



Board of Trustees : Meeting Minutes

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

November 16, 2020 | 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 16, 2020, on the Council Bluffs Campus.

The meeting was called to order by President Brent Siegrist.

ROLL CALL

Members present: John McBride, Dr. 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 8.04 Approval of High School Concurrent Enrollment Contracts was removed from the agenda.

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

APPROVE MINUTES

Correct, amend and approve minutes of the Regular Meeting held on October 19, 2020

Motion was made by Mrs. Hornbeck, seconded by Dr. Marshall, to approve the minutes of the Regular Board Meeting held on October 19, 2020, as presented. All aye votes were recorded. Motion carried.

Correct, amend and approve the minutes of the Special Meeting held on November 4, 2020

Motion was made by Mr. Williams, seconded by Dr. Sibley, to approve the minutes of the Special Board Meeting held on November 4, 2020, as presented. All aye votes were recorded. Motion carried.

Correct, amend and approve the minutes of the Special Meeting held on November 5, 2020

Motion was made by Mr. McBride, seconded by Dr. Marshall, to approve the minutes of the Special Board Meeting held on November 5, 2020, as presented. All aye votes were recorded. Motion carried.

**MONITORING
INFORMATION
ABOUT COLLEGE
OPERATIONS**

Correct, amend and approve the minutes of the Special Meeting held on November 6, 2020

Motion was made by Mr. Pash, seconded by Mr. Robinson, to approve the minutes of the Special Board Meeting held on November 6, 2020, as presented. All aye votes were recorded. Motion carried.

Correct, amend and approve the minutes of the Special Meeting held on November 9, 2020

Motion was made Mr. Williams, seconded by Mr. McBride, to approve the minutes of the Special Board Meeting held on November 9, 2020, as presented. All aye votes were recorded. Motion carried.

Correct, amend and approve the minutes of the Special Meeting held on November 11, 2020

Motion was made by Mrs. Hornbeck, seconded by Mr. McBride, to approve the minutes of the Special Board Meeting held on November 11, 2020, as presented. All aye votes were recorded. Motion carried.

President's Report

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

- Our COVID-19 numbers a down slightly this week. Students are being encouraged to go home to quarantine if they are able to travel home safely, rather than quarantine on campus during the Thanksgiving holiday.

IACCT Report

Connie Hornbeck, IACCT Representative, reported on the following:

- The new IACCT Director has been selected and will be announced shortly.
- There will be no IACCT Holiday Party this year.

Other Reports

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/20: 2,080 students and 12,011 credit hours.
- Career and Technical Education Career Academies – Welding, Certified Nurse Assistant, Industrial Technology, HVAC, Culinary Foods, Computer Aided Design, Automotive, Diesel, Construction, Agriculture. 96 students enrolled for 664 credit hours.

- Iowa Western received a two-year extension from our external accrediting agency, NACEP.

Economic and Workforce Development Update

Mark Stanley, Vice President and Economic and Workforce Development, and Starlyn Perdue, Director of Economic Development, presented the Trustees with an update. Highlights include:

- Adult Education used the GEER Act to purchase laptops and hot spots for HiSET students.
- Continuing Education has hired a new Director. Harold Sargus Harold was most recently at UNO as the Manager, Professional and Organizational Development. He has over 30 years of business experience including higher education. He possesses a Bachelor of Science, HR Management from University of Akron and a Master of Business Administration from University of Akron.
- Economic Development was able to qualify for two COVID-19 Cares Act grants through Future Ready Iowa. The Employer Innovation Fund and Apprenticeship Funds.

Program Review and Evaluation

Sam Anderson, Institutional Research Data Analyst, presented the Board with the Program Review and Evaluation. Highlights from the report include:

- The purpose of Program Review is program improvement by measuring student achievement and success, graduation and program completion, program relevancy and market demand, effective use of resources, and state and regional accreditation requirements.
- Data points analyzed for CTE Programs include:
 - Enrollment, change in credit production, graduation rates, student employment and placement, EMSI database career field outlook, and change in cost per credit hour.
- Data points analyzed for Arts and Science Programs include:
 - Enrollment, change in credit hour production, graduation rates, transfer rates, number of articulation agreements, and program course capacity percent used.
- Scoring Classifications
 - Growth – program scores 60 or higher; Steady – program scores between 41-59; and Decline – program scores 40 or below
- CTE Matrix Scoring Overview: Growth programs – 11 (33%), Steady programs – 17 (52%), and Decline programs – 5 (15%)

**CONSENT
AGENDA**

- Arts & Sciences Matrix Scoring Overview: Growth programs – 0 (0%), Steady programs – 3 (14%), and Decline programs – 19 (86%) *This makes it clear that the current matrix file for our Arts & Science programs is not serving the programs well and will be addressed.
- Career and Technical Education Programs In-Depth Review
 - In keeping with the required in-depth review regulation, 20% of programs were reviewed more thoroughly. For the 2018-2019 cycle, 7 out of the 33 total programs were reviewed.
 - Four of these programs rated in the Growth category (57%) – Veterinary Tech, Audio Engineering, Associates Degree Nursing (Council Bluffs) and Associates Degree Nursing (Clarinda)
 - Two of these programs rated in the Steady category (29%) – Practical Nursing DIP (Council Bluffs) and Practical Nursing DIP (Harlan)
 - One of these programs rated in the Decline category (14%) – Practical Nursing DIP (Clarinda)

Motion was made by Mr. Pash, seconded by Mr. Madsen, 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: Andrea Huckabee, Associate Dean of Health Science; Cara Whitmore, Benefits Manager; Bailey Jankiewicz, Coordinator of Disability Services; Jacob Tatta, Coordinator of Fitness and Wellness

Employees leaving include: Bill Shelton, Director of Information Technology; Mark Smith, Residence Life Operations Manager; Chasity Srader, Director of Recruitment; Nathan Schwery, Admissions Specialist; Katie Krause, Pottawattamie Promise Advisor; Kristin Gill, Accounts Receivable Clerk

Financial Report

Eddie Holtz, Vice President of Finance, presented the Board with the Financial Statements ending October 31, 2020.

Curriculum Report

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

Course Modification

SPC 112 Public Speaking – Public Speaking currently has four outcomes to measure student learning, none of which assess persuasive speaking. A new objective has been added to this course to ensure this critical public speaking skill is measured and assessed regularly.

DRA 125 Introduction to Play Analysis – A new course outcome has been added to address topics that revolve around diversity. This course will satisfy the diversity requirement for graduation.

DRA 130 Acting I – Two new course outcomes have been added to address topics that revolve around diversity. This course will satisfy the diversity requirement for graduation.

DRA 132 Acting II - Two new course outcomes have been added to address topics that revolve around diversity. This course will satisfy the diversity requirement for graduation.

MAT 750 Technical Mathematics II – Prerequisites of ELT 331 Circuit Analysis I and MAT 068 College Preparatory Math have been removed.

CIS 158 Web e-Business – The prerequisite of CIS 215 Server-Side Web Programming was added.

CAD 236 Design Problems – The prerequisite of EGT 184 Strength of Material was changed from a prerequisite to a co-requisite.

ATR 124 Application Planning and Layout – The previous requirement of a grade of "C" or higher in prerequisite ATR 113 Industrial Robotics was removed.

ATR 140 Applied Robotics Lab I – The previous requirement of a grade of "C" or higher in prerequisite ATR 113 Industrial Robotics was removed.

ATR 147 Applied Robotics Lab II – The prerequisite of ATR 133 Fluid Power Systems was removed.

ATR 152 Robot Controller Maintenance - The prerequisite of ATR 133 Fluid Power Systems was removed.

ELT 250 Programmable Logic Controllers – The previous requirement of a grade "C" or higher in prerequisite ELT 215 Motors and Controls was removed.

ELT 251 Programmable Logic Controllers Lab - The previous requirement of a grade "C" or higher in prerequisite ELT 215 Motors and Controls was removed.

ELT 252 Advanced Programmable Logic Controllers – The previous requirement of a grade of "C" or higher in prerequisites ELT 251 Programmable Logic Controllers Lab and ELT 250 Programmable Logic Controllers was removed.

ELT 253 Advanced Programmable Logic Controllers Lab – The previous requirement of a grade of "C" or higher in prerequisites ELT 251 Programmable Logic Controllers Lab and ELT 250 Programmable Logic Controllers was removed.

ELT 313 Digital Circuits I – The previous requirement of a grade of "C" or higher in prerequisite ELT 201 Circuits Analysis II was removed.

EGT 523 Electronic Devices – The previous requirement of a grade of "C" or higher in prerequisite ELT 201 Circuits Analysis II was removed.

ELT 167 Geometric Dimensioning and Tolerancing – The prerequisite of EGT 155 Engineering Drawing Practicing was removed.

SER 175 Advanced Solar Energy: Photovoltaic – The prerequisite of SER 130 Introduction to Solar Energy was removed.

New Course

MAT 766 – A new course number needed to be created for Aviation math, as the MAT 743 Technical Math course used in the Aviation program was not consistent with the other MAT 743 sections. Our regional accreditors expect the same course be taught the same way for all sections. This class was modified to meet FAA standards.

Course Deletion

EGR 400 PLTW Introduction to Engineering Design, EGR 410 PLTW Principles of Engineering, EGR 420 PLTW Digital Electronics, EGR 430 PLTW Aerospace Engineering, EGR 440 PLTW Biotechnical Engineering, EGR 450 PLTW Computer Integrated Manufacturing, EGR 460 PLTW Civil Engineering and Architecture, EGR 470 PLTW Engineering Design and Development, EGT 400 PLTW Introduction to Engineering Design, EGT 410 PLTW Principles of Engineering, EGT 420 Digital Electronics, EGT 430 PLTW Aerospace Engineering, EGT 440 PLTW Biotechnical Engineering, EGT 450 PLTW Computer Integrated Manufacturing, EGT 460 PLTW Civil Engineering and Architecture, EGT 470 Engineering Design and Development - The Project Lead the Way (PLTW) courses

are not taught on campus and are not offered coherently in any program.

Program Modification

Electronics Engineering (AAS) – Removed EGT 470 and EGR 470 since courses do not meet any learning objectives.

Robotics/Automated Systems Engineering Technology (AAS) – Removed EGT 400 and EGR 400 since they are no longer offered.

ACTION ITEMS

Approval of Board’s Selection of Iowa Western President

Motion was made by Mrs. Hornbeck, seconded by Mr. Williams, to approve the selection of Dr. Daniel P. Kinney as the next President of Iowa Western Community College. All aye votes were recorded. Motion carried.

Appointment of Committee Members for Selection of District V Vacancy Replacement

Motion was made by Dr. Sibley, seconded by Mr. Robinson, to appoint Scott Williams, Dr. John Marshall and Connie Hornbeck as committee members to select the person to fill the vacancy in District V. All aye votes were recorded. Motion carried.

Second Reading of Amendments to Board Policy 2.4 Planning Cycle

The following changes to the planning cycle were presented to the Board for approval:

1. The Economic and Workforce Development Report was changed to a monthly update with a more in-depth report to include Continuing Education taking place in December.
2. The Student Service Assessment Report, Student Success Initiatives Report and the Student Service Report were combined into one report taking place in November.
3. With AQIP going away the HLC Accreditation Annual Report is no longer a requirement and was removed from the reports schedule.
4. We are no longer members of the League for Innovation, therefore will no longer have Innovation Award Recipients to recognize – this was removed from the schedule.
5. Scheduled divisional employee spotlights were removed – we will recognize outstanding employee or department achievements as they occur.

Motion was made by Dr. Marshall, seconded by Mrs. Hornbeck, to approved the second reading of the amendments to Board Policy 2.4 Planning Cycle. All aye votes were recorded. Motion carried.

Approval of Agreement with Foundation Board

The Foundation Board met to approve a resolution to fund a Performance Incentive program for Scott Strohmeier. This will be funded with money Dr, Kinney raised to create a \$500,000 endowment.

Motion was made by Dr. Marshall, seconded by Dr. Sibley, to approve the agreement with the Foundation Board. All aye votes were recorded. Motion carried.

Approval of 457F Agreement Amendment

Many years ago, the Board of Trustees funded an agreement with Dr. Kinney. Now that he is retiring and planning to receive those dollars the college learned an amendment to the agreement is necessary. The amendment is to change the date when Dr. Kinney shall start drawing those dollars from age 70 ½ to his retirement.

Motion was made by Mr. McBride, seconded by Mr. Pash, to approve the amendment as presented. All aye votes were recorded. Motion carried.

**FUTURE AGENDA
ITEMS**

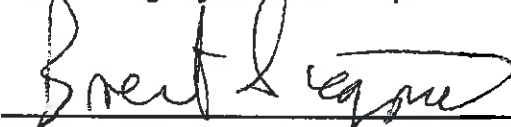
Set a Date for the January Board Retreat

January 9, 2021, was selected as the date for the retreat.

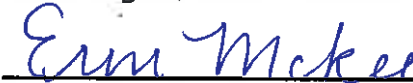
ADJOURNMENT

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

The meeting adjourned at 3:41pm.



Brent Siegrist, Board President



Erin McKee, Board Secretary