



Board of Trustees : Meeting Minutes

Minutes for the Regular meeting of the Board of Directors of
Iowa Western Community College

November 25, 2019 | 2:00pm

CALL TO ORDER

The Regular Meeting of the Board of Trustees of Iowa Western Community College was held at 2:00 pm on Monday, November 25, 2019, on the Council Bluffs Campus.

The meeting was called to order by President Brent Siegrist.

ROLL CALL

Members present: John McBride, Stan Sibley, Dr. John Marshall, Scott Robinson, Brent Siegrist, Scott Williams, Kirk Madsen, Connie Hornbeck and Randy Pash. Absent: None. Also present: Dr. Dan Kinney, President of the College; Erin McKee, Board Secretary; Eddie Holtz, Board Treasurer; Kim Henry, Don Kohler, Molly Noon, Mark Stanley and Dr. Marjorie Welch.

APPROVE AGENDA

Item 16.04 Re-Evaluation of the Discontinuance of the Physical Therapy Assistant Program was moved up on the agenda after the Community Dialogue.

Motion was made by Dr. Marshall, seconded by Mr. Robinson, to approve the agenda. All aye votes were recorded. Motion carried.

APPROVE MINUTES

Motion was made by Mr. Pash, seconded by Mrs. Hornbeck, to approve the minutes of the Regular Board Meeting held on October 21, 2019, as presented. All aye votes were recorded. Motion carried.

ABSTRACT OF ELECTION AND RESULTS OF SCHOOL ELECTION

Dr. Kinney shared with the Trustees the results of the recent school election held, November 5, 2019. For merged area XIII, district 1 John McBride received 2743 votes and was elected. For merged area XIII, district 2 Stan Sibley received 1770 votes and was elected. For merged area XIII, district 3 Dr. John Marshall received 1408 votes and was elected. For merged area XIII, district 6 vacancy Scott Williams received 625 votes and was elected. For merged area XIII, district 8 Connie Hornbeck received 2608 votes and was elected.

OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS

John McBride, Stan Sibley, Dr. John Marshall, Scott Williams and Connie Hornbeck were administered the Oath of Office for Directors of the Iowa Western Board of Trustees. The oath was administered by Secretary of the Board, Erin McKee.

**APPOINTMENT OF
TEMPORARY
BOARD
PRESIDENT
ELECTION OF
OFFICERS**

Dr. Kinney presented each newly elected Board of Trustees member with their certificate of election.

Motion was made by Mr. Madsen, seconded by Mr. Pash to appoint Erin McKee as the temporary Board President. All aye votes were recorded. Motion carried.

Election of President

Mrs. McKee asked if there were any nominations on the floor for the office of President of the Board. Mr. Pash nominated Brent Siegrist for the office of President. Dr. Marshall seconded the nomination. Nominations ceased. All were in favor of Brent Siegrist for the office of President. Motion carried.

Election of Vice President

Mrs. McKee asked if there were any nominations on the floor for the office of Vice President of the Board. Mr. Madsen nominated Connie Hornbeck for the office of Vice President. Mr. Robinson seconded the nomination. Nominations ceased. All were in favor of Connie Hornbeck for the office of Vice President. Motion carried.

The oath of office was administered to the President and Vice President by the Board Secretary Erin McKee.

**APPOINTMENT OF
BOARD
SECRETARY AND
TREASURER**

Board President Brent Siegrist appointed Erin McKee as the Board Secretary and Eddie Holtz as the Board Treasurer.

The oath of office was administered to the Board Secretary and Board Treasurer by the Board President Brent Siegrist.

**IACCT
REPRESENTATIVE**

Motion was made by Dr. Marshall, seconded by Mr. Williams, to re-elect Connie Hornbeck as the IACCT representative, with Brent Siegrist to serve as the alternate. All aye votes were recorded. Motion carried.

**COMMUNITY
DIALOGUE AND
ENVIRONMENTAL
SCANNING**

Employee Spotlight – Student Services

Kim Henry, Vice President of Student Services, introduced Reanna Heim, the new Dean of Student Life.

Reanna Heim has been with Iowa Western Community College for five years. Before becoming the Dean of Student Life she was the Director of Campus Life and Community Standards. In that role Reanna focused on strengthening intervention services such as student conduct, mental health, and prevention education. Outside of her daily duties, Reanna serves as a Title IX investigator and has an affinity for working with policies.

ACTION ITEM

Physical Therapy Assistant Program

Both Todd Nierman and Jason Kaiser chose not to address the Board.

Re-Evaluation of the Discontinuance of the Physical Therapy Assistant Program

Motion was made by Mrs. Hornbeck, seconded by Dr. Marshall, that as a result of the decision made by the Commission on Accreditation in Physical Therapy Education (CAPTE) on October 29, 2019, to continue the probationary accreditation of the Physical Therapy Assistant Program at Iowa Western Community College, no further action be taken by the Board of Trustees. All aye votes were recorded. Motion carried.

Mrs. Hornbeck also mentioned that Iowa Western is fully committed to take the steps necessary to make the program successful and will work diligently to provide all information and data requested by CAPTE. The Board is sure the Administration will make the changes necessary to regain full accreditation for our Physical Therapy Assistant Program.

We will have a site visit from CAPTE in April, and they will make a decision on the status of the program later that month.

Motion was made by Dr. Marshall, seconded by Mr. Madsen, to request an update on steps taken be presented to the Board at each meeting leading up to the site visit in April. All aye votes were recorded. Motion carried.

**MONITORING
INFORMATION
ABOUT COLLEGE
OPERATIONS**

President's Report

Dr. Dan Kinney, President of the College, reported on the following:

- An article from the Iowa Department of Education was shared with the Trustees about the CEAM Program in Clarinda.

IACCT Report

Connie Hornbeck, IACCT Representative, reported on the following:

- The financial oversight committee met and will be making a recommendation to the Presidents for the 2020 budget.
- The IACCT Holiday party is coming up on December 4th.

Other Reports

Student Services Update – Financial Aid

Sam Larson, Dean of Academic Support and Student Assistance, and Lisa Morrison, Director of Financial Aid, shared an overview of the financial aid department with the Trustees.

Strategic Planning Update

Tina Knauss, Dean of Institutional Research and Accreditation, presented

**CONSENT
AGENDA**

the Trustees with Strategic Planning Update. A copy of the 2020-2024 Strategic Plan was shared.

College Early Start Update

Amanda O'Neal, Director of High School Outreach, presented the Trustees with the College Early Start Update. Highlights from the report include:

- College Early Start Numbers – FA/19: 2,093 students and 12,157 credit hours. This is a 29.52% increase in students and a 31.37% increase in credit hours from FA/18; and 35% of Iowa Western's total enrollment
- Collaboration has increased with high school partners; Council Bluffs Schools Early College Academy and TradeWorks Academy
- Certificate programs designed for program students – CAN, Computer Aided Design, Culinary Arts, Industrial Technology, HVAC, CNC Machining and Welding

Property and Causality Insurance Update

John Marshall and Jenny Jacobsen with SilverStone, presented the Trustees with a Risk Management Program Review.

Motion was made by Mr. Pash, seconded by Mrs. Hornbeck, to approve the Consent Agenda as presented. All aye votes were recorded. Motion carried.

Personnel Report

Eddie Holtz, presented the Board with the Personnel Report.

New employees include: Colleen Heiser, Coordinator of Disability Services; Emily Blunck, TRiO Support; Michelle Thorne, Registration Specialist; Reanna Heim, Dean of Student Life.

Employees leaving include: Earl McGhee, Assistant Director of Campus Safety and Security; Kathern Wendt, Curriculum and Assessment Coordinator; Jimmy Chavez, Assistant Bowling Coach

Financial Report

Eddie Holtz, Vice President of Finance, presented the Board with the Financial Summary. Highlights from the report include:

- The fall term is underway with enrollment numbers looking comparable to last year and better than we budgeted. A few key items from the financial statements:
 - Revenues-General fund revenues are higher than last year as a result of flat enrollments combined with the tuition increase approved at the May Board meeting. Most other differences are because of timing.

- Expenses -Salaries are higher than last year due to annual pay increases, increased retirement rates, and increased health insurance costs. Salaries for the year will remain higher than last year but are in line with budget as you can see with the forecast. We continue to exploring College wide expenses to find efficiencies and control spending.
 - Auxiliary operations-Food Service and Housing appear to be strong starts for the fiscal year. Please keep in mind that these areas record all the revenues for the semester at the start and the expenses as they incur throughout the semester. We continue to operate in a surplus as we have successfully renegotiated our cable/internet costs for housing as well as refinanced a portion of our housing debt and made early principal payments.
- Housing occupancy continues to be an area of concern. The fall semester we are currently around 85% occupancy and the spring we are estimating at around 70-75% occupancy based on historical data. This puts the yearly occupancy rate of around 77-80% of capacity. The breakeven occupancy based on current revenue rates and expense levels is around 70% occupancy. We need to remember that our Dorm Revenue Bonds require a coverage rate of 125% of debt service. The bonding documents allow us to use housing net income as well as Food service and the College Store. Food service revenues are heavily reliant on housing occupancy for meal plan revenues. The College Store continues to see lower profits due to less reliance on textbooks and the continued shift to online textbooks with a much smaller margin.
- The College has been working with Tim Oswald with Piper Jaffray to analyze our current outstanding bonds for potential savings with the lower rate environment. We have identified that the GO Bonds 2013 and GO Bonds 2014 totaling roughly \$15m have potential savings of over \$500k net of fees over the life of the bonds. This would be a direct savings to our taxpayers allowing for lower property tax rates in future years. The plan is to start the process of calling these bonds and refinancing them in the next few months. We will be looking to the Board to approve the first steps of the refinancing process at the December Board meeting.
- The College has also identified that the Dorm Revenue Bonds 2012A and Dorm Revenue Bonds 2013A totaling almost \$8m have the potential savings of over \$400k net of fees over the life of the bonds. This would be a direct savings to the College and would

allow us to continue to keep housing rates affordable to our students by reducing interest expenses. The bulk of this savings will occur near the end of the life of the bonds. The plan is to start the process of calling these bonds and refinancing them in the next few months. We will be looking to the Board to approve the first steps of the refinancing process at the December Board meeting.

Curriculum

Dr. Marjorie Welch, Vice President of Academic Affairs, presented the Board with the curriculum changes. Changes include:

Course/Program	Course/Program Name	MOD/DEL/NEW	Notes
AAC	Physical Therapist Assistant	Deletion	Program on probation, low graduation rates and low licensure pass rates
CERT	Certificate	Modification	The college is creating certificates in HITEM and INDT that have as few as 5 credit hours. These certificates are being created for concurrent enrollment students and self-pay students. The catalog is being changed from 15 to 5 credit hours minimum for certificate completion. Students who require federal financial aid should still opt for certificates with a minimum of 15 credit hours.
CERT	Nursing Nurse Aide Certificate	New	This certificate provides a shorter route to nurse aide certification for our high school and self-pay students. Students who need federal financial aid subsidy should opt for the Nursing Advanced Nursing Certificate, which does meet the minimum credit hour requirements for federal financial aid.

The AAS Physical Therapy Assistant Program Deletion was removed from the list.

ACTION ITEMS

Approval of 2020-2024 Strategic Plan and Priorities

Motion was made by Mrs. Hornbeck, seconded by Mr. Pash, to approve the 2020-2024 Strategic Plan and Priorities as presented. All aye votes were recorded. Motion carried.

Approval of Housing Rates

Motion was made by Dr. Marshall, seconded by Mr. Robinson, to approve a \$25/semester increase to the housing rates for the village and the suites for next fall. All aye votes were recorded. Motion carried.

Approval of Meal Plan Rates

Motion was made by Mr. Pash, seconded by Dr. Marshall, to approve a \$25/semester increase to meal plans for next fall. All aye votes were recorded. Motion carried.

EXECUTIVE SESSION

Motion was made by Mr. Madsen, seconded by Mr. Pash, to enter into a closed session to evaluate the professional competency of an individual or individuals whose appointment, hire and performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation. All aye votes were recorded. Motion carried.

The Board entered into an Executive Session at 3:50pm.

Motion was made by Mr. Pash, seconded by Mr. Madsen, to enter into Regular Session. All aye votes were recorded. Motion carried.

The Board entered into Regular Session as 4:47pm.

**FUTURE AGENDA
ITEMS**

The Board discussed possible dates for the New Trustee orientation and the January Board Retreat. Erin will work with the Board to finalize both dates.

ADJOURNMENT

Motion was made by Mr. Pash, seconded by Mr. Robinson, to adjourn. All aye votes were recorded. Motion carried.

The meeting adjourned at 4:53pm.

Brent Siegrist 12/16/19

Brent Siegrist, Board President

Erin McKee

Erin McKee, Board Secretary