

DRAFT

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
OCTOBER 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, October 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

| | |
|---------------------|-----------|
| Janice Lund | President |
| Christopher Fuhrman | |
| Jane Nolan Goeken | |
| Bob Jennings | |
| Todd Johnson | |
| Arden Kinnander | |

MEMBERS ABSENT

| | |
|------------|----------------|
| Pat Kibbie | Vice President |
|------------|----------------|

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, October 16, 2018, beginning at 4:30 P.M.

MEMBERS PRESENT

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

MEMBERS ABSENT

| | |
|------------|----------------|
| Pat Kibbie | Vice President |
|------------|----------------|

GUESTS PRESENT

Tom Brotherton, Beth Elman, Delaine Hiney, Robert Leifeld, Jolene Rogers, Jeff Soper, Lisa Stich, Julie Williams, Laura Haburn, Lincoln Larsen, Clayton McGuire, Andrew Allen, Harry Ballantyne, Seth Sullwold, Mackenzie Teter, Theresa Waechter, Joey Pavlovich, Rachel Shumaker, Corey Meyer, Brandon May, Nick Downs, Josh Van Valkenburg-Gernert, Gunner Alsbury, Bill Lapczenski, Brianna Huff, Melea Nielsen, Kaylea Christiansen, Brittany Johnson, Rebekah Bauer, Sarah Brown, Phoebe Kozitza, Kimberlee Trei, Allison Berg, Malary Koob, Gabriel Carmona, Jeremy Ward, Mary Faber, Kate Ray, Peter Gillis, Brynden Gross, Brooklyn Mickelson, Evonne Tomlin, Priscilla Lozoya, Kacie Salazar, Lexus Gorospe, Faith Lutat, David Thompson, Carlton Rahn, Katie Larson, Annie Kalous, Conner Goldsworthy, Ty Kral, Spencer Keane, Shayla Moser, Adelle Brown, and Blake Viedenkamp.

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 Arden Kinnander, with a second from Jane Nolan Goeken, to accept and approve the agenda as written.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

REVIEW AND APPROVAL OF MINUTES

A motion was made by Chris Fuhrman, with a second from Bob Jennings, to accept and approve the minutes of the September 18, 2018 regular board meeting as written.

The vote was called:

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

Abstain: Johnson

Nays: None

Motion approved.

DELEGATIONS, PETITIONS, & COMMUNICATIONS

None.

ADJOURNMENT OF OLD BOARD

Board President Janice Lund adjourned the old board.

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CALL TO ORDER OF NEW BOARD/ORGANIZATIONAL MEETING

Board Secretary Cindy Oviatt called the New Board Organizational meeting to order.

A) Nominations for Board President

A motion was made by Bob Jennings, with a second by Arden Kinnander, to nominate Janice Lund as Board President.

A motion was made by Jane Nolan Goeken, with a second by Arden Kinnander, to close nominations for Board President.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

B) Nominations for Board Vice President

A motion was made by Jane Nolan Goeken, with a second by Todd Johnson, to nominate Pat Kibbie as Board Vice President.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

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C) Appointments of Attorney, Secretary & Treasurer

A motion was made by Arden Kinnander, with a second by Todd Johnson, to approve the appointments of Attorney, Secretary and Treasurer as presented by Board President, Janice Lund.

Attorney: Scot Bauermeister
Secretary: Cindy Oviatt
Treasurer: Jeff Soper

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

D) Appointments of Committees

Appointments of committees was tabled until the November 20, 2018 meeting.

E) Designation of Depository Institutions

A motion was made by Jane Nolan Goeken, with a second by Arden Kinnander, to accept and approve the depository institutions as presented.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

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F) Designation of Depository Signatories

The list of designated depository signatories was presented. A motion was made by Todd Johnson, with a second by Arden Kinnander, to accept and approve the depository signatories as presented.

| | |
|-------------------|----------------|
| Board President: | Janice Lund |
| Board Secretary: | Cindy Oviatt |
| Board Treasurer: | Jeff Soper |
| Business Manager: | Heidi Skattebo |

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

IOWA LAKES REPORT

A) Reallocation of Student Activity Fee

Following a report from Julie Williams, Executive Dean of Students, a motion was made by Bob Jennings, with a second by Janice Lund, to approve the elimination of the Spindrift account and reallocate the balance to the Student Senate accounts.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

B) Student Leadership

Julie Williams, Executive Dean of Students, spoke briefly about the importance of student leaders on each of our campuses. The following persons introduced student leaders.

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- Bill Lapczenski, Director of Auxiliary Services, introduced members of the Emmetsburg Student Senate;
- Annie Kalous, Director of Admissions, introduced members of the Emmetsburg Laker Ambassadors and Emmetsburg Graduate Assistants;
- Jeremy Ward, Housing Coordinator, introduced Resident Assistants at the Emmetsburg Campus;
- Katie Larson, Head Softball Coach/Student Senate Coordinator, introduced members of the Estherville Student Senate;
- Joey Pavlovich, Head Baseball Coach/Housing Coordinator, introduced members of the Graduate Assistants at the Estherville Campus;
- Mary Faber, Spencer & Spirit Lake Campus Supervisor, introduced members of the Spirit Lake Student Senate;
- Theresa Waechter, Algona Campus Supervisor, introduced an Algona Student Senator;
- Blake Viedenkamp, Head Women’s Soccer Coach/Student Senate Advisor, introduced Spencer Student Senators and Graduate Assistants.

All students provided their name, program and answered questions from the Board. The Board took a few minutes to meet and greet the student leaders.

PERSONNEL / CONSENT AGENDA

C) Resignations / New Hires / Contracts

Following information presented by Robert Leifeld, Vice President of Administration, a motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to approve the consent agenda as presented.

New Hires:

| | | | |
|------------------|-----------------------------------|-------------|----|
| Kathy Pudenz | Library Assistant | Emmetsburg | PT |
| Patrick O’Brien | Custodial/Maintenance | Spirit Lake | PT |
| Jasmine Williams | Educational Talent Search Advisor | Emmetsburg | FT |

Supplemental Contracts:

As listed.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

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FACILITIES

A) Facilities Update

Delaine Hiney, Executive Director of Facilities, presented a progress report on College facilities. The Fine Arts Facility progress has been somewhat slow this month due to excessive rain and wind. Three new blades were installed on the Chava turbine at the College Farm on September 23 and the blades worked well. However, the brake system was not recalibrated and on October 3 the brakes failed to operate properly during the high winds and the new blades disintegrated. Three new blades have been ordered and the turbine should be ready to operate again by the end of October.

GAMING GRANT APPLICATION

A) Palo Alto County Gaming Development Corporation (PACGDC) Grant Application Proposals

Robert Leifeld, Vice President of Administration, presented the Palo Alto County Gaming Development Corporation grant application proposals for 2018.

The full grant proposal is a request for \$52,018.69 with a 25% match from the college for \$17,339.56 to purchase a Bobcat Toolcat that would be used for snow removal at the Smith Wellness Center, Emmetsburg Public Library and Community Room. The project total cost will be \$69,358.25.

Following the presentation by Robert Leifeld, Vice President of Administration, a motion was made by Arden Kinnander, with a second by Todd Johnson, to approve the submission of the full grant application proposal as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

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Robert Leifeld, Vice President of Administration, presented the Palo Alto County Gaming Development Corporation mini grant application proposal for 2018. The mini grant proposal is a request for \$4,264.00 with a 25% match from the college for \$474 to purchase a Clevertouch 65” Smart TV to allow groups to work collaboratively in the Emmetsburg Public Library. The total cost of the smart tv will be \$4,738.00.

Following the presentation by Robert Leifeld, Vice President of Administration, a motion was made by Janice Lund, with a second by Bob Jennings, to approve the submission of the mini grant application proposal as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

COMMUNITY & BUSINESS RELATIONS

A) Donation

Jolene Rogers, Executive Director of Community & Business Relations, presented a donation from Megger for nine hand-held analog insulation resistance testing meters and 100 “Stich in Time” booklets together worth \$10,500.00 for the Board’s consideration. The meters and booklets will be used in the Electrical Technology Program benefiting several classes.

Following the presentation, a motion was made by Jane Nolan Goeken, with a second by Chris Fuhrman, to accept the donation as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

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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 Chris Fuhrman, with a second by Jane Nolan Goeken, to approve the 260E New Jobs Training Preliminary Agreement as presented.

The vote was called:

Ayes: Fuhrman, Goeken, Johnson, Jennings, Kinnander, & 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. College staff attended the Future Ready Iowa Summit in Spencer on September 25. The Palo Alto County Hospital and Iowa Lakes Community College are partnering to host the first ever Women's Night Out, a free event. Scholarship application review is underway and will be finalized next month. The scholarship event, "Dancing with the Local Stars", will be at the Clay County Events Center in Spencer on November 16 and 17.

TREASURER'S REPORT / MONTHLY BILLS

A) Financial Reports

B) Monthly Bills

Jeff Soper, Chief Financial Officer, presented the monthly bills and the September financial report for approval. A motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to approve the financial report and payment of monthly bills as listed and presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

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

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

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

ORAL REPORTS

A) Iowa Association of Community College Presidents

The President's met on October 10 and discussed a statewide marketing campaign, Goldman Sach's project for businesses, and concurrent enrollment.

B) Iowa Association of Community College Trustees

The Trustees met on October 11. During the meeting the trustees discussed information from the Iowa Association of School Boards, and a statewide marketing campaign.

C) Trustee Comments

None.

ADJOURNMENT

Following no further discussion, the meeting was adjourned at 5:47 P.M.

Cindy Oviatt, Board Secretary