

**BOARD WORK SESSION
IOWA LAKES COMMUNITY COLLEGE
MARCH 18, 2025
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BOARD WORK SESSION

CONFERENCE ROOM

4:00 P.M.

The Iowa Lakes Community College Board of Trustees met in the Snap-On Conference Room at the Iowa Lakes Community College SERT Building, 2421 7th Avenue South, Estherville, IA, at 4:00 P.M. on Tuesday, March 18, 2025, 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)
Pat Kibbie	
Jane Nolan Goeken	
Curt Petersen	
Kari Batman	

MEMBERS ABSENT

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 4:26 P.M.

**REGULAR BOARD MEETING
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The Board of Trustees of Iowa Lakes Community College met in regular session in the Snap-On Conference Room at the Iowa Lakes Community College SERT Building, 2421 7th Avenue, on Tuesday, March 18, 2025, beginning at 4:30 P.M.

MEMBERS PRESENT

Arden Kinnander	President
Bob Jennings	Vice President
Janice Lund	(Phone)
Pat Kibbie	
Jane Nolan Goeken	
Curt Petersen	
Kari Batman	

MEMBERS ABSENT

GUESTS

Scott Stokes, Mischelle Dahna, Trudy Ahrens, Robert Leifeld, Dan Lutat, Jeff Soper, Beth Elman, Kyle Norris, Tim Busch, Troy Larson, Dr. Michael Elbert

MEDIA PRESENT

Mike Tidemann

CALL TO ORDER

Board President Arden Kinnander called the meeting to order at 4:30 P.M.

REVIEW AND APPROVAL OF AGENDA

A motion was made by Pat Kibbie, with a second from Jane Nolan Goeken, to accept and approve the agenda as written.

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

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REVIEW AND APPROVAL OF MINUTES

A motion was made by Bob Jennings, with a second from Kari Batman and Curt Petersen abstaining due to being absent at the last meeting, to accept and approve the minutes of the regular board meeting on February 18, 2025, 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 Trudy Ahrens, Executive Director of Human Resources, a motion was made by Curt Petersen, with a second by Jane Nolan Goeken, to approve the consent agenda and supplemental contracts as presented.

Resignation:

Jeff Soole, Dean of Career & Technical Education and Workforce, effective February 28, 2025.

Position Change:

Rachel Halma from Intermediary and High School Partnership Specialist to Work-Based Learning Coordinator, \$22.12/hour effective Feb. 10th, 2025

Julie Westerman from Art and Science Dean to Dean of Assessment and Institutional Effectiveness, no salary change, effective Feb. 17th, 2025

Chantel Teeter from Allied Health Industry Training Programmer to Director of Allied Health Workforce Education, annual salary \$72,239, effective Mar. 1, 2025

Melissa Haukap, from Director of Career & Community Programs to Director of Continuing and Professional Education, annual salary \$73,000, effective March 1, 2025

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

Rachel Higgins Spring TV Contract	\$295
Judy Naber Spring TV Contract	\$594
Denise Reimer Spring TV Contract	\$430
Mark Zabawa Spring TV Contract	\$1049
Michelle Rubel Spring TV Contract	\$726
Matt Strom Spring TV Contract	\$1157

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Theresa Pokorny mentor Morgan Campbell Spring Semester	\$1700
Molly Struve Interim Arts and Science Dean	\$2500
Bob Leifeld Interim Chief Academic Officer	\$2500
Kyle Norris Interim CTE Dean	\$2500
Dan Lutat Energy Werx grant coordinator	\$2000
Matt Bohl CTE Dean Assistant EB Campus	\$2000
Pat McCoy CTE Dean Assistant EV Campus	\$2000
Sean Stokes Wellness Center Front Desk	\$10.00/hour
David Carrico On-Call Bus Driver	\$25.00/hour
Samuel Costanzo Part-Time Flight Instructor	\$28.00/hour ground \$38.00/hour flight

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

IOWA LAKES REPORT

A) Criminal Justice

Kyle Norris, Executive Dean, introduced Dr. Michael Elbert, Criminal Justice Instructor/Coordinator, who provided an overview of the Criminal Justice Program. He explained that the program has been restructured to emphasize a comprehensive, evidence-based approach to understanding criminal offenders and the justice system. The program also offers hands-on training with local law enforcement officers, a strong focus on academic excellence, career survey opportunities, and access to an onsite fitness room. Dr. Elbert also shared testimonials from current students about their experiences in the program.

NOTICE OF INTENT

A) Notice of Intent to the Iowa Department of Education to offer Cybersecurity & Systems Administration AAS degree

Following the information provided by Kyle Norris, Executive Dean, a motion was made by Jane Nolan Goeken, with a second by Curt Petersen, to approve the submission of a Notice of Intent to the Iowa Department of Education to offer a Cybersecurity & Systems Administration AAS degree.

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

TRANSFER MAJORS

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A) List of Transfer Majors

Robert Leifeld, Vice President, presented proposed transfer majors for consideration of adoption and offering fall 2025. Associate in Science - Agriculture Business, Associate in Science – Agronomy, Associate in Science - Animal Science, Associate in Arts – Communication, Associate in Arts – English, Associate in Arts - Political Science Associate in Arts - Social Work. Following the presentation, a motion was made by Pat Kibbie, with a second from Bob Jennings, to approve the development and offering of the seven proposed transfer majors.

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

IOWA LAKES UPDATE

Dan Lutat, Executive Director of Foundations & Governmental Affairs, presented information and an overview of the Scholarships and the Awarding Update.

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 Pat Kibbie, 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) Tuition Fees

Jeff Soper, Chief Financial Officer, presented the tuition fees for approval. A motion was made by Bob Jennings, with a second by Kari Batman, to accept the tuition fees as listed and presented.

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

ORAL REPORTS

A) Community Colleges for Iowa Presidents

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College President Scott Stokes reported that the Presidents Group had not met yet and will meet next Wednesday, March 26, 2025, for a face-to-face meeting in Des Moines and report at the next board meeting.

B) Community Colleges of Iowa Trustees

Board Vice President Bob Jennings reported on the February meeting of the Community Colleges of Iowa Trustees. The building report included completed outdoor maintenance projects and upcoming interior renovation repairs set to begin this month. The trustees reviewed priorities, including:

1. Promoting community and supporting professional development for community college leaders.
2. Leveraging assets of Iowa Community Colleges to increase equity and sustainability.
3. Advocating for Iowans to benefit from community colleges.

Additional discussions covered legislation and advocacy efforts, the upcoming acceptance of award applications, and a review of the Trustee Handbook.

The April retreat with college presidents is scheduled for April 25-26.

At Student Day on the Hill, over 90 legislators participated, and the Lt. Governor signed a proclamation recognizing Community Colleges Day on the Hill.

Trustee Comments

None

ADJOURNMENT

Following no further discussion, the meeting adjourned at 5:16 P.M.

Mischelle Dahna, Board Secretary