
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, November 14, 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

Janice Lund	President
Pat Kibbie	Vice President
Jane Nolan Goeken	
Bob Jennings	
Todd Johnson	
Curt Petersen	

MEMBERS ABSENT

Arden Kinnander

GUESTS

Scott Stokes	College President
Mischelle Dahna	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 4:31 P.M.

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, November 14, 2023, beginning at 4:30 P.M.

MEMBERS PRESENT

Janice Lund	President
Pat Kibbie	Vice President
Jane Nolan Goeken	
Bob Jennings	
Todd Johnson	
Curt Petersen	

MEMBERS ABSENT

Arden Kinnander

GUESTS

Scott Stokes, Mischelle Dahna, Kathy Muller, Robert Leifeld, Dan Lutat, Kyle Norris, Jeff Soper, Beth Elman, Patrick McCoy, Michael Gengler, Collin Neuharth, Noah Hofmann, Kent Elliott, Braxton Jones, Michelle McCoy, Jack Jensen

MEDIA PRESENT

None

CALL TO ORDER

Board President Janice Lund called the meeting to order at 4:36 P.M.

REVIEW AND APPROVAL OF AGENDA

Bob Jennings motioned, 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 Todd Johnson, with a second from Curt Petersen, to accept and approve the minutes of the October 17, 2023, 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 Jane Nolen Goeken, with a second by Bob Jennings, to approve the consent agenda and supplemental contracts as presented.

New Hires:
Zoey Zeller, Career & Transition Coordinator, Emmetsburg/Algona, PT, $21.57
Amy Lehmkuhl, Career & Transition Coordinator, Estherville/Spirit Lake, PT, $21.57
Clay Norris, Intermediary Connections Coordinator, Emmetsburg, FT, $44,866
Debra Metz, Mail Route Driver, Emmetsburg, PT, $15.50
Kevin Pirie, Surgical Tech Instructor/Coordinator, Spencer, FT, $52,500 (FY’25)

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

Brienna Wieck, Homework Club Instructor, TRIO	$25.00/hr.
Stephanie Metz, Homework Club Instructor, TRIO	$18.00/hr.
Luke Hewitt, Flight Instructor	$38.00/flight $28.00/ground
Cindy Liljedahl, On-call Wellness Center Desk	$14.40/hr.
Richard Joachims, Bus Driver	$17.00/hr.
Tony Condon, Bus Driver	$17.00/hr.
Paul Bries, Custodial/Maintenance/Horizons	$11.00/hr.

Kevin Pirie, Curriculum Review and Design/ $8,000
Accreditation for Surgical Tech. for the remainder of FY '24

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

B) <u>Three-Year Calendar</u>

Kathy Muller, Executive Director of Human Resources, presented a three-year calendar for the academic years of 2024-2025, 2025-2026, and 2026-2027. Following the presentation, a motion was made by Curt Petersen with a second by Pat Kibbie, to accept and approve three-year academic calendars as presented.

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

IOWA LAKES REPORT

A) Wind Energy

Kyle Norris, Executive Dean, introduced Mike Gengler, Assistant Professor, and Patrick McCoy, Assistant Professor of Wind Energy, who presented information on the Wind Energy and Turbine Technology Program. Students Collin Neuharth, Noah Hofmann, Kent Elliott, Braxton Jones, Jack Jensen, and Michelle McCoy shared why they chose Iowa Lakes Community College, their experiences, and their plans after graduation.

IOWA LAKES UPDATE

Beth Elman, Executive Director of Marketing, presented information on the Lumen Grant and gave an update on what the grant funds will be used for.

FOUNDATION

A) Donation

Dan Lutat, Executive Director of Foundations & Governmental Affairs, presented information on equipment donations from the Palo Alto County Hospital and Kossuth Regional Health System to be used in the Nursing program. The donated equipment includes a $25,000 Ventilator (KRCH) and a $7,000 Infant Warmer (PACH). A motion was made by Bob Jennings, with a second from Curt Petersen, to accept the donations as presented.

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

FACILITIES UPDATE

Robert Leifeld, Vice President, requested approval to Pursue Specifications, Timelines & Costs/Campus Master Planning for the following projects:

1) Emmetsburg and Estherville Roof Replacement

2) Replacement of HVAC RTU at Estherville Campus

Following the report on the Emmetsburg and Estherville Roof Replacement, a motion was made by Todd Johnson, with a second from Jane Nolen Goeken, to approve moving forward to secure an architectural firm to formalize design specifications, bidding, timeline, and cost estimates to replace the Emmetsburg library roof and the north wing of the Estherville campus as listed and presented.

The vote was called, and the motion was approved unanimously

Following the report on the replacement of the HVAC RTU at Estherville Campus, a motion was made by Pat Kibbie, with a second from Todd Johnson, to approve moving forward to secure an architectural firm to formalize design specifications, bidding, timeline, and cost estimates to replace the Estherville #2 HVAC rooftop unit over the north wing of the campus as listed and presented.

The vote was called, and the motion was approved unanimously

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 Todd Johnson, 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 had their fall retreat along with their Joint Meeting with the Trustees the following day. He gave an update on the Last Dollar Scholar Program recommendations and the small group discussions on the common challenges identified by the group. Those challenges included enrollment, healthcare, government relations, hiring and retaining, and succession planning.

B) Community Colleges of Iowa Trustees

Trustee Bob Jennings reported on the Community Colleges for Iowa Board Retreat. He gave a summary of the Joint President and Trustee meeting on what was working and what they could do together. The Community Colleges for Iowa Board participated in a Strategic Plan Activity with small groups focusing on Priority Areas. They also discussed Sharded Equity Leadership, and Executive Director Emily Shields gave an update on Community Colleges for Iowa activities. Next year's trustee conference will be held on July 10 and 11 at Hawkeye and will be focused on governance.

C) Trustee Comments

None.

ADJOURNMENT

Following no further discussion, the meeting adjourned at 5:41 P.M.

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Mischelle Dahna, Board Secretary