

**BOARD WORK SESSION  
IOWA LAKES COMMUNITY COLLEGE  
SEPTEMBER 18, 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 7<sup>th</sup> Street, Estherville, IA at 4:00 P.M. on Tuesday, September 18, 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	
Arden Kinnander	

**MEMBERS ABSENT**

Christopher Fuhrman  
Todd Johnson

**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 4:28 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 7<sup>th</sup> Street, Estherville, IA, on Tuesday, September 18, 2018, beginning at 4:30 P.M.

**MEMBERS PRESENT**

Janice Lund	President
Pat Kibbie	Vice President
Christopher Fuhrman	(arrived at 4:56 P.M.)
Jane Nolan Goeken	
Bob Jennings	
Arden Kinnander	

Valerie Newhouse	College President
Cindy Oviatt	Board Secretary

**MEMBERS ABSENT**

Todd Johnson

**GUESTS PRESENT**

Beth Elman, Delaine Hiney, Robert Leifeld, Kathy Muller, Jolene Rogers, Jeff Soper, Lisa Stich, Julie Williams, Laura Haburn, Karie Sebens, Charles Reynolds, Justin Latham, Kevin Grems and Zachary Westemeyer

**MEDIA PRESENT**

None

**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 Bob Jennings, with a second from Arden Kinnander, to accept and approve the agenda as written.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

**REVIEW AND APPROVAL OF MINUTES**

A motion was made by Jane Nolan Goeken, with a second from Pat Kibbie, to accept and approve the minutes of the August 21, 2018 regular board meeting as written.

The vote was called:

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

Nays: None.

Motion approved by unanimous vote.

**DELEGATIONS, PETITIONS, & COMMUNICATIONS**

None.

**INFORMATIONAL ITEM: Justin Latham Regarding Cosmetology Program**

Justin Latham, owner of Faust Institute of Cosmetology of Storm Lake and Spirit Lake, presented information on his cosmetology programs.

**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 Bob Jennings, to approve the consent agenda as presented.

**Resignation**

Kimberly Traub, Educational Talent Search Advisor, effective August 31, 2018.

**Position Change**

Laura Hoffman, from Grant Writer to Institutional Researcher.

**New Hires:**

Diane Jackson	AEL Instructor	Spencer	PT
Mariah Wills	AEL/ESL	Spencer	PT
Kevin Range	Educational Counselor	Estherville	PT
Todd Peters	Head Swim & Enrollment Coach	Emmetsburg	FT

**Supplemental Contracts:**

As listed.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**B) Board Policies #301 and #307 Second Readings**

Kathy Muller, Executive Director of Human Resources, presented the second readings of Board Policy #301 and Board Policy #307 to modify the Non-discrimination/Equal Opportunity Statement. A motion was made by Pat Kibbie

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with a second by Arden Kinnander, to approve updated wording of the board policies as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**C) Board Policies #401 and #403 First Readings**

Kathy Muller, Executive Director of Human Resources, presented the first readings of Board Policy #401 and Board Policy #403 to modify the Non-discrimination/Equal Opportunity Statement. A motion was made by Jane Nolan Goeken with a second by Bob Jennings, to waive the second readings and approve the updated wording of the board policies as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**D) Quality Faculty Plan**

Kathy Muller, Executive Director of Human Resources, presented the Quality Faculty Plan that was modified to include the Non-discrimination/Equal Opportunity Statement. A motion was made by Bob Jennings with a second by Arden Kinnander, to approve the updated wording of the Quality Faculty Plan as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

Christopher Fuhrman arrived.

### **IOWA LAKES REPORT**

Lisa Stich, Executive Dean of the Estherville Campus, introduced Kevin Grems, Assistant Professor, who updated the board on the Web and Game Design programs. Kevin is an alumni of Iowa Lakes Community College and has been a faculty member since 2011. A student, Zachary Westemeyer, provided the board with his background and plans for the future. The board took the opportunity to ask questions following the report.

### **NEW FACULTY INTRODUCTIONS**

Robert Leifeld, Vice President of Administration introduced two faculty members who have been hired this year. Charles Reynolds will teach the Automotive Technology Program and Karie Sebens will teach in the Nursing Program.

### **FACILITIES**

#### **A) Facilities Update**

Delaine Hiney, Executive Director of Facilities, presented a progress report on College facilities and showed pictures of the progress of the Algona Campus Addition and the Performing Arts facility projects. Delaine shared that the Algona Campus Addition is nearing completion and the Performing Arts facility is moving forward.

### **COMMUNITY & BUSINESS RELATIONS**

#### **A) Donations**

Jolene Rogers, Executive Director of Community & Business Relations, presented several donations for the board's consideration.

- Donald Tietz Charitable Foundation pledged \$225,000 (\$75,000 per year, for three more years).
- A & B Business Solutions donated \$7,500 with \$5,000 of that amount designated to athletics and the remaining \$2,500 committed to the Performing Arts Center seat campaign.

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- Avera Holy Family Hospital in Estherville will provide services of an athletic trainer valued at \$32,187.89.
- Dr. Creech will provide athlete physicals and estimated consultations to the athletic trainer. This gift is valued at \$6,000.
- Northwest Iowa Bone & Joint will donate services valued at \$5,000.
- Dr. Pruitt and Orthopaedics, PC will donate athlete physicals, consultations and athletic training for the swimming & diving and soccer programs. This gift is valued at \$48,000.

Following the presentation, a motion was made by Bob Jennings, with a second by Jane Nolan Goeken, to approve the agreement as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

**B) Community & Business Relations Update**

Jolene Rogers, Executive Director of Community & Business Relations, provided an update on various areas. Continuing Education year-end reports indicate an 11% increase in the number of (unduplicated) individuals and a 32% increase in total enrollments. The PACE program served 336 students this year, which is slightly down from last year. 33 students were served by the GAP program this year. Foundations will host Scholarship Donor Receptions at the Estherville and Emmetsburg Campuses and the annual employee giving campaign will kick off the first week in October.

**TREASURER'S REPORT / MONTHLY BILLS**

**A) Banking Services Agreement**

Following a presentation from Jeff Soper, Chief Financial Officer, a motion was made by Arden Kinnander, with a second by Chris Fuhrman to approve the continued use of Northwest Bank for banking services as presented.

The vote was called:

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

Nays: None.

Motion was approved by unanimous vote.

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

Jeff Soper, Chief Financial Officer, presented the monthly bills and the August financial report for approval. A motion was made by Bob Jennings 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: Jennings, Goeken, Fuhrman, Kinnander, Kibbie & Lund.

Nays: None.

Motion was approved by unanimous vote.

**ORAL REPORTS**

- A) Iowa Association of Community College Presidents**

The President's met on September 6. The president's discussed Future Ready Iowa and met with Governor Reynolds.

- B) Iowa Association of Community College Trustees**

The Trustees met on September 6 and talked about 403A retirement, Future Ready Iowa and also met with Governor Reynolds.

- C) Trustee Comments**

Bob Jennings thanked the staff for their hard work at the Open House for the Algona Campus Addition on August 31.

**ADJOURNMENT**

Following no further discussion, the meeting was adjourned at 6:04 P.M.

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Cindy Oviatt, Board Secretary