



IVCCD Board of Directors Meeting

Iowa Valley Community College District

Aug 9, 2023 at 4:00 PM CDT to Aug 9, 2023 at 7:00 PM CDT

IVCCD District Administration Building Board Room, 3702 South Center Street,
Marshalltown, IA 50158

Meeting Details: <https://iavalley.zoom.us/j/93446932739>

Telephone: 312-626-6799

Meeting ID: 934 4693 2739

MISSION STATEMENT - Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, and partnering to address diverse community needs in an inclusive and respectful environment.

Business and Community Solutions Nurse Aid Program Tour

The tour will be from 3:30-4:00 p.m. in Business and Community Solutions room 616.

TENTATIVE AGENDA

1. Call to Order

1.1. Additions/Deletions to the Agenda

1.2. Approval of the Agenda

BOARD ACTION: _____

2. Correspondence and/or Visitors

2.1. Introduction of and Comments from Representatives to the Board

2.2. Public Comment

2.3. Recognitions

Presenter: Mike Mosher

- *Travis Bloomquist & Daniel Garcia - For extraordinary leadership for the new IVCCD Key Management System*

2.4. Introduction of New Employees

- *None*

3. Strategic Presentation - Building Insurance Benefit Strategy Overview

Presenter: Mercer

Strategic Agenda Outcome #4 - Strengthen IVCCD's sustainability.

The presentation will reflect on our past and current insurance practices. Looking forward to emerging trends and set the stage to plan for the future.

CONSENT AGENDA

4. President's Comments Regarding the Consent Agenda

5. Consent Agenda Action Items

5.1. Approval of Minutes

The minutes of the July 12, 2023 meeting are Attachment 5.1.

5.2. Personnel Report

Presenter: Gena Garber

The Personnel Report for the month of August is Attachment 5.2.

5.3. Approval of Bills as Audited by the Finance Committee

5.4. Review and Approval of Board Policies

The Board Policy Review Committee has reviewed the following Board Policies and Guidelines:

- *Board Policy 320 – Administrative Organization – Organizational Chart*
- *Series 400 – Table of Contents*
- *Board Policy 405 – Personnel – Employer/Employee Relationship*
- *Board Policy 406 – Personnel – Job Descriptions and Performance Management Procedures*
- *Guideline for Board Policy 407.2 – Personnel – Social Media*
- *Board Policy 408 – Personnel – Physical Examinations/Medical Evaluations*
- *Board Policy 409 – Personnel – Employee Safety and Health: OSHA*
- *Board Policy 414 – Personnel – Public, Private, or Political Endorsements*
- *Board Policy 415 – Personnel – Tobacco Prohibitions*
- *Board Policy 416.1 – Personnel – Drug-Free Workplace*
- *Board Policy 417 – Personnel – Communicable Disease Policy*
- *Guideline for Board Policy 417 – Personnel – Communicable Disease*
- *Board Policy 419 – Personnel – Faculty Disciplinary Measures*
- *Board Policy 420 – Personnel – Faculty Oral Communication Competency*
- *Guideline for Board Policy 420 – Personnel – Faculty Oral Communication Competency*
- *Board Policy 421 – Personnel – Staff Development Plan*
- *Guideline for Board Policy 421 – Personnel – Staff Development Plan*

- *Board Policy 424 – Personnel – Restrictions Regarding Personal Nonprofessional Relationships*
- *Board Policy 431 – Personnel Benefits – Part-time Employees*
- *Board Policy 432 – Personnel Benefits – Reduction in Hours*
- *Board Policy 435 – Personnel Benefits – Leave Requests*
- *Board Policy 436 – Personnel Benefits – Leave Requests – Sick Immediate Family Illness, Catastrophe*
- *Board Policy 437 – Personnel Benefits – Jury Duty*
- *Board Policy 439 - Personnel Benefits - Worker's Compensation*
- *Board Policy 441 – Personnel Benefits – Credit and Non-credit Tuition Reduction Program*
- *Guideline for Board Policy 441 – Personnel Benefits – Credit and Non-credit Tuition Reduction Program*
- *Board Policy 442 – Personnel Benefits – Long-Term Disability*
- *Board Policy 445 - Personnel Benefits - Sabbaticals*
- *Board Policy 643 – Class Organization – Contracting College Faculty*
- *Guideline for Board Policy 643 – Class Organization – Faculty Teaching Load*
- *Series 700 – Table of Contents*
- *Board Policy 712 – Income – Bookstore Policy*
- *Guideline for Board Policy 713A – Income – Use of Iowa Valley Community College District Facilities and Equipment*
- *Guideline for Board Policy 713D – Income – Consumption of Alcoholic Beverages*
- *Board Policy 714 – Income – Local, State, and Federal Income*
- *Board Policy 715 – Income – Investments*
- *Board Policy 717 – Income – Depository of Funds*
- *Board Policy 718 – Income – Supplies and Materials*
- *Guideline for Board Policy 718 – Income – Sale of Supplies and Materials*
- *Board Policy 719 – Income – Sale of Bonds*
- *Board Policy 720 – Expenditures – Purchasing Policy*
- *Guideline for Board Policy 720A – Expenditures – Purchasing Policy*
- *Guideline for Board Policy 720B – Expenditures – Returned Payment Procedure*
- *Guideline for Board Policy 720C – Expenditures – Equipment Replacement*
- *Guideline for Board Policy 720D – Expenditures – Petty Cash Procedure*
- *Board Policy 724 – Expenditures – Approval and Payment of Bills*
- *Board Policy 730 – Reports – Treasurer’s Annual Report*
- *Board Policy 731 – Reports – Annual Financial Statement, Published*
- *Board Policy 732 – Reports – Financial Audits*
- *Board Policy 734 – Reports – Secretary’s Monthly Report*
- *Board Policy 740 – Insurance – Periodic Insurance Review*
- *Board Policy 752 – Records Retention – Bonds for Officers and Employees*
- *Guideline for Board Policy 763 – Maintenance and Operation – Disposition of Obsolete/Surplus Equipment*

- *Board Policy 766 – Maintenance and Operation – Licensed Vehicles*
- *Guideline for Board Policy 766 – Maintenance and Operation – Use of Iowa Valley Community College District Licensed Vehicles*
- *Board Policy 770 – Construction, Buildings, and Sites – Planning, Specifications and Acquisitions*
- *Board Policy 771 – Construction, Buildings and Sites – Energy Conservation*
- *Guideline for Board Policy 771 – Construction, Buildings and Sites – Energy Conservation and Management*
- *Board Policy 791 – Other Procedures – Compliance – Red Flags*

The Board Policies are presented for approval and the Guidelines are presented as information only. Board Policies and Guidelines are Attachment [5.4](#).

5.5. Acceptance of Gifts and Grants

Presenters: Jacque Goodman, Dr. Lilienthal

- *We are requesting approval of the State Intermediary Work-Based Learning Grant through Iowa Workforce Development to prepare students for the workforce for July 1, 2023 through June 30, 2024 in the amount of \$96,666. Grant is Attachment [5.5](#).*
- *Grinnell Mutual donated a 2004 Volkswagen Passat to the Iowa Valley Grinnell Automotive Technology program at a donor declared value of \$1,200.*

6. Consent Agenda Information Items

6.1. Meeting Reports

6.1.1. Ellsworth College Board of Trustees

Presenter: Dr. Fisher and Dr. Klein

An abstract of the minutes is Attachment [6.1.1](#).

6.1.2. IACCT & IACCP Meetings

Presenter: Board President Johnson and Dr. Fisher

The Presidents will meet August 29, 2023 and the Trustees will meet August 30, 2023.

6.1.3. Upcoming Meetings and Events

- *August 7-8, 2023 - IVCCD President Search Committee Conducts Semi-Finalists' Zoom Interviews.*
- *August 9, 2023 - Regular Board Meeting at 4:00 p.m. in Marshalltown. At this meeting, the chair of the IVCCD President Search Committee and Consultant Dr. Larry Ebbers will present the committee's recommendations for candidates in closed session.*
- *August 28, 2023 - First day candidates for the IVCCD Board of Directors may file nomination papers with the Board Secretary*

- September 5-6, 7-8, 11-12, and 14-15 - Candidates' two-day interviews with special Board meetings on September 5, 7, 11, and 14 for interviews with the Board.
- September 13, 2023 - Regular Board Meeting at 4:00 p.m. at ECC in Reg Johnson Room 100, followed by dinner hosted by the Ellsworth College Board of Trustees.
- September 19 - Tentative special Board meeting with closed session to select IVCCD's President
- September 21, 2023 (no later than 5:00 p.m.) - Final day candidates for the IVCCD Board of Directors may file nomination papers with the Board Secretary
- September 25 - Tentative special Board meeting to announce the IVCCD's President and approve employment contract
- October 9-12, 2023 - ACCT Leadership Congress at Las Vegas, Nevada
- October 11, 2023 - Tour of the MCC Powerline Building and Fields from 2:30-3:00 p.m.
- October 11, 2023 - Public Reception to honor Dr. Fisher from 3:00-4:00 p.m. in Dejardin Hall.
- October 11, 2023 - Regular Board Meeting at 4:00 p.m. in Marshalltown room 608/610. At this meeting, we will recognize Jackie Pippen and Barb Jennings for their service to the District.
- November 7, 2023 - Combined City/School Election
- November 8, 2023 - Tour of the ECC Equestrian Center from 3:30-4:00 p.m.
- November 8, 2023 - Regular Board Meeting and Retreat at 4:00 p.m. at the ECC Agriculture Building in Iowa Falls. Reception hosted by Ellsworth Community College Faculty Education Association.
- December 13, 2023 - Barb Jennings' Retirement Party at 2 p.m. in Dejardin Hall.

Approval of the Consent Agenda

BOARD ACTION: _____

REGULAR AGENDA

7. Action Items

7.1. Approval of 260F Iowa Jobs Training Agreement with Cargill

Presenter: Neysa Hartzler

We are requesting approval of a 260F Iowa Jobs Training Agreement with Cargill, Inc. in Iowa Falls, Iowa. Across the decades, Cargill has remained true to the vision of founder W.W. Cargill: helping farmers prosper, connecting markets and bringing consumers the products they're seeking. Along the way, they've advanced how food and agriculture work, with breakthroughs that changed what was possible.

In 1865, William Wallace (W. W.) Cargill became the proprietor of a grain warehouse in Conover, Iowa, at the end of the McGregor & Western Railroad line. Global expansion

happened in the 1950's and by 2015 and to the present day, Cargill celebrates over 150 years of helping people and organizations thrive. Cargill has facilities all over the nation but specifically in Iowa Falls, it is a grain and oil seed facility mostly soybeans. Cargill employs 614 people. This is the 2nd contract with them. They plan to use the funding for maintenance training. Agreement is Attachment 7.1.

BOARD ACTION: _____

7.2. Approval of Contract with Achieve Mental Health Inc. to Provide Mental Health Services at Ellsworth Community College

Presenter: Dr. Klein

We are requesting approval of the contract with Achieve Mental Health Inc. to provide mental health services for students at Ellsworth Community College. This is the fourth year that Achieve Mental Health Inc. has been in partnership with ECC. They have an office in the Hub with weekly office hours and provide services either face to face or through telehealth. Contract is Attachment 7.2.

BOARD ACTION: _____

7.3. Board Policy 449 Voluntary Early Retirement Incentive Plan Policy

Presenter: Gena Garber

We are requesting approval of the revisions to the Voluntary Early Retirement Board Policy 449 for the fiscal year 2023-24. Board Policy is Attachment 7.3.

BOARD ACTION: _____

7.4. Closed Session under the Provisions of Chapter 21.5(1.)(i.) of the Code of Iowa

Presenter: Director Hofer

This closed session is being held pursuant to Chapter 21.5(1.)(i.) of the Code of Iowa for the purpose of discussing the IVCCD President Search Committee's recommendation for candidates. (ROLL CALL VOTE)

BOARD ACTION: _____

8. Information Items

8.1. Monthly Financial Statements

Presenter: Gena Garber

The monthly financial statements are Attachment 8.1.

8.2. Board President's Report

Presenter: Board President Johnson

8.3. Board Director's Reports

8.4. President's Reports

Presenter: Dr. Fisher

8.5. Board Secretary's Report

Presenter: Amber Bolen

9. Adjournment

PLEASE CONTACT AMBER BOLEN AT 641-844-5522 IF THERE ARE ACCOMMODATIONS NEEDED IN ORDER FOR THE MEETING TO BE ACCESSIBLE FOR YOUR PARTICIPATION.