

**BOARD WORK SESSION  
IOWA LAKES COMMUNITY COLLEGE  
JANUARY 19, 2021  
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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 7<sup>th</sup> Avenue South, Estherville, IA at 4:09 P.M. on Tuesday, January 19, 2021, 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  
Christopher Fuhrman (Phone)  
Bob Jennings  
Todd Johnson  
Arden Kinnander

**MEMBERS ABSENT**

Jane Nolan Goeken  
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 conducted a brief discussion related to those items. No decisions were made, and no action was taken.

**ADJOURNMENT**

The work session adjourned at 4:17 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 Facility, 2421 7<sup>th</sup> Avenue South, Estherville, IA, and via Zoom on Tuesday, January 19, 2021, beginning at 4:30 P.M.

**MEMBERS PRESENT**

Janice Lund	President
Christopher Fuhrman (Zoom)	
Bob Jennings	
Todd Johnson	
Arden Kinnander	
Valerie Newhouse	College President
Cindy Oviatt	Board Secretary

**MEMBERS ABSENT**

Jane Nolan Goeken	
Pat Kibbie	Vice President

**GUESTS**

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

**MEDIA PRESENT**

Mike Tidemann

**CALL TO ORDER**

Board President, Janice Lund, called the meeting to order at 4:35 P.M.

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**REVIEW AND APPROVAL OF AGENDA**

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

The vote was called, and the motion was approved unanimously.

**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 December 15, 2020, regular board meeting as written.

The vote was called, and the motion was approved unanimously.

**DELEGATIONS, PUBLIC COMMENT AND COMMUNICATIONS**

None.

**APPOINTMENT OF 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 from Todd Johnson, to accept the board committee appointments as listed and presented.

IACCT Board	Janice Lund	Bob Jennings (Sub)	
Audit Committee	Bob Jennings, Chair	Jane Nolan Goeken	Chris Fuhrman
Building Committee	Janice Lund, Chair	Pat Kibbie	Bob Jennings Arden Kinnander (Sub)
Farm Lab Committee	Pat Kibbie, Chair	Arden Kinnander	Todd Johnson
Financial Oversight Committee	Arden Kinnander, Chair	Todd Johnson	Chris Fuhrman Janice Lund (Sub)
Presidential Evaluation Committee	Janice Lund, Chair	Jane Nolan Goeken	Bob Jennings

The vote was called, and the motion was approved unanimously.

**TREASURER’S REPORT / MONTHLY BILLS**

**A) FY 2020 Audit Report**

Jeff Soper, Chief Financial Officer, introduced Danny Dekker, Williams & Company, to present the FY 2020 Audit Report. Following the report, a motion was made by Bob Jennings, with a second from Todd Johnson, to approve the FY 2020 Audit Report as presented.

The vote was called, and the motion was approved unanimously.

**B) Set Date for Public Hearing, FY 2022 Published Budget**

Jeff Soper, Chief Financial Officer, requested approval to set February 16, 2021, at 4:30 P.M. as the public hearing date for the FY 2022 Published Budget as presented. Following the presentation, a motion was made by Arden Kinnander, with a second from Janice Lund, to approve the FY 2022 Published Budget Public Hearing date.

The vote was called, and the motion was approved unanimously.

**C) Financial Reports**

**D) 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 Arden Kinnander, to approve the financial report and the payment of the monthly bills as listed and presented.

The vote was called, and the motion was approved unanimously.

**STUDENT LOAN DEFAULT RATE & BAD DEBTS**

Julie Williams, Executive Dean of Students, and Jeff Soper, Chief Financial Officer, presented information on student loan default rates and student doubtful accounts.

**PERSONNEL / CONSENT AGENDA**

**A) Early Retirement Applications**

Kathy Muller, Executive Director of Human Resources, presented a list of early retirement applications and a request for an early retirement retraction request. Following the presentation, a motion was made by Arden Kinnander, with a second by Janice Lund, to approve the early retirement applications and early retirement retraction from Barb Grandstaff.

*Early Retirement Applications*

Lecia Berven	Accounting Specialist Professor/Coordinator, Estherville
Juanita Ann Doughty	CAST Support Coordinator/Programmer
William Lapczenski	Director of Auxiliary Services
Judy Klunder	Technology Specialist
Debra Knight	Assistant to the Director of Auxiliary Services in Wellness Center
Carolyn McDonald	Web Specialist/Marketing Writer
Steve Turner	Computer Support Specialist/Call Manager

*Early Retirement Retraction*

Barb Grandstaff	Registrar
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The vote was called, and the motion was approved unanimously.

**B) Resignations / New Hires / Contracts**

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

**New Hires:**

Ian Schell	Custodial/Maintenance	Estherville	PT	\$14.00/hr.
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The vote was called, and the motion was approved unanimously.

**IOWA LAKES REPORT**

**A) Hubspot**

Beth Elman, Executive Director of Marketing, presented information on the college's customer relationship management system, Hubspot. This marketing automation software is used to cultivate the admissions pipeline, convert more prospective students, and run complete inbound marketing campaigns.

**FACILITIES**

**A) Public Hearing: HVAC Unit Project**

Delaine Hiney, Executive Director of Facilities Management, held a public hearing and presented information on the bids for the proposed HVAC Unit #5 Project. Following the presentation, a motion was made by Arden Kinnander, with a second by Todd Johnson, to accept the bid from Christians Sheet Metal of Spencer for \$161,702 for the HVAC Unit #5 on the Estherville Campus.

The vote was called, and the motion was approved unanimously.

**B) Facilities Update**

Delaine Hiney, Executive Director of Facilities Management, provided pictures and an update on college projects. Next week, the Farm Lab will have the rafters set and the roof completed. Classes have started in the Cosmetology program.

**COMMUNITY & BUSINESS RELATIONS**

**A) Donation**

Jolene Rogers, Executive Director of Community & Business Relations, shared information about a \$10,000 donation from the Harry & Gladys Coffie family for aviation and nursing scholarships. Following the presentation, a motion was made by Bob Jennings with a second by Arden Kinnander, to accept the donation.

The vote was called, and the motion was approved unanimously.

**B) Community & Business Relations Update**

Jolene Rogers, Executive Director of Community & Business Relations, provided an update on non-credit enrollments, the Employer Innovation Grant, Industrial Maintenance Registered Apprenticeship program, and Cyber Security classes. The quarterly meeting for the Foundation is January 25.

**ORAL REPORTS**

**A) Iowa Association of Community College Presidents**

There was no report.

**B) Iowa Association of Community College Trustees**

There was no report.

**C) Trustee Comments**

None.

**ADJOURNMENT**

Following no further discussion, the meeting adjourned at 5:53 P.M.

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Cindy L. Oviatt, Board Secretary