



## **IVCCD Board of Directors Meeting**

Iowa Valley Community College District

Wednesday, June 12, 2024 at 4:00 p.m.

Iowa Valley Grinnell, 123 6th Ave. Room 121, Grinnell, IA 50112

**Meeting Details:** <https://iavalley.zoom.us/j/92616477921>,

**Phone:** 312-626-6799

**Meeting ID:** 926 1647 7921

### **2:45 p.m. to 4 p.m. Tour of Auto Tech Program**

**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**

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

### **3. Community Colleges of Iowa Presentation**

Presenter: Emily Shields

*Community Colleges of Iowa Executive Director Emily Shields will provide an update on CCI activities and services.*

## 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 May 8, 2024 board meeting, and May 15, 2024 special board meeting are Attachment 5.1.*

#### 5.2. Personnel Report

Presenter: Gena Garber

*The Personnel Report and Summer Days Report for the month of June 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 for approval.*

- Board Policy Series 300 - Administration including BP300, BP310, BP311, BP313, BP340, BP341, BP342.

*The Board Policies are Attachment 5.4.*

#### 5.5. Acceptance of Gifts and Grants

Presenter: Dr. Robin Lilienthal

- *Moehn Electric Sales Electric has donated equipment with an estimated value of \$3,100.00 to the MCC Power Line Program.*
- *Luke Tingley has donated a gecko (animal) and supplies with an estimated value of \$418 to the MCC Biology department.*

#### 5.6. Approval of 2024-2025 Academic Year Quality Faculty Plan

Presenter: Honoria Balogh

*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

Presenter: Dr. Barb Klein, Dr. Robin 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 Curriculum Annual Report is Attachment 5.7.

**5.8. Approval of FY25 Community Colleges of IACCT Membership Dues**

Presenter: Board President Johnson

*We are requesting approval of the FY25 Community Colleges Membership Dues and lobbying fees in the amount of \$53,841. The IACCT invoice is Attachment 5.8.*

**5.9. Approval of FY25 Association of Community College Trustees Membership Dues**

Presenter: Board President Johnson

*We are requesting approval of the FY25 Association of Community College Trustees membership dues in the amount of \$3,755. ACCT's invoice is Attachment 5.9.*

**5.10. Approval of ECC and MCC Contracts with McFarland Clinic for Athletic Training Services 2024-2027**

Presenters: Dr. Robin Lilienthal, Dr. Barb Klein

*We are requesting approval of the agreements between McFarland Clinic, P.C. and Iowa Valley Community College District - Marshalltown Community College and Ellsworth Community College. Both agreements are for three years. Agreements are Attachment 5.10.*

**5.11. Approval of BCS Contract Renewal for EMS Training Services**

Presenter: Becky Hassett

*We are requesting the approval of the renewal agreement between Jami Stupp and Corey Larson and Iowa Valley Community College District to provide EMS training services throughout the district. Agreement is Attachment 5.11.*

**5.12. Iowa Valley Community College District's FY25 Roadway Maintenance Agreement with the Iowa Department of Transportation for Roads within Marshalltown Community College**

Presenter: Gena Garber

*This proposed FY2025 Roadway Maintenance Agreement is for routine maintenance on institutional roads within Marshalltown Community College. This agreement will be effective for the period beginning 7/1/2024 and ending 6/30/2025. The terms of the agreement are the same as last year. IVCCD receives annual reimbursement of \$6,426.00. Agreement is Attachment 5.12.*

**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 Johnson and Dr. Anne Howsare Boyens

*The Trustees will meet June 26, 2024 and the Presidents will meet Aug. 28, 2024.*

**6.1.3. Upcoming Meetings and Events**

- *July 2, 2024 - Regular Board Meeting at 4 p.m. via Zoom.*
- *July 10-11, 2024 - Summer Trustee Conference and Governance Leadership Institute hosted by Hawkeye Community College in Waterloo.*
- *Aug. 13, 2024 - All Iowa Valley Day at Marshalltown Community College*
- *Aug. 14, 2024 - Personnel Subcommittee Meeting 3 p.m.*
- *Aug. 14, 2024 - Regular Board Meeting at 4 p.m. in Marshalltown. Tour of Information Technology at 3:30 p.m.*
- *Sept. 11, 2024 - Regular Board Meeting at 4 p.m. in Iowa Falls.*

**6.2. First Reading of Board Policy 450**

Presenter: Dr. Anne Howsare Boyens

*We are requesting approval of the first reading of Board Policy 450 which establishes an Institutional Review Board (IRB) for the District. Board Policy 450 is attachment 6.2.*

**Approval of the Consent Agenda**

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

**REGULAR AGENDA**

**7. Action Items**

**7.1. Approval of Lease Agreement with Iowa Falls Community School District for Greenbelt Alternative High School**

Presenter: Dr. Barb Klein

*We are requesting approval of the 2024-2027 lease agreement with the Iowa Falls School District to lease space for the Greenbelt Alternative High School. Lease is Attachment 7.1.*

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

**7.2. Approval of Completion of the IVCCD Marshalltown - Locker Room & Gym Renovation**

Presenter: Dr. Robin Lilienthal

*We are requesting approval of completion of the IVCCD Marshalltown - Locker Room & Gym Renovation project and establish the date of acceptance of its substantial completion on Dec. 31, 2023 with Ball Team, LLC. with one exception for Turf, Nets, and Door & Hardware for Doors completed on April 12, 2024. Certificate of Substantial Completion Certificate is Attachment 7.2.*

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

**7.3. Approval of Completion of IVCCD Ellsworth - Lloyd Hall Project**

Presenter: Dr. Barb Klein

*We are requesting approval of completion of the IVCCD Ellsworth - Lloyd Hall project and establish the date of acceptance of its substantial completion on January 30, 2024, with Steege Construction, Inc. Certificate of Substantial Completion Certificate is Attachment 7.3.*

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

**7.4. Approval of 260F Iowa Jobs Training Agreement with Alliant Energy - \$12,080**

Presenter: Neysa Hartzler

*We are requesting approval of a 260F Iowa Jobs Training Agreement with Alliant Energy in Marshalltown, Iowa. Alliant Energy has 2,200 employees in Iowa and 239 employees in the Marshalltown area alone. Alliant Energy's Iowa energy company provides electric and natural gas services to 83 of Iowa's 99 Counties. The company traces its roots to the late 1800s through small power companies across the state. The company is headquartered in Cedar Rapids and has around 2,000 Iowa-based employees. This is the fourth contract with Alliant Energy, and they plan to use the funding for CPR/First Aid training as well as some other safety training.*

*260F is the Iowa Jobs Training program that 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. Training agreement is Attachment 7.4.*

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

**7.5. Approval of 260F Iowa Jobs Training Agreement with Ritchie Industries - \$40,133**

Presenter: Neysa Hartzler

*We are requesting approval of a 260F Iowa Jobs Training Agreement with Ritchie Industries in Conrad, Iowa. Ritchie Industries has a total of 69 employees. Thomas Ritchie, an Iowa farmer, invented an automatic animal watering system in 1921 for the purpose of keeping*

*his own livestock supplied with fresh water. His invention became popular among the farmers in the area, so he patented the concept and sold it to farmers around the state out of a machine shed on his farm. Ritchie Industries incorporated in 1929 and then C.D. Wilson Sr. purchased the business in 1943 and moved it to Conrad, Iowa, where it has remained ever since. On January 15, 2004, Clifford D. Wilson Jr. sold the company to the Ritchie ESOP. This is the 7th contract with Ritchie Industries. They plan to use the funding for a variety of trainings including welding, several national conferences, maintenance and safety training, sales and marketing training, as well as a variety of Industry 4.0 topics including software system integration and automation.*

*260F is the Iowa Jobs Training program that 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. Training agreement is Attachment 7.5.*

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

**7.6. Approval of Iowa Valley Transportation Proposal from CIT Transportation**

Presenter: Dr. Barb Klein

*We are requesting approval of the CIT Transportation proposal for charters to transport athletic teams during the 2024-2025 academic year.*

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

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

Presenters: Dr. Robin Lienthal, Dr. Barb Klein

*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% for MCC's Meal Plan Rates . Agreements are Attachment 7.7.*

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

**7.8. Approval of 2024-2025 Meal Plan Charges for Ellsworth Community College and Marshalltown Community College**

Presenters: Dr. Robin Lilienthal, Dr. Barb Klein

*We are requesting approval for the meal plan charges for the 2024-2025 academic year. Students living on campus will pay a common meal plan rate across the District of \$1,300 per semester. This represents a 2% increase. Specific cost information for punch cards, casual meals and pre/post semester meals are contained in each contract. Agreement is Attachment 7.8.*

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

**7.9. Approval of IVCCD Housing Rates for 2024-2025**

Presenters: Dr. Robin Lilienthal, Dr. Barb Klein

*We are requesting approval for housing charges per semester for the 2024-2025 academic year with occupancy dates being August 26, 2024 to May 16, 2025.*

- *Thompson Hall at ECC: \$2,000 per semester (\$4,000 annual) per double room (\$50 increase)*
- *Lloyd Hall at ECC: \$2,400 per semester (\$4,800 annual) per double room (no increase)*
- *North, East & South Halls at MCC: \$2,600 per semester (\$5,200 annual) per double room (no increase)*
- *College Apartments at ECC: \$2,600 per semester (\$5,200 annual) per double room (no increase)*
- *Thompson Hall 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 (no increase)*
- *Lloyd Hall at ECC: \$3,000 per semester (\$6,000 annual) per single room (no increase)*
- *College Suites at ECC: \$3,375 per semester (\$6,750 annual) per single room (no increase)*
- *North, East & South Halls at MCC: \$3,375 per semester (\$6,750 annual) per single room (no increase)*
- *North, East & South Halls at MCC: \$2,200 per semester (\$4,400 annual) per triple room*

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

**7.10. Approval of Tuition Increase for Iowa Valley Community College District for FY25**

Presenter: Dr. Anne Howsare Boyens

*We are requesting approval of a \$8.00 per credit hour tuition increase for FY25 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:** \_\_\_\_\_

**7.11. 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 7.11.*

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

**7.12. Approval of Salary Increase for All Regular Full-Time and Part-Time Benefit Eligible Non-Faculty Employees for 2024-2025**

Presenter: Gena Garber

*We are requesting approval of a 3.45% increase for all regular full-time and part-time benefit eligible non-faculty employees for 2024-2025. 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 7.12.*

**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 Larry Johnson

**8.3. Board Director's Reports**

**8.4. President's Report**

Presenter: Dr. Anne Howsare Boyens



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

Presenter: Board Secretary Abigail Pelzer

### **9. Adjournment**

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