

MINUTES OF THE BOARD OF TRUSTEES  
INDIAN HILLS COMMUNITY COLLEGE

October 14, 2019

The regular Board of Trustees meeting for Indian Hills Community College was held on October 14, 2019, in the Board Room on the Main Campus, Indian Hills Community College, Ottumwa, Iowa. Board President John Pothoven called the meeting to order at 4:04 p.m.

**Roll Call**

Members present: Nellie M. Coltrain, Beth Danowsky, Tom Keck, Jerry Kirkpatrick, Katie Nichols, John Pothoven, Amy Webber, and Alan Wilson.  
Members absent: Richard J. Gaumer.

**Approval of Agenda**

It was moved by Mr. Kirkpatrick and seconded by Ms. Coltrain to approve the board agenda as amended. (Elect voting delegate for the ACCT Congress added under New Business.) The motion carried.

**Minutes**

The minutes of the September 9, 2019 Regular Board Meeting, minutes from the September 9, 2019 Great Prairie Area Education and IHCC joint meeting, and the September 15, 2019 Board Retreat minutes were reviewed.

**Motion**

It was moved by Mr. Keck and seconded by Ms. Nichols to approve minutes of the September 9, 2019 Regular Board Meeting, minutes from the September 9, 2019 Great Prairie Area Education and IHCC joint meeting, and the September 15, 2019 Board Retreat. The motion carried.

**Unfinished Business**

None.

**Approval of Monthly Claims**

Board member Mr. Keck 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 Mr. Kirkpatrick to approve the bills list for the month of September 2019. The motion carried.

**FY19 State Financial Reports**

Bill Meck, Treasurer/CFO, presented the FY19 State Financial reports. The first report was the Annual Balance Sheet Summary for Fund 1, Fund 2 and Fund 7. Total assets for the Unrestricted General Fund 1: \$9,643,872. Restricted General Fund 2 assets: \$9,590,921. This is up due to our self-funded health insurance program. Plant Fund 7 assets: \$3,599,787.

Next, Bill reported on the AS-15's for each fund. Total revenue for the General Fund is \$36,227,531 with expenditures of \$36,223,885. Fund 2 shows revenues of \$15,091,010 with expenditures of \$14,606,387. In Fund 7 there are revenues of \$9,544,199 with expenditures of \$12,554,997. This is due to construction at the North Campus and Trustee Hall.

**Financial Report**

Bill Meck, Treasurer/CFO, reported on Tuition and Fees Revenues. He reported that from September 2018 through September 2019, we are down \$209,069. This is due to lower enrollment. We are down in credits by 6.8%. Local and State Support are trending where they should be. Federal Support is work study money that offsets revenue. Other Income line shows we are up, but this line will go down. This year we will see a decline in maintenance costs due to changes Mr. Cory Lamb, Chief Information Officer, has made. Expenditures: Salaries and Fringes are up \$24,490 compared to one year ago. Services are down 229,146. Materials and Supplies and Other Current Expenses are up from a year ago. Restricted Funds 2, levy revenue is slightly lower to date. Expenditures are slightly ahead date-to-date.

**Motion**

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve the Financial Report. The motion carried.

**Master Facilities Plan**

Bill Meck, Treasurer/CFO, distributed the Campus Facilities Master Plan Report – 2019 Update. Mr. Meck reported on changes that were made to the Facilities Plan since it was board approved in January 2016. (Attached)

**Motion**

It was moved by Ms. Danowsky and seconded by Mr. Kirkpatrick to approve the updated Facilities Plan Report. The motion carried.

**IACCT Report**

Mr. Gaumer was absent, but sent handouts and his report to board members. (Attachments)

**Personnel Report**

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

**Motion**

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

**Retirement Plan Proposal**

Mr. Flick, Director, Human Resources and Dr. Sprouse, President, reported the Early Retirement Plan Proposal has been reviewed, discussed, and is being recommended by the board's human resources committee of John Pothoven, Amy Webber, and Katie Nichols. The main points of the proposal are: the employee benefits of proposed plan are the same as FY19: medical insurance at



\$2500 deductible until 65 years of age for those employees currently on the college health plan. Employees not on the college health insurance plan, would receive a monthly cash amount similar to the insurance premium until age 65. Retirees who take the plan would receive up-to-\$20,000 in annuity based on 1% of salary per year of service. If approved, this would be an ongoing plan, offered each year in December, and remaining in effect until additional board action. The board will review the plan every three years or when deemed prudent by the college president. (Documents attached)

### **Motion**

It was moved by Mr. Wilson and seconded by Ms. Nichols to approve the proposed Retirement Plan.

Ms. Nellie M. Coltrain	No
Ms. Katie Nichols	Yes
Ms. Beth Danowsky	Yes
Mr. John Pothoven	Yes
Mr. Alan Wilson	Yes
Mr. Jerry Kirkpatrick	No
Mr. Tom Keck	Yes
Ms. Amy Webber	Yes

Members absent: Mr. Richard Gaumer.

The motion carried.

### **Employee Handbook**

Mr. Flick, Director, Human Resources, reported that additions and updates have been made to the Grievance Procedure for Discriminatory Practice, the Academic Freedom Statement, Evaluation Timeline for Certified Teaching Staff, Acceptable Use Policy, and the Indian Hills Copyright Policy. These changes have been reviewed and approved by the board's human resources committee of John Pothoven, Amy Webber, and Katie Nichols. Mr. Flick asked for approval of the 2019-2020 Employee Handbook, with changes. (Changes attached).

### **Motion**

It was moved by Ms. Coltrain and seconded by Ms. Danowsky to approve the 2019-2020 Employee Handbook. The motion carried.

### **New Business: Appointment of Treasurer and IMPACC Representative**

Mr. Pothoven recommended to entertain a motion to appoint Mr. Michael Lee as the Chief Finance Officer/Board Treasurer for Indian Hills Community College.

### **Motion**

It was moved by Mr. Keck and seconded by Ms. Danowsky to elect Mr. Lee as the Chief Finance Officer/Board Treasurer for Indian Hills Community College. The motion carried.

### **Oath**

Board President John Pothoven administered the oath of office to appointed Chief Finance Officer/Board Treasurer Mr. Lee.



### **Appointment of Delegate to IACCT**

It was moved by Ms. Coltrain and seconded by Mr. Keck to appoint Richard J. Gaumer as the delegate to the ACCT Congress. The motion carried.

### **President of the College**

#### **A. Facilities Report**

Mr. Rick Fosdyck, Director, Physical Facilities reported that the roof has been completed on the Recreation Center in Centerville and the outer sheet metal will be replaced at a later date.

Instead of hiring contractors, maintenance has been pouring concrete and repairing two parking lots.

Hellyer Student Life Center-restrooms are framed, plumbing is being installed, and ceramic tile goes in on Friday.

North Campus – final walk-through has been completed and there are a few items to be rectified.

IHCC is very close to closing out the Trustee Hall project.

#### **B. Acceptable Use Policy – Staff, Acceptable Use Policy-Students**

Mr. Cory Lamb, Chief Information Officer, reported that in the past one acceptable use policy was used for students and staff. It was determined that these policies needed to be separated. Students have more freedom and expectations than staff. Staff expectations are stricter, because of Best Practices and confidentiality. (Attached)

### **Motion**

It was moved by Mr. Keck and seconded by Ms. Nichols to approve the Acceptable Use Policy – Staff and Acceptable Use Policy – Students subject to review by legal counsel. The motion passed.

#### **C. Revised 2020-2021 Academic Calendar**

Dr. Matt Thompson, Vice President, Academic Affairs and Institutional Effectiveness, reported that the 2020-2021 Academic Calendar had IHCC starting fall term on Wednesday, August 26, 2020. This start date has been changed to August 31, 2020, which is a Monday. This will be better for retention and aligns with May graduation. (Attached).

### **Motion**

It was moved by Mr. Keck and seconded by Ms. Danowsky to approve the 2020-2021 revised Academic Calendar. The motion passed.

### **Higher Learning Commission Update**

Dr. Thompson, Vice President, Academic Affairs and Institutional Effectiveness, reported that we are very close to locking the Assurance Argument. The Accreditation team will be on campus December 2-3, 2019. Dr. Thompson shared a Draft Agenda and reported that there will be a number of Open Forums during the visit. (Attachment)

**D. Special Report: "County Centers: Past, Present, Future"**

Ms. Darlas Shockley, Executive Deans, Arts and Sciences introduced Ms. Madonna Smithburg, County Centers. Ms. Smithburg presented a PowerPoint showing the beginning of Service Centers in 1996 and how they have changed and evolved over the last 23-years. (PowerPoint attached)

**Closing Remarks**

Dr. Sprouse's list of Involvement/Visits in Communities is on the Board of Trustees Resources page. Reminder that the 10-year anniversary for the Sigourney Center will be hosted on Monday, October 21, 2019 and October 24, 2019 will be the Diesel and Welding Technology Facilities Ribbon Cutting. This event begins at 1:30 p.m.

**Adjournment**

Board member Ms. Coltrain moved that the meeting be adjourned. Hearing no objections, Board President Mr. Pothoven adjourned the meeting at 5:35 p.m.

  
BOARD PRESIDENT

  
BOARD SECRETARY