



Board of Trustees : Meeting Minutes

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

September 21, 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, September 21, 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 Mrs. Hornbeck, seconded by Mr. Pash, to approve the agenda. All aye votes were recorded. Motion carried.

APPROVE MINUTES

Motion was made by Mr. Robinson, seconded by Mr. Williams, to approve the minutes of the Regular Board Meeting held on August 17, 2020, as presented. All aye votes were recorded. Motion carried.

Motion was made by Mr. McBride, seconded by Mrs. Hornbeck, to approve the minutes of the Special Board Meeting held on August 24, 2020, as presented. All aye votes were recorded. Motion carried.

COMMUNITY DIALOGUE AND ENVIRONMENTAL SCANNING

Recognition of Faculty, Staff and Students for COVID-19 PPE Production

Matt Mancuso, Dean of Industrial Technology and Transportation, introduced the faculty, staff and students who created PPE to donate to PPE for NE. Reagan Pufall, Graphic Communications Instructor; Michael Parkhurst, Industrial Technology Lab Assistant and Veterans Affairs Coordinator; Levi Hardiman, Student and Service Learning Coordinator; and Robert Elmore, Student.

Dr. Marjorie Welch, Vice President of Academic Affairs, recognized Sheila Applegate, Executive Assistant, for sewing 200+ face coverings for faculty and staff.

MONITORING INFORMATION ABOUT COLLEGE OPERATIONS

President's Report

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

- The School-age Tutoring Center for employees is open.
- Connie Hornbeck and Scott Robinson received the Quarter Century Award this year for 25 years of service to the Iowa Western Board of Trustees.

IACCT Report

Connie Hornbeck, IACCT Representative, reported on the following:

- IACCT received a clean, unmodified audit.
- IACCT has appointed a new general counsel
- The search continues for MJ Dolan's replacement. The committee will start reviewing applications the first week of October.
- The ACCT Virtual Leadership Congress begins October 5th.

Other Reports

COVID-19 Student Services and Enrollment Services Initiatives

Student Services Deans, Reanna Heim, Samantha Larson and Meaghan Milburn, presented the Trustees with an update on how their departments adjusted services due to the COVID-19 pandemic.

Student Life

- The Pottawattamie County Health Department will have a COVID-19 Test Site on campus. This will be available for students and employees with an Iowa zip code.
- Campus Life is holding in-person and virtual student events
- Residence Life has quarantine spaces in the Village, Suites I and Suites II; Coordinated care for students in quarantine and a new online housing orientation.
- The Wellness Center is operating at half capacity, the focus of intramurals has shifted and sanitation efforts have increased.

Academic Support and Student Assistance

- Implemented an online orientation for all students. 1300+ students were enrolled and 800 completed the orientation.

Advising and College Success Programs

- Advising is appointment only and more outreach was done over the summer to minimize the students needing assistance at Smart Start.
- The Pottawattamie Promise summer bridge program was done remotely.
- TRiO has increased communication to students, labs are for tutoring only, technology was purchased for student use and multicultural enrichment experiences are individual not group events this fall.

Enrollment Services

CONSENT AGENDA

- Recruiting and admissions is holding one-on-one appointments.
- Texting campaigns and Zoom calls are being utilized.
- Virtual open houses and videos are created for students.
- Utilizing QR codes on posters and postcard campaigns.

Presidential Search Update

Brent Siegrist shared an update on the Presidential Search.

- There are currently 77 applications for the Presidency
- The committee will meet September 23, to narrow the list to ten.

Motion was made by Dr. Sibley, seconded by Mr. Robinson, 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: Kelli Blair, Instructor of Medical Assistant; Laurie Hensel, Director of Math Support; Maryjan Fiala, Instructor of Marketing and Management; Jemarruse Amos, Assistant Track and Field Coach; Cory McAndrew, Instructor of Nursing; Julie Williams, Institutional Research Administrative Support Specialist; Donald Johnson, Curriculum and Assessment Coordinator; Justin Saelee, Residence Life Coordinator

Employees leaving include: Greg Badura, Instructor of English; Jeff Kosse, Instructor of English; Lucas Manning, Instructor of Nursing; Monika Venteicher, Instructor of Nursing; Jan Renander, Instructor of English; Michael Hoppe, Associate Professor of Culinary Arts; Marti Kolvek, Instructor of Medical Assistant; Deanna Price, Human Resources Benefits Specialist; Breanna Jackson, Child Care Associate; Colleen Heiser, Coordinator of Disability Services; Catie Horner, Child Care Associate

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 continuing to trickle in. Some enrollments are in processing so it is still too early to know exactly where this number will land. A few key items from the financial statements:
 - Revenues - General fund revenues are higher than last year due to an increase in cost per credit hour. Additional information will be provided in the coming months including enrollment reports and detailed

forecasts. Most other revenue differences are because of timing.

- o Expenses - Salaries are higher than last year because of increases in salaries, payroll taxes, retirement (IPERS & TIAA). Efforts are still being made college wide to control spending as well as looking for efficiencies.
- o Auxiliary operations - Food Service, College Store and Housing are off to strong starts for the fiscal year but please keep in mind that these areas book all the revenues for the semester at the start and expenses as they incur throughout the semester.
- The College recently renewed our insurance policy portfolio with minimal increase in premiums. Premiums college wide went up mainly to adjust for inflation to the value of our buildings to ensure we are fully covered if a loss were to happen. However, insurance deductibles continue to see a significant increase, we are continuing to review options with our insurance providers. We will continue to work closely with Silverstone to make sure the College is insured at the optimal levels with competitive rates from reputable carriers.

Curriculum

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

Program Modification

Network Administration Certificate – Cisco has changed the names of their industry recognized certification classes. To stay current with industry standards and to remain in compliance to teach the courses within the programs we had to change the Cisco course names.

Network and Systems Administration AAS - Cisco has changed the names of their industry recognized certification classes. To stay current with industry standards and to remain in compliance to teach the courses within the programs we had to change the Cisco course names and credits, which reduce the required credits needed for the program.

New Course

NET 204 Introduction to Networks – Cisco has changed the names of their industry recognized CCNA certification classes. To stay current with industry standards we need to create a new course to replace an existing class.

NET 278 Switching, Routing and Wireless Essentials - Cisco has changed the names of their industry recognized CCNA certification

classes. To stay current with industry standards we need to create a new course to replace an existing class.

NET 311 Enterprise Networking, Security and Automation - Cisco has changed the names of their industry recognized CCNA certification classes. To stay current with industry standards we need to create a new course to replace an existing class.

ACTION ITEMS

Appoint a Voting Delegate for the 2020 ACCT Leadership Congress

Motion was made by Mrs. Hornbeck, seconded by Mr. Pash, to appoint Brent Siegrist as the voting delegate for the 2020 ACCT Leadership Congress. All aye votes were recorded. Motion carried.

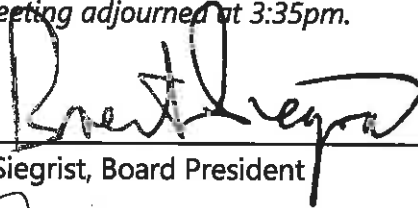
Approval of the 2021 Board Calendar of Events

Motion was made by Dr. Marshall, seconded by Dr. Sibley, to approve the 2021 Board Calendar of events as presented. All aye votes were recorded. Motion carried.

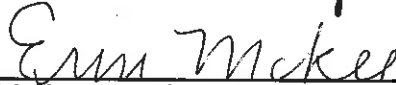
ADJOURNMENT

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

The meeting adjourned at 3:35pm.



Brent Siegrist, Board President



Erin McKee, Board Secretary