
BOARD WORK SESSION | **CONFERENCE ROOM** | **4:00 P.M.**

The Iowa Lakes Community College Board of Trustees met in Room 124 at the Iowa Lakes Community College Spirit Lake Campus, 800 21st Street, Spirit Lake, IA, at 4:00 P.M. on Tuesday, May 20, 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	
Pat Kibbie	
Jane Nolan Goeken	
Curt Petersen	
Kari Batman	

MEMBERS ABSENT

None

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 4:40 P.M.

The Board of Trustees of Iowa Lakes Community College met in regular session in Room 129/130 at the Spirit Lake Campus, 800 21st Street, Spirit Lake, IA, on Tuesday, May 20, 2025, at 4:30 P.M.

MEMBERS PRESENT

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

MEMBERS ABSENT

None

GUESTS

Scott Stokes, Mischelle Dahna, Trudy Ahrens, Robert Leifeld, Dan Lutat, Jeff Soper, Beth Elman, Kyle Norris, Tammy Shimon, Gabrelle Janssen, Debra Jordan, Megan Spurgin, Deneitt VanDenBroeke, Sheryl Paul, Michael Wolfmann

MEDIA PRESENT

Mike Tidemann

CALL TO ORDER

Board President Arden Kinnander called the meeting to order at 4:41 P.M.

REVIEW AND APPROVAL OF AGENDA

A motion was made by Jane Nolan Goeken, 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 Curt Petersen, with a second from Ardem Kinnander, to accept and approve the minutes of the regular board meeting on April 15, 2025, as written.

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

DELEGATIONS, PUBLIC COMMENT, AND COMMUNICATIONS

None.

IOWA LAKES REPORT

A) RSVP

Dan Lutat, Executive Director of Foundation & Governmental Affairs, introduced Gabrielle Janssen, RSVP Director, who then introduced her team: Debra Jordan, Megan Spurgin, and DeNeitt VanDenBroeke, RSVP Coordinators for various counties. They gave an overview of the RSVP Program, highlighting its wide range of volunteer opportunities. Volunteers Sheryl Paul and Michael Wolfram shared personal stories and spoke about the impact they've witnessed in the community through programs like Pen Pal and Reading to Kids. The team also touched on services such as senior meal support, K–12 education, community gardens, donation management, and blood drives. RSVP is open to volunteers aged 55 and older who want to give back to their communities

INSTRUCTION & DEVELOPMENT

A) Candidates for Graduation

Following the information provided by Robert Leifeld, Vice President, a motion was made by Arden Kinnander, with a second by Bob Jennings, to approve the Spring 2025 slate of candidates as presented.

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

FACILITIES UPDATE

A) REQUEST APPROVAL TO PURSUE MASTER PLAN ENVISIONING SERVICES

Following the information provided by Robert Leifeld, Vice President, a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to approve moving forward to pursue Master Plan Envisioning Services with CMBA Architects as presented.

IOWA LAKES UPDATE

Beth Elman, Executive Director of Marketing, shared highlights of summer events planned at the college and offered insight into recent initiatives and updates from the Marketing Department.

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 Pat Kibbie, to approve the financial report and the payment of the monthly bills as listed and presented.

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

C) ICCOC Tuition

Jeff Soper presented the ICCOC tuition. Following the presentation, a motion was made by Kari Batman, with a second from Janice Lund, to approve the tuition as presented.

The vote was called, and the motion was approved unanimously

D) Red Flags Board Policy #644 Review

Jeff Soper, Chief Financial Officer, presented the Red Flags Policy for review. A motion was made by Jane Nolan Goeken, with a second by Curt Petersen, to approve the review of Board Policy #644 as presented.

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

PRESIDENT'S ANNUAL REVIEW—EXECUTIVE CLOSED SESSION/CODE OF IOWA, CHAPTER 21.5 (1)(I)

College President Scott Stokes requested a closed session to conduct the President's annual review. Following the request, a motion was made by Arden Kinnander, with a second by Jane Nolan Goeken, to move into a closed session at 5:34 P.M.

The vote was called:
Ayes: Batman, Jennings, Kibbie, Petersen, Goeken, Lund & Kinnander.
Nays: None.

The motion was approved by unanimous vote.

OPEN SESSION

Board President Arden Kinnander reconvened the public meeting at 6:27 P.M.

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 Pat Kibbie, with a second by Curt Petersen, to approve the consent agenda and supplemental contracts as presented.

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

Resignations:
Barb Houseman, Test Center Coordinator, effective April 30, 2025
Patrick White, Dining Operations Specialist, effective May 7, 2025
Gabrielle Janssen, RSVP Director, effective June 18, 2025

Position/Classification Changes:
Sara Kerr from PT Success Center, Instructional Assistant to FT Test Center Coordinator
$22.78/hour
Tim Ricklefs, Secondary Automotive Instructor, is moving from half-time to full-time.
$60,682

New Hires:
Lincoln Larsen, Director of Music and Performing Arts, EV, FT $72,700
Michael Houseman, Athletics and Campus Marketing Coordinator, EB, FT, $22.12/hour
Phillip Zabka, Farm Equip & Diesel Tech Instructor Coordinator, EB, FT, $56,055

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

Debra Bahr - PRN Nurse Aide and Certified Nurse Assistant Instructor	$25.00/hour
Bryan Long – Sports Shooting Coach	$15,000/yr $2500 May /Jun
LaTravion Agu - Talent Search STEM Camp Counselor & Upward Bound Academy Resident Assistant	$600 $3,000
Tyreik Davison - Talent Search STEM Camp Counselor & Upward Bound Academy Resident Assistant	$600 $3,000
Kaylyn Domek - Talent Search STEM Camp Counselor & Upward Bound Academy Resident Assistant	$600 $3,000
Emilee Guinn - Upward Bound Academy Resident Assistant	$3,000
Jessica Gates – Talent Search STEM Camp Counselor	$600
Ryley Riggert - Talent Search STEM Camp Counselor	$600
Adrienne Rosfjord - Talent Search STEM Camp Counselor	$600
Haleigh Reicks – Upward Bound Academy Instructor	$3,000
Deborah Benjamin - Upward Bound Academy Resident Assistant	$3,000
Melissa Carlson - Upward Bound Academy Resident Assistant	$3,000
Trayna Alm - Upward Bound Academy Resident Assistant	$3,000
Drew Howing - Upward Bound Academy Resident Assistant	$3,000
Jaclyn Leuer - Upward Bound Academy Resident Assistant	$3,000
Phil Zabka Equipment/Vehicle Management	$15,000

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

B) Three-Year Calendar Revisions

Trudy Ahrens, Executive Director of Human Resources, presented revisions to the three-year calendar that was approved at the November 19, 2024. Following the presentation, a motion was made by Bob Jennings with a second by Janice Lund to accept and approve the revisions to the approved three-year academic calendars as presented.

The vote was called, and the motion was approved unanimously

C) FY 2025 Contracts & Salaries

Following the information provided by Trudy Ahrens, Executive Director of Human Resources, a motion was made by Janice Lund, with a second by Arden Kinnander, to approve the FY 2026 contracts & salaries, including the President's contract 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 on the Presidents Group meeting held April 23, 2025, where topics included software to help prevent fraudulent college applications. He also shared an overview of the agenda for the upcoming President's Retreat, scheduled for May 21–23. Additionally, President Stokes noted that he and Jeff Soper participated in the State Board of Education's virtual meeting on May 8, where they presented a report on the certified budget.

B) Community Colleges of Iowa Trustees

Board Vice President Bob Jennings reported from the recent Meeting for Community Colleges for the Iowa Trustee Board, held **shared the following highlights from the Community Colleges for Iowa Board of Directors meeting held on April 24, 2025:**

- **Approved the FY26 Budget**
  - Included 4% increases in membership dues and staff salaries.

- **Reviewed the IACCT Building Interior Renovation Contract**
  - Plans include enhancing the functionality of the board room and kitchen, improving staff office privacy for virtual meetings, and repairing window leaks.

- **Reviewed FY26 Board Leadership Roles**
  - Bob will serve on the Board Development & Leadership, Bylaws & Standard Operations, and co-chair the Legislative Committee.

- **Legislative Update**
  - New civics test requirement for HiSET students (effective July 1, 2026).
  - National Guard scholarships expanded to non-credit students.
  - Open Meetings Law changes: increased fines and mandatory training for elected officials.

- Executive Orders may impact nonprofit tax statuses, including advocacy groups.
- The Iowa DOGE Task Force is focused on streamlining government and workforce training.
- Potential changes to federal student aid and risks to AmeriCorps funding.
- Community Colleges Bachelor's Degree Study underway—recommendations due Oct. 2025.
- The DEI bill has passed the Senate; House approval is likely.
- New law limits construction retainage fees to 3%, effective July 1, 2025.

- **Strategic Planning Retreat**
  - The board held a two-day retreat to review and refine the organization's mission, vision, and values, facilitated by Kim Stewart of Athena Coaching & Consulting.

Trustee Comments

None

ADJOURNMENT

Following no further discussion, the meeting adjourned at 6:42 P.M.

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Mischelle Dahna, Board Secretary