

**BOARD WORK SESSION  
IOWA LAKES COMMUNITY COLLEGE  
SEPTEMBER 21, 2021  
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**BOARD WORK SESSION**

**CONFERENCE ROOM**

**4:00 P.M.**

The Iowa Lakes Community College Board of Trustees 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 21, 2021 prior to the regular monthly board meeting. This public meeting and work session reviewed the agenda for the regular monthly meeting and briefly discussed related topics.

**MEMBERS PRESENT**

|                 |           |
|-----------------|-----------|
| Janice Lund     | President |
| Bob Jennings    |           |
| Todd Johnson    |           |
| Arden Kinnander |           |

**MEMBERS ABSENT**

|                     |                |
|---------------------|----------------|
| Pat Kibbie          | Vice President |
| Christopher Fuhrman |                |
| Jane Nolan Goeken   |                |

**GUESTS**

|                  |                   |
|------------------|-------------------|
| Valerie Newhouse | College President |
| Cindy Oviatt     | Board Secretary   |

**DISCUSSION**

College President Newhouse reviewed the regular monthly board meeting agenda and briefly discussed those items. No decisions were made, and no action was taken.

**ADJOURNMENT**

The work session adjourned at 4:30 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 Administration Building, 19 South 7<sup>th</sup> Street, Estherville, IA, on Tuesday, September 21, 2021, beginning at 4:30 P.M.

**MEMBERS PRESENT**

|                  |                   |
|------------------|-------------------|
| Janice Lund      | President         |
| Bob Jennings     |                   |
| Todd Johnson     |                   |
| Arden Kinnander  |                   |
| Valerie Newhouse | College President |
| Cindy Oviatt     | Board Secretary   |

**MEMBERS ABSENT**

|                     |                |
|---------------------|----------------|
| Pat Kibbie          | Vice President |
| Christopher Fuhrman |                |
| Jane Nolan Goeken   |                |

**GUESTS**

Beth Elman, Delaine Hiney, Robert Leifeld, Dan Lutat, Kathy Muller, Jeff Soper, Scott Stokes, Julie Williams, Tim Busch, Mischelle Dahna, Kevin Diehl, Habte Gebrehiwot, Ethan Johnson, John Leopold, and Mary Proski.

**MEDIA PRESENT**

Mike Tidemann

**CALL TO ORDER**

Board President, Janice Lund, called the meeting to order at 4:32 P.M.

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**REVIEW AND APPROVAL OF AGENDA**

Bob Jennings motioned, with a second from Arden Kinnander, to remove item IX Community & Business Relations from the agenda and accept and approve the agenda as changed.

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

**REVIEW AND APPROVAL OF MINUTES**

A motion was made by Todd Johnson, with a second from Bob Jennings, to accept and approve the minutes of the August 17, 2021, regular board meeting as written.

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

**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 Todd Johnson, with a second by Bob Jennings, to approve the consent agenda as presented.

**Resignations:**

Cody Alesch, Head Wrestling Coach/Completion Specialist, effective 9/17/2021

Kim Campbell, Talent Search Coordinator, effective 10/2/ 2021

Michael Wampler, SBDC Director, effective 10/7/2021

**Position Changes:**

Abby Burns, from Title III Grant Coordinator to Campus Store Clerk, effective 10/1/2021

Kristi Larson, from Upward Bound Advisor to Enrollment Coach, effective 9/1/2021.

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**New Hires:**

Michele Wolf, Professional Academic Adult Tutor, Estherville, PT, \$20.70/hr.

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

**IOWA LAKES REPORT**

**A) JROTC**

Scott Stokes, Executive Dean of the Estherville Campus, introduced Dan Lutat, Executive Director of Foundation/Governmental Affairs, Bob Leifeld, Vice President of Administration, and Tim Busch, Aviation/Airport Management Program Coordinator. The group presented information and statistics on the recent JROTC (Junior Reserve Officer Training Corps) training courses with the Navy Sea Cadets, Marine Corps, and Air Force cadets.

**NEW FACULTY INTRODUCTIONS**

Bob Leifeld, Vice President of Administration, introduced the new faculty that have been hired this year. New to Iowa Lakes are Kevin Diehl, Accounting Specialist Program Coordinator, Dr. Habte Gebrehiwot, Math, Ethan Johnson, Communications, John Leopold, Art, and Mary Prosocki, College & Career Transition Counselor. Cosmetology Instructor Kendra Webb was unable to attend.

**FOUNDATIONS**

**A) Foundation Update**

Dan Lutat, Executive Director of Foundations/Governmental Affairs, presented an update on the Scholarship Foundation, the College Foundation, and strategies for scholarships and giving opportunities.

**FACILITIES**

**A) Facilities Master Plan**

Delaine Hiney, Executive Director of Facilities Management, presented the Facilities Master Plan 2022-2028. Included in the plan is an overall roadmap for the college. Following the presentation, a motion was made by Arden Kinnander, with a second by Todd Johnson, to approve and adopt the Iowa Lakes Community College Facilities Master Plan for 2022-2028 as presented.

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

**B) Sale of Residential Property at Emmetsburg and Set Bid Opening Date as October 18, 2021, & Public Hearing Date as October 19, 2021, for Sale of Emmetsburg Property**

Delaine Hiney, Executive Director of Facilities Management, presented information about the Emmetsburg property located at Lot 4, Block 2 Higley's 2<sup>nd</sup> Addition. A motion was made by Bob Jennings, with a second by Arden Kinnander, to sell the south two feet of Lot 4, Block 2 Higley's 2<sup>nd</sup> Addition, Emmetsburg, Iowa to Doug Merrill for \$1,000 and all incurred costs and authorize the college president to sign all necessary documents.

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

Todd Johnson made a motion, with a second by Arden Kinnander, to advertise the sale of the south 42 feet, starting two feet north of the south property pin, of Lot 4, Block 2 Higley's 2<sup>nd</sup> Addition, Emmetsburg, Iowa, and to receive sealed bids, with a minimum bid of \$5,500, on October 18, 2021, at 9:00 A.M. in the Executive Dining Room at the Emmetsburg Campus. The top two sealed bidders will then verbally bid for the property.

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

Arden Kinnander made a motion, with a second from Bob Jennings, to hold a public hearing on October 19, 2021, at 4:30 P.M. and present the bids to purchase the south 42 feet, starting two feet north of the south property pin, of Lot 4, Block 2 Higley's 2<sup>nd</sup> Addition, Emmetsburg, Iowa, to the Board of Trustees.

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

**C) Facilities Update**

Delaine Hiney, Executive Director of Facilities Management, presented an update. The roof repairs have begun on the Estherville Campus, and the company will move to the Administration Building, then to the Emmetsburg Campus.

**TREASURER'S REPORT / MONTHLY BILLS**

**A) Financial Report**

**B) Monthly Bills**

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

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

**C) Managed Print Services Agreement Extension**

Following a presentation from Jeff Soper, Chief Financial Officer, a motion was made by Todd Johnson, with a second by Bob Jennings, to accept the three-year contract extension with A & B Business Solutions as listed and presented.

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

**ORAL REPORTS**

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

College President, Valerie Newhouse, gave a brief report on the September President's meeting.

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

Board President, Janice Lund, gave a brief report on the September Trustee's meeting.

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**C) Trustee Comments**

None to report.

**ADJOURNMENT**

Following no further discussion, the meeting adjourned at 5:27 P.M.

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Cindy L. Oviatt, Board Secretary