



Board of Trustees : Meeting Minutes

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

October 19, 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, October 19th, 2021, on the Council Bluffs Campus.

The meeting was called to order by President Connie Hornbeck.

ROLL CALL

Members present: John McBride, Dr. John Marshall, Scott Robinson, Matt Johnson, Scott Williams, Kirk Madsen, Connie Hornbeck and Randy Pash. Absent: Dr. Stan Sibley. 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

Item 8.03 Approval of Last Dollar Scholarship Occupation was added to the agenda.

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

APPROVE MINUTES

Motion was made by Mr. McBride, seconded by Mr. Pash, to approve the minutes of the Regular Board Meeting held on September 20, 2021, as presented. All aye votes were recorded. Motion carried.

COMMUNITY DIALOGUE

NFCA Academic Team of the Year, Reiver Softball

Dr. Kinney welcomed the Reiver Softball team and congratulated them for being the National Fastpitch Coaches Association Academic Team of the year for the 2020/2021 academic year. Team members introduced themselves to the Board.

Iowa Western Employee Award Recognition

Dr. Kinney recognized this year's employee award recipients. The 2021 Employee Award recipients include:

- **President's Outstanding Service Award**
Athletic Training Staff
- **Distinguished Teaching Award**
Kelli Blair, Medical Assistant Instructor

**MONITORING
INFORMATION
ABOUT COLLEGE
OPERATIONS**

- **Living Our Mission Awards**

CARING – Malory Klocke, Instructor of English

COMMITMENT – Lisa LaMarr, Software Support Analyst

CHALLENGE – Reanna Heim, Dean of Student Life

- **Difference Maker Award**

Maintenance Department

Dr. Kinney also acknowledged the employees celebrating an anniversary with the college. Bill Ricketts received an award for 30 years of service at Iowa Western. Jeff Bonsall and Jennifer Buhl received an award for 20 years of service at Iowa Western. There were ten employees being awarded for ten years of service to Iowa Western and there are 37 employees being awarded for five years of service to Iowa Western.

President's Report

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

- The ACCT Conference was held last week in San Diego, CA. Dr. Kinney, Dr. John Marshall, Randy Pash, Matt Johnson and Dr. Stan Sibley attended the conference. The consensus was that the conference was well received. Attendance was down compared to past years. Ambe White presented on Diversity and Equity and her presentation was great.
- The ACCT National Legislative Summit will be February 6 through February 9. Dr. Kinney asked the Trustees to think about attending. Erin will send out the details.
- The college is close to finishing the MOU for the Missouri Valley Regional Center. The college also continues work on the application for a Career Academy grant.

IACCT Report

Connie Hornbeck, IACCT Representative, reported on the following:

- The Financial Oversight committee continues to look at rebuilding the IACCT budget.
- Des Moines Area Community College presented to the IACCT board on the details and impact of their cybersecurity breach.

Other Reports

WTED Progress Report

Matt Mancuso, Executive Director of Economic and Workforce Development, presented the Board with the FY21WTED Report.

Highlights from the report include:

- WTED Fund in FY21 - \$1,138,882
 - Number of business – 248

- Number of students – 2654 participated and 1859 completed
- Planned FY22 Expenditures by Targeted Industry Cluster
 - Advanced Manufacturing 41%
 - Information Technology 16%
 - Nursing 16%
 - Combination of Multiple Targeted Areas 23%

Matt also shared that the Adult Education Department has submitted their application for Second Chance Pell and the Continuing Education Department has signed a contract with the Oakland Fire Department for paramedic training.

Information Technology Report

Vicki Hoskovec, Director of Information Technology, presented the Board with an Information Technology Update. Highlights from the report include:

- Security Upgrades made in 2021
 - Updated password policies
 - Two-factor authentication
 - Carbon Black protection software for servers and PCs
 - Cloudflare – DNS protection
 - Storage reconfiguration for high availability
 - Microsoft 365 – cloud authentication, cloud email, tightened security settings
 - Bi-weekly scanning for vulnerabilities and remediation
 - Retired Windows 7
 - SysAid – new help desk system
- Upcoming Projects
 - Over 700 new PCs for replacement and COVID readiness
 - Classroom upgrades for remote learning
 - Moving Colleague ERP to cloud SaaS
 - Ellucian CRM Recruit & CRM Advise – relationship management
 - Security awareness training for all employees
 - Multi-factor identification for all students

Program Review & Evaluation

Tina Knauss, Dean of Institutional Effectiveness, 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 – 18 (34%), Steady programs – 17 (32%), and Decline programs – 18 (34%)
- Arts & Sciences Matrix Scoring Overview: Growth programs – 0 (0%), Steady programs – 13 (52%), and Decline programs – 12 (48%)
- 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 2019-2020 cycle, 12 out of the 53 total programs were reviewed.
 - Four of these programs rated in the Growth category (33%) – Computers: Desktop Support Certificate, Computers: System Administration Certificate, Aviation Maintenance Technology AAS and Food Technician Certificate
 - Two of these programs rated in the Steady category (17%) – Food Service Diploma and Culinary Arts: Baking & Pastry Art AAS
 - Six of these programs rated in the Decline category (50%) – Culinary Arts: Culinarian AAS, Computers: Network & Systems Administration AAS, Automotive Technology AAS, Diesel Technology AAS, Early Childhood Studies AAS and Computer Application & Web Programming AAS

CONSENT AGENDA

Motion was made by Mr. Madsen, seconded by Dr. Marshall, 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: Lisa Hatcher, HiSET Navigator; Patricia Merksick, Human Resources Specialist; McKinsey Rodenburg, College Success Advisor; Shavonda Price, Assistant Women's Basketball Coach; Bailey Shirley, Student Care Specialist

Employees leaving include: None.

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.

ACTION ITEMS

Approval of WTED Plan

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

Approval of Strategic Plan for Iowa Western Community College Centers

Dr. Kinney shared the three-year Strategic Plan for the centers.

Motion was made by Mr. Robinson, seconded by Mr. Johnson, to approve the Strategic Plan as presented. All aye votes were recorded. Motion carried.

Approval of Last Dollar Scholarship Occupation

One of the occupations we selected for the Last Dollar Scholarship was moved to the state list, therefore we need to select another occupation for our region. The Academic Affairs division is recommending the addition of Veterinary Technologist and Technicians.

Motion was made by Mr. Pash, seconded by Mr. Robinson, to approve the selection of Veterinary Technologist and Technicians to our list of Last Dollar Scholarship occupations as presented. All aye votes were recorded. Motion carried.

EXECUTIVE SESSION

Real Estate

Motion was made by Mr. Pash, seconded by Mr. Robinson, to enter into a closed session to discuss real estate. All aye votes were recorded. Motion carried.

The Board entered into a closed session at 4:02pm.

Motion was made by Mr. McBride, seconded by Mr. Robinson, to enter into a regular session. All aye votes were recorded. Motion carried.

The Board entered into Regular Session at 4:28pm

ADJOURNMENT

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

The meeting adjourned at 4:30pm.

Connie Hornbeck

Connie Hornbeck, Board President

Erin McKee

Erin McKee, Board Secretary