



**IVCCD Board of Directors Personnel  
Subcommittee Meeting**

Wednesday, August 14, 2024 at 3:30 PM  
IVCCD District Administration Building Board Room,  
3702 South Center Street, Marshalltown, IA 50158

**Attendance:**

**Present:**

Members: Joanna Hofer, Larry Johnson, Clark Lawler, Chris Brodin

**Absent:**

Members: Deb Jones, Paul Pohlson, Amber Danielson

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

**Call to Order:**

Board President Johnson called the Personnel Subcommittee Meeting of the Iowa Valley Community College District Board of Directors to order at 3:30 p.m. on Wednesday, August 14, 2024 at the IVCCD District Administration Board Room, 3702 S. Center St., Marshalltown, IA 50158.

**Additions/Deletions to the Agenda:**

There were no additions/deletions to the Agenda.

**Approval of the Agenda:**

Motion: Director Hofer moved approval of the agenda. Motion seconded by Director Lawler. Motion carried unanimously.

**Discussion Items:**

**Board Policy 320 - Organizational Chart**

Dr. Anne Howsare Boyens asked the subcommittee to review Board Policy 320 - Organizational Chart, a policy that states that the chart should be included within the board policy. Dr. Howsare Boyens said the District's Human Resources platform, Paycor, offers the organizational chart online and doesn't create additional work for staff to maintain. The personnel subcommittee was in agreement with the change to the policy to remove an attached org chart document and instead state the District will maintain an organizational chart on its online human resources platform. The policy will be presented for approval on the September board agenda.

**Board Policy 449 - Voluntary Early Retirement Incentive Plan**

Gena Garber presented changes in the language to Board Policy 449 - Voluntary Early Retirement Incentive Plan Board Policy, marking no substantial changes to the policy terms or

amounts. Garber noted the policy is reviewed annually by the Board. Board President Larry Johnson emphasized that offering early retirement incentives is not a guarantee and is something the Board can consider each year. Board Member Clark Lawler said he did not want to lose sight of lowering the total monetary benefit, which is a percentage of salary, that had been discussed in previous years. After additional discussion regarding a clause in the policy that makes a payment to the individual's estate in case of death, Ms. Garber agreed to do further research and to explore whether a beneficiary form could be added. The Personnel Subcommittee agreed the policy, as presented by Ms. Garber, should remain on the August Board Agenda for approval.

**Adjournment:**

The Personnel Subcommittee adjured at 3:55 p.m.



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Larry Johnson, Board President



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Abigail Pelzer, Board Secretary

9-11-2024

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Date