

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
SEPTEMBER 19, 2023
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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 7th Street, Estherville, IA, at 4:00 P.M. on Tuesday, September 19, 2023, 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

Pat Kibbie	Vice President
Jane Nolan Goeken	
Bob Jennings	
Todd Johnson	
Arden Kinnander	
Curt Petersen	

MEMBERS ABSENT

Janice Lund	President
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GUESTS

Scott Stokes	College President
Kathy Muller	Acting Board Secretary

DISCUSSION

College President Stokes 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 4:33 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 7th Street, Estherville, IA, on Tuesday, September 19, 2023, beginning at 4:30 P.M.

MEMBERS PRESENT

Pat Kibbie	Vice President
Jane Nolan Goeken	
Bob Jennings	
Todd Johnson	
Arden Kinnander	
Curt Petersen	

MEMBERS ABSENT

Janice Lund	President
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GUESTS

Scott Stokes, Kathy Muller, Robert Leifeld, Isaac Johnson, Victor Escobedo, Kara Raisch, Jason Jacobson, Sheila Drenkow, Jolene Rogers, Dan Lutat, Kyle Norris, Erin Latona, Troy Larson, Jeff Soper, Beth Elman

MEDIA PRESENT

Mike Tidemann

CALL TO ORDER

Board Vice President, Pat Kibbie, called the meeting to order at 4:36 P.M.

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REVIEW AND APPROVAL OF AGENDA

Arden Kinnander motioned, 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 Jane Nolan Goeken, with a second from Curt Petersen, to accept and approve the minutes of the August 15, 2023, regular board meeting as written.

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

DELEGATIONS, PUBLIC COMMENT, AND COMMUNICATIONS

None.

CLOSED SESSION PURSUANT TO IOWA CODE SECTION 21.5(1)(C)

A motion was made by Board Vice President Pat Kibbie, with a second by Arden Kinnander, to move into a closed session pursuant to Iowa Code Section 21.5(1)(c) at 4:40 P.M.

The vote was called:

Ayes: Kibbie, Petersen, Goeken, Johnson, Jennings, & Kinnander.

Nays: None.

The motion was approved by unanimous vote.

A motion was made by Board Vice President Pat Kibbie, with a second by Arden Kinnander, to adjourn the closed session at 5:30 P.M.

The vote was called:

Ayes: Kibbie, Petersen, Goeken, Johnson, Jennings, & Kinnander.

Nays: None.

The motion was approved by unanimous vote.

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OPEN SESSION

A motion was made by Board Vice President Pat Kibbie, with a second by Arden Kinnander, to approve the tentative settlement agreement between EMC Insurance and Mason Hoffman.

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

Position/Classification Changes:

Elizabeth Hoppe from AEL/ESL part-time instructor to Full Time Administrative Digital Marketing Coordinator \$21.80

New Hires:

Sarah Casey, Digital Marketing Coordinator Designer, Estherville, FT, \$21.57/hour.
Melissa Riggert, Talent Search Project Assistant, Emmetsburg, PT, \$14.40

Supplemental Contracts, Adjuncts, Clinical, Temporary, On-Call

Shawn Ellison, Clinical Nursing Instructor	\$38.00/hr.
Taylor Henderson, Clinical Nursing Instructor	\$38.00/hr.
Kevin Tlam, Lead Adjunct Digital Social and Broadcast program	\$2,700
Kim Venteicher, Lead Adjunct, Athletic Training & Exercise Science Transfer Studies Program.	\$1,350
Kayla Olson, Paralegal/Legal Studies Program	\$1,350

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

B) Quality Faculty Plan (QFP) Update

Kathy Muller, Executive Director of Human Resources, requested approval to update Appendix II: Procedures for Full-Time Faculty section I and Procedures for Adjunct Faculty section B of the Iowa Lakes Quality Faculty Plan. A motion was made by Curt Petersen, with a second by Todd Johnson, to approve the changes to the Quality Faculty Plan as presented.

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

NEW FACULTY INTRODUCTIONS

Kyle Norris, Executive Dean, introduced Sheila Drenkow, the new Account Specialist Program Instructor. Kyle asked the board if he could invite Sheila back to meet the board at a later date, as she had a prior inflexible commitment. Sheila received an M.A. in Accounting and Financial Management from Keller Graduate School and a B.A. in Accounting and Business from Northwestern College. She was an Accounting/Business Instructor at Northwest Iowa Community College for 17 years and a Staff Accountant for K.F. Murphy, P.C. in Sheldon.

IOWA LAKES REPORT

A) Automotive Technology

Kyle Norris, Executive Dean, introduced Jason Jacobson, Assistant Professor of Automotive Technology at the Emmetsburg Campus, who presented information on the Automotive Technology Program. Students Isaac Johnson, Victor Escobedo, and Kara Raisch shared why they chose Iowa Lakes Community College, their experiences, and their plans after graduation.

LAST DOLLAR SCHOLARSHIPS (LDS)

Following the information provided by Erin Latona, Chief Academic Officer, a motion was made by Todd Johnson, with a second from Jane Nolen Goeken, to approve the five designated programs for the Iowa Lakes region.

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

COMMUNITY & BUSINESS RELATIONS

A) 260E New Jobs Training Preliminary Agreement

Jolene Rogers, Executive Director of Community & Business Relations, presented the 260E New Jobs Training Preliminary Agreements. The agreements are for one Emmet County company anticipating 50 jobs, one Kossuth County company with two locations projecting 175 new hires between them, and another company based out of Kossuth County with a location in Palo Alto County for 75 jobs. Following the presentation, a motion was made by Bob Jennings, with a second from Curt Petersen, to approve the 260E New Jobs Training Preliminary Agreements.

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

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FACILITIES UPDATE

Robert Leifeld, Vice President, provided an update on the progress and improvements being made with the current roof projects and the temporary building for Aviation.

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 Bob Jennings, with a second by Jane Nolen Goeken, to accept the financial report and to approve the payment of the monthly bills as listed and presented.

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

ORAL REPORTS

- A) Community Colleges for Iowa Presidents**

College President Scott Stokes reported that the Presidents Group met on August 29, 2023. The new Director of the Iowa Department of Education, McKenzie Snow, joined us, introduced herself to the group, and shared her priorities of post-secondary pathways, work-based learning, postsecondary readiness, students and communities, and high-quality instructors. Two presidents, Sonya Williams, and Marge Welch, resigned, leaving positions to review and replace. Sonya served on the Community College Council, while Marge Welch represented the Presidents on the CAO Leadership Group. The presidents recommended and voted for Matt Thompson, IHCC, to serve on the Community College Council and Scott Stokes to serve on the CAO Leadership Group. The CAO Leadership group met last Friday and discussed the HLC faculty requirements, which currently require a master's degree plus 18 graduate credits in a specific content area. In 2018, the requirement increased to 18 credits. The HLC board will finalize a proposed policy in November. The CAO Leadership group recommends Iowa return to the master's degree plus 12 graduate credit requirements.

B) Community Colleges of Iowa Trustees

Trustee Bob Jennings reported that the trustees met on August 30. Kris Byam and Dane Selenic from the Iowa Workforce Development State Apprenticeship Agency presented on the new State of Iowa office apprenticeship, highlighting the partnership between community colleges and high schools for training work-based learning opportunities. Ben Winters from Forge Financial reviewed the recent audit for Community Colleges of Iowa. Jeff Smith provided an update on the interim legislative session, while Kat Callahan discussed the PAC goals and distributions Trustee Conference. Emily Shields reviewed the membership survey results. The group agreed to move forward with the Summer Trustee Conference next year, a governance leadership institute with the ACCT, and plans for further discussion on webinars and local professional development. The next meeting will be tomorrow morning via Zoom. This will be Bob's first meeting as president.

C) Trustee Comments

None.

ADJOURNMENT

Following no further discussion, the meeting adjourned at 6:12 P.M.

Kathy Muller, Acting Board Secretary