



## IVCCD Board of Directors Meeting

Iowa Valley Community College District

Jun 14, 2023 at 4:00 PM CDT to Jun 14, 2023 at 7:00 PM CDT

Iowa Valley Grinnell, Room 145, 123 6th Avenue West, Grinnell, IA 50112

Meeting Details: <https://iavalley.zoom.us/j/95082786237>

Telephone: 312-626-6799

Meeting ID: 950 8278 6237

**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

- *Recognition of Dean of IVG MaryAnne Nickle's Retirement and Service to IVCCD - Board President Johnson*

##### 2.4. Introduction of New Employees

#### 3. Strategic Presentation - There are no presentations this month.

### CONSENT AGENDA

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

#### 5. Consent Agenda Action Items

### **5.1. Approval of Minutes**

*The minutes of the May 10, 2023 regular meeting and retreat are Attachment 5.1.*

### **5.2. Personnel Report & Appointment of Amber Bolen as Board Secretary of Iowa Valley Community College District Effective July 1, 2023**

Presenters: Board President Larry Johnson, Gena Garber

*The Personnel Report for the month of June is Attachment 5.2.*

*The Board will appoint Amber Bolen as Board Secretary of Iowa Valley Community College District effective July 1, 2023 and administer the following Oath of Office:*

*"Do you solemnly swear or affirm that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially, to the best of your ability, discharge all the duties of the office of Board Secretary in the Iowa Valley Community College District as now or hereafter required by law?"*

### **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. The Board Policies are presented for approval and the Guidelines are presented as information only.*

- Board Policy 241 - Board Officers - Secretary*
- Series 500 Table of Contents*
- Guideline for Board Policy 411 - Personnel - Adjunct Faculty*
- Guideline for Board Policy 411D - IVCCD Clinical Instructor Salary Schedule*
- Guideline for Board Policy 411E - IVCCD Non-Faculty Coaching Pay*
- Board Policy 412 - Personnel - Pay for Additional Assignments*
- Board Policy 511 - Student Personnel - Entrance Requirements*
- Board Policy 515 - Student Personnel - Consensual Relationships*
- Board Policy 516 - Student Personnel - Educational Equity and Americans with Disabilities Act*
- Guideline for Board Policy 516 - Student Personnel - Educational Equity and Americans with Disabilities Act Compliance Program*
- Board Policy 518 - Student Personnel - Sexual Misconduct*
- Guideline for Board Policy 518 - Student Personnel - Sexual Misconduct*
- Board Policy 530 - Student Activities - Student Government*
- Board Policy 531 - Student Activities - Co-Curricular Activities*
- Board Policy 550 - Student Health - Health Certificate*
- Board Policy 555 - Student Health - Crime Awareness and Campus Security*
- Guideline for Board Policy 555 - Student Health - Community College Residence Halls and Campus Security Guidelines*
- Board Policy 564 - Student Personnel - Related Matters - Interview with Students*

*The Board Policies and Guidelines are Attachment 5.4.*

## **5.5. Acceptance of Gifts and Grants**

Presenter: Jacque Goodman, Dr. Lilienthal

- a. *Iowa Health Careers Registered Apprenticeship Program 2.0 Award Contract Agreement - The purpose of this award is for the development and/or expansion of Healthcare Registered Apprenticeship Programs in Iowa. These Registered Apprenticeship programs will provide an alternative pathway to health education, degrees, and certifications. The partners for this initiative are: McFarland Clinic, Unity Point, Hansen Family Hospital, Marshalltown Community School District, Iowa Falls-Alden Community School District, and Grinnell Community School District. The award amount is \$451,878 and we intend to serve 50 participants. Contract is Attachment 5.5.a.*
- b. *Heath Jamison donated DVD's on Gun Repair Technology to Iowa Valley Grinnell's Gun Smith Technology Program at a donor declared value of \$375.*

## **5.6. Approval of 2023-2024 Academic Year Quality Faculty Plan**

Presenter: MaryAnne Nickle

*The Quality Faculty Plan is a state requirement for all community colleges. A balanced group of faculty and administrators review the plan annually to present to the Board for approval. The Quality Faculty Plan is Attachment 5.6.*

## **5.7. Approval of the Ellsworth Community College and Marshalltown Community College Academic Year 2023-2024 College Catalog**

Presenters: Dr. Klein, Dr. Lilienthal

*The Academic Year 2023-2024 College Catalog for Ellsworth Community College and Marshalltown Community College is located on the IVCCD website at: <http://collegecatalog.iavalley.edu/index.php>. The IVCCD Curriculum Annual Report explains actions by the Curriculum Committee reflected in the catalog. The Annual Report is Attachment 5.7.*

## **5.8. Approval of Ellsworth Community College and Marshalltown Community College Academic Year 2023-2024 Student Handbook**

Presenters: Dr. Klein, Dr. Lilienthal

*We are requesting approval of the Academic Year 2023-2024 Student Handbook for Ellsworth Community College and Marshalltown Community College. Handbook is Attachment 5.8.*

## **5.9. Approval of FY24 Association of Community College Trustees Membership Dues**

Presenter: Board President Johnson

*We are requesting approval of the FY24 Association of Community College Trustees membership dues in the amount \$3,646.00. This year's dues increased \$106.00 from FY23. ACCT is providing additional programs and services including the ACCT Connect online learning and networking platform and 25 complimentary board retreats or workshops for member institutions (colleges receiving these free retreats/workshops are determined by a random drawing each fall). ACCT's letter and dues invoice are Attachment 5.9.*

## 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 Trustees will meet June 22, 2023 and the Presidents held a retreat on May 23-25, 2023.*

#### 6.1.3. Upcoming Meetings and Events

- *June 15, 2023 - Opening date for submitting applications for IVCCD President position.*
- *June 20, 2023 - High School Equivalency Diploma Graduation at 5:00 p.m. in Dejardin Hall.*
- *July 11, 2023 - Dedication of the C.T. Rierson Equine Arena, ECC Equestrian Center, 705 Ellsworth Avenue, Iowa Falls at 11:00 a.m.*
- *July 12, 2023 - Regular Board Meeting at 4:00 p.m. in Marshalltown.*
- *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*
- *November 7, 2023 - School Election*

## **6.2. Approved Quotations for IVCCD-Ellsworth Community College Construction Projects**

Presenter: Gena Garber

*Per Iowa Code Chapter 26.14, approved quotations for the following construction projects are presented as information.*

- Iowa Valley Community College District – Ellsworth Community College Reg Johnson lobby and office remodel - There were two quotations submitted, and the approved quotation was from Smith-Gehrls, Inc. in the amount of \$102,575.00.*
- Iowa Valley Community College District – Ellsworth Community College Trades and Industry and the Reg Johnson service and panel replacements - There were three quotations submitted, and the approved quotation was from Barnhart Electric Inc. in the amount of \$124,287.00.*
- Iowa Valley Community College District – Ellsworth Community College Welding Lab - There were three quotations submitted, and the approved quotation was from Reliable 1 in the amount of \$58,783.00.*
- Iowa Valley Community College District - Ellsworth Community College Gentle Student Center Fire System - There is only one bid for the Fire Alarm System from Midwest Alarm based on the state negotiated rate for public institutions. Midwest Alarm offers Honeywell Notifer alarm panels which is consistent with out other buildings. Quotation amount is \$38,221.21.*

*Quotations are Attachment 6.2.*

## **6.3. Agreement of Cooperation with University of Cooperative Education, Breitenbrunn Germany**

Presenter: Dr. Klein

*This agreement is a continuation with the Bachelor Academy Saxony which has seven schools in their district. We currently have an agriculture agreement with the Dresden school and this agreement is with the Social Work school in Breitenbrunn Germany. Agreement is Attachment 6.3.*

## **6.4. Iowa Valley Community College District's F2024 Roadway Maintenance Agreement with the Iowa Department of Transportation for Roads within Marshalltown Community College**

Presenter: Gena Garber

*This proposed FY2024 Roadway Maintenance Agreement is for routine maintenance on institutional roads within Marshalltown Community College. This agreement will be effective for the period beginning 7/1/2023 and ending 6/30/2024. The terms of the agreement are the same as last year. IVCCD receives annual reimbursement of \$6,120.00. Agreement is Attachment 6.4.*

## **Approval of the Consent Agenda**

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

## REGULAR AGENDA

### 7. Action Items

#### **7.1. Approval of 260F Iowa Jobs Training Agreement with Bruin Manufacturing, \$23,966**

*We are requesting approval of a 260F Iowa Jobs Training Agreement with Bruin Manufacturing in Marshalltown, Iowa. Bruin has 52 total employees. Bruin was founded in 1949. They are a custom plastic injection molding company. It began as a machine shop, then die casting, then ultimately a plastic molder. They are now in their 3rd generation of family ownership. This is the 5th contract with them. They plan to use the funding for safety training, mold design training, robotic training, and leadership training. This project will also cover the cost of two of their current employees to take MCC classes on our campus. 260F is the Iowa Jobs Training. The 260F program helps Iowa businesses train and upskill current employees. The program fosters the growth and competitiveness of Iowa businesses by ensuring that Iowa's workforce has the skills and expertise needed to compete worldwide. Training programs are customized to meet the specific productivity needs of each business. \$4.75 million is available annually statewide and matched by participating businesses.*

*Agreement is Attachment 7.1.*

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

#### **7.2. Approval of EMT Emergency Services Training Agreement**

Presenter: Dr. Fisher

*We are requesting approval of the EMT Emergency Services Training Agreement. The purpose of this agreement is to continue EMT training in our district. Agreement is Attachment 7.2.*

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

#### **7.3. Approval of Tuition Increase for Iowa Valley Community College District for FY24**

Presenter: Dr. Fisher

*We are requesting approval of a \$5.00 per credit hour tuition increase for FY24 for resident and non-resident ECC and MCC students per revised Guideline for Board Policy 710. Guideline for Board Policy 710 is Attachment 7.3.*

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

#### **7.4. Approval of Dining Service Agreements between Great Western Dining Service, Inc., Ellsworth Community College and Marshalltown Community College**

Presenters: Dr. Klein, Dr. Lillienthal

*We are requesting approval of the "Dining Service Agreement Exhibit A" between Great Western Dining, Inc., Ellsworth Community College and Marshalltown Community College. This year's agreements include the following:*

- 7% increase on the Board rates and 8% increase on the 10 meal punch cards*

- 8% increase of casual meals through the line and pre/post semester meals
- 2.5% increase for conference/catering

Agreements are Attachment 7.4.

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

**7.5. Approval of 2023-2024 Meal Plan Charges for Ellsworth Community College and Marshalltown Community College**

Presenters: Dr. Lilienthal, Dr. Klein

*We are requesting approval for the meal plan charges for the 2023-2024 academic year. Students living on campus will pay a common meal plan rate across the District of \$1,275 per semester. This represents a 4.5% increase at ECC and a 10.2% decrease at MCC. Specific cost information for punch cards, casual meals and pre/post semester meals are contained in each contract.*

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

**7.6. Approval of IVCCD Housing Rates for 2023-2024**

Presenters: Dr. Lilienthal, Dr. Klein

*We are requesting approval for housing charges per semester for the 2023-2024 academic year with occupancy dates being August 28, 2023 to May 10, 2024.*

- Thompson & Wall Halls at ECC: \$1,975 per semester (\$3,950 annual) per double room (\$50 increase)
- Lloyd Hall at ECC: \$2,400 per semester (\$4,800 annual) per double room (\$50 increase)
- North, East & South Halls at MCC: \$2,600 per semester (\$5,200 annual) per double room (\$100 increase)
- College Apartments at ECC: \$2,600 per semester (\$5,200 annual) per double room (no increase)
- Thompson & Wall Halls at ECC: \$2,600 per semester (\$5,200 annual) per single room (no increase)
- College Suites at ECC: \$2,825 per semester (\$5,650 annual) per double room (\$20 increase)
- Lloyd Hall at ECC: \$3,000 per semester (\$6,000 annual) per single room (\$170 increase)
- College Suites at ECC: \$3,375 per semester (\$6,750 annual) per single room (\$50 increase)
- North, East & South Halls at MCC: \$3,375 per semester (\$6,750 annual) per single room (no increase)

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



**7.7. Approval of 2020-2025 Master Agreement between the Board of Directors of Iowa Valley Community College District (Merged Area VI) and the Iowa Valley Community College Education Association/ISEA**

Presenter: Gena Garber

*We are requesting approval of the 2020-2025 Master Agreement between the Board of Directors of Iowa Valley Community College District (Merged Area VI) and the Iowa Valley Community College Education Association/ISEA. Master Agreement and revised Guideline for Board Policy 411C are Attachment 7.7.*

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

**7.8. Approval of Salary Increase for All Regular Full-Time and Part-Time Benefit Eligible Non-Faculty Employees for 2023-2024**

Presenter: Gena Garber

*We are requesting approval of a 3.3% increase for all regular full-time and part-time benefit eligible non-faculty employees for 2023-2024. Guideline for Board Policy 411A – IVCCD Exempt (Salaried) Positions Classifications 2023-2024 and Guideline for Board Policy 411B – IVCCD Non-Exempt (Hourly) Position Classifications 2023-2024 are Attachment 7.8.*

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

**7.9. Approval of Employment Agreement between the Iowa Valley Community College District Board of Directors and President Dr. Kristie Fisher for FY24**

Presenter: Board President Larry Johnson

*We are requesting approval of the Employment Agreement between the Iowa Valley Community College District Board of Directors and President Dr. Kristie Fisher for FY24. Employment Agreement is Attachment 7.9.*

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

**7.10. Approval of the Security Penetration Testing Professional Services Agreement**

Presenter: Mike Mosher

*District administration is requesting approval of the Professional Services Agreement between Iowa Valley Community College District and FRSecure. FRSecure will conduct an internal and external penetration test. A penetration test is a simulated cyber-attack against the District's IT infrastructure to check for exploitable vulnerabilities. Included as part of the agreement is both an internal and external test along with a findings report. For penetration test details within the agreement, refer to pages 4, 7, 10, and 24 – 29. Total cost of this agreement is \$22,425. Agreement is Attachment 7.10.*

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



### **7.11. Approval of the Microsoft Intune Professional Services Quote and Scope of Work Agreement**

Presenter: Mike Mosher

*District administration is requesting approval of the Professional Services Agreement between Iowa Valley Community College District and Sterling. Sterling will assist the District with implementing Microsoft Intune. Intune is a cloud-based endpoint management solution that allows for the management of users, devices, and applications whether on-campus or remote. Included as part of the agreement is Intune setup and configuration, testing, reporting, and training. Total cost of this agreement is \$6,550. Agreement is Attachment 7.11.*

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

## **8. Information Items**

### **8.1. Monthly Financial Statements**

Presenter: Gena Garber

*The monthly financial statements are Attachment 8.1.*

### **8.2. Update on Iowa Valley Community College District President Search**

Presenter: Director Hofer, Gena Garber

*President Search Committee Chair Director Hofer and Vice President of Administration Gena Garber will provide an update on the search process. A schedule of activities and other information relative to the search are Attachment 8.2.*

### **8.3. Board President's Report**

Presenter: Board President Johnson

### **8.4. Board Directors' Reports**

### **8.5. President's Reports**

Presenter: Dr. Fisher

### **8.6. Board Secretary's Report**

Presenter: Barb Jennings

- *ACCT Leadership Congress, Las Vegas, NV on October 9-12, 2023 - Early bird registration deadline is August 4.*

## **9. Adjournment**

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