

**BOARD WORK SESSION  
IOWA LAKES COMMUNITY COLLEGE  
AUGUST 21, 2018  
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**BOARD WORK SESSION                      ADMINISTRATION BUILDING                      4:00 P.M.**

The Board of Trustees of Iowa Lakes Community College met in the Conference Room at the Iowa Lakes Community College Administration Building, 19 South 7<sup>th</sup> Street, Estherville, IA at 4:00 P.M. on Tuesday, August 21, 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 |
| Christopher Fuhrman |                |
| Jane Nolan Goeken   |                |
| Bob Jennings        |                |
| Todd Johnson        |                |
| Arden Kinnander     |                |

**MEMBERS ABSENT**

None

**GUESTS**

|                  |                   |
|------------------|-------------------|
| Valerie Newhouse | College President |
| Cindy Oviatt     | Board Secretary   |

**DISCUSSION**

College President 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 Board Room at the Iowa Lakes Community College Administration Building, 19 South 7<sup>th</sup> Street, Estherville, IA, on Tuesday, August 21, 2018, beginning at 4:30 P.M.

**MEMBERS PRESENT**

|                     |                   |
|---------------------|-------------------|
| Janice Lund         | President         |
| Pat Kibbie          | Vice President    |
| Christopher Fuhrman |                   |
| Jane Nolan Goeken   |                   |
| Bob Jennings        |                   |
| Todd Johnson        |                   |
| Arden Kinnander     |                   |
| Valerie Newhouse    | College President |
| Cindy Oviatt        | Board Secretary   |

**MEMBERS ABSENT**

None

**GUESTS PRESENT**

Tom Brotherton, Beth Elman, Delaine Hiney, Robert Leifeld, Kathy Muller, Jolene Rogers, Jeff Soper, Lisa Stich, Julie Williams, Laura Haburn and Troy Larson

**MEDIA PRESENT**

Mike Tidemann

**CALL TO ORDER**

The meeting was called to order by Board President Janice Lund at 4:30 P.M.

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**REVIEW AND APPROVAL OF AGENDA**

A motion was made by Jane Nolan Goeken, with a second from Chris Fuhrman, to accept and approve the agenda as written.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

**REVIEW AND APPROVAL OF MINUTES**

A motion was made by Todd Johnson, with a second from Arden Kinnander, to accept and approve the minutes of the July 17, 2018 regular board meeting as written.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

**DELEGATIONS, PETITIONS, & COMMUNICATIONS**

None.

**PERSONNEL / CONSENT AGENDA**

**A) Resignations / New Hires / Contracts**

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

**Resignation**

Miranda Anderson, Head Men's & Women's Swim Coach and Enrollment Coach, effective August 31, 2018.

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**New Hires:**

|                  |                                   |                |    |
|------------------|-----------------------------------|----------------|----|
| Kevin Nolan      | Assistant Soccer Coach            | Spencer        | FT |
| Charles Reynolds | Auto Tech Instructor              | Emmetsburg     | FT |
| Dixie Marcellus  | Campus Store Clerk                | Emmetsburg     | PT |
| Alison Mason     | Institutional Advancement Manager | Administration | FT |
| Denise Mahoney   | Custodial/Maintenance             | Emmetsburg     | PT |
| Matthew Vahlsing | Custodial/Maintenance             | Estherville    | FT |
| Madison Vos      | Intermediary Office Associate     | Estherville    | PT |

**Supplemental Contracts:**

As listed.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**B) Board Policies #301 and #307 First Readings**

The first readings of Board Policy #301 and Board Policy #307 were read by Kathy Muller, Executive Director of Human Resources and the second readings will be at the September 18, 2018 Board of Trustees meeting.

**IOWA LAKES REPORT**

Julie Williams, Executive Dean of Students, introduced Troy Larson, Athletic Director, who updated the Board on athletics. Troy provided handouts with information on where Iowa Lakes' student athletes have gone on to play, community services that have been done in each community and where former graduate assistants have jobs now. Coach Larson told the board about the many academic honors that Iowa Lakes' students have received, and the partnership between Avera Hospital, Dr. Pruitt and the Northwest Iowa Bone & Sports to provide physicals for athletes. The board took the opportunity to ask questions following the report.

**FACILITIES**

**A) Facilities Update**

Delaine Hiney, Executive Director of Facilities, presented updates on College facilities and showed pictures of the progress of the Algona Campus Addition and the Emmetsburg Dining Services project. Delaine shared the details of the Algona Campus Addition Ribbon Cutting on August 31, 2018 at 10:00 am.

**COMMUNITY & BUSINESS RELATIONS**

**A) 260E New Jobs Training Preliminary Agreement**

Jolene Rogers, Executive Director of Community & Business Relations, presented a 260E New Jobs Training Preliminary Agreement with a Spencer company. Following the presentation, a motion was made by Chris Fuhrman, with a second by Jane Nolan Goeken, to approve the agreement as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**B) Community & Business Relations Update**

Jolene Rogers, Executive Director of Community & Business Relations, provided an update on various areas. There are several new faces on the Community & Business Relations team. Iowa Lakes will be hosting a state-wide “Train the Trainer” event for nurse aid instructors and the next phase in the Fine Arts seat campaign is called “Reserve your seat in the spotlight”. An OSHA training grant is providing businesses and individuals throughout the service area with ARC Flash and Safety classes. Continuing Education programmers and staff will be showcasing community education as well as training programs at the upcoming Clay County Fair.

**INSTRUCTION & DEVELOPMENT**

**A) Candidates for Summer Graduation**

Following the presentation of the list of candidates by Robert Leifeld, Vice President of Administration, a motion was made by Pat Kibbie, with a second by Arden Kinnander to approve the Summer 2018 slate of candidates for graduation.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**TREASURER'S REPORT / MONTHLY BILLS**

**A) Managed Print Services Extension**

Following a presentation from Jeff Soper, Chief Financial Officer, on a three-year contract extension with A & B Business Solutions a motion was made by Chris Fuhrman, with a second by Jane Nolan Goeken to approve the extension as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**B) Financial Reports**

**C) Monthly Bills**

Jeff Soper, Chief Financial Officer, presented the monthly bills and the June and July financial reports for approval. A motion was made by Arden Kinnander with a second by Todd Johnson, to approve financial reports and payment of monthly bills as listed and presented.

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The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**ORAL REPORTS**

**A) Iowa Association of Community College Presidents**

The President's met briefly at the IACCT Conference and will meet the first week in September.

**B) Iowa Association of Community College Trustees**

The Trustees met briefly at the IACCT Conference and will meet the first week in September also.

**C) Trustee Comments**

Trustees briefly commented on the IACCT Conference in Mason City and congratulated Janice Lund on receiving the Quarter Century Award. It was another great OEI Conference and an Iowa Lakes Community College student has been on the winning team every year.

**ADJOURNMENT**

Following no further discussion, the meeting was adjourned at 5:32 P.M.

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Cindy Oviatt, Board Secretary