

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

November 9, 2020

The regular Board of Trustees meeting for Indian Hills Community College was held on November 9, 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 and Mr. Richard Gaumer.

Members present via Zoom/Telephone: Ms. Nellie Coltrain, Ms. Beth Danowsky, Mr. Tom Keck, Mr. Jerry Kirkpatrick, Ms. Katie Nichols, Ms. Amy Webber, and Mr. Alan Wilson.

Members absent:

**Approval of Agenda**

Dr. Matt Thompson, President asked to amend the agenda by adding a resolution authorizing Indian Hills Community College to submit the Title I Adult & Dislocated Worker Services and Title I Youth Services proposals under New Business.

**Motion**

It was moved by Mr. Gaumer and seconded by Ms. Nichols to approve the board agenda as amended. The motion carried unanimously.

**Minutes**

The minutes of the October 12, 2020 Regular Board Meeting were reviewed.

**Motion**

It was moved by Ms. Coltrain and seconded by Mr. Kirkpatrick to approve the October 12, 2020 minutes as read. The motion carried unanimously.

**Unfinished Business**

None

**Approval of Monthly Claims**

Board member Mr. Kirkpatrick reviewed the list of monthly claims on behalf of the board and reported that all questions were answered by appropriate staff members.

**Motion**

It was moved by Mr. Kirkpatrick and seconded by Ms. Coltrain to approve the monthly claims for the month of October 2020. The motion carried unanimously.

**Financial Report**

Mr. Michael Lee, Treasurer/CFO presented the Financial Report through October 31, 2020. **Revenue:** Tuition and Fees were lower by \$1,617,000, which is driven by lower summer and

fall tuition of approximately \$600,000, Coast Flight course fees of approximately \$377,000, and approximately \$500,000 due to the timing of winter registration. Winter registration is down \$88,000. Local support is higher by \$17,555, State support is higher by \$48,984; which is reflective of a state grant for summer concurrent high school enrollment. Other Income is higher by \$166,727.00, which is reflective of CARES funding reimbursements offset by lower revenue related to continuing education.

**Expenses:** Salaries and Fringe benefits are lower by \$451,521 due to lower benefit and payroll costs. Services are lower by \$369,866 driven by Coast Flight which is lower by \$377,000. Materials and Supplies are lower by \$187,862 due to low mileage and travel costs of approximately \$102,000 and software costs of \$80,000. Other Current Expenses were higher by \$14,896. Capital Outlay was lower by \$9,412.

**Fund 2:** Expenses: unemployment, no activity. Worker's Compensation premium has been paid. Property Insurance is higher this year due to increased premiums and timing of the payment of our quarterly Operating Equipment Program Insurance. Equipment Replacement is being ordered.

**Fund 8:** This fund reflects interest income of \$5,010 per board directive. 90% of the interest income is transferred to Fund 1 and that is reflected in the Interest Transfer line.

Dr. Thompson reported that IHCC and Coast Flight have had conversations. It has been mutually agreed, based on changes with the VA and funding, to disband the program. Students will be encouraged to finish the program and Ms. Kelley's team are communicating with these students.

#### **Motion**

It was moved by Mr. Gaumer and seconded by Ms. Webber to approve the Financial Report. The motion carried unanimously.

#### **IACCT Report**

Mr. Gaumer reported that interviews were held on Wednesday, November 4, 2020 for the four finalist who applied for the IACCT Director position. There will be a meeting on Thursday, November 12, 2020 to receive the recommendation from the Search Committee. After the recommendation is received, the successful candidate will receive an offer.

Reminder to register for the virtual Leadership Conference on November 13, 2020.

#### **Personnel Report**

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

#### **Motion**

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

#### **New Business:**

Dr. Matt Thompson, President, introduced a resolution authorizing the submittal of grant applications by the Indian Hills Community College Grant Development and Compliance Office and the subsequent appropriation of funds for the Workforce Innovation and Opportunity Act Title I Career Services for Dislocated Workers and Title I Youth Services programs for the South Central Iowa Local Workforce Development Area.





## **Motion**

It was moved by Mr. Gaumer and seconded by Ms. Nichols to approve the Resolution authorizing the submittal of grant applications by Indian Hills Community College Grant Development and Compliance Office. The motion carried unanimously.

## **President of the College**

### **A. Facilities Report**

Dr. Brett Monaghan, Vice President, Student Development & Operations reported that demolition began in the upper level of the Rosenman Building November 9, 2020. Demolition will take between 3-4 weeks.

IHCC has a new roadway from the Rural Health building to Trustee Hall. This includes Bennett and Trustee Hall parking lots. Concrete work has been completed in front of Maintenance and the culinary ramp.

The Wrestling building in Centerville should be completed in the middle of December. This past weekend IHCC had a wrestling meet and it was covered by Go Hills TV. Wrestling was streamed and there has been 9,891 views.

Dr. Monaghan stated that he is having a canopy installed at the front entrance of the multipurpose building. In the past there has been issues with snow falling off the roof and piling up in front of the doors. This project will begin in the next week.

Dr. Thompson reported that much of our facilities equipment and fleet of cars are wearing out. This includes mowers, vehicles, etc. Conversations are happening to anticipate costs of replacing old equipment instead of spending money on repairing equipment that should be retired.

### **B. Program Spotlight**

Dr. Thompson, President, introduced Mr. Mark Fisher, Program Director, Culinary Arts.

Mr. Fisher introduced Rebekah Jaeger, from Clinton, Iowa and Nathan Mattiussi, from Waukee, Iowa, two of IHCC's culinary students. Mr. Fisher also introduced Michael Ludwig who is an IHCC adjunct instructor.

Mr. Fisher went over the fall 2019 enrollment. 17 students started and 11 students finished. Fall of 2020 the program started with 21 student and the program now has 16 students. One student will be starting winter term, transferring credits from DMACC.

10 students graduated spring 2020 and 5 out of the 10 graduates are currently working in the Food Service area

COVID-19 has impacted this industry. There was 100% graduate placement rate and when the pandemic surfaced there has been an estimated 8 million food industry employees laid off or furloughed. \$200 billion in sales have been lost between March and September and it is predicted that 85% of independent restaurants could close by the end of 2020.

Culinary students are attending from Central, Northern, and Eastern Iowa. Also, Missouri, Illinois, and many students are from the IHCC 10 County Region. Students choose Indian Hills Community College because of skills and dedication of our program instructors. IHCC is recognized as having a top Culinary Program with modern facilities.

The Culinary Program is accredited by the ACF. Accreditors were on campus August 5, 2020. Visits are usually 3-days, but due to COVID-19 it was a 1-day visit. A self-study had

to be submitted prior to the visit. The accreditation team reported several strengths in the program and one minor issue that needs to be corrected. Overall, this was a positive site visit. (PowerPoint attached)

### **C. Special Report**

Dr. Jill Budde, Vice President, Learning & Engagement introduced Ms. Ashley Moyer, Executive Director, Continuing Education & Workforce Solutions.

Ms. Ashley Moyer reported on Workforce Training & Economic Development (WTED) Funds. This fund was established in 2003 as part of the Grow Iowa Values Fund. It was distributed among community colleges using a state general aid distribution formula. The amount of funding is tied to gambling revenues in Iowa and fluctuate from year to year. FY21 Indian Hills should receive \$798,856 that is distributed quarterly.

Some expenditures this money can be used for include: Career Academies, CTE, Small Business, General Retraining, and Targeted Industry. 20% of funds may be used on Non-Targeted Industry.

In recent years these funds have helped pay salaries, curriculum development and training, equipment, lab remodels, small business development, and WTED Healthcare Scholarships. Other recent expenses include: membership to the Iowa Rural Development Council, PDI sponsorship, program marketing, and COVID-19 related Human Resources webinars.

### **D. Board Retreat**

Dr. Thompson told board members that the Board Retreat agenda will be finalized on Tuesday. The Board Retreat will be held Monday, November 16, 2020 at Bridge View Center with breakfast starting at 7:30 a.m. At 8:00 a.m. the meeting will begin by discussing the Strategic Plan. During the meeting there will be a discussion with OPN Architects. Topics will also include Campus Security, Centerville Campus Facility Plan, funding sources, and the retreat will end with a board discussion.

### **Adjournment**

Board member Ms. Amy Webber moved that the meeting be adjourned. Hearing no objections Mr. Pothoven adjourned the meeting at 5:12 p.m.



BOARD PRESIDENT



BOARD SECRETARY