

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
JANUARY 16, 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 7th Street, Estherville, IA at 4:00 P.M. on Tuesday, January 16, 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

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

MEMBERS ABSENT

Jan Lund, President

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.

**REGULAR BOARD MEETING
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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 16, 2018, beginning at 4:30 P.M.

MEMBERS PRESENT

**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

Jan Lund, President

GUESTS PRESENT

Jeff Soper, Laura Haburn, Jane Campbell, Tom Brotherton, Jolene Rogers, Julie Williams, Robert Leifeld, Kathy Muller, Delaine Hiney, Lisa Stich, Sally Underwood, Barb Granstaff, Laura Hoffman and Jennie Knudson.

MEDIA PRESENT

None.

CALL TO ORDER

The meeting was called to order by Board Vice President Pat Kibbie at 4:31 P.M.

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REVIEW AND APPROVAL OF AGENDA

A motion was made by Bob Jennings, with a second from Arden Kinnander, to accept and approve the agenda as proposed.

The vote was called:

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

Nays: None.

Absent: Lund.

Motion approved by unanimous vote.

REVIEW AND APPROVAL OF MINUTES

A motion was made by Jane Nolan Goeken, with a second from Todd Johnson, to accept and approve the minutes of the December 12, 2017 regular board meeting as written.

The vote was called:

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

Nays: None.

Absent: Lund.

Motion approved by unanimous vote.

DELEGATIONS, PETITIONS, & COMMUNICATIONS

None.

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 Arden Kinnander, to accept and approve the Consent Agenda as presented.

New Hires:

Tori Nemethy Office Associate FT Estherville

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Position Change:

Rachel Hahma from Part-time Admissions Office Associate in Emmetsburg to Full-time Admissions Office Associate in Estherville.

Supplemental Contracts as listed.

The vote was called:

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

Nays: None.

Absent: Lund.

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 Todd Johnson, with a second by Bob Jennings, to approve the Early Retirement Applications as presented.

Jane Campbell	Executive Director of Marketing
Rosemary Coleman	Continuing Ed. Health Programmer, Emmetsburg
Larry Danielson	Professor, Auto Tech Program, Emmetsburg
Janet Gentle	Assistant Professor/Coordinator, Massage Therapy Program, Spencer
Vicki Grems	Office Associate, Estherville Business Office
Jan Kamies	Success Center Professor, Spencer
David Rustige	Maintenance, Emmetsburg
Elaine Sidles	Records and Registrations Secretary, Emmetsburg
Luann Swanson	Custodial/Maintenance, Estherville
Steve Timmons	Computer Support Technician, Estherville

The vote was called:

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

Nays: None.

Absent: Lund.

Motion approved by unanimous vote.

IOWA LAKES REPORT

Robert Leifeld, Vice President of Administration, gave an overview of the AQIP process, portfolio and the current action projects that have been identified. Sally Underwood, Planning and Development Specialist, presented the theme for this year's AQIP visit, All Hands On Deck and showed some of the promotional materials that will be used during the accreditation visit on March 26-28. Barb Granstaff, Director of Registration and Records, reviewed the talking points that have been provided to staff, faculty, students and others in preparation of the AQIP visit. Laura Hoffman, Planning and Development Grant Writer, presented information contained in the Quality Highlights Report. Included in the presentation were the updated process, staff development and use of technology to provide continuous improvement for student learning. Jennie Knudson, Planning and Development Grant Writer, provided information on the documentation of the data presented in the AQIP portfolio. 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 Todd Johnson, with a second by Jane Nolan Goeken, to approve the 260E Preliminary Agreement as presented.

The vote was called:

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

Nays: None.

Absent: Lund.

Motion was approved by unanimous vote.

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 February 9, Foundation meeting on January 22, scholarship application process, non-credit enrollments and workforce training.

FACILITIES UPDATE

Delaine Hiney, Executive Director of Facilities Management, presented a report on the progress of recent and future facility projects. Heating and Plumbing issues have been experienced recently with the colder temperatures. The pool heater has been replaced at the Wellness Center in Emmetsburg, HVAC issues have been experienced on the Estherville Campus, and kitchen renovations are on schedule at the Emmetsburg Campus. The roof on the Algona addition is about 1/3 complete and construction on the Performing Arts Center has slowed due to the frigid temperatures lately. The Board asked questions and were satisfied with plans to remedy the issues.

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 Pat Kibbie, with a second by Chris Fuhrman, to approve the financial report and payment of monthly bills as listed and presented.

The vote was called:

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

Nays: None.

Absent: Lund.

Motion was approved by unanimous vote.

C) Set Date for Public Hearing, FY 19 Published Budget

Jeff Soper, Chief Financial Officer, requested approval to set February 20, 2018, 4:30 pm as the date for the FY 19 Published Budget Hearing Date. Following the presentation, a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to approve the FY 19 Published Budget Hearing Date as presented.

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The vote was called:

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

Nays: None.

Absent: Lund.

Motion was approved by unanimous vote.

ORAL REPORTS

A) Iowa Association of Community College Presidents

Val Newhouse, President, reported that the College Presidents had met on January 5, 2018 at the DMAACC campus. Discussed were mid-year reductions in state general aid and how the Community Colleges may be involved with the Future Ready Iowa Program.

B) Iowa Association of Community College Trustees

No report.

C) Trustee Comments

None.

FUTURE EVENTS

Board Vice President Kibbie reviewed and informed the board of upcoming College events. The next Board Meeting will be held on February 20, 2018.

ADJOURNMENT

Following closing comments, the meeting was adjourned at 5:18 P.M.

Tony Condon, Board Secretary