

**REGULAR BOARD MEETING  
IOWA LAKES COMMUNITY COLLEGE  
APRIL 21, 2020  
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The Board of Trustees of Iowa Lakes Community College met in regular session via Zoom on Tuesday, April 21, 2020.

**MEMBERS PRESENT**

Janice Lund	President	Phone
Christopher Fuhrman		Zoom (arrived at 4:41 P.M.)
Jane Nolan Goeken		Zoom
Bob Jennings		Zoom
Todd Johnson		Zoom
Arden Kinnander		Zoom
Valerie Newhouse	College President	
Cindy Oviatt	Board Secretary	

**MEMBERS ABSENT**

Pat Kibbie	Vice President
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**GUESTS**

Tom Brotherton, Beth Elman, Delaine Hiney, Robert Leifeld, Kathy Muller, Jolene Rogers, Jeff Soper, Scott Stokes, Julie Williams, and Martha Olson.

**MEDIA PRESENT**

Mike Tidemann

**CALL TO ORDER**

Board President Janice Lund called the meeting to order at 4:36 P.M.

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**REVIEW AND APPROVAL OF AGENDA**

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

The vote was called:

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

Nays: None

Motion carried.

**REVIEW AND APPROVAL OF MINUTES**

A motion was made by Jane Nolan Goeken, with a second from Arden Kinnander, to accept and approve the minutes of the March 17, 2020, regular board meeting as written.

The vote was called:

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

Nays: None

Motion carried.

**DELEGATIONS, PUBLIC COMMENT AND COMMUNICATIONS**

None.

**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 Jane Nolan Goeken, with a second by Todd Johnson, to approve the consent agenda and supplemental contracts as presented.

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**Resignations:**

Rob Schultz, Auto Collision Technology Instructor/Coordinator effective June 30, 2020.  
Joey Pavlovich, Head Baseball Coach/Estherville Housing Coordinator effective June 30, 2020.

**New Hire:**

Abby Burns Title III Coordinator Emmetsburg PT \$19.35/hour

The vote was called:

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

Nays: None

Motion carried.

**B) Requests for Delay of Early Retirement**

Following the information provided by Kathy Muller, Executive Director of Human Resources, a motion was made by Jane Nolan Goeken, with a second by Bob Jennings, to approve delaying the early retirement requests for Lecia Berven and Barb Grandstaff for one year as presented.

The vote was called:

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

Nays: None

Motion carried.

**FACILITIES**

**A) Review Specifications, Set Bid Opening & Public Hearing Dates for Farm Lab Building**

Delaine Hiney, Executive Director of Facilities Management, presented information on the proposed Farm Lab Building. Following the presentation, a motion was made by

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Arden Kinnander, with a second by Janice Lund, to approve the specifications, the bid opening date as May 18 and the public hearing date as May 19.

The vote was called:

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

Nays: None

Motion carried.

**B) COVID-19 Update**

Delaine Hiney, Executive Director of Facilities Management, reported on the College's partnership with Emmet and Palo Alto County Public Health to prepare for a COVID-19 surge. The College is making ear savers and headbands to be distributed in the area. Hiney also discussed the continued action by the College to prepare for re-opening the College buildings.

**C) Facilities Update**

Delaine Hiney, Executive Director of Facilities Management, provided information on the Cosmetology Program footprint and the preparation needed to open the program.

**COMMUNITY & BUSINESS RELATIONS**

**A) Donations**

Jolene Rogers, Executive Director of Community & Business Relations, presented information about two donations. Adam Dearch, from Sportsman's Corner, would like to donate three motorcycles to the Power Sports Program. The Honda motorcycles are: 1999 GL1500C Valkyrie, 1996 GL500A Gold Wing, and a 1985 GL1200A Gold Wing. Bob Jennings motioned, and Todd Johnson seconded, to accept the donation of three motorcycles.

The vote was called:

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

Nays: None

Motion carried.

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Jolene Rogers, Executive Director of Community & Business Relations, presented the second donation. Cheryl Himes donated \$5,000 for the Summer Jazz Camp Scholarship Fund. Jane Nolan Goeken motioned, and Arden Kinnander seconded, to accept the donation as presented.

The vote was called:

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

Nays: None

Motion carried.

**B) Accelerated Career Education (ACE) Job Credits**

Jolene Rogers, Executive Director of Community & Business Relations, presented information about submitting an application for additional ACE Job Credits. The focus of the application is the expansion of the renewable energy technician non-credit program and the expansion of the construction technology program for both credit and non-credit. Following the presentation a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to approve submitting the application as presented.

The vote was called:

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

Nays: None

Motion carried.

**C) Community & Business Relations Update**

Jolene Rogers, Executive Director of Community & Business Relations, presented information on an additional donor for the Farm Lab. The value will be available next month. The Foundation Board met and elected officers and the Scholarship awarding process is underway. Instead of a Retiree Luncheon this year, a letter was sent to all retirees to update them on the College progress. Continuing Education converted the last three leadership workshops to Zoom and the first one went well.

**TREASURER’S REPORT / MONTHLY BILLS**

- A) Financial Reports**
- B) Monthly Bills**

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

The vote was called:

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

Nays: None

Motion carried.

- C) COVID Funds Update**

Jeff Soper, Chief Financial Officer, presented information on how COVID is affecting Iowa Lakes Community College. We have received the funding with half the amount used as aid going directly to the students and half to be used by the college for costs associating with COVID. Other topics discussed was the loss of revenue for the summer and the Audit Committee.

**ORAL REPORTS**

- A) Iowa Association of Community College Presidents**

The Presidents have been meeting a couple of times each week. Meetings with Senator Grassley and Senator Ernst are scheduled this week to discuss the community college concerns.

- B) Iowa Association of Community College Trustees**

The Trustees met and discussed the IACCT Board Retreat date change and the IACCT Conference in July at Western Iowa Tech. Membership dues will not increase in 2020 but will increase in 2021.

**C) Trustee Comments**

Janice Lund complimented Valerie Newhouse and the College staff on the preparation and quick response regarding COVID. Valerie Newhouse commended Cabinet members, all employees and on the faculty's willingness to change their class format and move their classes online at a moment's notice. The College is working on a return to work plan to re-open the college.

**ADJOURNMENT**

Following no further discussion, the meeting was adjourned at 5:29 P.M.

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Cindy L. Oviatt, Board Secretary