



IVCCD Board of Directors Meeting

Iowa Valley Community College District
Wednesday, May 14, 2025 at 4:00 PM
Business & Community Solutions Room 612/614,
3700 South Center Street, Marshalltown, IA 50158

Meeting Details: <https://iavalley.zoom.us/j/93600397403>

Phone: 312-626-6799

Meeting ID: 936 0039 7403

3:30 - 4:00 PM — School Board Recognition Reception

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

Presenter: Dr. Barb Klein

The Ellsworth Community College faculty and staff continue to work with the Equine Advisory Board volunteers on the facility improvement projects. The first phase of the project was the construction of the Hamilton Campus perimeter fence. It was funded through a series of grants and fundraising. The second phase is the addition of an outdoor arena that will soon be moving forward as well. An anonymous \$50,000 donation was made in December 2024 and a portion of that will be used to fund the outdoor "classroom" arena. Other goals in the project are improved parking, arena lighting, and a PA system. All of these improvements serve to enhance the student experience and increases our competitiveness with other venues for rental events. We want to thank our Equine Advisory Board

volunteers, Joel Edge, Bill Horton, Gary Sampson, Robin Sampson, and Dave Sweeney, for their efforts in this project.

2.4. Introduction of New Employees

None.

3. Strategic Presentation - Review of Strategic Plan 2020-2025

Presenter: Executive Leadership Team

Executive Leadership Team members will present on the 2020 to 2025 Strategic Plan for Iowa Valley Community College District. The presentation will outline four main outcomes: providing quality learning experiences, offering resources and support services for student success, addressing community and workforce training needs, and strengthening sustainability through improved processes and employee development.

CONSENT AGENDA

4. President's Comments Regarding the Consent Agenda

Presenter: Dr. Anne Howsare Boyens

5. Consent Agenda Action Items

5.1. Approval of Minutes

The minutes of the April 2, 2025 Joint AEA Board Meeting and the April 9, 2025 regular meeting are Attachment 5.1.

5.2. Personnel Report

Presenter: Gena Garber

The Personnel Report and Summer Days Report for the month of May are 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. The Board Policies are presented for approval and the Guidelines are presented as information only.

- *BP400, BP400.1, BP402, BP403, BP404, BP411, BP413, BP414, BP415, BP416.1, BP416.2 and BP417.*
- *Guidelines include GDP400.1A, GDBP400.1B, GDBP402, GDBP411D, and GDBP411E.*

The Board Policies and Guidelines are Attachment 5.4.

5.5. Acceptance of Gifts and Grants

None.

5.6. Approval of Annual Maintenance Agreement for MCC

We are requesting approval of the FY26 Roadway Maintenance Agreement for routine maintenance on institutional roads within Marshalltown Community College. This agreement will be effective for the period beginning 7/1/2025 and ending 6/30/2026. The terms of the agreement are the same as last year. IVCCD receives an annual reimbursement of \$6,426.00. Agreement is Attachment 5.6.

5.7. Approval of ECC and MCC Academic Year 2025-2026 College Catalog

Presenter: Dr. Matt Schmit, Dr. Barb Klein

The Academic Year 2025-2026 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 Curriculum Annual Report is Attachment 5.7.

6. Consent Agenda Information Items

6.1. Meeting Reports

6.1.1. Ellsworth College Board of Trustees

Presenter: Dr. Anne Howsare Boyens and Dr. Barb Klein

An abstract of the minutes is Attachment 6.1.1.

6.1.2. IACCT & IACCP Meetings

Presenter: Board President Hofer and Dr. Anne Howsare Boyens

The Trustees will meet for its Annual Membership Meeting on July 9-10, 2025, during the CC for Iowa Trustee Conference and the Presidents will meet May 21-23, 2025, for the Presidents' Retreat.

6.1.3. Upcoming Meetings and Events

- *May 16, 2025 - ECC Graduation at 2 p.m. in Iowa Falls and MCC Graduation at 7 p.m. in Marshalltown.*
- *June 11, 2025 - Regular Board meeting at Iowa Valley Grinnell.*
- *July 9-10 - Community Colleges for Iowa Trustee Conference at Iowa Central Community College.*
- *July 16, 2025 - Regular Board meeting via Zoom.*
- *Aug. 13, 2025 - Regular Board meeting in Marshalltown.*

Approval of the Consent Agenda

BOARD ACTION: _____

REGULAR AGENDA

7. Action Items

7.1. Approval of Bid for Iowa Valley Grinnell Auto Tech Project - \$1,112,000

Presenter: Dr. Matt Schmit

Bids for this project were opened on May 1, 2025. This project will be funded by an Iowa Career Academy Incentive Fund grant, fund 7, and fundraising. The bid record, recommendation for approval, and proof of posting is Attachment 7.1.

(ROLL CALL VOTE)

BOARD ACTION: _____

7.2. Approval of Bid for IVCCD ECC Wall Hall Demo Project- \$161,500

Presenter: Dr. Barb Klein

Bids for this project were opened on May 8, 2025. This project will be funded with bond savings. The bid record, recommendation for approval, and proof of posting is Attachment 7.2.

(ROLL CALL VOTE)

BOARD ACTION: _____

7.3. Approval of ECC Math & Science Building Agreement - \$39,000

Presenter: Dr. Barb Klein

We are requesting approval of an agreement with Shive-Hattery to provide roof replacement design, bidding, and construction services for the Ellsworth Community College Math and Sciences Building roof. The project will be funded by Fund 7 (plant fund). The contract with Shive-Hattery is Attachment 7.3.

BOARD ACTION: _____

7.4. Approval of 260F Iowa Jobs Training Agreement with Burchland Manufacturing - \$10,150

Presenter: Neysa Hartzler

We are requesting approval of a 260F Iowa Jobs Training Agreement with Burchland Manufacturing in Gilman, Iowa. Burchland Manufacturing is a small manufacturing company in rural Marshall County. They employ 11 people, 10 full-time and one part-time. Burchland Manufacturing started with one employee (the owner) in 2005 when a construction company came to owner Aaron Burchland with an idea to design and manufacture the silt fence plow. The business started in their home and nearby shop on their property. Within a couple of years, Aaron built a building to manufacture the silt fence plow and develop other products and equipment. As of today in 2025, Burchland Manufacturing engineers, signs, and builds a variety of agriculture equipment including the GSX Driver Over Hopper, Seed Treatment equipment and Nitrogen Bar Head Trailers. They also provide erosion and sediment control by producing products to efficiently control disintegration such as a Silt Fence Installer, a Material Roller, and Straw Crimper. They also

supply equipment for construction projects. This is the very first contract with Burchland and they plan to use their funding for safety including forklift training and OSHA10 for all of their employees.

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. The contract is Attachment 7.4.

BOARD ACTION: _____

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

Presenter: Dr. Barb Klein, Dr. Matt Schmit

We are requesting approval of the "Dining Service Agreement Exhibit A" between Great Western Dining Service, Inc., Ellsworth Community College and Marshalltown Community College. This year's agreements have a 3% increase in ECC's Meal Plan Rates and 2.5% for MCC's Meal Plan Rates. Agreements are Attachment 7.5.

BOARD ACTION: _____

7.6. Approval of 2025-2026 Meal Plan Charges for Ellsworth Community College and Marshalltown Community College

Presenter: Dr. Barb Klein, Dr. Matt Schmit

We are requesting approval of meal plan charges for the 2025-2026 academic year. Students living on campus will pay a common meal plan rate across the District of \$2,750 per year. This represents a 5.8% increase. Specific cost information for punch cards, casual meals, and pre/post semester meals are contained in each contract.

BOARD ACTION: _____

7.7. Approval of IVCCD Housing Rates for 2025-2026

Presenter: Dr. Barb Klein, Dr. Matt Schmit

We are requesting approval for housing changes for the 2025-2026 academic year with occupancy dates being August 25, 2025, to May 15, 2026.

- Thompson Hall at ECC: \$4,060 annual rate per double room (\$60 increase); \$5,300 annual rate per single room (\$100 increase).
- Lloyd Hall at ECC: \$4,895 annual rate per double room (\$95 increase); \$6,125 annual rate per single room (\$125 increase).
- North, East, & South Halls at MCC: \$5,300 annual rate per double room (\$100 increase); \$6,900 annual rate per single room (\$150 increase); \$4,400 annual rate per triple room (no increase).

- *College Apartments at ECC: \$5,300 annual rate per double room (\$100 increase); \$6,900 annual rate per single room (\$150 increase).*
- *College Suites at ECC: \$5,815 annual rate per double room (\$115 increase); \$6,950 annual rate per single room (\$150 increase).*

BOARD ACTION: _____

7.8. Approval of Tuition Increase for Iowa Valley Community College District for FY26

Presenter: Dr. Anne Howsare Boyens

We are requesting approval of a \$7.00 per credit hour tuition increase for FY26 for resident and non-resident ECC and MCC students per revised Guideline for Board Policy 710. Guideline for Board Policy 710 is Attachment 7.10.

BOARD ACTION: _____

7.9. Approval of 2025-2030 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 2025-2030 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. The Master Agreement and revised Guideline for Board Policy 411C are Attachment 7.9

BOARD ACTION: _____

7.10. Approval of Salary Increase for All Regular Full-Time and Part-Time Benefit Eligible Non-Faculty Employees for 2025-2026

Presenter: Gena Garber

We are requesting approval of a 3.1% increase for all regular full-time and part-time benefit eligible non-faculty employees for 2025-2026. Guideline for Board Policy 411A – IVCCD Exempt (Salaried) Positions Classifications 2025-2026 and Guideline for Board Policy 411B – IVCCD Non-Exempt (Hourly) Position Classifications 2025-2026 are Attachment 7.10.

BOARD ACTION: _____

7.11. Approval of Modern Campus Contract for Website Redesign - \$186,758.10

Presenter: Mike Mosher

District administration requests approval of the contract between Iowa Valley Community College District and Modern Campus for the redesign and hosting of the District's website. This 3-year contract includes design, implementation, migration, and set up services, software and add-on module licensing, website hosting, and ongoing developer assistance. Year one cost is \$112,499.00. Year two cost is \$36,223.95. Year three cost is \$38,035.15.

The website redesign and 3-year licensing, hosting, and support will be funded through strategic, OEPI, and fund 1 dollars. The contract is included as Attachment 7.11.

BOARD ACTION: _____

7.12. Approval of Latitude Contract for ECC Exterior Signage - \$69,665

Presenter: Dr. Barb Klein

We are requesting approval of the Latitude Signage + Design contract for the purchase and installation of exterior signage for the Ellsworth Community College campus. Strategic funds will be used for this purchase. IVCCD previously partnered with Latitude for the updated signage at MCC. The contract is Attachment 7.12.

BOARD ACTION: _____

8. Information Items

8.1. Monthly Financial Statements

Presenter: Gena Garber

The March monthly financial statements including revenue over expenses and the investment report are Attachment 8.1

8.2. Board President's Report

Presenter: Board President Joanna Hofer

8.3. Board Director's Reports

8.4. President's Reports

Presenter: Dr. Anne Howsare Boyens

8.5. Board Secretary's Report

Presenter: Board Secretary Abigail Casey

8.6. First Reading of Board Policy 519

Presenter: Dr. Anne Howsare Boyens

We are requesting approval of the first reading of Board Policy 519 which prohibits hazing. The second and final reading will appear on the June 11, 2025 Board agenda. Board Policy 519 is Attachment 7.8.

9. Adjournment of Regular Meeting

10. BOARD RETREAT AGENDA

10.1. Recess for Dinner

10.2. Board Self-Evaluation

10.3. President's Evaluation

10.4. Adjournment of Board Retreat

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