

Board of Trustees : Meeting Minutes

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

April 19, 2021 | 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, April 19, 2021, on the Council Bluffs Campus.

The meeting was called to order by President Connie Hornbeck.

ROLL CALL

Members present: John McBride, Dr. Stan Sibley, Dr. John Marshall, Scott Robinson, Matt Johnson, Scott Williams, Kirk Madsen and Connie Hornbeck. Absent: Randy Pash. 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 5.01 Introduction of National Championship Volleyball Team was added to the agenda. The existing items 5.01 and 5.02 were shifted down to 5.02 and 5.03.

The Board will be asked to take action regarding collective bargaining and employee salaries following the Executive Session.

Motion was made by Mr. Williams, seconded by Mr. Johnson, to approve the agenda. All aye votes were recorded. Motion carried.

APPROVE MINUTES

Motion was made by Dr. Marshall, seconded by Dr. Sibley, to approve the minutes of the Regular Meeting held on March 8, 2021, as presented. All aye votes were required. Motion carried.

COMMUNITY DIALOGUE AND ENVIRONMENTAL SCANNING

2021 National Championship Volleyball Team

Dr. Kinney welcomed the Reiver Volleyball Team. They recently won 2021 Volleyball National Championship. The team was congratulated by the Board.

Phi Theta Kappa Award Recognition

Dr. Kinney welcomed Malory Klocke, English Instructor and PTK Advisor and Chelsi Pope, Iowa Western Student and PTK Officer. Malory and Chelsi recently attended the PTK Catalyst virtual conference. Malory was recognized as the Distinguished Advisor of the Year and Chelsi was recognized as a Distinguished Regional Officer. Chelsi shared her story

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OPERATIONS**

about her journey to Iowa Western and the impact Iowa Western has had on her life.

IACCT Executive Director

Emily Shields, the Executive Director of IACCT, joined the meeting. Emily introduced herself as the new Executive Director of IACCT. She just started in the position in January. Emily shared some details of things happening at IACCT and with the legislature.

President's Report

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

- First 100 Days – Dr. Kinney has completed his first 100 days at Iowa Western. He continues to meet with faculty and staff as needed, but is focusing on meetings with external stakeholders.
- The Board and Dr. Kinney had discussed having a retreat after his first 100 days. Dr. Kinney asked the Board if they would like to hold one now or wait until fall. The consensus was to wait until fall.
- The volleyball team represented Iowa Western well at the national tournament. The Women's Basketball team lost their first tournament game today and will be returning home. This week Iowa Western is hosting the National Wrestling Tournament here in Council Bluffs.
- COVID Vaccinations – Many employees have been vaccinated and clinics are being held for students. There are no plans to make the vaccine mandatory.
- Community Project Funding – All 15 community colleges have come together to apply for funding for career counselors.

IACCT Report

Connie Hornbeck, IACCT Representative, reported on the following:

- The IACCT Office is utilizing a new accounting process.
- The ACCT Search is underway for a new President & CEO. The appointment will be made August 1st.
- Iowans for Skilled Workforce Contribution levels will remain the same.

Other Reports

Iowa Western Center Taskforce Update

Dr. Kinney presented the Board with an update on the progress of the Center Taskforce.

- Dr. Kinney shared a SWOT analysis that was done with the Center Taskforce. The group is working to develop goals that will be shared soon.

**CONSENT
AGENDA**

Iowa Western Continuing Education LERN Program Review

Harold Sargus, Director of Continuing Education, shared with the Board the current state of the Continuing Education department. The department recently went through an evaluation from LERN. They provided twenty-two recommendations for the department. Harold highlighted some key recommendations:

- Increase marketing; more social media marketing
- Continue to send print and mail catalogs but only to certain carrier routes
- Increased collaboration between credit and non-credit
- Add 20-30% new classes each year, try new things
- Grow the Omaha market

Institutional Advancement Update

Molly Noon, Vice President of Institutional Advancement, gave the Institutional Advancement update. Highlights from the report include:

- Scholarships – \$4,239,668 awarded in FY20
- Fundraising - The Employee Giving Campaign was held in February. The Foundation will also be participating in Do Good Week this year with a campus-wide clean-up. The Black Tie event will be held September 25.
- Grants – A breakout of grant activity for FY21 was shared, as well as a breakout of HEERF funds received.

Motion was made by Mr. Johnson, seconded by Mr. Williams, 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: Cesar Herrera, Assistant Men's Soccer Coach; Javier Torres, Admissions Advisor; Amanda Pond, TRiO Support Specialist; Holly Pearson, Human Resources Coordinator

Employees leaving include: Alina Lopez, Continuing Education Coordinator; Michele Wood, Instructor of Dental Hygiene; Heather Shafer, Human Resources Coordinator/Wellness Specialist; Amanda O'Neal, Director of High School Outreach; Ryan Schopperth, Assistant Athletic Director/Athletic Media Relations; Gabriel Barney, Admissions Advisor

Financial Report

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

- With the close of the third quarter at 3/31/21, the financial results for IWCC for FY21 continue to take shape. Revenues continue to remain fairly level in comparison to last fiscal year at the same time. Year-to-date general fund revenues through 3/31/21 stand at \$34.09 M compared to \$34.12 M a year ago at March 31. Tuition for the summer semester has yet to be recorded as well as other revenues by June 30. The year-end forecast puts total revenues at \$40.20 M by 6/30/21, which is slightly higher than \$39.88 M for 6/30/20. This is fairly flat compared to budget at \$39.49 M, which is positive. It is still too early to know the exact impact of the federal Covid-19 grant money as most of the money will flow through the Restricted Fund rather than the General Fund.
- The College has continued to be diligent regarding discretionary spending throughout the first nine months of the year, the reason for increase in expenses is salary increases as well as timing of some expenditures. Expenditures through 3/31/21 total \$26,735,985 compared to \$26,225,764 at March 31 a year ago. Total expenditures for FY21 will end the year just over \$40.08M and result in a relatively small increase in the General Fund fund balance. Again, it is still too early to know the impact of federal funds.
- We have received an estimate for health insurance for FY21 that indicates there will be a minimal to no increase in health insurance premiums. The HDHP, High Deductible Health Plan, has continued with moderate success with 107 employees participating in the plan as compared to 104 the same month last year and 78 the same month two years ago. The plan is open to all full-time non-faculty employees. We hope with some additional education that this program will continue to grow. The College will also continue to incentivize employees to consider the HDHP by contributing to an HSA.
- Moody's Investors Services assigned an Aa1 rating (rating attached) to Iowa Western Community College for the most recent GO Bonds and an A2 to the most recent Dorm Revenue Bonds. The Aa1 rating is the highest amongst community colleges in Iowa and Iowa Western is only one of four community colleges in the state to have this high rating.

Curriculum Report

Dr. Marjorie Welch, Vice President of Academic Affairs, presented a summary of curriculum updates.

New Program

Business Administration Certificate – The Business Administration Certificate is intended for students interested in completing a semester

and entering the workforce upon completion. This certificate will ladder the new Business Administration Diploma and Business Administration AAS programs.

Business Administration Diploma – The Business Administration Diploma is intended for students interested in completing a diploma and entering the workforce upon completion. This diploma will ladder the Business Administration AAS program.

Program Modification

Business Administration AAS – the program goals of this program were revised.

ACTION ITEMS

Consideration of Sealed Bid Opened and Reviewed by the Vice President of Finance, Secretary of the Board, and the Financial Advisor; \$6,200,000 General Obligation School Refunding Bonds, Series 2021

Motion was made by Dr. Marshall, seconded by Mr. McBride, to approve the consideration of sealed bid opened and reviewed by the Vice President of Finance, Secretary of the Board, and the Financial Advisor; \$6,200,000 General Obligation School Refunding Bonds, Series 2021. All aye votes were recorded. Motion carried.

Resolution Directing the Sale of \$6,200,000 General Obligation School Refunding Bonds, Series 2021

Motion was made by Dr. Marshall, seconded by Mr. Robinson, to approve the resolution directing the sale of \$6,200,000 General Obligation School Refunding Bonds, Series 2021. A roll call vote was taken with all aye votes recorded. Motion carried.

Approval of Tax Exemption Certificate of \$6,200,000 General Obligation School Refunding Bonds, Series 2021

Motion was made by Dr. Sibley, seconded by Mr. Robinson, to approve the Tax Exemption Certificate of \$6,200,000 General Obligation School Refunding Bonds, Series 2021. A roll call vote was taken with all aye votes recorded. Motion carried.

Approval of Continuing Disclosure Certificate of \$6,200,000 General Obligation School Refunding Bonds, Series 2021

Motion was made by Mr. McBride, seconded by Dr. Sibley, to approve the Continuing Disclosure Certificate of \$6,200,000 General Obligation School Refunding Bonds, Series 2021. A roll call vote was taken with all aye votes recorded. Motion carried.

Resolution Authorizing the Issuance of Bonds for the \$6,200,000 General Obligation School Refunding Bonds, Series 2021

Motion was made by Mr. Johnson, seconded by Mr. Williams, to approve the resolution authorizing the issuance of bonds for the \$6,200,000 General Obligation School Refunding Bonds, Series 2021. A roll call vote was taken with all aye votes recorded. Motion carried.

Resolution Authorizing the Redemption of Outstanding General Obligation School Bonds, Series 2015

Motion was made by Mr. McBride, seconded by Dr. Sibley, to approve the resolution authorizing the redemption of outstanding General Obligation School Bonds, Series 2015. A roll call vote was taken with all aye votes recorded. Motion carried.

Resolution Authorizing the Redemption of Outstanding General Obligation School Bonds, Series 2016B

Motion was made by Mr. McBride, seconded by Dr. Marshall, to approve the resolution authorizing the redemption of outstanding General Obligation School Bonds, Series 2016B. A roll call vote was taken with all aye votes recorded. Motion carried.

Consideration of Sealed Bid Opened and Reviewed by the Vice President of Finance, Secretary of the Board, and the Financial Advisor; \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A

Motion was made by Mr. Williams, seconded by Mr. Johnson, to approve the consideration of sealed bid opened and reviewed by the Vice President of Finance, Secretary of the Board, and the Financial Advisor; \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A. All aye votes were recorded. Motion carried.

Resolution Directing the Sale of \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A

Motion was made by Dr. Sibley, seconded by Mr. Robinson, to approve the resolution directing the sale of \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A. A roll call vote was taken with all aye votes recorded. Motion carried.

Approval of Tax Exemption Certificate of \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A

Motion was made by Dr. Marshall, seconded by Mr. McBride, to approve the Tax Exemption Certificate of \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A. A roll call vote was taken with all aye votes recorded. Motion carried.

**Approval of Continuing Disclosure Certificate of \$7,505,000
Dormitory Revenue Refunding Bonds, Series 2021A**

Motion was made by Dr. Marshall, seconded by Dr. Sibley, to approve the continuing disclosure certificate of \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A. A roll call vote was taken with all aye votes recorded. Motion carried.

**Resolution Authorizing the Issuance of Bonds for the \$7,505,000
Dormitory Revenue Refunding Bonds, Series 2021A**

Motion was made by Mr. McBride, seconded by Mr. Johnson, to approve the resolution authorizing the issuance of bonds for the \$7,505,000 Dormitory Revenue Refunding Bonds, Series 2021A. A roll call vote was taken with all aye votes recorded. Motion carried.

**Resolution Authorizing the Redemption of Outstanding Dormitory
Revenue Refunding Bonds, Series 2012A**

Motion was made by Dr. Marshall, seconded by Mr. McBride, to approve the resolution authorizing the redemption of outstanding Dormitory Revenue Refunding Bonds, Series 2012A. A roll call vote was taken with all aye votes recorded. Motion carried.

**Resolution Authorizing the Redemption of Outstanding Dormitory
Revenue Refunding Bonds, Series 2012B**

Motion was made by Mr. McBride, seconded by Mr. Williams, to approve the resolution authorizing the redemption of outstanding Dormitory Revenue Refunding Bonds, Series 2012B. A roll call vote was taken with all aye votes recorded. Motion carried.

**Resolution Instituting Proceedings to Take Additional Action, Not
to Exceed \$8,600,000 Dormitory Revenue Refunding Bonds, Series
2021B**

Motion was made by Mr. McBride, seconded by Mr. Johnson, to approve the resolution instituting proceedings to take additional action, not to exceed \$8,600,000 Dormitory Revenue Refunding Bonds, Series 2021B. A roll call vote was taken with all aye votes recorded. Motion carried.

**Resolution Setting the Date of Sale, Approving Preliminary Official
Statement and Approving Electronic Bidding Procedures, Not to
Exceed \$8,600,000 Dormitory Revenue Refunding Bonds, Series
2021B**

Motion was made by Mr. Johnson, seconded by Mr. McBride, to approve the resolution setting the date of sale, approving preliminary official statement and approving electronic bidding procedures, not to

exceed \$8,600,000 Dormitory Revenue Refunding Bonds, Series 2021B. A roll call vote was taken with all aye votes recorded. Motion carried.

Approval of Contract with McKinnis Roofing to Replace Ashley Hall Roof

Motion was made by Mr. Johnson, seconded by Mr. Williams, to approve the contract with McKinnis Roofing to replace the Ashley Hall roof. All aye votes were recorded. Motion carried.

EXECUTIVE SESSION

Collective Bargaining

Motion was made by Dr. Sibley, seconded by Dr. Marshall, to enter into an Executive Session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in Section 20.17 of the Code of Iowa. All aye votes were recorded. Motion carried.

The Board entered into an Executive Session at 4:08pm

Motion was made by Mr. Johnson, seconded by Mr. Dr. Sibley, to enter into Regular Session. All aye votes were recorded. Motion carried.

The Board entered into Regular Session at 4:40pm.

ACTION ITEMS (cont.)

Faculty, Engineers and Employee Salaries

Motion was made by Mr. Johnson, seconded by Mr. Robinson to approve a salary increase of 2% for faculty, engineers and all other full-time employees with an additional \$575 added to their base salary. All part-time employees will receive a salary increase of 3%. All aye votes were recorded. Motion carried.

ADJOURNMENT

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

The meeting adjourned at 5:00pm.



Connie Hornbeck, Board President



Erin McKee, Board Secretary