

**BOARD WORK SESSION
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JANUARY 16, 2024
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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 4:01 P.M. on Tuesday, January 16, 2024, 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

Arden Kinnander	President
Bob Jennings	Vice President
Janice Lund	(Phone)
Curt Petersen	

MEMBERS ABSENT

Pat Kibbie
Jane Nolan Goeken

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 4:22 P.M.

**REGULAR BOARD MEETING
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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, January 16, 2024, beginning at 4:30 P.M.

MEMBERS PRESENT

Arden Kinnander	President
Bob Jennings	Vice President
Janice Lund	(Phone)
Curt Petersen	

MEMBERS ABSENT

Pat Kibbie
Jane Nolan Goeken

GUESTS

Scott Stokes, Mischelle Dahna, Kathy Muller, Robert Leifeld, Dan Lutat, Kyle Norris, Jeff Soper, Beth Elman, Erin Latona, Troy Larson, Dr. Thomas Beall, Annette Lindquist, Maggie Vogl, Cecelia Dittman, Thea DeBoer, Tim Busch

MEDIA PRESENT

None

CALL TO ORDER

Board President Arden Kinnander called the meeting to order at 4:27 P.M.

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REVIEW AND APPROVAL OF AGENDA

A motion was made by Bob Jennings, with a second from Curt Petersen, 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 Jan Lund, with a second from Curt Petersen, to accept and approve the minutes of the December 13, 2023, regular board meeting as written.

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

DELEGATIONS, PUBLIC COMMENT, AND COMMUNICATIONS

None.

APPOINTMENT OF COMMITTEES

Arden Kinnander, Board President, presented the appointment of trustees to serve on the following board committees.

Community Colleges of Iowa Board:

Bob Jennings, Arden Kinnander (Sub)

Audit Committee:

Jane Nolan Goeken, Chair, Curt Petersen, Open - Bob Jennings (sub)

Building Committee:

Janice Lund, Chair, Pat Kibbie, Bob Jennings

Farm Laboratory Committee:

Pat Kibbie, Chair, Jane Nolan Goeken, Open - Arden Kinnander (Sub)

Financial Oversight Committee:

Curt Petersen, Chair, Arden Kinnander, Bob Jennings

Presidential Evaluation Committee:

Arden Kinnander, Chair, Janice Lund, Bob Jennings

Following the presentation, a motion was made by Curt Petersen, with a second by Bob Jennings, to approve the committee appointments.

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

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PERSONNEL / CONSENT AGENDA

A) Early Retirement Applications

Kathy Muller, Executive Director of Human Resources, presented a list of sixteen (16) early retirement applications. Following the presentation, a motion was made by Bob Jennings, with a second by Jan Lund, to approve the early retirement applications as presented.

Early Retirement Applications

Sonja Fagre	Criminal Justice Faculty - Estherville
Christopher Gerstbrein	Criminal Justice Faculty - Estherville
Barbara Grandstaff	Registrar - Estherville
Sharon Hackenmiller-Cowin	Social Science Faculty – Estherville
Deb Jones	Business Faculty - Emmetsburg
Janet Kirchner	Library Assistant - Estherville
Kathy Muller	Executive Director of Human Resources - Admin
Jolene Rogers	Executive Director of Business & Community Relations Admin
Tammy Rozeboom	Dean/Director Assistant at Spencer Campus
Gary Schmidt	Business and Industry Programmer/Trainer - Admin
Amy Ver Mulm	Human Services/Disability Studies Faculty - Estherville
Theresa Waechter	Algona Campus Supervisor
Deb Wickman	Office Associate – Emmetsburg
Neal Williamsen	Director of Agriculture – Emmetsburg
Kay Wise	Account Specialist – Admin
Rita Yates	Dining Services Worker - Emmetsburg

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

IOWA LAKES REPORT

A) Veterinary Technician Program

Kyle Norris, Executive Dean, introduced Dr. Thomas Beall, DVM, Veterinary Technician Program Coordinator & Assistant Professor, and Annette Lindquist, Assistant Professor, who presented information on the Veterinary Technician Program. Students Maggie Vogl, Cecelia Dittman, and Thea DeBoer shared why they chose Iowa Lakes Community College, their experiences, and their plans after graduation.

FACILITIES UPDATE

A) Review Specifications, Set Bid Opening Date and Public Hearing Date for Emmetsburg and Estherville Roof and RTU Replacements

Robert Leifeld, Vice President, presented information on the descriptions of the roofs and RTU projects for Emmetsburg and Estherville. Following the report, a motion was made by Curt Petersen, with a second from Bob Jennings, to accept the specifications, approve setting March 5, 2024, as the date to receive bids, and hold a public hearing on March 19, 2024.

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 Bob Jennings, with a second by Arden Kinnander, 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.

C) Set Date for Public Hearing, FY 2025 Published Budget

Jeff Soper, Chief Financial Officer, requested approval to set February 20, 2024, at 4:30 P.M. as the public hearing date for the FY 2025 Published Budget. Following the presentation, a motion was made by Curt Petersen, with a second from Bob Jennings, to approve the FY 2025 Published Budget Public Hearing date as presented.

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

D) Recommendation for Three (3) Year Audit Services

Jeff Soper, Chief Financial Officer, presented the Three (3) Year Audit Services Proposal for approval. Following the presentation, a motion was made by Arden Kinnander, with a second from Bob Jennings, to approve the Three (3) Year Audit Services Proposal from Wipfli, LLP, as 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 would meet later in January.

B) Community Colleges of Iowa Trustees

Board Vice President Bob Jennings reported that the Community Colleges of Iowa Trustees would meet later in January.

Trustee Comments

None.

ADJOURNMENT

Following no further discussion, the meeting adjourned at 5:02 P.M.

Mischelle Dahna, Board Secretary