

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
NOVEMBER 20, 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, November 20, 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
Jane Nolan Goeken	
Bob Jennings	
Todd Johnson	
Arden Kinnander	

MEMBERS ABSENT

Christopher Fuhrman

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 7th Street, Estherville, IA, on Tuesday, November 20, 2018, beginning at 4:30 P.M.

MEMBERS PRESENT

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

MEMBERS ABSENT

Christopher Fuhrman

GUESTS PRESENT

Tom Brotherton, Beth Elman, Delaine Hiney, Robert Leifeld, Kathy Muller, Jolene Rogers, Jeff Soper, Lisa Stich, Julie Williams, Laura Haburn, Mary Faber, Heidi Skattebo, Peggy Wilson, Tammy Anderson

MEDIA PRESENT

Mike Tidemann

CALL TO ORDER

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

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 written.

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The vote was called:

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

Nays: None.

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 October 16, 2018 regular board meeting as written.

The vote was called:

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

Nays: None

Motion approved by unanimous vote.

DELEGATIONS, PETITIONS, & COMMUNICATIONS

None.

APPOINTMENT OF BOARD COMMITTEES

Board President Janice Lund presented recommendations for committee appointments. Following a reading of the appointments, a motion was made by Bob Jennings, with a second by Pat Kibbie, to accept the board committee appointments as listed and presented.

The vote was called:

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

Nays: None

Motion approved by unanimous vote.

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PERSONNEL / CONSENT AGENDA

A) Resignations / New Hires / Contracts

Following information presented by Kathy Muller, Executive Director of Human Resources, a motion was made by Jane Nolan Goeken, with a second by Todd Johnson, to approve the consent agenda as presented.

Resignation:

Cutberto (Beto) Hernandez, Admissions Enrollment Coach, effective November 30, 2018.

Position Change:

Madison Vos, from PT Intermediary Office Associate to FT Admissions Specialist

New Hires:

Lauren Naig	Maintenance	Emmetsburg	FT
Michael Zaugg	Vet Tech Inst/Coord	Emmetsburg	FT
Nicole Wurtele	Grant Writer	Administration	FT

Supplemental Contracts:

As listed.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

IOWA LAKES REPORT

A) Finance Update

Jeff Soper, Chief Financial Officer, presented information on how the college processes payments. Jeff introduced his staff, Heidi Skattebo, Peggy Wilson and Tammy Anderson.

FACILITIES

A) Facilities Update

Delaine Hiney, Executive Director of Facilities, presented a progress report on College facilities. New blades have been installed on the Chava turbine and the prototype is working again. The Department of Education Equity ADA Facility walk through was completed and the auditor spoke highly of the cleanliness of the facilities. The Spencer Campus had no violations and the auditor was impressed with the Surgical Technologist, Medical Assistant and Science Labs. The violations at the Estherville and Emmetsburg campuses have already been resolved or are in progress of being fixed. Iowa Lakes Community College is a member of the President's Climate Commitment, which focuses on three areas: emissions, emissions that we purchase, and emissions with air travel and commuting. Delaine shared information from the Greenhouse Gasses report.

ADMINISTRATIVE UPDATE

A) Business of the Year Award

Robert Leifeld, Vice President of Administration, introduced Mary Faber, Spencer Campus Director, who provided information about the Business of the Year Award that the college received from the Iowa Lakes Corridor.

B) Rural Utilities Services – Distance Learning & Telemedicine (RUS-DLT) Grant

Robert Leifeld, Vice President of Administration, presented information on the grant award from the USDA that will be used to upgrade our television system. The grant award amount is \$499,975 and the college will match \$75,000. Following the presentation, a motion was made by Todd Johnson, with a second from Arden Kinnander, to accept the grant award as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

NEW PROGRAM PROPOSAL – COSMETOLOGY

Following information presented by Thomas Brotherton, Executive Dean of the Emmetsburg Campus, a motion was made by Pat Kibbie, with a second from Janice

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Lund, to approve the submission of the full application to the Iowa Department of Education for a new cosmetology program at the Emmetsburg Campus.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

Thomas Brotherton also provided information about the Veterinary Technology program receiving full accreditation.

COMMUNITY & BUSINESS RELATIONS

A) Donations

Jolene Rogers, Executive Director of Community & Business Relations, presented a donation from Jim Billings for 20 seats at the new Performing Arts Center. The donation is valued at \$10,000 and will be named for Jim and his late wife Kay.

Jolene also presented a donation from Anytime Fitness in Spencer for gym equipment, elliptical, cycling, and exercise bikes, valued at \$10,000 to be used at the Spencer Campus.

Following the presentations, a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to accept the donations as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

B) 260E New Jobs Training Preliminary Agreement

Jolene Rogers, Executive Director of Community & Business Relations, presented a 260E Preliminary Agreement for the Board's consideration. The agreement is with a local company and will assist with training for new jobs. Following the presentation, a motion was made by Jane Nolan Goeken, with a

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second by Arden Kinnander, to approve the 260E New Jobs Training Preliminary Agreement as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

C) Community & Business Relations Update

Jolene Rogers, Executive Director of Community & Business Relations, provided an update. The scholarship event “Dancing with the Local Stars” in Spencer held on November 16 and 17 was a great event. The EMS Site visit will be on November 29 in Emmetsburg.

TREASURER’S REPORT / MONTHLY BILLS

A) Financial Reports

B) Monthly Bills

Jeff Soper, Chief Financial Officer, presented the monthly bills and the October financial report for approval. A motion was made by Bob Jennings, with a second by Todd Johnson, to approve the financial report and payment of monthly bills as listed and presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

C) Iowa Community College Online Consortium (ICCO) Course Fees

Following a presentation from Jeff Soper, Chief Financial Officer, a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to approve the course fees as presented.

The vote was called:

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

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Nays: None.

Motion was approved by unanimous vote.

ORAL REPORTS

A) Iowa Association of Community College Presidents

The Presidents held a meeting and discussed the election, tax cuts, and Future Ready Iowa, and the legislature's bipartisan support for community colleges.

B) Iowa Association of Community College Trustees

The Trustees met last month and were able to talk to both Governor Kim Reynolds and Fred Hubbell before the elections. The Leadership conference discussed various topics including sexual assault, Title IX, Future Ready Iowa and student success with diverse populations.

C) Trustee Comments

None.

FUTURE EVENTS

Board President Lund reviewed the date and time of the next Board meeting on December 18, 2018.

ADJOURNMENT

Following no further discussion, the meeting was adjourned at 5:30 P.M.

Cindy Oviatt, Board Secretary