



## **IVCCD Board of Directors Meeting**

Iowa Valley Community College District

Jul 12, 2023 at 4:00 PM CDT to Jul 12, 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/94098568809>

**Telephone:** 312-626-6799

**Meeting ID:** 940 9856 8809

**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.**

### **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**

- *None*

##### **2.4. Introduction of New Employees**

- *None*

#### **3. Strategic Presentation**

- *No Presentation*

## CONSENT AGENDA

### 4. President's Comments Regarding the Consent Agenda

### 5. Consent Agenda Action Items

#### 5.1. Approval of Minutes

*The minutes of the June 14, 2023, Personnel Committee meeting and regular meeting are Attachment 5.1.*

#### 5.2. Personnel Report

Presenter: Gena Garber

*The Personnel Report for the month of July 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 310 – Administrator – President – Functions*
- *Series 400 – Table of Contents*
- *Board Policy 413 – Personnel - Definitions*
- *Board Policy 427 – Personnel - Resignations*
- *Guideline for Board Policy 427 – Personnel - Resignations*
- *Board Policy 428 – Personnel - Whistleblower*
- *Board Policy 429 – Personnel – Development of Intellectual Property*
- *Board Policy 434 – Personnel Benefits - Vacation for Non-Faculty and Faculty Personal Time*
- *Guideline for Board Policy 434 – Personnel Benefits - Vacation for Non-Faculty and Faculty Personal Time*
- *Board Policy 510 – Student Personnel – Attendance Requirements*
- *Board Policy 514 – Student Personnel – Resident/Non-Resident Classification*
- *Guideline for Board Policy 514 – Student Personnel – Resident/Non-Resident Classification*
- *Board Policy 520 – Behavior and Discipline – Maintenance of Orderly Conduct*
- *Guideline for Board Policy 520A – Behavior and Discipline – Academic Dishonesty and Plagiarism*
- *Board Policy 526 – Behavior and Discipline – Service and Assistance Animal Policy*
- *Guideline for Board Policy 526 – Behavior and Discipline – Service and Assistance Animal Policy*
- *Board Policy 556 – Student Personnel – Communicable Disease Policy*
- *Guideline for Board Policy 556 – Student Personnel – Communicable Disease*

- *Board Policy 561 – Student Personnel – Related Matters - Management of Internal Accounts/Student Activities Budgets*
- *Series 700 – Table of Contents*
- *Board Policy 700 – Business and Operational Procedures Statement of Guiding Principles*
- *Board Policy 701 – Budget – Planning and Preparing the Budget*
- *Board Policy 702 – Budget – Tax – Preparation of Budget Document*
- *Board Policy 703 – Budget – Tax – Budget Requirements*
- *Board Policy 703.A – Budget – Board Designated fund (Fund VIII)*
- *Board Policy 704 – Budget – Tax – Budget Publication and Public Review*
- *Board Policy 705 – Budget – Tax – Board Adoption*
- *Board Policy 706 – Budget – Tax – The Budget as a Spending Plan*
- *Board Policy 707 – Budget – Financial Accounting System*
- *Board Policy 708 – Budget – Transfer of Inactive Funds*
- *Board Policy 710.1 – Income – IVCCD Affiliate Scholarship Agreements*
- *Board Policy 711.1 – Income – Tuition and Fee Payment – ECC & MCC*
- *Guideline for Board Policy 711.1 – Income – Tuition and Fee Payment*
- *Board Policy 716 – Income – Gifts and Grants*
- *Guideline for Board Policy 716 – Income – Gifts and Grants*
- *Board Policy 720 – Expenditures – Purchasing Policy*
- *Board Policy 720.1 - Expenditures – Targeted Small Businesses*
- *Board Policy 721 - Expenditures – Requisitions*
- *Board Policy 723 – Expenditures – Contracts*
- *Board Policy 725 – Expenditures – Unpaid Warrants*
- *Board Policy 726 – Expenditures – Payroll Periods*
- *Board Policy 727 – Expenditures – Payroll Deductions*
- *Guideline for Board Policy 727 – Expenditures – Payroll Deductions*
- *Board Policy 728 – Expenditures – Business Expense Reimbursement*
- *Board Policy 729 – Expenditures – Attendance at Conferences and Conventions, Meetings and Workshops*
- *Board Policy 753 – Records – Fixed Asset Inventory*
- *Board Policy 760 – Maintenance and Operation – Physical Plant*
- *Board Policy 762 – Maintenance and Operation – Emergency Repairs*
- *Board Policy 763 - Maintenance and Operation – Disposition of Obsolete Equipment*
- *Board Policy 781 – Other Business Procedures – Bad Debts*

*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**

- *None*

## **5.6. Approval of IVCCD's 2023-2028 Facilities Master Plan**

Presenter: Dr. Kristie Fisher

*Approval of a Facilities Master Plan is a requirement of the Iowa Department of Education Community College Accreditation Guidance - Facilities (May 2022). IVCCD's 2023-2028 Facilities Master Plan is Attachment [5.6](#).*

## **5.7. Publication of Annual Payroll Report for Employees of Iowa Valley Community College District for FY23**

Presenter: Gena Garber

*The information for publication of the annual payroll report for employees of Iowa Valley Community College District for FY23 is Attachment [5.7](#).*

## **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 on July 19, 2023 during the annual Community College for Iowa Trustee Annual Conference.*

#### **6.1.3. Upcoming Meetings and Events**

- *July 15, 2023 - Closing date for applications for IVCCD President position.*
- *July 27, 2023 - IVCCD President Search Committee Selects Semi-Finalists.*
- *July 19-20, 2023 - 2023 Community Colleges for Iowa Trustee Conference, hosted by Kirkwood Community College in Cedar Rapids.*
- *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.*
- *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 - Regular Board Meeting at 4:00 p.m. in Marshalltown. At this meeting, we will recognize Jackie Pippen and Barb Jennings for their years of service.*
- *November 7, 2023 - School Election*
- *December 13, 2023 - Barb Jennings' Retirement Party at 2 p.m. in Dejardin Hall.*

**6.2. Ellsworth Community College & Marshalltown Community College Athletic Schedules**

Presenters: Dr. Klein, Dr. Lilienthal

*The ECC Football and Volleyball Schedules and MCC Volleyball, Women's Soccer and Men's Soccer Schedules are Attachment 6.2.*

**Approval of the Consent Agenda**

**BOARD ACTION:** \_\_\_\_\_

**REGULAR AGENDA**

**7. Action Items**

**7.1. Approval of Business and Community Solutions Academic Year 2023-2024 Student Handbook**

Presenter: Jacque Goodman

*We are requesting approval of the Academic Year 2023-2024 Student Handbook for Business and Community Solutions. Handbook is Attachment 7.1.*

**BOARD ACTION:** \_\_\_\_\_

**7.2. Approval of the Security Awareness Training Subscription Quote**

Presenter: Mike Mosher

*District administration is requesting approval of the Security Awareness Training Subscription quote provided by KnowVe4. This quote is for a 3-year subscription to KnowBe4's Security Awareness Training and Phishing Simulation platform. This solution will assist with educating employees about cybersecurity threats and improve the District's overall security posture. It will help ensure the District is compliant with cybersecurity insurance requirements and the Gramm Leach Bliley Act (GLBA) safeguards rule. Total cost of this 3-year quote is \$24,201. Quote is Attachment 7.2.*

**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 641-844-5719 IF THERE ARE ACCOMMODATIONS NEEDED IN ORDER FOR THE MEETING TO BE ACCESSIBLE FOR YOUR PARTICIPATION.**