

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
JANUARY 17, 2017
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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 7th Street, Estherville, IA at 4:00 P.M. on Tuesday, January 17, 2017, 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

Jan Lund, President
Pat Kibbie, Vice President
Bob Jennings
Christopher Fuhrman
Arden Kinnander
Todd Johnson
Jane Nolan Goeken

MEMBERS ABSENT

None.

GUESTS

Valerie Newhouse, College President
Tony Condon, 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 Administrative Building, 19 South 7th Street, Estherville, IA, on Tuesday, January 17, 2017, beginning at 4:30 P.M.

MEMBERS PRESENT

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

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

MEMBERS ABSENT

None.

GUESTS PRESENT

Jeff Soper, Laura Haburn, Jane Campbell, Scott Stokes, Tom Brotherton, Jolene Rogers, Julie Williams, Robert Leifeld, Cindy Oviatt, Kathy Muller, Delaine Hiney, Sherry Titterington, Seth Hatland, Carolyn Peaslee, Andrea Schacherer, Ashley Martin and Kari Lucin.

MEDIA PRESENT

None.

CALL TO ORDER

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

REVIEW AND APPROVAL OF AGENDA

Following a recommendation from College President Valerie Newhouse to move the Treasurers Report, section XI, to earlier in the meeting prior to the Personnel/Consent Agenda, section V, a motion was made by Bob Jennings, with a second from Jane Nolan Goeken, to accept and approve the agenda with the recommended changes as proposed.

The vote was called:

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

Nays: None.

Absent: None.

Motion approved by unanimous vote.

REVIEW AND APPROVAL OF MINUTES

A motion was made by Chris Fuhrman, with a second from Arden Kinnander, to accept and approve the minutes of the December 13, 2016 regular board meeting as written.

The vote was called:

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

Nays: None.

Absent: None.

Motion approved by unanimous vote.

DELEGATIONS, PETITIONS, & COMMUNICATIONS

None.

TREASURERS 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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Arden Kinnander, to approve the financial report and payment of monthly bills as listed and presented.

The vote was called:

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

Nays: None.

Absent: None.

Motion was approved by unanimous vote.

C) FY 16 Audit Report

Jeff Soper, Chief Financial Officer, introduced Sherry Titterington, Williams & Co., to present the FY 16 Audit Report. Following the report, a motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to approve the FY16 Audit Report as presented.

The vote was called:

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

Nays: None.

Absent: None.

Motion was approved by unanimous vote.

D) FY 18 Published Budget Hearing Date

Jeff Soper, Chief Financial Officer, requested approval to set February 14, 2017, 4:30 pm as the date for the FY 18 Published Budget Hearing Date. Following the presentation, a motion was made by Arden Kinnander, with a second by Bob Jennings, to approve the FY18 Published Budget Hearing Date as presented.

The vote was called:

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

Nays: None.

Absent: None.

Motion was approved by unanimous vote.

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PERSONNEL / CONSENT AGENDA

Following information presented by Kathy Muller, Executive Director of Human Resources, a motion was made by Jane Nolan Goeken, with a second from Pat Kibbie, to accept and approve the Consent Agenda as presented.

New Hires:

Jaclyn Leuer	Specialized Work-based Learning Coordinator	FT	Estherville
Lisa Reiman	Health Science Instructor	FT	Spencer

Resignations: Ciara Johnson, High School Partnership Coordinator, effective January 13, 2017.
Glenn Rogers, Social Science Professor, effective May 12, 2017.
Jessica Koppen, Nursing Instructor, effective end of Fall Semester.

Supplemental Contracts as listed.

The vote was called:

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

Nays: None.

Absent: None.

Motion approved by unanimous vote.

EARLY RETIREMENT APPLICATIONS

Kathy Muller, Executive Director of Human Resources, presented a list of Early Retirement applications. Following the presentation, a motion was made by Arden Kinnander, with a second by Todd Johnson, to approve the Early Retirement Applications as presented.

Kelly McCarty	Small Business Development Center
Sue Girres	Library Assistant
Bill Goodlaxson	Maintenance
Loretta Alver	Custodial/Maintenance
Debbie Wilson	Graphic Design Professor
Kathy Rezac	Office Associate

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The vote was called:

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

Nays: None.

Absent: None.

Motion approved by unanimous vote.

IOWA LAKES REPORT

Jane Campbell, Executive Director of Marketing, introduced Marketing staff. Carolyn Peaslee, Web Specialist, gave a report on the college website, noting that the site is getting 16,000 hits per month and has over 6000 pages. Seth Hatland, Marketing & Media Specialist/Design Artist, gave a presentation highlighting the design work he has done for the college recently. Kari Lucin, Media Marketing & Design Assistant, presented information on the media purchases at the College as well as social media posts. Andrea Schacherer, Printing Services Assistant, gave a report on the process of issuing press releases. Ashley Martin, Sports Information Marketing, gave a report on the Athletic website and other sports information. The Board took the opportunity to ask questions following each of the presentations.

COMMUNITY & BUSINESS RELATIONS UPDATE

Jolene Rogers, Executive Director, Community & Business Relations, presented a 260E Preliminary Agreement for Board approval. Following the presentation, a motion was made by Bob Jennings, with a second by Jane Nolan Goeken, to approve the 260E Preliminary Agreement as presented.

The vote was called:

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

Nays: None.

Absent: None.

Motion was approved by unanimous vote.

Jolene Rogers, Executive Director, Community & Business Relations, presented a donation of \$10,000 for Board approval. The gift from Jolene & Tim Rogers will be used to create an endowed scholarship. Following the presentation, a motion was made by Arden Kinnander, with a second by Pat Kibbie, to approve the gift as presented.

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The vote was called:

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

Nays: None.

Absent: None.

Jolene Rogers, Executive Director, Community & Business Relations, presented reports on the Institutional Advancement Office and Continuing Education. Items in the report included updates on the Alumni & Friends Athletic Hall of Fame Banquet to be held on January 27, Foundation meeting on January 23, scholarship application process and non-credit enrollments.

FACILITIES UPDATE

Delaine Hiney, Executive Director of Facilities Management, presented a report on the progress of recent and future facility projects. Sande Construction is on schedule with the Emmetsburg Student Services Center project. Initial drawings for the Algona Campus addition have been received and will be reviewed at the Building Committee meeting. The Gateway roof project pre-bid meeting was held, interest was satisfactory, and bid opening is scheduled for February 7, 2017.

ORAL REPORTS

A) Iowa Association of Community College Presidents

Val Newhouse, President, reported that the College Presidents had not yet met in January.

B) Iowa Association of Community College Trustees

Jan Lund reported that the IACCT Board will meet on January 25, 2017.

C) Trustee Comments

Jan Lund offered congratulations to President Newhouse on the recent birth of her grandson. Thanks were also expressed to all who produced the Launch magazine, commenting that the magazine was a quality product.

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FUTURE EVENTS

Board President Lund reviewed and informed the board of upcoming College events. The next Board Meeting will be held on February 14, 2017.

ADJOURNMENT

Following closing comments, the meeting was adjourned at 5:32 P.M.

Tony Condon, Board Secretary