



## Board of Trustees : Meeting Minutes

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

November 21, 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, November 21<sup>st</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, Kim Henry, Don Kohler, Matt Mancuso, Molly Noon, Dr. Jenny Kruger and Shane Larson.

### APPROVE AGENDA

Recognition of the Women's Soccer Team was added to Community Dialogue.

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

### APPROVE MINUTES

Motion was made by Mr. Pash, seconded by Mr. Williams, to approve the minutes of the Regular Board Meeting held on October 17, 2022, as presented. All aye votes were recorded. Motion carried.

### COMMUNITY DIALOGUE

#### Resignation

Scott Williams shared with the Board that he has accepted a new job and will be relocating to Georgia. He will be resigning from the Board in January.

#### Recognition of Women's National Championship Soccer Team

The Board welcomed the Reiver Women's Soccer team and congratulated them on their National Championship. The members of the team introduced themselves to the Board.

### MONITORING INFORMATION ABOUT COLLEGE OPERATIONS

#### President's Report

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

- The fall semester is wrapping up.

- The fall musical was a few weeks ago and Dr. Kinney shared how great it was. We will share the dates for the spring musical with the Board.
- Dr. Kinney has reviewed our final report from the Higher Learning Commission.
- Dr. Kinney asked for volunteers to serve on the committee to select someone to fill the District VI vacancy. Dr. John Marshall, Matt Johnson and Connie Hornbeck will serve on this committee.

### **IACCT Report**

Connie Hornbeck, IACCT Representative, reported on the following:

- The Community Colleges for Iowa Holiday reception will be on December 7. All Board members are welcome to attend.
- The financial oversight committee meeting met and approved a project to turn a seating area into a conference room.
- The Community Colleges for Iowa team will be losing two staff members; Donna Knox will be retiring after December and Lori Wolf will leaving in June.

### **Other Reports**

#### *Fall Enrollment & Student Profile*

Kim Henry, Vice President of Student Services, presented the Trustees with the Student Profile and Enrollment Report. Highlights from the report include:

- Total Credit Hours – 53483.50
- Total Head Count – 5622

Kim shared with the Board some initiatives taking place in Student Services to help boost enrollment:

- A new Director of Recruitment was hired and we have four new recruiters on staff.
- They have expanded our recruiting territory to all of Iowa
- They continue to bring high school students to campus
- They will also be sharing a CCTC with local high schools.

#### *College Early Start Update*

Tom Gilmore, Dean of High School Partnerships, presented the Trustees with the College Early Start Update. Highlights from the report include:

- College Early Start Numbers – FA/22: 2,276 students and 14,514 credit hours. (40% of total headcount and 27% of total credit hours)
- Career and Technical Education Career Academies – Welding, Certified Nurse Assistant, Industrial Technology, HVAC, Culinary

Foods, Electrical, Computer Aided Design, Automotive, Diesel, Construction, Agriculture.

- 136 High School students earned a credential in Spring of 2022
- Classes started in September at the Larry & Bunny Buss Regional Center in Missouri Valley
- The Shelby County Center was renovated and now offers CAN, Automotive/Diesel and Industrial Technology programs
- Iowa Western received its NACEP reaccreditation on April of 2022, this will be valid through the 2029/2023 academic year.

#### *Athletic Update*

Shane Larson, Athletic Director, presented the Trustees with an update on Athletics. Highlights from the report include:

- Iowa Western currently has 24 sport opportunities with 411 Roster/LOI spots. There were 771 athletes in the fall of 2022.
- Estimated enrollment revenue from athletics - \$7-\$9.7 million
- Special Events: NJCAA National Wrestling Tournament, Rising Stars Men's Basketball Showcase, MAGE, Pathway Omaha, Special Olympics Basketball, High School Cross Country Meets, SWIAC Volleyball Tournament, High School games and practices
- Academic Success – Total Cumulative GPA 2.826; 149 All Academic Athletes in 2021/2022
- Recipients of the Daktronics Cup and the Learfield Director's Cup; 61 All-American Athletes; 12 Conference Champions; 5 National Champions

#### *WTED Progress Report*

Matt Mancuso, Executive Director of Business and Community Education presented the Trustees with the FY22 WTED progress report.

Highlights from the report include:

- WTED Fund in FY22 - \$1,124,024
- Planned FY23 Expenditures - \$1,124,024
- 2022/2023 Focuses of the Funding: Business & Community Training Center, Truck Driving Program, Marketing and promotion of current programs, EMT programming, CEAM tuition and support at Harlan and Clarinda, GAP Assistance, SBDC Support Staff and Intermediary support.

## **CONSENT AGENDA**

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: Jack Hoover, Admissions Advisor; Devon Lustgraaf, Facilities Secretary; Noah Noecker, Admissions Advisor; Elizabeth Olsen, College Success Advisor; Kelcy Thompsen, Corrections Navigator

Employees leaving include: Debra Arbuckle, Corrections Navigator; Bailey Campin, College Success Advisor; James Hogan, Coordinator of Academic Support; Eric Micks, Childcare Associate; Mikhail Roedel, Assistant Track Coach

### ***Financial Report***

Eddie Holtz, Vice President of Finance, presented the Board with the Financial Summary for the month ending October 31, 2022.

### ***Operational Summary***

Early Childhood Education Center – The center was asked by the Iowa Department of Education to feature the center in the next govDelivery email that is sent to all Child and Adult Care Food Program centers. Ann Parker who is the Education Program Consultant/CACFP Training Coordinators for Iowa Department of Education, stated in her request that "your center had the best review I've seen this year" and wanted to highlight our posters that the center made highlighting food activities and recipes that the kids actually made. She wants to use our center as an example of makes a successful CACFP center.

### ***Human Resources***

Eddie shared some operational highlights from the HR Department. The department has created a Supervisor Resource Center on our Intranet which will focus on tools for supervisors including but not limited to hiring guidelines, on-boarding checklists, supervisor training, exit and stay interviews. This resource center will be available by early December and provide crucial resources to supervisors to assist them in better management of their departments. We are completing the set-up for our turnover tracking that will initially focus on the divisional level tracking which will provide quarterly numbers for full-time employees for each division. This is requiring some clean-up in the HR module but will be ready by the first of the year. We have also slightly changed our Recruiting, Hiring, and On-Boarding position and added a Retention component to the position. We are also looking at upgrades to our HRMS to improve our applicant tracking system to assist with recruiting and on-boarding. Our internal forms and processes are also getting a revision to help departments with the flow of information to the HR Department.

### ***Curriculum***

Dr. Kinney presented the Trustees with a summary of curriculum changes.

**ACTION ITEMS**

***Approval of High School Concurrent Enrollment Contracts***

Motion was made by Mr. Johnson, seconded by Mr. Williams, to approve the concurrent enrollment contracts as presented. All aye votes were recorded. Motion carried.

***Approval of Amendment to the 2023/2024 Academic Calendar***

December 18 was changed from a Faculty Work Day to a Faculty Recess Day.

Motion was made by Mr. Madsen, seconded by Dr. Sibley, to approved the amendment as presented. Ally aye votes were recorded. Motion carried.

***Resolution Appointing A Successor Paying Agent, Registrar, and Transfer Agent in connection with certain authorized issues of Certificates, Bonds and Notes; Approving the Paying Agent, Registrar and Transfer Agent Agreement; and Authorizing the Execution of Same***

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

**ADJOURNMENT**

Motion was made by Dr. Marshall, 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