

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
APRIL 17, 2018
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BOARD WORK SESSION EMMETSBURG CAMPUS 4:00 P.M.

The Board of Trustees of Iowa Lakes Community College met in the Bienfang Dining Room at the Iowa Lakes Community College Emmetsburg Campus, 3200 College Drive, Emmetsburg, IA at 4:00 P.M. on Tuesday, April 17, 2018, prior to the regular monthly board meeting. The purpose of this public meeting and work session was to review the agenda for the regular monthly meeting and to briefly discuss related topics.

MEMBERS PRESENT

Janice Lund, President
Pat Kibbie, Vice President
Bob Jennings
Arden Kinnander
Jane Nolan Goeken
Todd Johnson

MEMBERS ABSENT

Chris Fuhrman

GUESTS

Valerie Newhouse, College President
Tony Condon, Board Secretary

DISCUSSION

College President Valerie Newhouse reviewed the agenda for the regular monthly board meeting and a brief discussion was conducted related to those items. No decisions were made and no action was taken.

ADJOURNMENT

The work session was adjourned at 4:25 P.M.

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The Board of Trustees of Iowa Lakes Community College met in regular session in the Auditorium at the Iowa Lakes Community College Emmetsburg Campus, 3200 College Drive, Emmetsburg, IA, on Tuesday, April 17, 2018, beginning at 4:30 P.M.

MEMBERS PRESENT

**Janice Lund, President
Pat Kibbie, Vice President
Bob Jennings
Arden Kinnander
Todd Johnson
Jane Nolan Goeken**

**Valerie Newhouse, College President
Tony Condon, Board Secretary**

MEMBERS ABSENT

Chris Fuhrman

GUESTS PRESENT

Delaine Hiney, Kathy Muller, Jolene Rogers, Julie Williams, Jane Campbell, Robert Leifeld, Jeff Soper, Cindy Oviatt, Tom Brotherton, Lisa Stich and Steve Olerich.

MEDIA PRESENT

None.

CALL TO ORDER

The meeting was called to order by Board President Janice Lund at 4:34 P.M.

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REVIEW AND APPROVAL OF AGENDA

A motion was made by Jane Nolan Goeken, with a second from Todd Johnson, to accept and approve the agenda as presented.

The vote was called:

Ayes: Goeken, Johnson, Kibbie, Kinnander, Jennings & Lund.

Nays: None.

Absent: Fuhrman.

Motion approved by unanimous vote.

REVIEW AND APPROVAL OF MINUTES

A motion was made by Arden Kinnander, with a second from Bob Jennings, to accept and approve the minutes of the March 20, 2018 regular board meeting as written.

The vote was called:

Ayes: Kinnander, Jennings, Goeken, Johnson, Kibbie & Lund.

Nays: None.

Absent: Fuhrman.

Motion approved by unanimous vote.

DELEGATIONS, PETITIONS, & COMMUNICATIONS

None.

PERSONNEL / CONSENT AGENDA

A) Resignations/New Hires/Contracts

Following a presentation of the consent agenda by Kathy Muller, Executive Director of Human Resources, a motion was made by Bob Jennings, with a second by Todd Johnson, to approve the consent agenda as presented.

Position Change: Margaret Gebel, Head Cook to Dining Services Supervisor, Estherville.

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New Hires:

Juan Hernandez, Cook/Salad Bar, PT, Estherville

Supplemental Contracts as listed

The vote was called:

Ayes: Jennings, Johnson, Goeken, Kibbie, Kinnander & Lund.

Nays: None.

Absent: Fuhrman.

Motion approved by unanimous vote.

FACILITIES UPDATE

A) Ground Lease – Northwest Communications Network

Delaine Hiney, Executive Director of Facilities Management, presented a ground lease with Northwest Communications Network for consideration. The lease is for a parcel of ground at the intersection of 7th Ave South and South 19th St. on the Estherville Campus (just southeast of the Softball Field). Following the presentation, a motion was made by Jane Nolan Goeken, with a second by Arden Kinnander, to approve the ground lease with Northwest Communications Network as presented and authorize the College President to sign any all necessary documents.

The vote was called:

Ayes: Goeken, Kinnander, Johnson, Kibbie, Jennings & Lund.

Nays: None.

Absent: Fuhrman.

Motion approved by unanimous vote.

B) Facility Update

Delaine Hiney, Executive Director of Facilities Management, provided an informational report on facilities. The report included progress on the Algona Campus addition and the Performing Arts Center project in Estherville. Also noted were recent issues with the gearbox and blade damage to the wind turbine located in Estherville. Technicians are on site to do repairs, however repairs have been slowed due to recent snow and temperature conditions.

IOWA LAKES REPORT

Delaine Hiney, Executive Director of Facilities Management, introduced Steve Olerich, Food Service Supervisor, who presented information on the Emmetsburg Food Service. Highlighted were recent improvements in the cafeteria and kitchen areas including new walls and stainless steel. Other scheduled improvements will be done this spring and summer to include new flooring and drain replacement in the kitchen. The Board took the opportunity to ask questions following the presentation.

RESIDENCY POLICY

Robert Leifeld, Vice President of Administration, presented the Residency Policy Revision to Board Policy 534 Series – 1st Reading. The revision is needed to clarify the requirements for reverse transfer students to receive an Associate's Degree once they have satisfied the credit requirements. Following the presentation, a motion was made by Jane Nolan Goeken, with a second by Pat Kibbie, to approve the revision to the Residency Policy, Board Policy 534 as presented and waive the second reading.

The vote was called:

Ayes: Goeken, Kibbie. Kinnander, Johnson, Jennings & Lund.

Nays: None.

Absent: Fuhrman.

Motion approved by unanimous vote.

COMMUNITY & BUSINESS RELATIONS UPDATE

A) New Jobs Training Project 2017-1

1) Resolution Directing Public Notice

Board Member Arden Kinnander introduced the following Resolution entitled "RESOLUTION DIRECTING THE PUBLICATION OF NOTICE ON THE PROPOSITION OF THE ISSUANCE OF NOT TO EXCEED \$2,000,000 INDUSTRIAL NEW JOBS TRAINING CERTIFICATES," and moved that the same be adopted. Board Member Todd Johnson seconded the motion to adopt. The roll was called and the vote was,

AYES: Kinnander, Johnson, Goeken, Kibbie, Jennings and Lund.

NAYS: None.

Whereupon, the President declared the resolution duly adopted as follows:

**RESOLUTION DIRECTING THE PUBLICATION
OF NOTICE ON THE PROPOSITION OF THE
ISSUANCE OF NOT TO EXCEED \$2,000,000
INDUSTRIAL NEW JOBS TRAINING
CERTIFICATES**

WHEREAS, the Community College is in need of funds to carry out one or more proposed new job training Project(s), as defined in Iowa Code Chapter 206E, as hereinafter described; and, it is deemed necessary that it should issue Industrial New Jobs Training Certificates to the amount of not to exceed \$2,000,000, as authorized by Chapter 260E, Code of Iowa, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, Industrial New Jobs Training Agreements have been or will be negotiated which Agreements establish a new jobs training program to educate and train certain persons employed by certain employers in new jobs within the Merged Area, as defined in Iowa Code 260C.2, and such Agreements are deemed to be beneficial to the Community College and to employers and employees; and

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WHEREAS, before Industrial New Jobs Training Certificates may be issued to fund the Project(s) contemplated by the Agreements, it is necessary to publish a notice on the matter of the proposal to issue the New Jobs Training Certificates and the right to appeal the decision of the Board of Directors in proposing to issue the Certificates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF IOWA LAKES COMMUNITY COLLEGE:

Section 1. That this governing body shall meet in Room 129, Iowa Lake Community College, 800 21st Street, Spirit Lake, at 4:30 P.M., on the 15th day of May, 2018, for the purpose of taking action on the matter of the issuance of not to exceed \$2,000,000 Industrial New Jobs Training Certificates of said Merged Area, the proceeds of which Certificates will be used to provide funds to pay costs of new jobs training by providing education and training of workers for new jobs within the Merged Area.

Section 2. That the Secretary is hereby directed to cause at least one publication to be made of a notice of said meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the Merged Area, said publication to be not less than fifteen (15) clear days before the date of the public meeting on the issuance of the Certificates.

Section 3. The notice of the proposed action to issue the Certificates shall be in substantially the following form:

**NOTICE OF MEETING AND ACTION OF THE
BOARD OF DIRECTORS OF IOWA LAKES
COMMUNITY COLLEGE ON THE MATTER OF
THE PROPOSED ISSUANCE OF NOT TO EXCEED
\$2,000,000 PRINCIPAL AMOUNT OF IOWA LAKES
COMMUNITY COLLEGE INDUSTRIAL NEW JOBS
TRAINING CERTIFICATES (2018-1 MULTIPLE
PROJECT) IN ONE OR MORE SERIES**

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Public Notice is hereby given that the Board of Directors of Iowa Lakes Community College will meet on the 15th day of May, 2018, at 4:30 P.M., in Room 129, Iowa Lake Community College, 800 21st Street, Spirit Lake, at which meeting the Board proposes to institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$2,000,000 of Iowa Lakes Community College Industrial New Jobs Training Certificates (2018-1 Multiple Project) to be issued for the purpose of providing education and training of workers for new jobs at the following facilities located at the following locations within the Merged Area:

**All-American Architectural Arts LLC
1201 Main Street
Emmetsburg, Iowa 50536**

**BrandFX, LLC
405 4th Avenue W.
Swea City, Iowa 50590**

**GKN Armstrong Wheels, Inc.
5453 6th Avenue
Armstrong, Iowa 50514**

**966 Industries, L.L.C.
817 26th Street
Milford, Iowa 51351**

**Rembrandt Enterprises, Inc.
1521 18th Street
Spirit Lake, Iowa 51360**

**Safco Products Co.
909 4th Street
Milford, Iowa 51351**

**Windtest North-America, Inc.
2421 7th Avenue South
Estherville, Iowa 51334**

At the above meeting, the Board of Directors shall take additional action for the issuance of the industrial new jobs training certificates or will abandon the proposal to issue the certificates.

At any time within fifteen days after the publication of this notice a person may by action in the District Court of a County in the area within which the Community College is located, appeal the decision of the Board of Directors in proposing to issue the certificates. The action of the Board of Directors in determining to issue the certificates is final and conclusive unless the district court finds that the Board of Directors has exceeded its legal authority. An action shall not be brought which questions the legality of the certificates, the power of the Board of Directors to issue the certificates, the effectiveness of any proceedings relating to the authorization of the Project(s), or the authorization and issuance of the certificates from and after fifteen (15) days from the publication of this notice of intention to issue.

This Notice is given by order of the Board of Directors of Iowa Lakes Community College as provided in Section 260E.6(5), Code of Iowa, as amended.

2) Preliminary Official Statement & Electronic Bidding Process

Board Member Jan Lund introduced the following Resolution entitled "RESOLUTION APPROVING PRELIMINARY OFFICIAL STATEMENT AND APPROVING ELECTRONIC BIDDING PROCEDURES" and moved its adoption. Board Member Jane Nolan Goeken seconded the Resolution to adopt. The roll was called and the vote was,

AYES: Lund, Goeken, Johnson, Kibbie, Kinnander and Jennings.

NAYS: None.

Whereupon, the President declared the resolution duly adopted as follows:

**RESOLUTION APPROVING PRELIMINARY OFFICIAL
STATEMENT AND APPROVING ELECTRONIC BIDDING
PROCEDURES**

WHEREAS, it is deemed necessary and advisable that Iowa Lakes Community College, State of Iowa, should issue its Industrial New Jobs Training Certificates, Series 2018-1, to the amount of not to exceed \$2,000,000, as authorized by Chapter 260E, Code of Iowa, as amended, for the purpose of providing funds to pay costs of providing education and training of workers for new jobs within the Merged Area; and

WHEREAS, in conjunction with its municipal advisor, Speer Financial, the College has caused a preliminary official statement to be prepared outlining the details of the proposed sale of the Certificates; and

WHEREAS, the Board has received information from its municipal advisor evaluating and recommending the procedure hereinafter described for electronic, facsimile and internet bidding to maintain the integrity and security of the competitive bidding process and to facilitate the delivery of bids by interested parties; and

WHEREAS, the Board deems it in the best interests of the College and the residents of the Merged Area to receive bids to purchase such Certificates by means of both sealed and electronic internet communication.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF IOWA LAKES COMMUNITY COLLEGE, STATE OF IOWA:

Section 1. Bids shall be received on the 15th day of May, 2018, until 10:30 A.M., in the manner outlined in the preliminary official statement.

Section 2. That the preliminary official statement in the form presented to this meeting be and the same hereby is approved as to form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission, subject to such revisions, corrections or modifications as the President and Secretary of the Board of Directors, shall determine to be appropriate, and is authorized to be distributed in connection with the offering of the Certificates for sale.

Section 3. That the receipt of electronic bids by facsimile machine and through the SpeerAuction® Competitive Bidding System described in the preliminary official statement is hereby found and determined to provide reasonable security and to

maintain the integrity of the competitive bidding process, and to facilitate the delivery of bids by interested parties in connection with the sale of Certificates.

PASSED AND APPROVED this 17th day of April, 2018.

B) Accelerated Career Education (ACE) Job Credits

Jolene Rogers, Executive Director of Community & Business Relations, presented a five year (FY 18,19,20,21 &22) Accelerated Career Education (ACE) Program Application. Following the presentation and discussion a motion was made by Pat Kibbie, with a second by Arden Kinnander, to approve the application as presented.

The vote was called:

Ayes: Kibbie, Kinnander, Goeken, Johnson, Jennings & Lund.

Nays: None.

Absent: Fuhrman.

Motion approved by unanimous vote.

C) Community and Business Relations Update

Jolene Rogers, Executive Director, Community & Business Relations, updated the Board on a Foundation Retreat to be held on April 23, Scholarship Reader Night held on April 4, Retiree Luncheon to be held on May 4, Graduation on May 11 and the scholarship awarding process. It was noted that other events can be found on the College website, www.iowalakes.edu and on the college Facebook page.

TREASURER'S REPORT / MONTHLY BILLS

A) Financial Report

B) Monthly Bills

Jeff Soper, Chief Financial Officer, presented the monthly bills and financial report for approval. A motion was made by Todd Johnson, with a second by

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Jane Nolan Goeken, to approve the financial report and payment of monthly bills as listed and presented.

The vote was called:

Ayes: Johnson, Goeken, Kibbie, Kinnander, Jennings & Lund.

Nays: None.

Absent: Fuhrman.

Motion was approved by unanimous vote.

ORAL REPORTS

A) Iowa Association of Community College Presidents

Valerie Newhouse, College President, reported the College Presidents met on April 4, 2018. A summary of the meeting was presented to the Board.

B) Iowa Association of Community College Trustees

IACCT Trustee Board will meet on May 3.

C) Trustee Comments

Arden Kinnander commented on the Financial Oversight Committee meeting that was held prior to the Board meeting. Appreciation was expressed to Jeff Soper, Chief Financial Officer, Heidi Skattebo, Business Manager, and College President Newhouse for the information presented. Jan Lund, Board President, thanked the Emmetsburg Campus and Tom Brotherton, Emmetsburg Campus Dean, for hosting the Trustee meeting.

FUTURE EVENTS

Board President Lund reviewed and informed the Board of upcoming College events. The next Board Meeting will be on May 15, 2018 at the Spirit Lake Campus.

Following closing comments, the meeting was adjourned at 5:14 P.M.

Tony Condon, Board Secretary