



## Board of Trustees : Meeting Minutes

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

December 12, 2022 | 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, December 12<sup>th</sup>, 2022, 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, Chris Blake, Matt Johnson, Scott Williams, Kirk Madsen, Connie Hornbeck and Randy Pash. Absent: None. Also present: Dr. Dan Kinney, President of the College; Eddie Holtz, Board Treasurer; Erin McKee, Board Secretary, Dr. Jenny Kruger, Kim Henry, Don Kohler, Matt Mancuso, Molly Noon and Shane Larson.

### APPROVE AGENDA

Action Item 15.06 Approval of Rate Increase for Meal Plans and Housing will be pushed back to the January meeting.

Motion was made by Mr. Pash, 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 Mr. Madsen, to approve the minutes of the Regular Board Meeting held on November 21, 2022, as presented. All aye votes were recorded. Motion carried.

### ELECTION OF OFFICERS

President Hornbeck appointed Erin McKee as the temporary Board President.

#### **Election of President**

Mrs. McKee asked if there were any nominations on the floor for the office of President of the Board. Dr. Marshall nominated Connie Hornbeck for the office of President. Nominations ceased. A motion was made by Mr. Pash, seconded by Mr. McBride, to elect Mrs. Hornbeck as the Board President. All aye votes were recorded. Motion carried.

#### **Election of Vice President**

Mrs. Hornbeck asked if there were any nominations on the floor for the office of Vice President of the Board. Mr. Pash nominated Dr. John

**APPOINTMENT OF  
BOARD  
SECRETARY AND  
TREASURER**

**IACCT  
REPRESENTATIVE**

**COMMUNITY  
DIALOGUE AND  
ENVIROMENTAL  
SCANNING  
MONITORING  
INFORMATION  
ABOUT COLLEGE  
OPERATIONS**

Marshall for the office of Vice President, asked that nominations cease and made a motion to elect Dr. Marshall as the Vice President. The motion was seconded by Mr. Madsen. All aye votes were recorded. Motion carried.

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

Board President Connie Hornbeck 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 the Board Treasurer by the Board President Connie Hornbeck.

Motion was made by Dr. Marshall, seconded by Mr. Madsen, to appoint Connie Hornbeck as the IACCT representative, with Randy Pash to serve as the alternate. All aye votes were recorded. Motion carried.

Dr. Kinney wished Board Chair, Connie Hornbeck, a happy birthday.

**FY22 Audit Report**

Mandi Holcomb with Denman & Company presented the Board with the FY22 Audit Report.

**President's Report**

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

- We have wrapped up the semester; winter commencement was great
- Spring Commencement – Attendance at the Spring Commencement Ceremony has grown to the point that the Administration would recommend splitting it into two smaller ceremonies. They would also recommend that these take place on Friday, one at 2:00pm and one at 6:00pm.
- District VI Vacancy – The committee is working with staff to identify possible candidates for the District VI seat. They hope to have a recommendation for the January Board meeting.
- ACCT National Legislative Seminar – Arrangements have been made for those attending.
- Board Retreat – The annual Board Retreat has been set for January 9. A copy of the Board Policy Manual was shared to be reviewed at the retreat.

**Community Colleges for Iowa Report**

**CONSENT  
AGENDA**

Connie Hornbeck, Community Colleges for Iowa Representative, reported on the following:

- The annual holiday event was held last week.
- One topic from the last meeting was term limits for CC for Iowa Board members. This was not voted forward.
- A quick presentation on the funding formula was shared.
- A Board member job description and priorities were adopted
- Other Items discussed: Future meetings will focus on at least one strategic priority with short presentations to build knowledge. Trustee webinars will be held separate from board meetings. A representative from Connectify PEO will join the January board meeting to further discuss this possibility.

Motion was made by Mr. Johnson, seconded by Mrs. Blake, 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: Macy Burgess, TRiO Student Support; Demarcus Stid, Assistant Track Coach

Employees leaving include: Kara Bader, Food Service Worker; Zane Barefield, Assistant Cheer Coach; Kay Burdwell, ESL Coordinator; Jenna Cata, Coordinator of International Student Enrollment; David Diaz, Computer Support Technician; Evangeline Montoya, Residence Life Coordinator; Kristina Norwood, Instructor of Early Childhood Education

***Financial Report***

Eddie Holtz, Vice President of Finance, presented the Board with the Financial Statements for the period ending November 30, 2022.

Highlights from the report include:

- Denman & Company, LLP presented the Fiscal Year 2022 Audited Financial Statements for Iowa Western. It was a strong year for the College and another Unmodified Opinion with no material weakness. Eddie extended his appreciation to Randi Bissen, Director of Accounting, and Abby Kline, Assistant Director of Accounting and their staff on all the hard work that goes into insuring our financial records are accurately presented.

***Curriculum***

Dr. Kinney presented a summary of curriculum updates.

**ACTION ITEMS**

**Acceptance of the FY22 Iowa Western Audit Report**

Motion was made by Mr. Madsen, seconded by Mr. Madsen, to accept the FY22 Iowa Western Audit Report as presented. All aye votes were recorded. Motion carried.

**Schedule a Public Hearing for the KIWR Operations and Audit Report**

Motion was made by Mrs. Blake, seconded by Mr. Johnson, to schedule January 23, 2023, as the date of the public hearing for the KIWR Operations and Audit Report. All aye votes were recorded. Motion carried.

**Approval of 28E Agreement with East Mills Community School District for SWITCH Director/Career Coach**

Motion was made by Mr. Johnson, seconded by Mr. Madsen, to approve the 28E agreement with East Mills Community School District for SWITCH Director/Career Coach. All aye votes were recorded. Motion carried.

**Approval of the 2023 Board Meeting Calendar**

The Board reviewed the meeting dates and times for 2023. Motion was made by Mr. Pash, seconded by Mrs. Blake, to approve the 2023 Board Meeting Calendar as presented. All aye votes were recorded. Motion carried.

**Approval of Rate Increase for Early Childhood Education Center**

The Board held a discussion on rates for the Early Childhood Education Center. Details such as a cost comparison with other DHS licensed centers in our community and the county average, last year's salary increase for center staff, center discount for employees, ratios for each classroom, center losses over the past five years and last year's rate increase.

Eddie continues to work with the center director to control costs and maximize revenue. They continue to look for grant opportunities.

The Board would like to table this discussion to give the center time to evaluate some changes being made with efficiencies that can hopefully save money.

Motion was made by Mrs. Blake, seconded by Mr. McBride, to take no action regarding a rate increase for the center. This will be added back to the agenda in February or March. All aye votes were recorded. Motion carried.

**FUTURE AGENDA  
ITEMS**


Dr. Marshall requested a report in the Marshall Wellness Center. He would like details on operations and usage, as well as what it might look like to open the facility to the public. Dr. Kinney will get the language in code to show why we may not be able to open the center up for community usage.

**ADJOURNMENT**

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

*The meeting adjourned at 3:41pm.*

  
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Connie Hornbeck, Board President

  
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Erin McKee, Board Secretary