



IVCCD Board of Directors Meeting Minutes

Wednesday, May 14, 2025 at 4:00 PM

Business & Community Solutions Room 612/614,
3700 South Center Street, Marshalltown, IA 50158

Attendance:

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

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, May 14, 2025 at Business & Community Solutions Room 612/614, 3700 South Center Street, Marshalltown, IA 50158

Additions/Deletions to the Agenda:

Board President Hofer noted the Board Retreat would follow the regular meeting and stated no further action would be taken at the Board Retreat.

Approval of the Agenda:

Director Pohlson moved approval of the agenda. Motion seconded by Director Lawler. 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, and BCS Representative Melissa Mulder shared activities about their units.

Recognitions:

Dr. Barb Klein recognized the Ellsworth Community College faculty and staff who 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. Dr. Klein thanked the Equine Advisory

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

Introduction of New Employees:

None.

Strategic Presentation: Review of Strategic Plan 2020-2025

Dr. Anne Howsare Boyens and Executive Leadership Team members Jacque Goodman, Mike Mosher, Gena Garber, Dr. Barb Klein, and Dr. Matt Schmit presented on the 2020 to 2025 Strategic Plan for Iowa Valley Community College District. The presentation outlined 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:

President's Comments Regarding the Consent Agenda:

Dr. Anne Howsare Boyens noted the board policies that had been reviewed, the staff and faculty who contributed to the 2025-2026 College Catalog, the upcoming Presidents' Retreat at Kirkwood, and graduation ceremonies on May 16.

Approval of the Consent Agenda:

Motion:

Director Johnson 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; Item 5.4 Review and Approval of Board Policies; Item 5.6 Approval of the Annual Maintenance Agreement for MCC; and 5.7 Approval of the ECC and MCC Academic Year 2025-2026 College Catalog. Motion seconded by Director Danielson. Motion carried unanimously.

REGULAR AGENDA

Action Items:

Approval of Bid for Iowa Valley Grinnell Auto Tech Project

Dr. Matt Schmit shared the OPN Architects recommendation for Board approval of the Hildreth Construction Services base bid of \$940,000 and add Alternate #1 for \$172,000 for the Iowa Valley Grinnell Auto Tech project. Five contractors presented bids on May 1, 2025. The Board reviewed the bid record, recommendation for approval, and proof of posting.

Motion:

Director Lawler moved approval of the Hildreth Construction Services bid for the Iowa Valley Grinnell Auto Tech project in the amount of \$1,112,000. Motion seconded by Director Jones. On roll call vote: Ayes - Directors Johnson, Lawler, Danielson, Jones, Brodin, Pohlson, and Hofer. Motion carried unanimously.

Approval of Bid for IVCCD ECC Wall Hall Demo Project

Dr. Barb Klein shared the OPN Architects recommendation for Board approval of the D.W. Zinser Company Inc. base bid of \$159,000 and add Alternate #1 for \$2,500 for the IVCCD ECC Wall Hall Demo project. Seven contractors presented bids on May 8, 2025. The Board reviewed the bid record, recommendation for approval, and proof of posting.

Motion:

Director Johnson moved approval of the D.W. Zinser Company Inc. bid for the IVCCD ECC Wall Hall Demo project in the amount of \$161,500. Motion seconded by Director Jones. On roll call vote: Ayes - Directors Johnson, Lawler, Danielson, Jones, Brodin, Pohlson, and Hofer. Motion carried unanimously.

Approval of ECC Math & Science Building Agreement

Dr. Klein requested approval of an agreement with Shive-Hattery to provide roof replacement design, bidding, and construction services for the Ellsworth Community College Math & Sciences Building roof. The project will be funded by Fund 7 (plant fund).

Motion:

Director Jones moved approval of the ECC Math & Science Building Agreement with Shive-Hattery in the amount of \$39,000. Motion seconded by Director Pohlson. Motion carried unanimously.

Approval of 260F Iowa Jobs Training Agreement with Burchland Manufacturing

Ms. Neysa Hartzler of Business & Community Solutions requested 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.

Motion:

Director Brodin moved approval of the 260F Iowa Jobs Training Agreement with Burchland Manufacturing in the amount of \$10,150. Motion seconded by Director Pohlson. Motion carried unanimously.

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

Dr. Klein and Dr. Schmit requested approval of the contract 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.

Motion:

Director Jones moved approval of the Dining Service agreements between Great Western Dining Service, Inc., Ellsworth Community College and Marshalltown Community College. Motion seconded by Director Johnson. Motion carried unanimously.

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

Dr. Klein and Dr. Schmit requested 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.

Motion:

Director Danielson moved approval of the 2025-2026 Meal Plan Charges for Ellsworth Community College and Marshalltown Community College. Motion seconded by Director Lawler. Motion carried unanimously.

Approval of IVCCD Housing Rates for 2025-2026

Dr. Matt Schmit and Dr. Barb Klein requested 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).

Motion:

Director Johnson moved approval of the IVCCD Housing Rates for 2025-2026. Motion seconded by Director Pohlson. Motion carried unanimously.

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

Dr. Howsare Boyens requested 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.

Motion:

Director Brodin moved approval of the \$7.00 per credit hour tuition increase for Iowa Valley Community College District for FY26. Motion seconded by Director Pohlson. Motion carried unanimously.

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

Ms. Garber requested 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.

Motion:

Director Johnson moved 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. Motion seconded by Director Danielson. Motion carried unanimously.

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

Ms. Garber requested approval of a 3.1% increase for all regular full-time and part-time benefit eligible non-faculty employees for 2025-2026.

Motion:

Director Brodin moved 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. Motion seconded by Director Jones. Motion carried unanimously.

Approval of Modern Campus Contract for Website Redesign

CIO Mike Mosher requested approval of a 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.

Motion:

Director Danielson moved approval of the Modern Campus contract for Website Redesign in the amount of \$186,758.10. Motion seconded by Director Jones. Motion carried unanimously.

Approval of Latitude Contract for ECC Exterior Signage

Dr. Klein requested 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.

Motion:

Director Lawler moved approval of the Latitude Signage + Design contract in the amount of \$69,665. Motion seconded by Director Pohlson. Motion carried unanimously.

Monthly Financial Statements

Dr. Howsare Boyens provided the March monthly financial statements including revenue over expense and the investment report on behalf of Ms. Garber.

Board President's Report

Board President Hofer provided details about the Trustees Retreat held in April.

Board Director's Reports

Director Johnson recognized the ECC student theater production held in Iowa Falls.

President's Report

Dr. Howsare Boyens said the faculty compensation study will be reviewed with the CEC in the fall and also provided a benefits update. She also noted the student services restructuring is moving forward. She recognized Board members and others for advocating for state funding, which resulted in a \$7.5 million increase for Iowa's community colleges; she also encouraged the Board to advocate for community colleges with federal officials, noting potential changes to Pell Grants, risk sharing, and other impacts of the "skinny budget." Finally, she noted the first reading of Board Policy 519 which prohibits hazing.

Board Secretary's Report:

Ms. Casey noted that the IVCCD Board of Directors June meeting scheduled at the Iowa Valley Grinnell campus will be moved to Marshalltown. The Auto Tech construction project will interfere with the regular meeting location on the Grinnell campus. The Dean of IVG suggested hosting the Board meeting in the spring.

First Reading of Board Policy 519

The first reading of Board Policy 519, prohibiting hazing was held. The second and final reading will appear on the June 11, 2025, Board agenda.

Adjournment of Regular Meeting:

Director Johnson moved adjournment of the regular meeting at 5:29 p.m. Motion seconded by Danielson. The Board entered the Board Retreat at 5:29 p.m.

BOARD RETREAT AGENDA

The Board recessed for dinner at 5:29 p.m. and entered open session at 6:01 p.m.

Board Self-Evaluation

The Board of Directors reviewed its 2025 Evaluation conducted via SurveyMonkey, acknowledging a healthy Board and good relationships.

President's Evaluation

Dr. Howsare Boyens reviewed numerous accomplishments in FY25 and spoke to each of the performance indicators for her role, noting achievements and goals: District Finance, Institutional Performance, Leadership, and Professional Relationships. Board members acknowledged Dr. Howsare Boyens as strong leader who is exceeding expectations. The President's Employment Agreement will be presented for Board for approval in June.

Adjournment of Board Retreat

The Board Retreat adjourned at 7:14 p.m.



Joanna Hofer, Board President



Abigail Casey, Board Secretary