



**IVCCD Board of Directors Meeting Minutes**  
Iowa Valley Community College District  
Wednesday, March 12, 2025, at 4:00 PM  
District Administration Building Board Room  
3702 South Center Street, Marshalltown, IA 50158

**Attendance:**

Members Present: Chris Brodin, Amber Danielson, Joanna Hofer, Larry Johnson, Deb Jones, and Clark Lawler.

Also in attendance were President Dr. Anne Howsare Boyens, Board Secretary Abigail Casey, Board Treasurer Gena Garber, and other college personnel.

**Call to Order:**

Board President Hofer called the regular session of the Iowa Valley Community College District Board of Directors to order at 4:00 p.m. on Wednesday, March 12, 2025 at the Iowa Valley Community College District Administration Board Room, 3702 South Center Street, Marshalltown, IA 50158.

**Additions/Deletions to the Agenda:**

Board President Hofer noted Item 7.8, Closed Session for Collective Bargaining Strategy, would be moved to the end of the meeting, stating no further action would be taken prior to adjournment. She also noted Item 3, the Fiscal Year 2024 Financial Review, would be presented with Item 7.1, Approval to Set the Date of the Public Hearing and Filing of FY2026 Certified Budget.

**Approval of the Agenda:**

Director Brodin moved approval of the agenda. Motion seconded by Director Danielson. Motion carried unanimously.

**Correspondence and/or Visitors:**

None.

**Introduction of and Comments from Representatives to the Board:**

ECC Faculty Representative Joerg Rochlitzer, MCC Faculty Representative Danielle Kness, IVG Faculty Representative Lucas Shepherd, and BCS Representative Melissa Mulder shared activities about their units.

**Recognitions:**

None.

**Introduction of New Employees:**

Demeri Bell, graphic designer, IVCCD Marketing was introduced to the Board.

**CONSENT AGENDA:**

**President's Comments Regarding the Consent Agenda:**

Dr. Howsare Boyens noted upcoming meeting and events, sharing that the Joint Board Meeting with NIACC, HCC, and Central Rivers AEA will be held virtually on April 2.

**Approval of the Consent Agenda:**

**Motion:**

Director Lawler moved approval of the Consent Agenda Items: Item 5.1. - Approval of Minutes; Item 5.2 Personnel Report; Item 5.3. - Approval of Bills as Audited by the Finance Committee and Item 5.4 Review of Guideline for Board Policy 518 that updates recent changes to Title IX Coordinators. Motion seconded by Director Brodin. Motion carried unanimously.

**Strategic Presentation:**

Gena Garber provided a comprehensive overview of the budget process for the upcoming fiscal year. She outlined the history and education decision points, explaining how the certified budget is used to determine tax levies and allocate funds across various categories, including the Unrestricted General Fund, Restricted General Fund, Plant Fund, and Bond and Interest Fund. She also detailed the revenue sources for the Unrestricted General Fund, such as state aid, tuition, local support, federal aid, sales, and other income. She reviewed the FY25 levy rates, showing variations across community colleges, and discusses the administration's recommendation for approving the certified budget estimate for FY2026.

**REGULAR AGENDA**

**Action Items:**

**Approval to Set Date for Public Hearing and Filing of FY 2026 Certified Budget**

Ms. Garber recommended approval for filing of the certified budget estimate for fiscal year 2026 and establishing the date for the public hearing on April 9, 2025 at 4:00 p.m. at Ellsworth Community College, Reg Johnson Room 100, 1100 College Avenue, Iowa Falls, Iowa. The deadline for filing with the Marshall County Auditor's Office is April 30, 2025. Following approval for filing, the Board Secretary is directed to publish the appropriate legal notices.

**Motion:**

Director Johnson moved approval of setting the date for public hearing on April 9, 2025 and filing of FY2026 Certified Budget. Motion seconded by Director Brodin. On roll call vote: Ayes - Directors Johnson, Lawler, Danielson, Jones, Brodin, and Hofer. Motion carried unanimously.

**Approval to Set the Date for a Public Hearing on the Plans, Specifications, Form of contract and Estimated Cost for the IVCCD Grinnell campus Auto Tech Construction Project**

Dr. Matt Schmit requested the approval to set the date for a public hearing on the plans, specifications, form of contract, and estimated cost for the IVCCD Grinnell Campus Auto Tech Construction Project for April 9, 2025 at Ellsworth Community College, Reg Johnson Room 100, 1100 College Avenue, Iowa Falls, IA 50126. Schmit noted the project will be funded by an Iowa Career Academy Incentive Fund grant.

**Motion:**

Director Lawler moved approval of setting the date for a public hearing on the plans, specifications, form of contract, and estimated cost for the IVCCD Grinnell Campus Auto Tech Construction Project for April 9, 2025 at Ellsworth Community College, Reg Johnson Room 100, 1100 College Avenue, Iowa Falls, IA 50126. Motion seconded by Director Brodin. On roll call vote: Ayes - Directors Johnson, Lawler, Danielson, Jones, Brodin, and Hofer. Motion carried unanimously.

**Approval to Set the Date for a Public Hearing on the Plans, Specifications, Form of contract and Estimated Cost for the IVCCD Ellsworth Wall Hall Demo Construction Project**

Dr. Barb Klein requested the approval to set the date for a public hearing on the plans, specifications, form of contract, and estimated cost for the IVCCD Ellsworth Wall Hall Demo Construction Project for April 9, 2025 at Ellsworth Community College, Reg Johnson Room 100, 1100 College Avenue, Iowa Falls, IA 50126.

**Motion:**

Director Jones moved approval of setting the date for a public hearing on the plans, specifications, form of contract, and estimated cost for the IVCCD Ellsworth Wall Hall Demo Construction Project for April 9, 2025 at Ellsworth Community College, Reg Johnson Room 100, 1100 College Avenue, Iowa Falls, IA 50126. Motion seconded by Director Danielson. On roll call vote: Ayes - Directors Johnson, Lawler, Danielson, Jones, Brodin, and Hofer. Motion carried unanimously.

**Approval of Substantial Completion - IVCCD ECC Equine Roof Renovation**

Dr. Klein requested approval of the completion of IVCCD ECC Equine Roof project to establish the date of acceptance of its substantial completion on September 20, 2024 with T&K Roofing & Sheet Metal.

**Motion:**

Director Johnson moved approval of Substantial Completion of the IVCCD ECC Equine Roof Renovation. Motion seconded by Director Jones. Motion carried unanimously.

**Approval of the HBS Quote and Scope of Work to Refresh the District Firewalls**

Mike Mosher requested approval of the Quote/Scope of Work between Iowa Valley Community College District and Heartland Business Systems (HBS) for the purchase of new Palo Alto firewalls for the Marshalltown campus and renewal of the subscription and support for the Palo Alto firewall on the Ellsworth campus. The project will be funded through remaining IT bond dollars and OEPI.

**Motion:**

Director Lawler moved approval of the HBS Quote and Scope of Work to Refresh the District Firewalls in the amount of \$124,150.57. Motion seconded by Director Jones. Motion carried unanimously.

**Approval of IVCCD Voluntary Early Retirement Plan Applications**

Ms. Garber requested approval of two IVCCD Voluntary Early Retirement Plan Applications.

**Motion:**

Director Danielson moved approval of the IVCCD Voluntary Early Retirement Plan Applications. Motion seconded by Director Johnson. Motion carried unanimously.

**Monthly Financial Statements**

Ms. Garber provided the January monthly financial statements including revenue over expense and the investment report.

**Board President's Report**

Board President Hofer shared about attending Community Colleges for Iowa Student Legislative Seminar and Day on the Hill in February and encouraged other directors to attend. She also shared about the upcoming IACCT Retreat and plans to work on the Strategic Plan.

**Board Director's Reports**

Director Johnson commended the IVCCD Marketing department for TV advertising for MCC and ECC.

### **President's Report**

Dr. Howsare Boyens shared about the Marshalltown DOT office operating from classrooms in Business & Community Solutions. She noted the busy pace at the Statehouse and recommended the Board read the weekly Community Colleges for Iowa newsletter to keep track of legislation that might impact IVCCD. Dr. Howsare Boyens also highlighted the partnership between IVCCD Marketing and MCC/ECC students with U.S. Sen. Joni Ernst's office to shoot veteran interviews at Iowa Veterans Home as part of the Veterans History Project. Once complete, the videos will be housed at the Library of Congress. In conclusion, she shared about the Summer Distance Learning Pilot, an accelerated online learning program of 12 courses, designed specifically for guest students. The program is being marketed to those looking to gain academic and athletic eligibility, or pick up classes before their freshman year at a 4-year institution. Offered at in-state tuition rate with no fees, the program will be supplemented by scholarship funds.

### **Board Secretary's Report**

Ms. Casey noted registration is open for the ACCT Leadership Congress will be held in New Orleans, Oct. 22-25. She asked anyone interested in attending contact her soon to make arrangement. She also said Community Colleges for Iowa is creating a Trustee Handbook and Monique Ellefson may be reaching out to directors via email. Ms. Casey also gave an update on Board Tours ahead of the regular meetings, noting a pause until some of the larger construction projects are completed. If any board member would like to request a specific tour, they are welcome to contact her to make those arrangements.

### **Closed Session for Collective Bargaining Strategy:**

Director Johnson moved at 5:15 p.m. to enter into Closed Session under the provisions of Chapter 20.17 of the Code of Iowa for a Collective Bargaining Strategy session. Motion seconded by Director Lawler. On roll call vote: Ayes - Directors Johnson, Lawler, Danielson, Jones, Brodin, and Hofer. Motion carried unanimously.

### **Adjournment of Closed Session:**

Director Lawler moved adjournment of the Closed Session at 5:30 p.m. to return to the regular meeting. Motion seconded by Director Danielson. Motion carried unanimously.

The Board entered Open Session at 5:20 p.m.

**Adjournment**

The Board meeting adjourned at 5:30 p.m.



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Joanna Hofer, Board President



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Abigail Casey, Board Secretary