

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
DECEMBER 15, 2020
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BOARD WORK SESSION

SERT FACILITY & ZOOM

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 South, Estherville, IA and via Zoom at 4:09 P.M. on Tuesday, December 15, 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
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 conducted a brief discussion related to those items. No decisions were made, and no action was taken.

ADJOURNMENT

The work session adjourned at 4:22 P.M.

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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 7th Avenue South, Estherville, IA, and via Zoom on Tuesday, December 15, 2020, beginning at 4:30 P.M.

MEMBERS PRESENT

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

MEMBERS ABSENT

Christopher Fuhrman
Todd Johnson

GUESTS

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

MEDIA PRESENT

Mike Tidemann

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

Bob Jennings made a motion, with a second from Pat Kibbie, 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 Jane Nolan Goeken, to accept and approve the minutes of the November 17, 2020, regular board meeting as written.

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

DELEGATIONS, PUBLIC COMMENT AND COMMUNICATIONS

None.

ADJOURNMENT OF OLD BOARD

A motion was made by Pat Kibbie, with a second from Arden Kinnander, to adjourn the meeting.

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

President Janice Lund adjourned the regular board meeting at 4:35 P.M.

CALL TO ORDER OF NEW BOARD / ORGANIZATIONAL MEETING

Cindy Oviatt, Board Secretary, called the meeting of the new board to order.

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NOMINATIONS FOR BOARD PRESIDENT

A motion was made by Pat Kibbie, with a second from Bob Jennings, to nominate and elect Janice Lund as Board President.

Jane Nolan Goeken motioned that nominations cease for Board President, and Arden Kinnander seconded the motion.

The vote was called, and the motion to elect Janice Lund as Board President was approved unanimously.

NOMINATIONS FOR BOARD VICE PRESIDENT

A motion was made by Jane Nolan Goeken, with a second by Arden Kinnander, to nominate and elect Pat Kibbie as Board Vice President.

Bob Jennings motioned that nominations cease for Board Vice President, and Jane Nolan Goeken seconded the motion.

The vote was called, and the motion to elect Pat Kibbie as Board Vice President was approved unanimously.

APPOINTMENTS OF ATTORNEY, SECRETARY & TREASURER

A motion was made by Janice Lund, with a second from Arden Kinnander, to approve the appointments of Attorney, Secretary and Treasurer as presented below:

Attorney – Scot Bauermeister, Fitzgibbons Law Office
Secretary – Cindy Oviatt
Treasurer – Jeff Soper

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

APPOINTMENT OF COMMITTEES

The committee appointments were tabled until the January 19, 2021 meeting.

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DESIGNATION OF DEPOSITORY INSTITUTIONS

A motion was made by Bob Jennings, with a second by Pat Kibbie, to accept the list of depository institutions as listed.

<u>Institution</u>	<u>Location</u>	<u>Maximum Balance in effect under Prior Resolution</u>	<u>Maximum Balance in effect under This Resolution</u>
Northwest Bank	Spencer/Estherville	\$ 25,000,000	\$ 25,000,000
Bank Midwest	Okoboji	10,000,000	10,000,000
Bank Plus	Estherville	10,000,000	10,000,000
Central Bank	Spirit Lake	10,000,000	10,000,000
Community State Bank	Spencer	10,000,000	10,000,000
Farmers State Bank	Algona	10,000,000	10,000,000
Farmer's & Trader's Savings Bank	Bancroft	10,000,000	10,000,000
Iowa State Bank	Algona	10,000,000	10,000,000
Iowa Trust & Savings Bank	Emmetsburg	10,000,000	10,000,000
PMA Financial Network	Des Moines	10,000,000	10,000,000
NorthStar Bank	Estherville	10,000,000	10,000,000
Security State Bank	Algona	10,000,000	10,000,000
State Bank	Spencer	10,000,000	10,000,000
U S Bank	Spencer	10,000,000	10,000,000
Wells Fargo	Emmetsburg/Des Moines	10,000,000	10,000,000
Farmers Trust & Savings Bank	Spencer	10,000,000	10,000,000

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

DESIGNATION OF DEPOSITORY SIGNATORIES

A motion was made by Jane Nolan Goeken, with a second from Bob Jennings, to accept and approve the depository signatories. Those signers are Board President, Janice Lund; Board Secretary, Cindy Oviatt; Board Treasurer, Jeff Soper and Business Manager, Heidi Skattebo.

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

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 Jane Nolan Goeken, to approve the consent agenda and supplemental contracts as presented.

Resignation:

Abi Sedlacek English Instructor, effective December 22, 2020

New Hires:

None

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

IOWA LAKES REPORT

A) Student and Employee COVID Procedures

Kathy Muller, Executive Director of Human Resources, and Julie Williams, Executive Dean of Students, presented information on the college's procedures for tracking each employee and student COVID exposure and positive test.

FACILITIES

A) Advertise HVAC Unit Project, Set Bid Opening and Public Hearing Dates

Delaine Hiney, Executive Director of Facilities Management, presented information on the proposed HVAC Unit #5 Project. Following the presentation, a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to approve the specifications, and set the Bid Opening date as January 13, 2021 and the Public Hearing date as January 19, 2021.

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

B) Facilities Update

Delaine Hiney, Executive Director of Facilities Management, provided an update on college projects. The Cosmetology remodel project is on schedule and the Fire Marshall will examine the project on December 16, 2020. The concrete is being prepped for the next step, and the roof trusses have been delivered for the Farm Lab project. The 2019 Freightliner 36 passenger bus will be wrapped with vinyl and ready for use.

COMMUNITY & BUSINESS RELATIONS

A) Community & Business Relations Update

Jolene Rogers, Executive Director of Community & Business Relations, provided an update. The Career Magazine has been distributed throughout the area. Final reports will be completed this week for the Employer Innovation Grant and the Industrial Maintenance Apprenticeship Grant. The Foundation is promoting the Chair in the Spotlight Campaign for the Janice K. Lund Performing Arts Center.

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 Arden Kinnander, with a second by Jane Nolan Goeken, 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.

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ORAL REPORTS

A) Iowa Association of Community College Presidents

College President Valerie Newhouse reported on the December President's meeting.

B) Iowa Association of Community College Trustees

Trustee Bob Jennings reported on the December Trustees meeting.

C) Trustee Comments

None.

ADJOURNMENT

Following no further discussion, the meeting adjourned at 5:42 P.M.

Cindy L. Oviatt, Board Secretary