



IVCCD Board of Directors Meeting Minutes

Iowa Valley Community College District

Jul 12, 2023 at 4:00 PM CDT

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

Attendance

Present:

Members: Chris Brodin, Joanna Hofer, Larry Johnson (remote), Clark Lawler (remote), Jackie Pippin, Paul Pohlson (remote)

Absent:

Members: Deb Jones

Also in attendance were President Dr. Kristie Fisher, Board Secretary Amber Bolen, Board Treasurer Gena Garber, and other college personnel.

1. Call to Order - 4 p.m.

1.1. Additions/Deletions to the Agenda

There were no additions or deletions.

1.2. Approval of the Agenda

BOARD ACTION: Director Hofer moved approval of the agenda. Motion seconded by Director Pippin. Motion carried unanimously.

2. Correspondence and/or Visitors

2.1. Introduction of and Comments from Representatives to the Board

BCS Representative to the Board, Morgan Frederick, shared information regarding BCS' activities.

2.2. Public Comment

There were no comments.

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

- Dr. Fisher noted there were several Board Policies on this agenda in preparation for the October Iowa Department of Education visit. There will also be several additional policies on next month's agenda. Dr. Fisher noted revisions to several of the policies.
- Dr. Fisher noted the Facilities Master Plan is a requirement for state accreditation, and she thanked Ms. Jennings for updating the historical section of the document.
- Dr. Fisher asked Board members who were interested in attending the October 9-12, 2023, ACCT Leadership Congress to let Ms. Bolen know prior to the early bird deadline.

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 (Presenters: 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 (Presenters: 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 (Presenters: 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 (Presenters: Dr. Fisher and Dr. Klein)

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

6.1.2. IACCT & IACCP Meetings (Presenters: 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: Director Brodin moved to approve the Consent Agenda. Motion seconded by Director Hofer. Motion carried unanimously.

REGULAR AGENDA

7. Action Items

- 7.1. Approval of Business and Community Solutions Academic Year 2023-2024 Student Handbook (Presenters: Jacque Goodman)**

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

Ms. Goodman reported the BCS Student Handbook was revised with updated information to reflect current practice.

BOARD ACTION: Director Lawler moved approval of the Business and Community Solutions Student Handbook. Motion seconded by Director Pippin. Motion carried unanimously.

7.2. Approval of the Security Awareness Training Subscription Quote (Presenters: 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.

Mr. Mosher shared that IVCCD has had an informal approach to cyber security training. The Gramm Leach Bliley Act for Higher Education Act requires the District to provide formal training, therefore, IVCCD and other community colleges are working with KnowBe4 for this training.

BOARD ACTION: Director Hofer moved approval of the Security Awareness Training Subscription. Motion seconded by Director Brodin. Motion carried unanimously.

8. Information Items

8.1. Monthly Financial Statements (Presenters: Gena Garber)

The monthly financial statements are Attachment 8.1.

- Ms. Garber reported on the monthly financials as of May 2023, noting there was nothing unusual as compared to last year. She noted that the Business Office is getting ready for the FY23 pre-audit that will take place in August in preparation for their October audit.
- Dr. Fisher reported on the bond project expenses, noting the ECC Locker Room/Activity Space is waiting for sub-contractors to complete minor work before final payment is made. She noted that the doors have been installed at Lloyd Hall, with painting needed to complete the project. Dr. Fisher also reported on the transformer replacement delay for

Thompson Hall, noting we may be moving to a non-primary meter to ensure we can get replacement transformers in the future. She added that the goal for completing the landscaping of the Marshalltown Exteriors project was this summer, but due to lack of bids, that project will be completed this fall.

8.2. Board President's Report (Presenters: Board President Johnson)

- Board President Johnson shared he and other Board member will be attending the Community College for Iowa Trustees Conference at Kirkwood next week.

8.3. Board Director's Reports

Director Hofer reported the following from Community Colleges for Iowa June 22 Board meeting:

- Kat Callahan, who replaced Laurie Wolf, gave a presentation on Future Ready Iowa.
- Next year's Community Colleges for Iowa Conference will be a Governance Leadership Conference similar to that offered by ACCT.
- Several CCI Board members terms are expiring this year and her term as Board President for CCI is ending.

8.4. President's Reports (Presenters: Dr. Fisher)

- Dr. Fisher reported that enrollment is ahead of where we were at this time last year.
- She also noted, she will be attending the Community College for Iowa Conference and will be arriving early if any Board members need assistance.

8.5. Board Secretary's Report (Presenters: Amber Bolen)

- No Report


9. Adjournment - 4:17 p.m.



Larry W. Johnson, Board President



Amber Bolen, Board Secretary



Date