date for paid time off during a scheduled day.
- No vacation is given. All paid time off is earned.
- Employees can earn up to 15 days of compensation time.
- Non-exempt employees can only earn days by working a break week.
- Exempt employees can earn compensation time on any non-scheduled days (Fridays, Saturdays).
- Maintenance, Custodial, and Security accrue vacation time and can accrue up to 4-weeks and these departments do not get break weeks off, and they are scheduled for 208 working days unlike all other departments 191 working days.

IHCC has not been able to find software or system that can make our Compensation time process electronic, making all time off requests a manual process. Employees have no way of viewing their balance of leave time on their own. Supervisors cannot see their employee's leave balances when approving time off and it is a manual process to track and report all compensation time; including paper calendars for tracking accrued or granted time off.

### Redesign and Why

IHCC would like to redesign how compensation time is accrued and IHCC would look to redesign how we approach compensation time and to use vacation accrual as our leave benefit for all employees and to remove compensation time from our process.

### Exempt Employees versus Non-Exempt Employees

Exempt employees are classified by FLSA standards and Job Duties tests. They are professional level positions that are paid a salary for their professional work and are not eligible for overtime and salary must be over the FLSA minimum of \$35,568.

Non-Exempt employees do not meet FLSA standards and are required to be paid for hours worked (commonly referred to as "hourly employees"), non-exempt employees are eligible for overtime and they can't earn compensation in a normal work week and must be paid for hours worked.

### Current practice

We pay non-exempt as salaried employees. Salary is based on assumed working hours of Monday-Thursday, 7:15am – 4:45pm, with a 30 min unpaid lunch (36-hour workweek).

### Redesign and Why

Addressing the use of time clocks and having non-exempt employees input his/her time worked rather than assumed. This minimizes liability and compliance issues for underpaying non-exempt employees for actual time worked.

### Payroll Processes/Ripple Effect

Pay for full time employees is paid Current. Payroll begins processing pay with the assumption that each employee will work the few days leading up to payday. This is a manual process and when payday falls on a weekend it is required to be moved to the Thursday before. By moving non-exempt employees to a timeclock, the IHCC system would require a move to in arrears. In arrears pay is totaled from the previous pay period and paid out the following payday. In arrears pay would allow for payroll to remove most, if not all manual adjustments/manual calculations.

Moving to in arrears pay would result in a transition with a possible adjustment in pay. We have already started to look at how IHCC can address that adjustment. Move from Compensation to Vacation – would allow for electronic approval processes and this would align with industry standards for leave benefits. IHCC would move to bi-weekly pay processing – remove manual pay processing and reduce manual errors; more consistency in pay period length. Non-exempt employees would follow hourly FLSA standards rather than "hourly salaried" – no assumptions on hours worked, paid for actual hours.

### **Warrior Information Network & Board Technology**

Mr. Cory Lamb, Chief Technology Officer, introduced board members to the Warrior Information Network (WIN).

Once a person has logged in, the activity page will be the first page seen. In the search bar a person can type in what he/she is looking for and all results will appear and results can be filtered for easier use. The dashboard has widgets and students can view the calendar, Announcements, and Twitter. Announcements will have important notices and alerts for students and staff and Twitter has short video snippets.

Each board member will receive an iPad and an Indian Hills Community College email. There will also be a Board Member Group within WIN and this is where board agendas and other board meeting items will be placed for review.

### **Dr. Matt Thompson's Goal Setting**

Dr. Matt Thompson, President, reported on his 2022-2023 goals.

#### **Goal 1: Lead and support planning, budgeting, and bond project implementation:**

Budget implementation of the Centerville Campus Academic Building & Criminal Justice Training Center.

Plan development of the Fine Arts and Student Wellness projects.

#### **Goal 2: Raise private funds to support IHCC initiatives:**

Focus efforts on fundraising for the Fine Arts & Student Wellness projects.

Gain additional private funding for the Centerville Academic Building.

#### **Goal 3: Navigate process to achieve Regional Law Enforcement Academy designation:**

Continue communication with Iowa Law Enforcement Academy staff to prepare a successful application.

Work with local law enforcement, city, and county officials to lobby ILEA for a successful outcome.

#### **Goal 4: Increase enrollment and support academic purpose of IHCC:**

Advocate for the growth of CCTC's and work with area superintendents to grow programming.

Support work of IHCC committee preparing for Iowa Department of Education Comprehensive Visit.

#### **Goal 5: Serve on statewide Funding Distribution Committee and achieve best case scenario for possible changes to the funding distribution.**

#### **Goal 6: Navigate changes in State department programming directly impacting IHCC workforce training programs.**

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections Mr. Gaumer adjourned the meeting at 1:25 p.m.

---

BOARD PRESIDENT

---

BOARD SECRETARY