

**BOARD WORK SESSION  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 1**

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**BOARD WORK SESSION**

**ALGONA CAMPUS**

**4:00 P.M.**

The Board of Trustees of Iowa Lakes Community College met in Room 10 at the Iowa Lakes Community College Algona Campus, 2111 Highway 169 North, Algona, IA at 4:00 P.M. on Tuesday, July 19, 2016, 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  
Christopher Fuhrman  
Jane Nolan Goeken  
Bob Jennings

**MEMBERS ABSENT**

Jan Lund, President  
Arden Kinnander  
David Gottsche

**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 4:19 P.M.

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 2**

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**The Board of Trustees of Iowa Lakes Community College met in regular session in Room 16 at the Iowa Lakes Community College Algona Campus, 2111 Highway 169 North, Algona, IA, on Tuesday, July 19, 2016, beginning at 4:30 P.M.**

**MEMBERS PRESENT**

**Jan Lund, President  
Pat Kibbie, Vice President  
Jane Nolan Goeken  
Bob Jennings  
Christopher Fuhrman**

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

**MEMBERS ABSENT**

**David Gottsche  
Arden Kinnander**

**GUESTS PRESENT**

**Tom Brotherton, Delaine Hiney, Jolene Rogers, Scott Stokes, Kathy Muller, Cindy Oviatt, Robert Leifeld, Julie Williams, Dawn Bernhard, Theresa Waechter, Pam Harnden, Lynn Jenson, Sharon Johnson, Julie Penning, Jeff Soper, Jane Campbell, Jenny Harms, Kelly McCarty, Shelly Brown and Suzanne Stoffel.**

**MEDIA PRESENT**

**None.**

**CALL TO ORDER**

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

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 3**

---

**REVIEW AND APPROVAL OF AGENDA**

**A motion was made by Pat Kibbie, with a second from Bob Jennings, to accept and approve the agenda as written.**

**The vote was called:**

**Ayes: Kibbie, Jennings, Goeken, Fuhrman, & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion approved by unanimous vote.**

**REVIEW AND APPROVAL OF MINUTES**

**A motion was made by Jane Nolan Goeken, with a second from Chris Fuhrman, to accept and approve the minutes of the June 21, 2016 regular board meeting as written.**

**The vote was called:**

**Ayes: Goeken, Fuhrman, Kibbie, Jennings & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion approved by unanimous vote.**

**DELEGATIONS, PETITIONS, & COMMUNICATIONS**

**None.**

**IOWA LAKES REPORT**

**Scott Stokes, Vice President of Administration, introduced Theresa Waechter, Algona Campus Supervisor. Theresa introduced the Algona staff and gave a brief report on the activities at the Algona Campus including the recent changes to two rooms on campus and the upcoming Kossuth County Fair. A portion of the video from the Dancing With The Local Stars event was shown, featuring the event Emcee Bob Jennings and the dance routine of Scott Curtis and Theresa Waechter. The event was held in March as a scholarship fundraiser for Kossuth County students. Jenny Harms, Massage Therapy Student, was introduced and told the Board about her decision to enroll in the Massage Therapy Program and her plans after graduation. The Board asked several questions concerning the program.**

**HEAD START CONTRACT**

**Tom Brotherton, Executive Dean of the Emmetsburg Campus, presented the FY 17 Head Start Contract for the Boards consideration. Following discussion a motion was made by Jane Nolan Goeken, with a second by Pat Kibbie, to approve the FY17 Head Start Contract as presented.**

**The vote was called:**

**Ayes: Goeken, Kibbie, Fuhrman, Jennings & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion was approved by unanimous vote.**

**PERSONNEL / CONSENT AGENDA**

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

**Following the information presented by Kathy Muller, Executive Director of Human Resources, a motion was made by Bob Jennings, with a second from Jane Nolan Goeken, to accept and approve the following items:**

**New Hires: Health Services, Miranda DePyper, PT EMS/Fire Services Programmer, Emmetsburg.**

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 5**

---

**Food Services, Kyle Bettey, PT Cook, Emmetsburg  
Student Services, Matthew Pannkuk, FT Director of Libraries,  
Estherville/Emmetsburg**

**Resignations: None.**

**Position Change: Greg McDonald, Estherville Campus Maintenance to  
Emmetsburg Building and Grounds Manager.**

**Supplemental Contracts: As Listed**

**The vote was called:**

**Ayes: Jennings, Goeken, Fuhrman, Kibbie & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion was approved by unanimous vote.**

**B) Defined Contribution Retirement Plan Participation Agreement**

**Following a presentation by Kathy Muller, Executive Director of Human  
Resources, a motion was made by Pat Kibbie, with a second by Chris Fuhrman,  
to approve the Defined Contribution Retirement Plan Participation Agreement  
as presented.**

**The vote was called:**

**Ayes: Kibbie, Fuhrman, Goeken, Jennings & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**COMMUNITY & BUSINESS RELATIONS**

**A) Vehicle Donation**

**Jolene Rogers, Executive Director of Community & Business Relations,  
presented a donation request for the Board's approval. Jeff Morey wishes to  
donate a Ford F-150 pickup to the Auto Technology program. Value of the  
vehicle, as validated by Kelly Blue Book, is \$6400. Following the presentation, a**

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 6**

---

**motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to accept the donation as presented.**

**The vote was called:**

**Ayes: Goeken, Jennings, Fuhrman, Kibbie & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion was approved by unanimous vote.**

**Jolene Rogers, Executive Director of Community & Business Relations, presented updates on the Iowa Lakes Foundation meeting that was held on Monday, July 18, 2016, Tractor Ride and Heldt Laker Scholarship Golf Event. Information was also provided on the Scholarship Foundation Executive Committee, Alumni & Friends Association, Century Club, Pathway Navigators, Teitz Entrepreneurial Center, and non-credit community education classes. The Board was encouraged to visit the college website and Facebook page to find additional information on upcoming events.**

**FACILITIES UPDATE**

**A) Public Hearing - Emmetsburg Student Services Project**

**Delaine Hiney, Executive Director of Facilities Management, held a public hearing for the construction of a proposed Bond Project. The Emmetsburg Student Services Project is approximately 12,374 sq. ft. of steel and masonry work. A public bid opening was held on July 14, 2016 at 10:00 am in room 560 at the Emmetsburg Campus. Low bid was submitted by Sande Construction, Humboldt, for the amount of \$3,883,474. Other bids received were from Larson Contracting, \$3,918,000, and Henkel Construction, \$4,118,000.**

**There were no written or oral comments were received.**

**Following the presentation, a motion was made by Pat Kibbie, with a second by Chris Fuhrman, to approve awarding the bid for the construction of the Emmetsburg Student Services addition to Sande Construction for the amount of \$3,883,474 and to authorize the College President to sign any and all necessary documents.**

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 7**

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**The vote was called:**

**Ayes: Kibbie, Fuhrman, Goeken, Jennings & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion was approved by unanimous vote.**

**B) Public Hearing – Gateway Roof Project**

**Delaine Hiney, Executive Director of Facilities Management, held a public hearing for the Gateway Roof Replacement project. This is approximately 101,000 sq. ft. of roof replacement. This is a bond project with a total estimated cost of \$1,524,719 with roof replacement cost being estimated at \$1,444,300. A public bid opening was held July 14, 2016 at 11:00 am in room 560 at the Emmetsburg Campus. Two bids were received for the project. A qualified bid was submitted by Black Hawk Roofing, Cedar Falls, with a Base Bid A for EPDM roofing for the amount of \$1,530,000 and Base Bid B for Ketone Ethylene Ester Roofing (Fiber Tight) for \$1,625,000. Base bids do not include the per unit cost to replace any damaged roof deck or blocking. The other bid was determined to be incomplete and was deemed unqualified. The Gateway Regime met on Monday, July 18, 2016 to discuss the bids and cost allocations. It was determined by the Regime that bids came in over budget due to the time of year and time line for roof replacement. The Regime recommends rebidding the project in January 2017 with a 2017 competition date.**

**There were no oral or written comments received.**

**Following the presentation and discussion, a motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to reject all bids for the Gateway Roof replacement and set a public bid opening date of January 5, 2017 with time and location to be determined at a later date.**

**The vote was called:**

**Ayes: Goeken, Jennings, Fuhrman, Kibbie & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion was approved by unanimous vote.**

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 8**

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**C) Public Hearing - Emmetsburg Property**

**Delaine Hiney, Executive Director of Facilities Management, held a public hearing for the sale of North 66' of Lot 5, Block 1, Higleys second addition in Emmetsburg, Iowa. Kramer Appraisal Service appraised the property at \$13,000. A public bid opening was held on July 14, 2016 at 9:00 am in room 560 at the Emmetsburg Campus. One bid was received for the North 66' of Lot 5, Block 1, Higleys second addition in Emmetsburg, Iowa. The bid was submitted by Brian Jackson for the amount of \$13,100.**

**No written or oral comments were received.**

**Following the presentation a motion was made by Pat Kibbie, with a second by Chris Fuhrman, to sell the property located at 214 N. Wallace Street, legal description is the North 66' of Lot 5, Block 1, Higleys addition in Emmetsburg, Iowa with an appraised value of \$13,000 to Brian Jackson for the amount of \$13,100 and to authorize the College President to sign any and all necessary documents.**

**The vote was called:**

**Ayes: Kibbie, Fuhrman, Goeken, Jennings & Lund.**

**Nays: None.**

**Absent: Gottsche and Kinnander.**

**Motion was approved by unanimous vote.**

**D) Facilities Update**

**Delaine Hiney, Executive Director of Facilities Management, presented an update on the Beef Center, drainage at the Algona Campus, Keyless Entry, HVAC replacement in Emmetsburg and the Chava Turbine.**

**TREASURERS REPORT / MONTHLY BILLS**

**A) Monthly Bills**

**Jeff Soper, Chief Financial Officer, presented the monthly bills for approval. No financial report was available, June and July financial reports will be**

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
JULY 19, 2016  
PAGE 9**

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presented at the August meeting. A motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to approve the payment of monthly bills as listed and presented.

The vote was called:

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

Nays: None.

Absent: Gottsche and Kinnander.

Motion was approved by unanimous vote.

**ORAL REPORTS**

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

College President Valerie Newhouse reported that the college presidents have not met.

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

Jan Lund reported that the IACCT Board has not met.

C) **Trustee Comments**

None.

**ADJOURNMENT**

Following no further discussion, the meeting was adjourned at 5:14 P.M.

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Tony Condon, Board Secretary