

Board of Trustees : Meeting Minutes

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

October 19, 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, October 19, 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

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

APPROVE MINUTES

Motion was made by Mr. Williams, seconded by Dr. Sibley, to approve the minutes of the Regular Board Meeting held on September 21, 2020, as presented. All aye votes were recorded. Motion carried.

COMMUNITY DIALOGUE AND ENVIRONMENTAL SCANNING

Iowa Western Employee Award Recognition

Dr. Kinney recognized this year's employee award recipients.

The 2020 Employee Award recipients include:

- **President's Outstanding Service Award**
Sophia John, General Manager for 89.7 the River
- **Distinguished Teaching Award**
Dylan Driscoll, Instructor of Aviation Maintenance
- **Living Our Mission Awards**
CARING – Amy Partch, Catering Manager and FOH Supervisor
COMMITMENT – Steve Chain, Instructor of Business
CHALLENGE – Shelli Inness, Instructor of Speech
- **Difference Maker Award**
Information Technology Department

MONITORING INFORMATION ABOUT COLLEGE OPERATIONS

President's Report

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

- Construction Update – The new gas lines are active, and they are working to finish pouring sidewalks. The employee parking lot should be open around Thanksgiving. The replacement of the sprinkler system and new sod will be done in the spring.

IACCT Report

Connie Hornbeck, IACCT Representative, reported on the following:

- Connie was unable to attend the last IACCT meeting, as it conflicted with a Presidential semi-finalist interview.
- IACCT has changed their outsource accountant to Owl Accounting.
- The search for the new IACCT Executive Director continues.

Other Reports

Presidential Search Update

Brent Siegrist shared an update on the Presidential Search.

- The three finalists have been selected.
- The interview schedule is being finalized and will interviews will take place on November 4, 5 and 6.
- A Special Board meeting will take place on Monday, November 9.

WTED Progress Report

Mark Stanley, Vice President of Economic and Workforce Development, shared with the Trustees the FY20 WTED reports. Highlights from the report include:

- WTED Fund in FY20 - \$1,163,697
- Planned FY20 Expenditures by Targeted Industry Cluster
 - Advanced Manufacturing 41%
 - Nursing 28%
 - Combination of Multiple Targeted Areas 16%

Fall Enrollment Report

Don Kohler, Vice President of Marketing and Public Relations, presented the Trustees with the Fall Enrollment Report.

Highlights from the report include:

- Total Credit Hours – 54,828 (-4.6%)
- Total Head Count – 5,791 (-3.1%)

Student and Residence Life Profile

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

**CONSENT
AGENDA**

Student Profile

- In-state students – 4,156
- Gender – 58% Female and 42% Male
- 946 live on campus, while 4,845 commute

Residence Life Update

- Residence Life currently serves 946 students from various backgrounds
- 580 students are from out of state
- Gender – 37.4% Female, 62.4% Male and .2% Gender Fluid
- Housing is at 83% occupancy
 - Village – 84% (90)
 - Tower – 75% (229)
 - Suites I (Male) - 88% (323)
 - Suites II (Female and Pride Q*mmunity) – 85% (304)

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: Jamie Manhart, Director of School-age Tutoring Center; Michelle Wood, Instructor of Dental Hygiene; Michelle Soloth, Distance Education Specialist

Employees leaving include: William Roden, Wellness Coordinator

Financial Report

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

- The fall term is underway with enrollment numbers lagging behind what was budgeted. A few key items from the financial statements:
 - Revenues - General fund revenues are higher than last year because of the tuition increase approved at the May Board meeting, but it is lagging behind budget as credit hours are under what was budgeted. Most other differences are because of timing.
 - Expenses - Salaries are higher than last year due to annual pay increases. Salaries for the year will remain higher than last year but are in line with budget as you can see with the forecast. We continue to exploring College wide expenses to find efficiencies and control spending.

- Auxiliary operations - Food Service and Housing appear to be strong starts for the fiscal year but a lot of unknowns are still in play for the spring semester as students continue to work through the pandemic restrictions. Please keep in mind that these areas record all the revenues for the semester at the start of the semester and the expenses as they incur throughout the semester. We continue to operate in a surplus as we have successfully renegotiated our cable/internet costs for housing as well as refinanced a portion of our housing debt and made early principal payments.
- Housing occupancy continues to be an area of concern. The fall semester we are currently around 87% occupancy and the spring we are estimating at around 70-75% occupancy based on historical data. This puts the yearly occupancy rate of around 77-80% of capacity. This does not account for the 112 beds we have reserved for quarantine. We need to remember that our Dorm Revenue Bonds require a coverage rate of 125% of debt service. The bonding documents allow us to use housing net income as well as Food service and the College Store. Food service revenues are heavily reliant on housing occupancy for meal plan revenues. The College Store continues to see lower profits due to less reliance on textbooks and the continued shift to online textbooks with a much smaller margin.
- The College has been working with Tim Oswald with Piper Jaffray to analyze our current outstanding bonds for potential savings with the lower rate environment. We have identified that the GO Bonds 2015 and GO Bonds 2016 totaling roughly \$6m have potential savings of almost \$500k net of fees over the life of the bonds. This would be a direct savings to our taxpayers allowing for lower property tax rates in future years. The plan is to start the process of calling these bonds and refinancing them in the next few months. We will be looking to the Board to approve the first steps of the refinancing process at the December Board meeting.
- The College has also identified that the Dorm Revenue Bonds 2012A, Dorm Revenue Bonds 2013A, and Dorm Revenue Bonds 2015 totaling almost \$15m that have the potential savings of almost \$1.4m net of fees over the life of the bonds. This would be a direct savings to the College and would allow us to continue to keep housing rates affordable to our students by reducing interest expenses. The bulk of this savings will occur

near the end of the life of the bonds. The plan is to start the process of calling these bonds and refinancing them in the next few months. We will be looking to the Board to approve the first steps of the refinancing process at the December Board meeting.

Curriculum Report

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

Course Deletion

NET 213 CISCO Networking, NET 225 Routing and Switching Essentials, NET 226 Scaling Networks, NET 227 Connecting Networks

These courses have been deleted by CISCO and we are required to move to new curriculum in order to offer CISCO.

ART 193 Studio Practices II, DRA 165 Stagecraft, LIT 110 American Literature to Mid-1800s, LIT 111 American Literature since Mid-1800s, LIT 190 Women Writers, PHI 111 Basic Reasoning

These courses have been deleted from the catalog because it is not required in any programs.

Program Deletion

Music: Music Technology AA

There are currently no students enrolled in this program. Iowa Department of Education does not recognize this program as an approved discipline framework or transfer major. Therefore, we are required to remove it from our catalog.

Spanish AA

There are currently four students enrolled in this program. The Iowa Department of Education does not recognize this program as an approved discipline framework or transfer major. Therefore, we are required to remove it from our catalog.

Course Deletion

SDV 108 College Experience, SDV 114 Strategies for Academic Success, SDV 130 Career Exploration, SDV 165 Transfer Planning

WBL courses are being created to replace student development (SDV) courses as part of a statewide initiative to offer work-based learning opportunities to high school students for college credit. These courses are being deleted because they are not required in any program and to comply with the state.

New Courses

WBL 100 Exploring Careers

This course is being created as part of a state initiative to offer work-based learning opportunities to high school students for college credit. In addition to being eligible for concurrent enrollment offering, this course will be required in the General Studies AA and AS degrees.

WBL 110 Employability Skills

This course is being created to replace the developmental course SDV 114 Academic Success Skills. The new course is part of a state initiative to offer work-based learning opportunities to high school students for college credit. In addition to being required in the General Studies AA and AS degree, WBL 110 will be offered to Pottawattamie Promise scholars.

Degree Modification

AA General Studies and AS General Studies

WBL courses are being created as part of a statewide initiative to offer work-based learning opportunities to high school students for college credit. These courses are to replace development courses such as SDV 114 and SDV 108. In order to offer the courses for concurrent enrollment, the State of Iowa requires that the WBL course also be part of a college program. The General Studies AA and AS degrees make the most sense for students to learn employability skills and explore career options prior to transfer.

Course Modification

ART 151 Design I

This course is being modified to include digital 3-D modeling, which has become a new standard in the field of graphic arts.

Degree Modification

AAS Media Studies: Television/Video

HUM 122 American Film is being specified as a recommended course in place of a program elective.

ACTION ITEMS

Approval of WTED Plan

Motion was made by Mr. Madsen, seconded by Mrs. Hornbeck, to approve the FY21 WTED Plan as presented. All aye votes were recorded. Motion carried.

Approval of Applications for Early Retirement

Twelve eligible employees have applied for the early retirement. This will result in a \$100,000 savings for the current fiscal year.

Motion was made by Mr. Pash, seconded by Dr. Marshall, to approve the applications for early retirement as presented. All aye votes were recorded. Motion carried.

First 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 Mrs. Hornbeck, seconded by Mr. Williams, to approved the first reading of the amendments to Board Policy 2.4 Planning Cycle. All aye votes were recorded. Motion carried.

EXECUTIVE SESSION

Motion was made by Mr. McBride, seconded by Dr. Sibley, to enter into an Executive Session to evaluate the professional competency of an individual or individuals whose appointment, hire and performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session as provided in Section 21.5(l)(i) of the Code of Iowa. All aye votes were recorded. Motion carried.

The Board entered into an Executive Session at 3:25pm.

Motion was made by Mr. McBride, 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 4:11pm.

ADJOURNMENT

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

The meeting adjourned at 4:12pm.



Brent Siegrist, Board President



Erin McKee, Board Secretary