



**IOWA  
WESTERN**

## **Board of Trustees : Meeting Minutes**

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

January 11, 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, January 11, 2021, on the Council Bluffs Campus.

The meeting was called to order by Vice President Connie Hornbeck.

### **ROLL CALL**

Members present: John McBride, Dr. Stan Sibley, Dr. John Marshall, Scott Robinson, Scott Williams, Kirk Madsen, Connie Hornbeck and Randy Pash. Absent: Brent Siegrist. Also present: Dr. Dan Kinney, President of the College; Erin McKee, Board Secretary; Eddie Holtz, Board Treasurer; Kim Henry, Don Kohler, David Miller, Molly Noon, Mark Stanley and Dr. Marjorie Welch.

### **APPROVE AGENDA**

Item 17.07 Approval of Amendment to 2020-2021 Academic Calendar was added to the agenda.

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

### **APPROVE MINUTES**

Motion was made by Mr. Williams, seconded by Dr. Marshall, to approve the minutes of the Regular Meeting held on December 14, 2020, as presented. All aye votes were required. Motion carried.

### **ACTION ITEMS**

Acceptance of resignation for District V Board Member and Board Chair, Brent Siegrist

Vice President Connie Hornbeck shared with the Board the letter of resignation submitted by Brent Siegrist.

Motion was made by Dr. Marshall, seconded by Mr. Madsen, to accept the resignation for Brent Siegrist from the Iowa Western Community College Board of Trustees. All aye votes were recorded. Motion carried.

### **SELECTION OF TEMPORARY BOARD PRESIDENT**

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

**ELECTION OF OFFICERS**

**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 Connie Hornbeck for the office of President. Mr. Marshall seconded the nomination. Nominations ceased. All were in favor of Connie Hornbeck 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. Williams nominated Dr. John Marshall for the office of Vice President. Mr. Pash seconded the nomination. Nominations ceased. All were in favor of Dr. John Marshall 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 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 Board Treasurer by the Board President Connie Hornbeck.

**OATH OF OFFICE ADMINISTERED TO NEWLY APPOINTED BOARD MEMBER**

Board President Connie Hornbeck welcomed newly appointed Board member Matt Johnson to the meeting. Matt will be filling the District V vacancy.

*Matt Johnson entered the meeting.*

The oath of office was administered to Matt Johnson by Board President Connie Hornbeck.

**IACCT REPRESENTATIVE**

Motion was made by Dr. Marshall, seconded by Mr. Williams, to re-elect Connie Hornbeck as the IACCT representative, with Scott Robinson to serve as the alternate. 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:

- Dr. Kinney shared that he is on his sixth day at Iowa Western. He is continuing to execute his first 100 plan and listening tour.
- The Board held a retreat on Saturday, January 9<sup>th</sup> with Dr. Kinney. They did a SWOT analysis for the college and discussed their vision for the future of Iowa Western.

**CONSENT  
AGENDA**

- The state legislative session started today. The Governor will release her budget tomorrow.

**IACCT Report**

Connie Hornbeck, IACCT Representative, reported on the following:

- The new IACCT Executive Director, Emily Shields, met with members of the search committee.

Motion was made by Mr. Pash, 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: Michael Hamilton, Residence Life Coordinator; Ryan Simmons, College Advisor; Catherine Huseth, Admissions Specialist

Employees leaving include: Don Johnson, Curriculum and Assessment Coordinator; Jesse Osvold, Director of Residence Life; Amy Dillard, Director of Multi-Modality; Holly Bokelman, Licensure Coordinator; Kristy Kulongowski, Human Resources Specialist; Scott Arthur, Art Instructor; Daniel Petersen, Groundskeeper; Emily Shields, Executive Director of Iowa Campus Compact; Riley Blake, Iowa Workforce Development Specialist; Kaylene Page, Director of Iowa Workforce Development; Cynthia Wetterlind, Iowa Workforce Development Specialist; Mary Lefeber, Iowa Workforce Development Specialist; Coreen Wees, English Professor; Denise Norman, Continuing Education Coordinator; Robert Hassler, Assistant Professor of Social Science; Pam Mullins, Food Service Worker; Jean Stiehl, Director of Early Child Care Center; Joel Vanicek, Instructor of Math; Theresa Hill, Childcare Associate.

***Financial Report***

Eddie Holtz, Vice President of Finance, presented the Board with the financial statements for the period ending December 31, 2020.

***Curriculum Report***

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

***Degree Modification***

Aviation Technology (AAS) – Due to accreditation requirements, a new course was created that is specific to aviation. Technical Math for Aviation will replace Technical Math.

Culinary Arts: Baking (AAS) – We currently have many courses that overlap objectives so courses have been removed to streamline curriculum.

Culinarian (AAS) - We currently have many courses that overlap objectives so courses have been removed to streamline curriculum.

Culinary Arts: Food Service Diploma - We currently have many courses that overlap objectives so courses have been removed to streamline curriculum.

*Program Deletion*

Agribusiness Technology (AAS) – Program is being deleted and will be replaced with Agribusiness Management AAS.

Agribusiness Technology: Agronomy Sales and Services (Diploma) – This program is being deleted.

*New Program*

Agribusiness Management (AAS) – This new program will replace the Agribusiness Technology AAS Program.

Agribusiness Administration (Certificate) – This certificate is an additional credential to enhance agriculture program offerings. This certificate will allow students to complete a certificate while earning credit towards an Agriculture Management AAS degree.

Business Administration (AAS) – This new program is intended for students interested in completing a two-year degree prior to entering the workforce.

*Program Modification*

Agribusiness Technology: Agronomy Operations (Certificate) – The course sequence has been changed.

Medical/Clinical Assistant (Certificate) – Resequencing of the program brings the Medical Assistant certificate program into sequential alignment with the diploma.

*New Courses*

AGB 466 Agricultural Finance – This course is a new requirement for the new Agriculture Management AAS program.

AGB 101 Agricultural Economics - This course is a new requirement for the new Agriculture Management AAS program.

## ACTION ITEMS

FIN 142 Corporate Business – This new course is a requirement for the new Business Administration (AAS) program.

### **Public Hearing: KIWR FY20 Year End Operations and Audit Report**

Motion was made by Mr. Pash, seconded by Dr. Sibley to enter into a Public Hearing for the KIWR FY20 Year End Operations and Audit Report. All aye votes were recorded. Motion carried.

*The Board entered into a Public Hearing at 2:37pm.*

### KIWR Operations Report

Don Kohler, Vice President of Marketing and Public Relations, presented the Board with the FY20 KIWR Operations Report. Highlights from the report include:

- KIWR continues to rank high on the Nielson rankings. Don shared that KIWR is tied for second in the rankings with men ages 18-34 during the Monday through Sunday 6:00am to 12:00pm time slot.
- KIWR provided 2,100 public service announcements and 1,100 live on-air promotions to help support businesses in our community during COVID. They also provided \$35,000 to local businesses in free underwriting for announcements.
- The station provided COVID information to its listeners. There were 12 live reads a day calling attention to COVID-19 resources.

### KIWR FY20 Audited Financial Report

Eddie Holtz, Vice President of Finance, presented the Board with the KIWR FY20 Audited Financial Report prepared by Denman & Company, LLP.

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

*The Board entered into Regular Session at 3:11pm.*

### **Acceptance of the KIWR FY20 Audited Financial Report**

Motion was made by Mr. Williams, seconded by Mr. Pash, to approve the KIWR FY20 Audited Financial Report as presented. All aye votes were recorded. Motion carried.

Approval of High School Concurrent Enrollment Contracts

Motion was made by Dr. Sibley, seconded by Dr. Marshall, to approve the high school concurrent enrollment contracts as presented. All aye votes were recorded. Motion carried.

**Public Hearing: Dorm Revenue Refunding Bonds, Series 2021A**

Motion was made by Dr. Sibley, seconded by Dr. Marshall, to enter into a Public Hearing to discuss Dorm Revenue Refunding Bonds, Series 2021A. All aye votes were recorded. Motion carried.

*The Board entered into a Public Hearing at 3:24pm.*

There were no members of the public present.

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

*The Board entered into Regular Session at 3:25pm.*

**Resolution Instituting Proceedings to Take Additional Action, Dorm Revenue Refunding Bonds Series 2021A**

Motion was made by Mr. Johnson, seconded by Dr. Marshall, to approve the resolution instituting proceedings to take additional action, dorm revenue refunding bonds, series 2021A. A roll call vote was taken with all aye votes recorded. Motion carried.

**Public Hearing: Dorm Revenue Refunding Bonds, Series 2021B**

Motion was made by Mr. Pash, seconded by Dr. Marshall, to enter into a public hearing to discuss Dorm Revenue Refunding Bonds, Series 2021B. All aye votes were recorded. Motion carried.

*The Board entered into a Public Hearing at 3:24pm.*

There no members of the public present.

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

*The Board entered into a Regular Session at 3:28pm.*

**Resolution Instituting Proceedings to Take Additional Action, Dorm Revenue Refunding Bonds, Series 2021B**

Motion was made by Dr. Sibley, seconded by Dr. Marshall, to approve the resolution instituting proceedings to take additional action, dorm revenue refunding bonds, series 2021B. A roll call vote was taken with all aye votes recorded. Motion carried.

**Approval of Amendment to 2020-2021 Academic Calendar**

The Board approved revisions to the calendar in June 2020, listing May 28<sup>th</sup> as a college holiday replacing the spring break holiday taken away to shorten the semester.

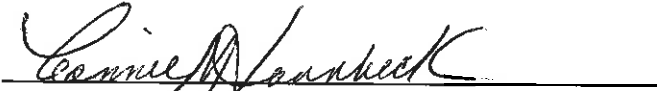
May 28<sup>th</sup> will need to be switched back to an instructional day with all college offices open. Each employee will be provided a floating holiday to use at their convenience instead.

Motion was made by Mr. Robinson, seconded by Mr. Madsen, to approve the amendment to the 2020-2021 academic calendar as presented. All aye votes were recorded. Motion carried.

**ADJOURNMENT**

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

*The meeting adjourned at 3:56pm.*



Connie Hornbeck, Board President



Erin McKee, Board Secretary