

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
MAY 19, 2020
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BOARD WORK SESSION

SERT FACILITY

4:00 P.M.

The Board of Trustees of Iowa Lakes Community College met in the Snap-On Room at the Iowa Lakes Community College SERT Facility, 2421 7th Avenue, Estherville, IA at 4:00 P.M. on Tuesday, May 19, 2020, 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 briefly discuss related topics.

MEMBERS PRESENT

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

MEMBERS ABSENT

None

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 adjourned at 4:29 P.M.

**REGULAR BOARD MEETING
IOWA LAKES COMMUNITY COLLEGE
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The Board of Trustees of Iowa Lakes Community College met in regular session in the Snap-On Room at the Iowa Lakes Community College SERT Building, 2421 7th Avenue, Estherville, IA, on Tuesday, May 19, 2020 beginning at 4:30 P.M.

MEMBERS PRESENT

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

MEMBERS ABSENT

None

GUESTS

Delaine Hiney, Kathy Muller, Jeff Soper, and Danny Dekker (phone).

MEDIA PRESENT

None

CALL TO ORDER

Board President Janice Lund called the meeting to order at 4:30 P.M.

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REVIEW AND APPROVAL OF AGENDA

Todd Johnson made a motion, with a second from Pat Kibbie, to accept and approve the agenda as written.

Motion carried.

REVIEW AND APPROVAL OF MINUTES

A motion was made Todd Johnson, with a second from Jane Nolan Goeken, to accept and approve the minutes of the April 21, 2020, regular board meeting as written.

Motion carried.

DELEGATIONS, PUBLIC COMMENT AND COMMUNICATIONS

None.

IOWA LAKES REPORT

A) Spirit Lake Campus Update

Valerie Newhouse, College President, presented the highlights of the report on Spirit Lake Campus activities. The campus continues to be the main location for the Electrical Apprenticeship program and Secondary Health Careers offerings. CNA classes will be offered this summer. The pallet project is a partnership with the Spirit Lake Middle School.

FACILITIES

A) Public Hearing – Farm Lab Building

Delaine Hiney, Executive Director of Facilities Management, held a public hearing for the Farm Lab Building project. Nine bids were received on May 18, 2020. The low base bid of \$899,499 was submitted by Quail Construction, with an Alternate #1 bid of \$44,700 for in floor radiant heat option. Following the presentation, a motion was made by Jane Nolan Goeken, with a second by Pat Kibbie, to accept the bid from Quail Construction and authorize the College President to sign any and all documents.

Motion carried.

B) Facilities Update

Delaine Hiney, Executive Director of Facilities Management, provided information on COVID-19 supplies and their installation, fabric face coverings available for employees and on campus students, and the Re-Opening Iowa Lakes Plan.

COMMUNITY & BUSINESS RELATIONS UPDATE

A) Community & Business Relations Update

Valerie Newhouse, College President, presented a brief report on Community& Business Relations. Training and employee retention continues to be the region's focus. Two companies plan to expand their employee base and another business has expanded its product line on a temporary basis to test the return on investment. Apprenticeship classes at the Spirit Lake Campus have resumed as well as the Dog Grooming class at the Emmetsburg Campus. High school seniors are receiving recognition for their scholarship awards.

TREASURER’S REPORT / MONTHLY BILLS

A) FY 2019 Audit Report

Jeff Soper, Chief Financial Officer, introduced Danny Dekker, Williams & Company to present the FY 2019 Audit Report. Following the report, a motion was made by Bob Jennings, with a second from Chris Fuhrman, to approve the FY 2019 Audit Report as presented.

Motion carried.

B) Financial Reports

C) Monthly Bills

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

Motion carried.

D) Review Red Flags Board Policy #644

Following the annual review of Board Policy #644—Red Flags Policy by Jeff Soper, Chief Financial Officer, a motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to approve the annual review as presented.

Motion carried.

E) Tuition and Fees FY 2021

Jeff Soper, Chief Financial Officer, presented proposed tuition and fees for FY 2021. Following the presentation, a motion was made by Arden Kinnander, and a second from Todd Johnson to approve the tuition and fees for FY 2021 as presented.

Motion carried.

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PRESIDENT’S ANNUAL REVIEW – EXECUTIVE CLOSED SESSION / CODE OF IOWA, CHAPTER 21.5(1)(i)

College President Valerie Newhouse submitted a request for closed session to conduct the President’s annual review. Following the request, a motion was made by Bob Jennings, with a second by Pat Kibbie to move into closed session at 5:46 P.M.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

OPEN SESSION

Board President, Janice Lund, reconvened the public meeting at 6:17 P.M.

PERSONNEL / CONSENT AGENDA

A) Resignations / New Hires / Contracts

Following the information provided by Kathy Muller, Executive Director of Human Resources, a motion was made by Bob Jennings, with a second by Pat Kibbie, to approve the consent agenda and supplemental contracts as presented.

Resignations

Shannon Motter, Librarian, effective June 30, 2020.

Position Change:

Rob Schultz from Auto Collision Instructor/Coordinator to Continuing Education Industry Programmer \$62,303.

New Hire:

Emily Murphy AEL/ESL Instructor Algona PT \$19.90/hour

Motion carried.

B) FY 2021 Contracts & Salaries

Following the information provided by Kathy Muller, Executive Director of Human Resources, a motion was made by Jane Nolan Goeken, with a second by Chris Fuhrman, to approve the FY 2021 contracts, President's contract, and salaries as presented.

Motion carried.

ORAL REPORTS

A) Iowa Association of Community College Presidents

No report.

B) Iowa Association of Community College Trustees

The Trustees met and topics included the cancelation of the IACCT Conference in July, the retreat postponed to July and an increase in IACCT dues in 2021.

C) Trustee Comments

Janice Lund thanked the Board committees for all they've done and also to Valerie Newhouse for everything she has done.

ADJOURNMENT

Following no further discussion, the meeting was adjourned at 6:33 P.M.

Cindy L. Oviatt, Board Secretary