

# Northwest Iowa Community College



## Board Handbook

Dr. Alethea Stubbe

# Northwest Iowa Community College Board Member Handbook

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## BOARD OF TRUSTEES 2013-2014

		<u>Term Expires</u>	<u>First Elected/Appointed</u>
<u>Director District I</u>	<b>CYNTHIA PORTER</b> (Porter Funeral Home) 832 18th St Hawarden, IA 51023 Phone: 712- 551-2712 (work) 712- 551-1571 (home) E-mail: rcporter@acsnet.com	2017	Oct. 2009
<u>Director District II</u>	<b>JIM KENNEDY</b> (Manage Insurance Operations for 608 S. 8 <sup>th</sup> Ave. Reliabank Dakota) Rock Rapids, IA 51246 Phone: 605-498-3683 (work) 712-472-4096 (home) E-mail: jimkennedy51@hotmail.com	2015	Nov. 2009
<u>Director District III</u>	<b>DR. LORETTA A. BERKLAND</b> (Veterinarian) 1620 Pierce Avenue Sibley, IA 51249 Phone: 712-754-2549 (work) 712-754-2804 (home) E-mail: dberklan@hickorytech.net	2015	Oct. 2001
<u>Director District IV</u>	<b>STEVE LOSHMAN</b> (Agribusiness Owner) 100 West 3 <sup>rd</sup> St. Calumet, IA 51009 Phone: 712-446-2350 (work) 712-446-2443 (home) E-mail: sloshman@c-sagrow.com	2017	May 2012
<u>Director District V</u>	<b>ADAM BESAW</b> (Senior R & D Designer at Maintainer) 1517 E 4 <sup>th</sup> St. Sheldon, IA 51201 Phone: 712-324-5001 (work) 712-324-8495 (home) E-mail: besawcrew@gmail.com	2015	Feb. 2013
<u>Director District VI</u>	<b>LEROY A. VAN KEKERIX</b> (Bank President/CEO) 101 Kentucky Avenue NW Orange City, IA 51041 Phone: 712-737-4818 (work) 712-707-8019 (home) E-mail: ljix@orangecitycomm.net	2015	Sept. 2002
<u>Director District VII</u>	<b>LARRY W. HOEKSTRA</b> (Loss Control Representative, 1021 Hayes Avenue Nationwide Agribusiness) Hull, IA 51239 Phone: 712-439-2766 (work) 712-439-2799 (home) E-mail: lhoekst@nationwide.com	2017	Sept. 2001

Dr. Alethea Stubbe, NCC President (Non-voting)  
4094 250<sup>th</sup> St. George, IA 51237  
Home: 712-475-3296 ; Cell: 712-301-2431  
E-mail: aletheas@nwicc.edu

Dee Kreykes, Board Secretary (Non-voting)  
4477 360<sup>th</sup> St. Sheldon, IA 51201  
Home: 712-324-4225; Cell: 712-324-1631  
E-mail: dkreykes@nwicc.edu

Mark Brown, Board Treasurer (Non-voting)  
702 7<sup>th</sup> St. Sheldon, IA 51201  
Home: 712-324-4423; Cell: 712-301-5874  
E-mail: mbrown@nwicc.edu

Tom Whorley, Board Attorney (Non-voting)  
Wolff, Whorley, De Hoogh, Schreuers  
934 Third Ave., Suite 200 Sheldon, IA 51201  
Work: 712-324-4385 or 866-276-7930 (Toll Free)



**Northwest Iowa Community College  
Board of Trustees  
2013-2014**



**Cynthia Porter**  
District 1  
Hawarden, IA

Work: 712-551-2712  
Home: 712-551-1571  
Cell (only for Board of Trustees Calls):  
712-551-6571

**Board of Trustees Member since 2009**

**Current term expires: 2017**

**Education:**

**Graduate** -- working on BSN from SDSU, hopefully graduating in 2011

**Undergraduate** -- Iowa Lutheran School of Nursing and Grandview College in Des Moines, Long Beach Community College

**High School** -- Washington High School, Sioux Falls

**Current and Past Occupations (include years):**

Currently a Registered Nurse

Currently works with her husband in their business, Porter Funeral Home

**Clubs/Organizations:**

**PEO in Hawarden**

**High School Dance Coach**

**Working on getting coaching authorization through NCC**



**Jim Kennedy**  
District 2  
Rock Rapids, IA

Work: 712-472-3551  
Home: 712-472-4096  
Cell (only for Board of Trustees Calls):  
712-470-3772

**Board of Trustees Member since 2009**

**Current term expires: 2015**

**Education:**

**Graduate** – Master’s of Business Administration (M.B.A.), University of Sioux Falls, Sioux Falls, South Dakota, 2008.

**Post-Undergraduate** – Graduate, Colorado Graduate School of Banking, University of Colorado, Boulder, Colorado, 1986.

**Undergraduate** – Bachelor of Arts, Journalism and Mass Communications, Iowa State University, Ames, Iowa 1974. Minor studies in business, speech and education.

**High School** – Sibley Community Schools, Sibley, Iowa, 1970.

**Current and Past Occupations (include years):**

**General Assignment Reporter** – *Sioux City Journal*, Sioux City, Iowa - 1974 to 1976

**News Editor** – *Lyon County Reporter*, Rock Rapids, Iowa - 1976 to 1978

**Vice President and Insurance Officer** – George State Bank, George, Iowa, 1978 to 1988

**President** – Kennedy Agency, Ltd., Rock Rapids, Iowa – 1988 to 2001

**Managing Real Estate Broker and Insurance Agent** – Frontier Insurance & Realty, Rock Rapids, Iowa – 2001 to Present

**Adjunct Instructor/Business** – Southeast Technical Institute, Sioux Falls, South Dakota – 2006 to present



**Clubs/Organizations:**

**Southeast Technical Institute, Sioux Falls, South Dakota** – Member of Steering/Advisory Committee for Insurance Degree Planning

**Kiwanis Club, Rock Rapids, Iowa** – Former board member, current club pianist

**River Valley Players, Inc., Rock Rapids, Iowa** – Past president (three terms), current member of board of directors and director of annual dinner theater operations

**United Methodist Church, Rock Rapids, Iowa** – Past chairperson of administrative council, assistant choir director and Lay Leader, and current chairperson of Staff/Pastor/Parish Relations Committee

**Independent Insurance Agents of Iowa and United States Iowa Association of Realtors**

**Past Affiliations**

**Rock Rapids Planning and Zoning Commission** – Former member

**Lyon County Board of Health** – Chairperson for nine years

**Rock Rapids Development Corporation** – Past board member

**George Chamber of Commerce** – Past president

**George Jaycees** – Founding member and past president

**George Good Samaritan Home, George, Iowa** – Former advisory committee member

**Rock Rapids Jaycees** – Past president



**Loretta Berkland**  
District 3  
Sibley, IA

Work: 712-754-2549  
Home: 712-754-2804  
Cell (only for Board of Trustees Calls):  
712-461-0235

**Board of Trustees Member since 2001**

**Current term expires: 2015**

**Education:**

**Graduate** – VMD, University of Pennsylvania, 1983.

**Undergraduate** – Bachelor of Arts, Animal Physiology, University of Pennsylvania, 1978.

**Current and Past Occupations (include years):**

**Veterinarian** – *Shannon Veterinary Clinic* – 1983 to 1984

**Veterinarian** – *Sibley Veterinary Clinic* – 1983 to present

**Clubs/Organizations:**

**American Veterinary Medical Association**

**Iowa Veterinary Medical Association**

**American Association of Equine Practitioners**

**Minnesota Veterinary Medical Association**

**Pennsylvania Veterinary Medical Association**

**American Quarter Horse Association**

**Iowa Quarter Horse Association**

**American Paint Horse Association**

**Osceola County Historical Society**

**Osceola County 4-H Program**

**Sibley-Ocheyedan Friends of the FFA**

**Sibley-Ocheyedan Athletic Boosters**

**Sibley-Ocheyedan Choir**





**Steve Loshman**  
District 4  
Calumet, IA

Work: 712-446-2350  
Home: 712-446-2443  
**Cell (only for Board of  
Trustees Calls):**  
712-261-1033

**Number of years associated with NCC:**

Board of Trustees Member since 2012

**Current term expires:** 2017

**Education:**

**Undergraduate**

**High School –**

**Current and Past Occupations (include years):**

**Clubs/Organizations:**



**Adam Besaw**  
District 5  
Sheldon, IA

Work: 712-324-5001  
Home: 712-324-8495  
**Cell (only for Board of  
Trustees Calls):**

**Clubs/Organizations: Number of years associated with NCC:**

Board of Trustees Member since 2013

Appointed to NCC Foundation Board in 2013

**Current term expires:** 2015

**Education:**

**Undergraduate –**

**High School –**

**Current and Past Occupations (include years):**

**Clubs/Organizations:**

**NCC Foundation Board, 2013- Present**





**Leroy Van Kekerix**  
District 6  
Orange City, IA

Work: 712-737-4818  
Home: 712-707-8019  
Cell (only for Board of  
Trustees Calls):  
712-395-0239

**Board of Trustees Member since 2002**

Appointed to NCC Foundation Board in 2002

**Current term expires: 2015**

**Education:**

**Undergraduate** – University of South Dakota, B.S. in Business Administration, 1983.

**Undergraduate** – Northwestern College, Orange City. 1980

**High School** – Sheldon Community. 1979

**Current and Past Occupations (include years):**

**Loan Officer** -- Farmers Savings Bank, Boyden, IA. 1983-1988

**Ag Lender to President/CEO** -- Iowa State Bank, Orange City, IA. 1988-2010

**Clubs/Organizations:**

**First Reformed Church** -- Deacon and Chair of Shepherding Committee

**Orange City Food Pantry**



**Larry Hoekstra**  
District 7  
Hull, IA

Work: 712-439-2766  
Home: 712-439-2799  
Cell (only for Board of  
Trustees Calls):  
712-261-1403

**Number of years associated with NCC:**

Board of Trustees Member since 2001

Two years on Iowa Association of Community College Trustees Board

**Current term expires: 2017**

**Education:**

**Undergraduate** – Associate of Arts in AgBusiness, Ridgewater Community College, Willmar, MN.

**Current and Past Occupations (include years):**

**Field Production Manager** – Trojan Seed Company, 1971 to 1976

**Feed Sales, Staffing/Training** – Land O Lakes, 1976 to 1999

**Sales Manager** – Sioux Automation, 1999 to 2000

**Loss Control Representative**, Nationwide Agribusiness, 2000 to Current

**Clubs/Organizations:**

**First Christian Reformed Church, Hull, Iowa** – Elder

**Past Affiliations**

**Hull Kiwanis**

**Toastmasters**



**2012-2013 COMMITTEE ASSIGNMENTS**

Revised 4-2014

**Board Officers and Representatives**

President	Leroy Van Kekerix
Vice President	Larry Hoekstra
Board Secretary	Dee Kreykes
Board Treasurer	Mark Brown
Foundation Representatives	Adam Besaw Cynthia Porter
IACCT Representative	Board Member – Larry Hoekstra – IACCT President Alternate – Steve Loshman

**(Reference: NCC Board Policy 205 – Committee(s) of the Board of Trustees)**



# GUIDE TO TRUSTEE ROLES AND RESPONSIBILITIES FROM THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

## CENTER FOR EFFECTIVE GOVERNANCE

- [Guide to Self-Assessment](#)
- [Guide to Trustee Roles and Responsibilities](#)
- [Guide to Policy Governance](#)
- [Guide to Ethical Governance](#)
- [Guide to Electing and Appointing Community College Trustees](#)

Community college boards of trustees are responsible for ensuring that their colleges are integral parts of their communities and serve their ever-changing needs. Boards are accountable to the community for the performance and welfare of the institutions they govern.

Effective boards consist of people who come together to form a cohesive group to articulate and represent the public interest, establish a climate for learning and monitor the effectiveness of the institution. Boards of trustees do not do the work of their institutions; they establish standards for the work through the policies they set. Their specific responsibilities are to:

### **Act as a Unit**

The board is a corporate body. It governs as a unit, with one voice. This principle means that individual trustees have authority only when they are acting as a board. They have no power to act on their own or to direct college employees or operations.

In order for boards to be cohesive and well-functioning units, trustees must work together as a team toward common goals. Boards should have structures and rules for operating that ensure they conduct their business effectively and efficiently, board agendas are clear and informative, and board meetings are run in an appropriate manner.

The power of governance is expressed through one voice. As individuals, trustees make no commitments on behalf of the board to constituents, nor do they criticize or work against board decisions.

To be effective boards must:

- Integrate multiple perspectives into board decision-making



- Establish and abide by rules for conducting board business
- Speak with one voice, and support the decision of the board once it is made
- Recognize that power rests with the board, not individual trustees

### **Represent the Common Good**

Boards of trustees exist to represent the general public. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of their region.

Therefore, board members learn as much as they can about the communities they serve. They gain this knowledge by studying demographic, economic and social trends, by being aware of issues facing the community, and by talking with other community leaders and members of other boards. They use what they learn to make decisions that respond to community interests, needs and values.

Boards discuss multiple viewpoints and issues in public, and have strategies to include the public in the policy-making process. Effective trustees and boards:

- Know community needs and trends
- Link with the community
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

### **Set the Policy Direction**

Governing boards establish policies that provide direction and guidance to the president and staff of the College. A major board responsibility is to define and uphold a vision and mission that clearly reflect student and community expectations. This responsibility challenges boards to think strategically, concentrate on the "big picture," and focus on the future learning needs of their communities. It requires that boards consult widely with community groups as well as the administration, faculty, staff, and students of the college. Trustees engage in exciting, creative, thoughtful discussions as they explore the future and envision what they want their communities to be. They:

- Are proactive, visionary and future-oriented
- Learn about and communicate with many different groups



- Focus on community needs and trends
- Establish the vision, mission and broad institutional goals as policy

### **Employ, Evaluate and Support the Chief Executive Officer**

Successful governance depends on a good relationship between the board and the chief executive officer (CEO). The chancellor or president is the single most influential person in creating an outstanding institution. Therefore selecting, evaluating and supporting the CEO are among the board's most important responsibilities.

The CEO and board function best as a partnership. The CEO implements board policies, while the board depends on the CEO for guidance and educational leadership. This occasionally paradoxical relationship works best when there are clear, mutually agreed-on expectations and role descriptions. The partnership thrives on open communication, confidence, trust, and support. To be effective, trustees and boards must:

- Select and retain the best CEO possible
- Define clear parameters and expectations for performance
- Conduct periodic evaluations; provide honest and constructive feedback
- Act ethically in the relationship with the CEO
- Support the CEO; create an environment for success

### **Define Policy Standards for College Operations**

Successful boards of trustees adopt policies that set standards for quality, ethics and prudence in college operations. Once policy standards are established, boards delegate significant authority to the CEO, allowing the CEO and staff the flexibility they need to exercise professional judgment. The policies:

- Define expectations for high quality educational programs
- Define expectations for student achievement and fair treatment of students
- Require wise and prudent use of funds and management of assets
- Set parameters to attract and retain high quality personnel and ensure fair treatment of employees

### **Create a Positive Climate**

Boards set the tone for the entire system or institution. Through their behavior and policies, successful boards establish a climate in which learning is valued, professional growth is enhanced, and the most important goals are student success



and adding value to the community. Alternatively, boards fail their institutions when they act in such a way that they create a stifling, negative, or dysfunctional atmosphere.

Boards of trustees create a positive climate when they look to the future, act with integrity, support risk-taking, and challenge the CEO and college staff to strive for excellence. Effective boards and trustees:

- Model a commitment to learning for students
- Focus on outcomes
- Support professional growth
- Seek consultation in developing policy
- Are ethical and act with integrity

### **Monitor Performance**

Boards are responsible for holding colleges accountable for serving current and future community learning needs. The board adopts the college direction and broad goals as policy, and then monitors the progress made toward those goals. For instance if a board adopts a policy goal that the college programs will result in skilled employees for area business, then the board should ask for periodic reports on how that goal is being met.

Boards also monitor adherence to their policies for programs, personnel, and fiscal and asset management. They receive periodic reports from staff and review reports by and for external agencies, such as accreditation, audit, and state and federal accountability reports. All monitoring processes culminate in the evaluation of the CEO as the institutional leader.

A board's ability to monitor its institution is enhanced when it defines the criteria and standards to be used well in advance of when reports are required, so that the CEO and staff are clear about what is expected. Effective boards and trustees:

- Monitor progress toward goals
- Monitor adherence to operational policies
- Use pre-established criteria for monitoring
- Schedule a timetable for reports

### **Support and Be Advocates for the College**

Trustees are essential links with their communities. They govern on behalf of the public and ensure that the College meets the needs of external constituents. They are also advocates and protectors of the College. They promote the College in the



community, and seek support for the college from local, state, and national policymakers. They support the college foundation in seeking community contributions.

Competent boards protect the College from undue pressure on the institution from political and special interests. They support the professional freedom of administrators and faculty to create quality learning environments that incorporate many different perspectives. They protect the ability of the College to fulfill its mission and promise to their communities.

Effective trustees and boards:

- Promote the College in the community
- Foster partnerships with other entities in the community
- Advocate the needs of the College with government officials
- Support the foundation and fundraising efforts
- Protect the College from inappropriate influence

#### **Lead as a Thoughtful Educated Team**

Good trusteeship requires the ability to function as part of a team, and a team functions best when all members are encouraged to contribute their unique strengths and are committed to working together.

Effective boards are thoughtful and educated. Trustees on those boards listen well, ask good questions, analyze options, think critically, and clarify their most important values and priorities. They explore issues thoroughly and make policy decisions based on thorough deliberation and comprehensive understanding.

The best boards are future-oriented. They recognize that today's world requires flexible institutions and personnel who are willing to adapt and grow in response to the changing needs of society. Trustees who act with vision, with intelligence, with curiosity and with enthusiasm create a board that is an agent for positive change. Effective boards and trustees:

- Engage in ongoing learning about board roles and responsibilities
- Are curious and inclusive
- Are positive and optimistic
- Support and respect each other



# Board Member Service History

## FORMER BOARD MEMBERS

			From	To
Jerry	Adams	Sheldon	2002	Feb. 2006
John	Bajema	Hull	1966	1968
Judy	Blauwet	Larchwood	2007	Oct. 2009
Howard	Borchard		1978	1990
Mark	Brown	Sheldon	Feb. 2006	June 2007
James	De Kruif	Sheldon	June 2001	2002
Jerry	Feucht		1989	2001
	Graves		1975	1978
Jim	Haberkorn	Rock Rapids	2001	2007
Ray	Hormel	Ocheyedan	1966	1974
Ray	Huibregtse		1977	1982
Blayne	Johnson	Hartley	1990	2001
P.J.	Juffer	Ireton	1966	1968
W. Dale	Kraai		1977	1994
Jack	Krogman		1975	1976
Howard	Mogler		1977	1989
F. Willis	Petrich	Sanborn	1966	1976
Jack	Ping		1969	1975
Eugene	Reid		1979	2000
Gary	Rosenboom	Sheldon	1990	2002
Merlyn	Rostermundt		1975	1979
Richard	Schneider	Sheldon	1966	1978
	Schnepf		1968	1977
Roger	Smith	Sheldon	1978	1990
Craig	Struve	Calumet	1999	2012
Reynold	Van Gelder	Alton	1966	1973
Ken	Vande Brake	Alton	1997	2009
	Vander Schaaf		1969	1977
Doug	Von Arb		1977	1997
Mervin	Warner	Larchwood	1966	1968
Susanne	Weaver		1982	1999
Stan	Zylstra	Sibley	Jan. 1994	2001
Chad	Hamill	Sheldon	2007	2013

## CURRENT BOARD MEMBERS

Cynthia	Porter	Hawarden	Oct. 2009	
Jim	Kennedy	Rock Rapids	Nov. 2009	
Dr. Loretta	Berkland	Sibley	Oct. 2001	
Steve	Loshman	Calumet	May 2012	
Adam	Besaw	Sheldon	April 2013	
Leroy	Van Kekerix	Orange City	Sept. 2002	
Larry	Hoekstra	Hull	Sept. 2001	

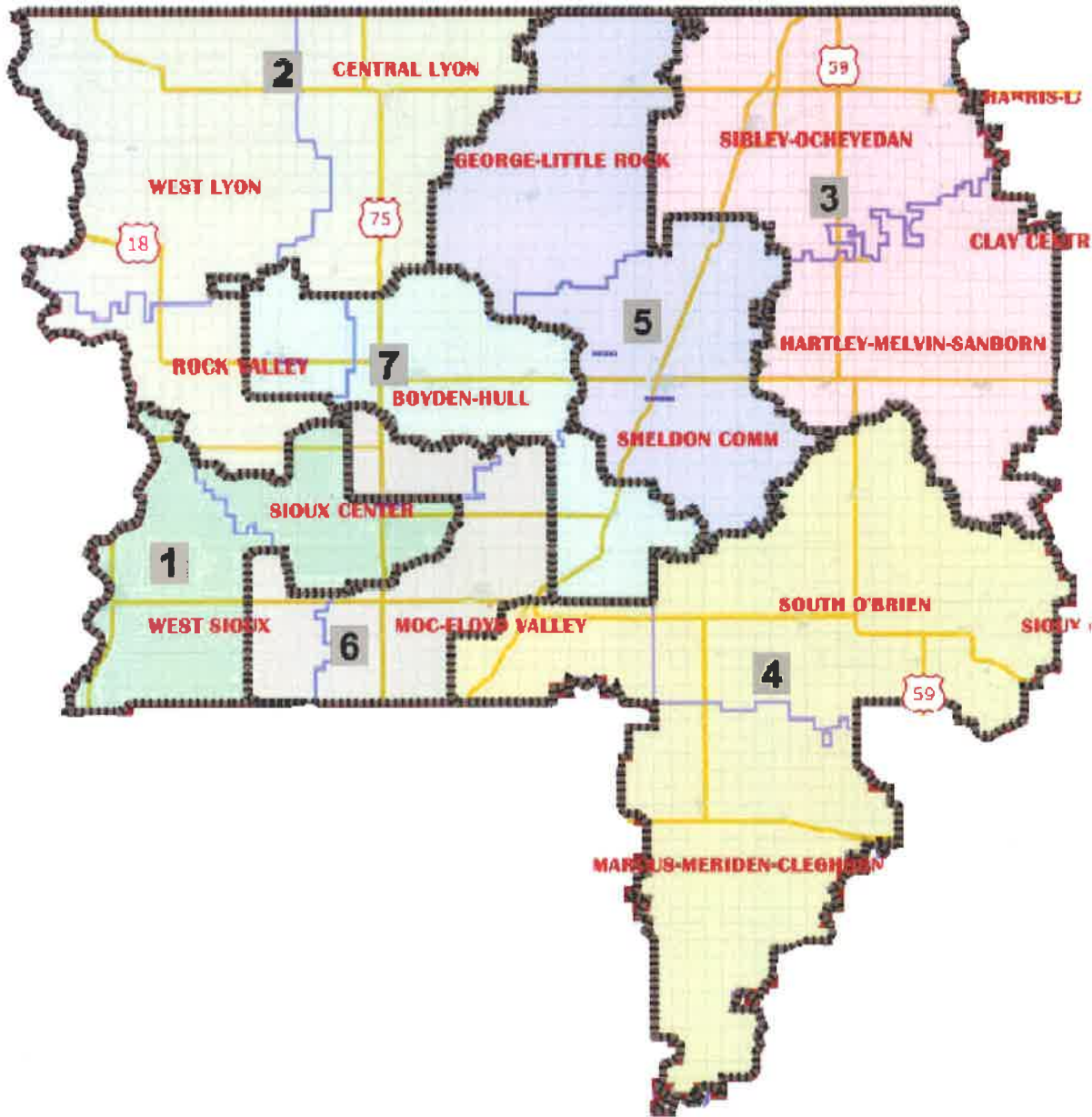


**AREA IV DIRECTOR DISTRICTS by SCHOOL DISTRICT**  
**Adopted May 31, 2013**

<b>Area Director District</b>	<b>Component School District</b>
Director District # 1	<b>WEST SIOUX</b> The portion of WEST SIOUX school district that lies in the following precincts: Plymouth 1 and Sioux 4 & 8. The portion of SIOUX CENTER school that lies in the following precincts: Sioux 8, 9, 14, 15 & 16.
Director District # 2	<b>CENTRAL LYON ~ WEST LYON</b> The portion of SIOUX CENTER school that lies in the following precincts: Sioux 8, 9, 14, 15 & 16.
Director District # 3	<b>HARTLEY-MELVIN-SANBORN SIBLEY-OCHEYEDAN</b>
Director District # 4	<b>MARCUS-MERIDEN-CLEGHORN ~ SOUTH O'BRIEN</b> The portion of MOC-FLOYD-VALLEY school that lies in precinct Sioux 1.
Director District # 5	<b>GEORGE ~ LITTLE ROCK ~ SHELDON</b>
Director District # 6	<b>MOC-FLOYD-VALLEY ~ SIOUX CENTER</b> The portion of MOC-FLOYD-VALLEY school that lies in the following precincts: Sioux 6, 7, 9, 12, 13 & 16. The portion of SIOUX CENTER school that lies in precinct Sioux 13 - Sioux Center North. The portion of WEST SIOUX school that lies in precinct Sioux 9.
Director District # 7	<b>BOYDEN-HULL ~ ROCK VALLEY ~ MOC/FV</b> The portion of ROCK VALLEY school that lies in the following precincts: Lyon 2 and Sioux 5, 10 & 11. The portion of MOC-FLOYD VALLEY school that lies in the following precincts: Sioux 2 and O'Brien 8.

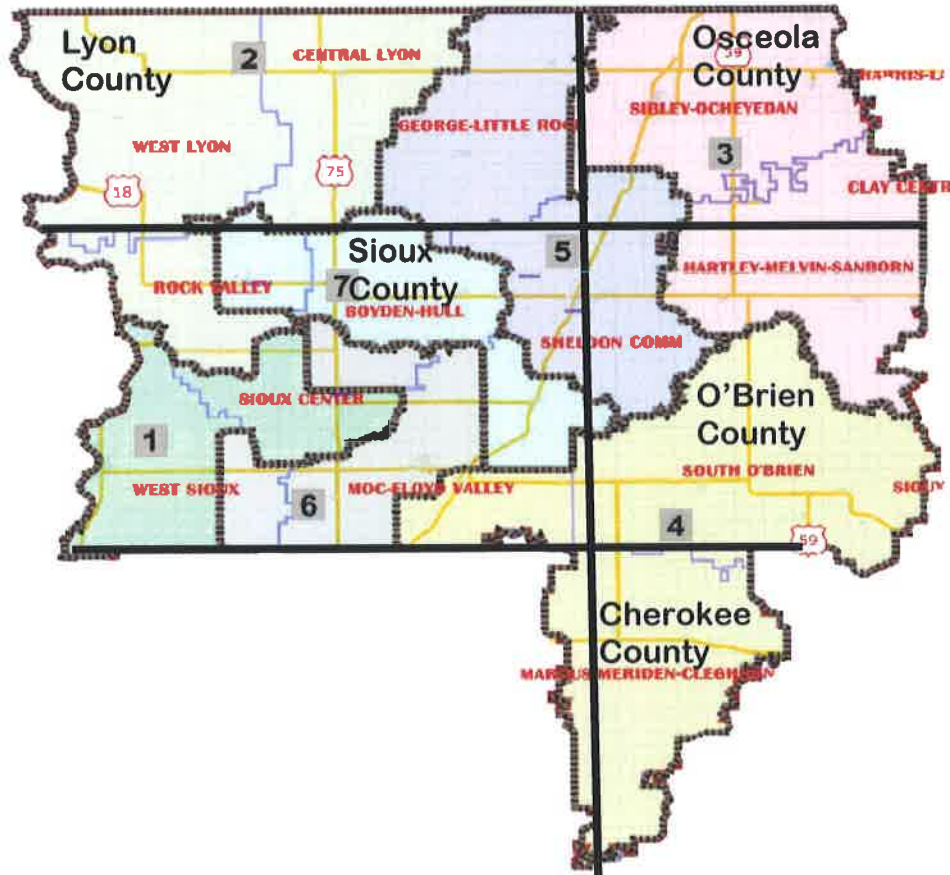


# Northwest Iowa Community College Director Districts of Merged Area IV



**Area IV Director Districts  
Districts by County**

<b>County</b>	<b>Districts in County</b>
Cherokee County	District # 4
Lyon County	District # 2, 5
O'Brien County	District # 3, 4, & 5
Osceola County	District # 3, & 5
Sioux County	District # 1, 2, 4, 5, 6 & 7



# Auditor's Guide to Special Elections

## Prohibited election combinations and dates (cont.):

### School District and Merged Area Special Election Dates:

School districts or merged areas can ONLY hold special elections:

In odd-numbered years:

- the first Tuesday in February
- the first Tuesday in April
- the last Tuesday in June
- the second Tuesday in September (day of regular School Election)

In even-numbered years:

- the first Tuesday in February
- the first Tuesday in April
- the second Tuesday in September
- the first Tuesday in December [§39.2 (4)(c)]

Special elections may not be held with:

- City primary or runoff elections [§39.2(1)(b)]
- Primary elections. [§39.2(1)(b)]
- School elections, unless the special election is for a school district or merged area school. [§39.2(1)(b)]

Special city elections to fill vacancies may not be held with the General Election if the city has a primary election provision. [§39.2(3)(b)]

**2009 Revision**



## **Code of Iowa - Chapter 260C.1 - Statement of policy**

**(Reference: NCC Board Policy 102 – Statutory Purposes for the College)**

It is hereby declared to be the policy of the state of Iowa and the purpose of this chapter to provide for the establishment of not more than fifteen areas which shall include all of the area of the state and which may operate community colleges offering to the greatest extent possible, educational opportunities and services in each of the following, when applicable, but not necessarily limited to:

1. The first two years of college work including preprofessional education.
2. Vocational and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completion for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.
6. Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Vocational education for persons who have academic, socioeconomic, or other disabilities which prevent succeeding in regular vocational education programs.
10. Training, retraining, and all necessary preparation for productive employment of all citizens.
11. Vocational and technical training for persons who are not enrolled in a high school and who have not completed high school.
12. Developmental education for persons who are academically or personally underprepared to succeed in their program of study.



**NORTHWEST IOWA COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
 <<Date>>  
 <<Place and time of meeting>>

**A G E N D A**

Agenda Item	Presenter	Page	Activity	
			Act	Info
1. Call to Order				X
2. Roll Call				X
3. Introduction of Guests				X
4. Request for Discussion of Consent Items/Agenda Additions				X
5. Consent Items a. Approval of Minutes b. Agenda c. Approval of Monthly Bills d. Jointly Administered Contracts ♦List school & course e. Industrial New Jobs T'ng Agreement ♦List business etc. f. Personal ♦Hire ♦Resignation ♦Tax Deferred Annuity g. Donations			X	
6. Monthly Financial Report			X	
7. Education Report a. b.				X X
8. President's Report				X
9. Action Items/Pulled Out Consent Item(s) a. b.			X	
10. Information Items a. IACCT Report b.				X
11. Announcements/Items of Interest a. News Releases/Articles/Ads				X
12. Adjournment			X	

Explanation of agenda activities:

Presenter = Person presenting information.

Action = Board vote needed.

Information = Material or reports presented for information only



## Board Meeting Dates and Times

### Tentative Schedule for November 2013 – October 2014

DATES	TIME	Education Report (Tentative)
Monday, November 18, 2013	6:30 pm	1. Business Office Annual Report 2. Financial Aid
Monday, December 16, 2013	6:30 pm	1. Program Evaluation: Photography 2. Auditors 3. Title III Final Report
* Thursday, December 19, 2013	7:00 pm – Winter Graduation	
Monday, January 20, 2014	After Joint Foundation Meeting	1. H.S. – Beth Frankenstein 2. Strategic Plan
February 10-13 –Legislative Session	Washington, DC	
Monday, February 17, 2014	6:30 pm  Action Items: Certified Budget and Equity Plan (was Affirmative Action)	1. Program Evaluation: Transportation Service and Automotive Service Technology 2. Student Legislative Trip/SGA
Monday, March 17, 2014	6:30 pm	1. All Iowa Academic Team 2. ICCOC – Mark White
March 31 & April 1, 2014 – IACCT Convention	Des Moines, IA	NCC & SWCC Hosting
April 5-8 – AACC Convention	Washington, DC	
April 10-14 – NCA-HLC	Chicago, IL	
Monday, April 21, 2014	6:30 pm	1. Program Evaluation: Diesel 2. Carpentry/Skills USA
* Friday, May 16, 2014	1:30 – Spring Graduation	
Monday, May 19, 2014	6:30 pm	1. Recent/New Programs (Pharm Tech and Internships) 2. FFA
Monday, June 16, 2014	6:30 pm	1. LINC/CLIC 2. Entreprep
***Monday, July 14, 2014 (Tentative Tele-conference Mtg.)	6:30 pm	1. Strategic Plan Updates  2.
Tentative – AACC – President’s Academy (PASI) July 19-23	Tentative – California	
Monday, August 18, 2014	6:30 p.m. – Board Mtg. Begins	1. New Employee Introductions 2. Academic Center/Library (Developmental Education)
Monday, September 15, 2014	6:30 pm	1. Technology (include Datatel, etc.) 2. Campus Crusade for Christ
October 22-25 – ACCT	Chicago, IL	
Monday, October 20, 2014	Before the Legislative Forum (Time to be determined)	1. MJ Dolan

\*\*\*Note Suggested Change (2<sup>nd</sup> Monday rather than the 3<sup>rd</sup> Monday – due to PASI Conference)

\*Advance Notice of Graduation Dates  
Conference Dates

NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA

BOARD MEMBER ROTATION SCHEDULE  
FOR  
MONTHLY REVIEW OF COLLEGE BILLS

<u>Month (2013)</u>	<u>Board Member</u>	*MEETING START TIME:
November	Porter	November - October - 6:30 p.m. =====
December	Kennedy	*On a rotation basis, each Board member would review the bills ( <u>half an hour prior to the meeting start time</u> ).
<u>Month (2014)</u>		*The schedule is shown at the left. **Possible tele-conference meeting. =====
January	Hoekstra	PHONE NUMBER LIST IN CASE YOU NEED TO SWITCH YOUR MONTH:
February	Loshman	
March	Berkland	
April	Besaw	
May	Van Kekerix	
June	Porter	
July **	Kennedy	
August	Hoekstra	
September	Loshman	
October	Berkland	
		<p><u>Loretta Berkland</u>      <b>Work: 712-754-2549</b>  dberklan@hickorytech.net      Home: 712-754-2804  Cell: 712-461-0235</p> <p><u>Adam Besaw</u>      <b>Work: 712-324-5001</b>  besawcrew@gmail.com      Home: 712-324-0032  Cell: 612-669-8716</p> <p><u>Larry Hoekstra</u>      <b>Work: 712-439-2766</b>  lhoekst@nationwide.com      Home: 712-439-2799  Cell: 712-261-1403</p> <p><u>Jim Kennedy</u>      <b>Work: 605-498-3683</b>  jimkennedy51@hotmail.com      Home: 712-472-4096  Cell: 712-470-3772</p> <p><u>Steve Loshman</u>      <b>Work: 712-446-2350</b>  sloshman@c-sagrow.com      Home: 712-446-2443  Cell: 712-261-1033</p> <p><u>Cynthia Porter</u>      <b>Work: 712-551-2712</b>  rcporter@acsnet.com      Home: 712-551-1571  porterfuneral@acsnet.com      Cell: 712-551-6571</p> <p><u>Leroy Van Kekerix</u>      <b>Work: 712-737-4818</b>  ljix@orangecitycomm.net      Home: 712-707-8019  Cell: 712-395-0239</p>

# NORTHWEST IOWA COMMUNITY COLLEGE 2013-2014 Board of Trustee's Meeting Calendar

## NOVEMBER

2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY

2014 (Joint Foundation Meeting)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

2014

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH

2014

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## APRIL

2014

S	M	T	W	T	F	S
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY

2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE

2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## JULY

2014 (Tentative Tele-Conference)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## AUGUST

2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SEPTEMBER

2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

2014 (Legislative Forum)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Board Meeting Start time - usually 6:30 p.m.  
TBD for January 2014 and October 2014

Graduation - 7:00 p.m. - Winter (December)  
1:30 p.m. - Spring and Summer

LEGEND	
	Board Meeting
	Legislative Session in DC
	Winter/Spring/Summer Graduation
	IACCT Meeting- Des Moines, IA
	ACCT Meeting - Chicago, IL

# Northwest Iowa Community College 2013-2014 Academic/Work Calendar

**Final**

Approved: November 2012

*July*

2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	«15	16	17	18	19]	20
21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	27
28	29	30	31			

*August*

2013

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	<del>19</del>	<del>20</del>	21	22	23	24
25	26	27	28	29	30	31

*September*

2013

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30					

*October*

2013

S	M	T	W	T	F	S
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13	«14	«15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28	29	30	31		

*November*

2013

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*December*

2013

S	M	T	W	T	F	S
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15	16	17	18	19	20]	21
22	23	24	25	26	27	28
29	30	31				

*January*

2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	<del>8</del>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 6 & 7 are snow days for the 7x7

*February*

2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	«17	18	19	20	21	22
23	24	25	26	27	28	

*March*

2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	<del>7</del>	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*April*

2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	<del>11</del>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*May*

2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16]	17
18	19	20	21	22	23	24
25	26	<del>27</del>	28	29	30	31

*June*

2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*July*

2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	«21	22	23	24	25]	26
27	28	29	30	31		

**Note:**

This calendar reflects the fifth summer of piloting a 4-day week.

**LEGEND**

- [ Semester Begins
- ] Semester Ends
- « Evening classes will be held
- No Classes
- Commencement/End of Term
- Summer Term Classes
- Fall Term Classes
- Spring Term Classes
- Midterm - No Classes
- / Instructional Work day
- 7x7 Dates in **bold** font

## 2013-2014 Academic/Work Calendar

July 22-26	Instructional Workdays for 12 month/216 day faculty•
August 19 & 20	Instructional Workdays
August 21	Fall Semester Begins
September 2	Labor Day
September 16	21 <sup>st</sup> Century Learning Conference
October 14	Jr. Career Day
October 15	In-service Instructional Workday
October 21	Midterm Instructional Workday
November 27, 28, 29	Thanksgiving Break
December 20	Fall Semester Ends
January 8	Instructional Workday
January 9	Spring Semester Begins
February 17	In-service Instructional Workday
March 7	Midterm Instructional Workday
March 10-14	Spring Break
April 11	8 <sup>th</sup> Grade Career Day
April 18 & 21	Easter Break
May 16	Spring Semester Ends – Commencement
May 26	Memorial Day
May 27	Instructional Workday
May 28	Summer Semester Begins
July 25	Summer Semester Ends – Commencement

### ✓ 7x7 Dates

- July '13
    - July 22, 23, 25, 26, 29, 30, 31
  - Holiday '13
    - December 26, 27, 28, 30, 31 & January 2, 3
      - Snow days: January 6 & 7
  - May '14 (all hybrid)
    - May 19, 20, 22, 23, 27
- *In order to facilitate an August start date that more closely coincides with other colleges, we need to have a transition year. July 19, 2013, is the board approved graduation date. This date is published and cannot be changed. After calculating the number of required days as we have done on previous years' calendars, the 216 day contract is 5 days short. In order to meet the 216 day requirement, those faculty on a 216 day contract will be required to work July 22-26, 2013. This still allows for a three full week break prior to the start of the Fall 2013 semester; and the total amount of contact time in the summer term does comply with all external requirements.*





**Code of Iowa**  
**Chapter 260C.17 – Preparation and approval of budget—tax.**  
(Reference: NCC Board Policy 702 – Annual Budget)

The board of directors of each merged area shall prepare an annual budget designating the proposed expenditures for operation of the community college. The board shall further designate the amounts which are to be raised by local taxation and the amounts which are to be raised by other sources of revenue for the operation. The budget of each merged area shall be submitted to the state board no later than May 1 preceding the next fiscal year for approval. The state board shall review the proposed budget and shall, prior to June 1, either grant its approval or return the budget without approval with the comments of the state board attached to it. Any unapproved budget shall be resubmitted to the state board for final approval. Upon approval of the budget by the state board, the board of directors shall certify the amount to the respective county auditors and the boards of supervisors annually shall levy a tax of twenty and one-fourth cents per thousand dollars of assessed value on taxable property in a merged area for the operation of a community college. Taxes collected pursuant to the levy shall be paid by the respective county treasurers to the treasurer of the merged area as provided in section 331.552, subsection 29.

It is the policy of this state that the property tax for the operation of community colleges shall not in any event exceed twenty and one-fourth cents per thousand dollars of assessed value, and that the present and future costs of such operation in excess of the funds raised by such levy shall be the responsibility of the state and shall not be paid from property tax.



## GUIDELINE FOR BOARD POLICY 702

DATE: December 17, 2010

TITLE: **Business and Operational Procedures**  
**Budget Procedures**

The Budgeting procedure will be administered in accordance with the Code of Iowa and Board Policy numbers 702 through 716. The budgeting process will be a continuous process that will involve all Northwest Iowa Community College staff.

As stated in Board Policy 702, the College shall prepare an annual budget that includes projected revenue and anticipated expenses.

### BUDGET BUILDING PROCESS

Working on the new fiscal year's budget will start no later than the February prior to the beginning of that fiscal year. All projected expenditures for the new fiscal year will be prepared and submitted on the Budget Input forms as provided and directed by the Vice President of Operations and Finance. General guidance will be issued by the Vice President of Operations and Finance regarding budget assumptions.

The following guidelines should be used when completing the Budget Input forms:

- 1) Amounts: All amounts should be entered in dollars only (no cents).
- 2) Salaries (51000-57000): This section will be completed by the Business and Finance Office after annual salary increases have been determined.
- 3) Fringe Benefits (59000-59700): This section can be left blank. It will be generated at a later date when fringe benefits costs become available.
- 4) Other (60100-72000): Excel spreadsheets will be electronically distributed which will include account descriptions and the corresponding historical financial information as well as blanks for current year estimates. Those spreadsheets are to be completed and submitted electronically to the Vice President by the designated date.
- 5) The Vice President will accumulate all Department budgets and prepare a college-wide budget.

### PUBLISHED BUDGET

The Certified Budget will be approved by the Board of Trustees, published in the College's official newspaper, and submitted to the Department of Education by March 15.





**Northwest Iowa Community College  
Vision Statement**

**We are driven to be the community  
college of choice for learning.**

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**Northwest Iowa Community College  
Mission Statement**

**Northwest Iowa Community College  
is a progressive learning college  
rapidly responding to the global needs of  
our changing community.**



## Executive Council



Gretchen Bartelson  
*Dean of The Center for Teaching and Learning*

Gretchen Bartelson, holds a BA from Covenant College (TN) and a MS from Troy State University (AL). Her responsibilities include overseeing online learning, including curriculum development and faculty relations. In addition to online programming, she oversees curriculum development, faculty training, grant writing, and working with analytics to improve instruction. Her duties also include serving on the Iowa Community College Online Consortium Staff as grant developer.



Mark Brown  
*Vice President, College Operations & Finance*

Mark Brown graduated with distinction from the University of Iowa with a Bachelor of Business Administration degree. He is a Certified Public Accountant and worked in public accounting for 18 years as a corporate finance consultant and audit manager. In addition, Mark served as Assistant Administrator at Sanford Sheldon Medical Center for 3 years. Mark is a member of the Iowa Society of Certified Public Accounts and the American Institute of Certified Public Accountants.



Frank DeMilia  
*Dean, Workforce & Continuing Education*

Frank DeMilia is the Dean of Workforce & Continuing Education at NCC. He is responsible for identifying, developing, implementing, and evaluating lifelong learning opportunities that meet the professional and developmental needs of the people we serve. In support of the Business Development and Training Center, Frank's primary responsibilities include responding to the training needs of business and industry in Area IV. Machining, welding, electrical maintenance, safety, computer applications and human resource training are some examples of those needs. Frank visits industries to help with needs assessments, training grant applications, and to develop customized training programs that meet specific learning objectives.





Dr. John Hartog III  
*Vice President of Student & Academic Services*

Before joining the NCC administrative team, John served in a variety of capacities, including work as an archival librarian, assistant professor, associate professor, full professor, program director, dean of a graduate school, vice-president, provost, and acting president. He has also taught as an adjunct in America and overseas at community colleges, religious colleges, seminaries, a business college, a college of health sciences, and a state university. A published author, an accomplished linguist, a former senior pastor, and an experienced study-tour guide, he is a graduate of Calvary College, Faith Baptist Seminary, Grace Seminary, Central Seminary, and the University of Minnesota. At NCC, John works with student services, with academic services, and with the faculty and deans in order to provide a quality educational experience for all who attend NCC.



Michael Oldenkamp  
*Director of Information Technology*

Michael Oldenkamp is the Director of Technology and Information Systems at Northwest Iowa Community College, where he has been employed since 1998. He has an Applied Sciences degree from Northwest Iowa Community College, and a Bachelor of Science Degree from Bellevue University, majoring in Management of Information Systems. Michael is responsible for the planning, directing, developing, managing, and maintaining computers and communication systems, including telephone and ICN, management information systems and services including both academic and administrative.



Dr. Rhonda Pennings  
*Dean of Arts & Science, Business & Health*

Rhonda Pennings is the Dean of Arts & Science/Business and Health at Northwest Iowa Community College. She has a bachelor's degree from Northwestern College with majors in art and English. She has a master's degree in English and a doctorate degree in education from the University of South Dakota. As a member of the American Association of University Women, her interests lie in promoting education and equity for women. Currently, she serves on the Board of Directors for the Iowa Network for Women in Higher Education. She is also co-chair of the planning council for the annual Way-Up Conference, a conference that promotes leadership for women in higher education.





Beth Sibenaller-Woodall  
*Registrar/Associate Dean of Students*

Beth Sibenaller Woodall graduated from Briar Cliff College with a Bachelor of Arts degree and a Master of Arts in Teaching degree from Morningside College. Her primary responsibilities include overseeing Registration, Admissions, Residence Life, Student Government, Advising and the LifeLong Learning and Recreation Center.



Dr. Jan E. Snyder  
*Vice President of Institutional Advancement & External Affairs*

Jan E. Snyder, Ph.D. serves as Vice President of Institutional Advancement & External Affairs. Her responsibilities include Marketing, Planning, Grant Development, Institutional Research and overseeing the activity of the Northwest Iowa Community College Foundation. Dr. Snyder received her Bachelor of Arts in Business Administration from Morningside College in Sioux City, Iowa, her Master of Science in Adult Learning, Performance Development from Drake University in Des Moines, Iowa and her Ph.D. in Educational Leadership & Policy Studies from Iowa State University in Ames, Iowa.



Dr. Alethea Stubbe  
*President*

Stubbe serves as President of Northwest Iowa Community College where she has been employed since 1991. After serving as a full-time faculty member in the Business Department at NCC for twelve years, she assumed the role of Vice President of Administration and Board Secretary/Treasurer which she held from July 2003 to July 2007. She also served as Vice President of Education and Learning Services from 2007 to April 2010. During a presidential search in the spring of 2005, she was also appointed to serve as Acting President.

Stubbe earned a bachelor's degree from Northwestern College, a Master's of Business Administration from University of South Dakota, and a doctorate in Higher Education Administration from Iowa State University. Prior to NCC, she held positions in business as well as public and private education.





Steve Waldstein  
*Dean of Applied Technology*



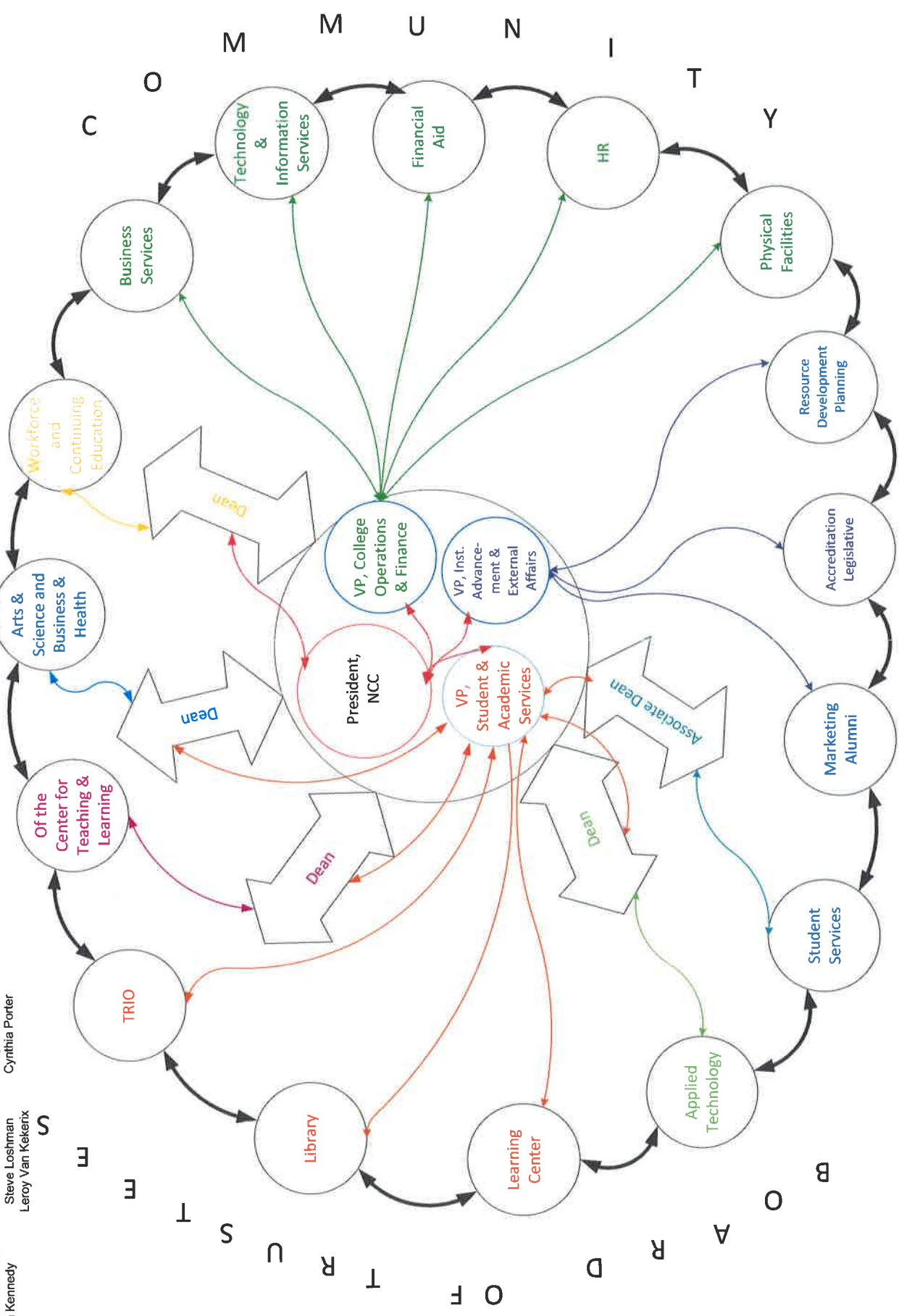
# Organizational Network

## Board of Trustees

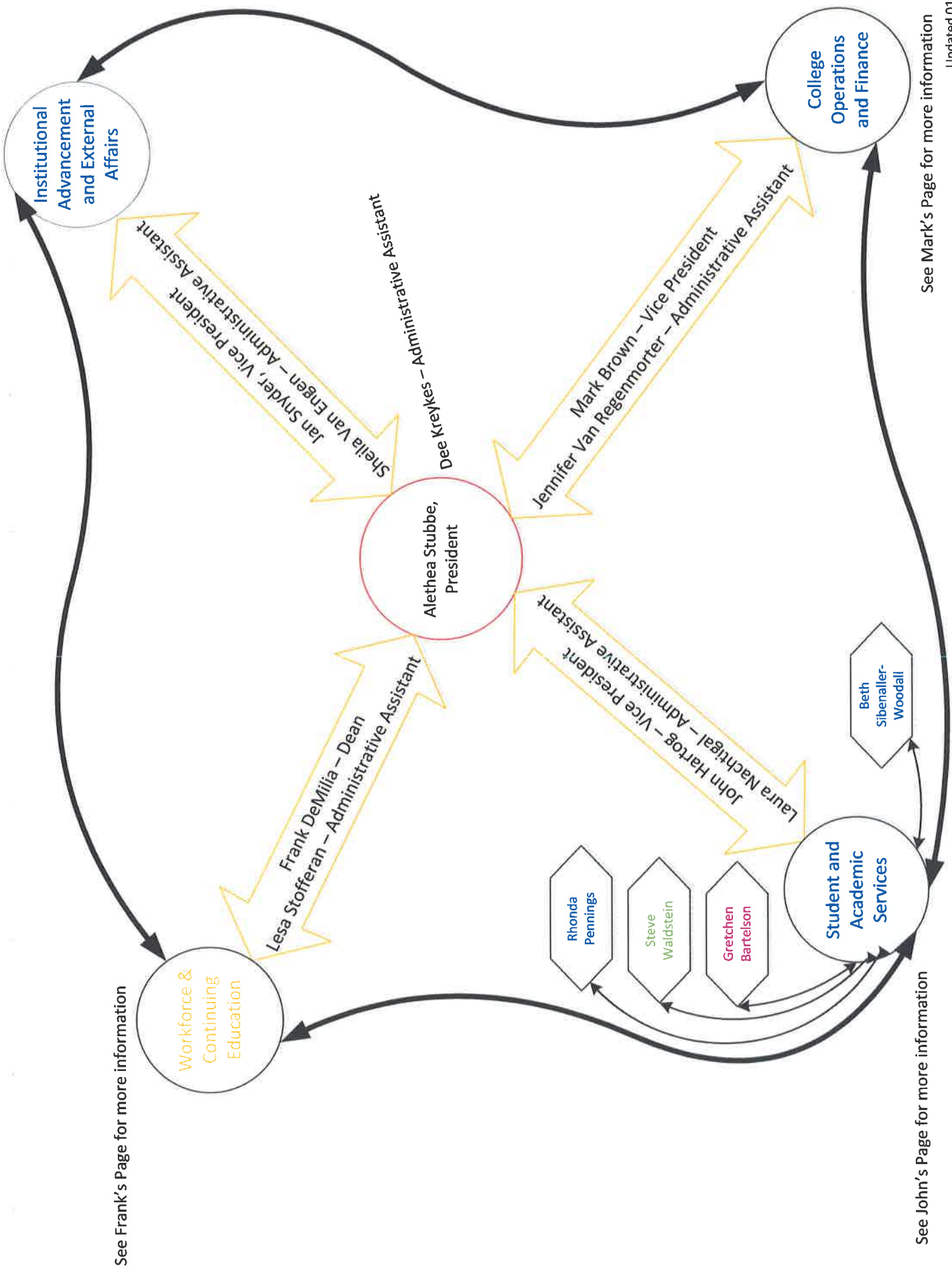
- Loretta Berkland
- Jim Kennedy
- Adam Besaw
- Steve Loshman
- Leroy Van Kekerix

- Lamy Hoeksra
- Cynthia Porter

# Northwest Iowa Community College



See Jan's Page for more information

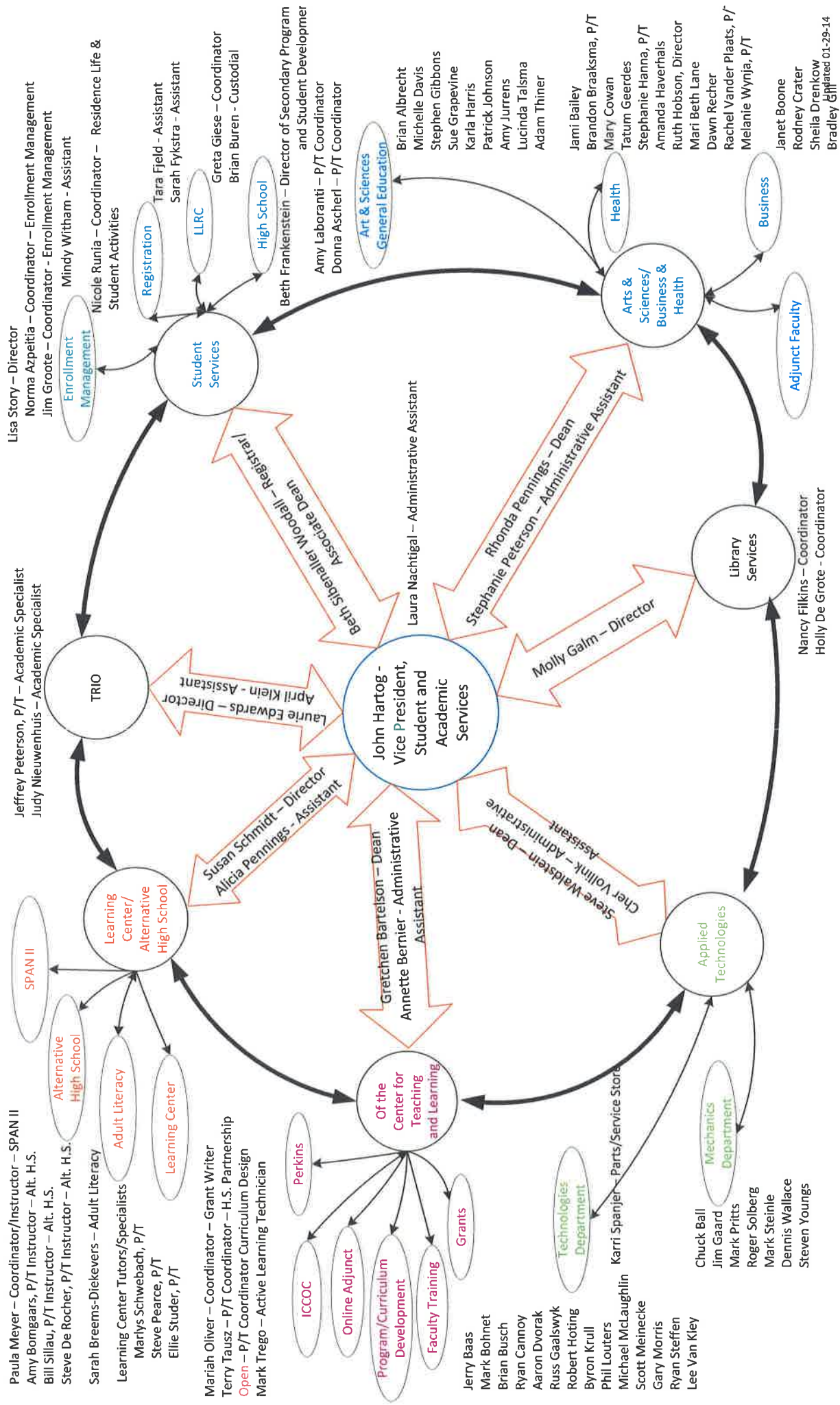


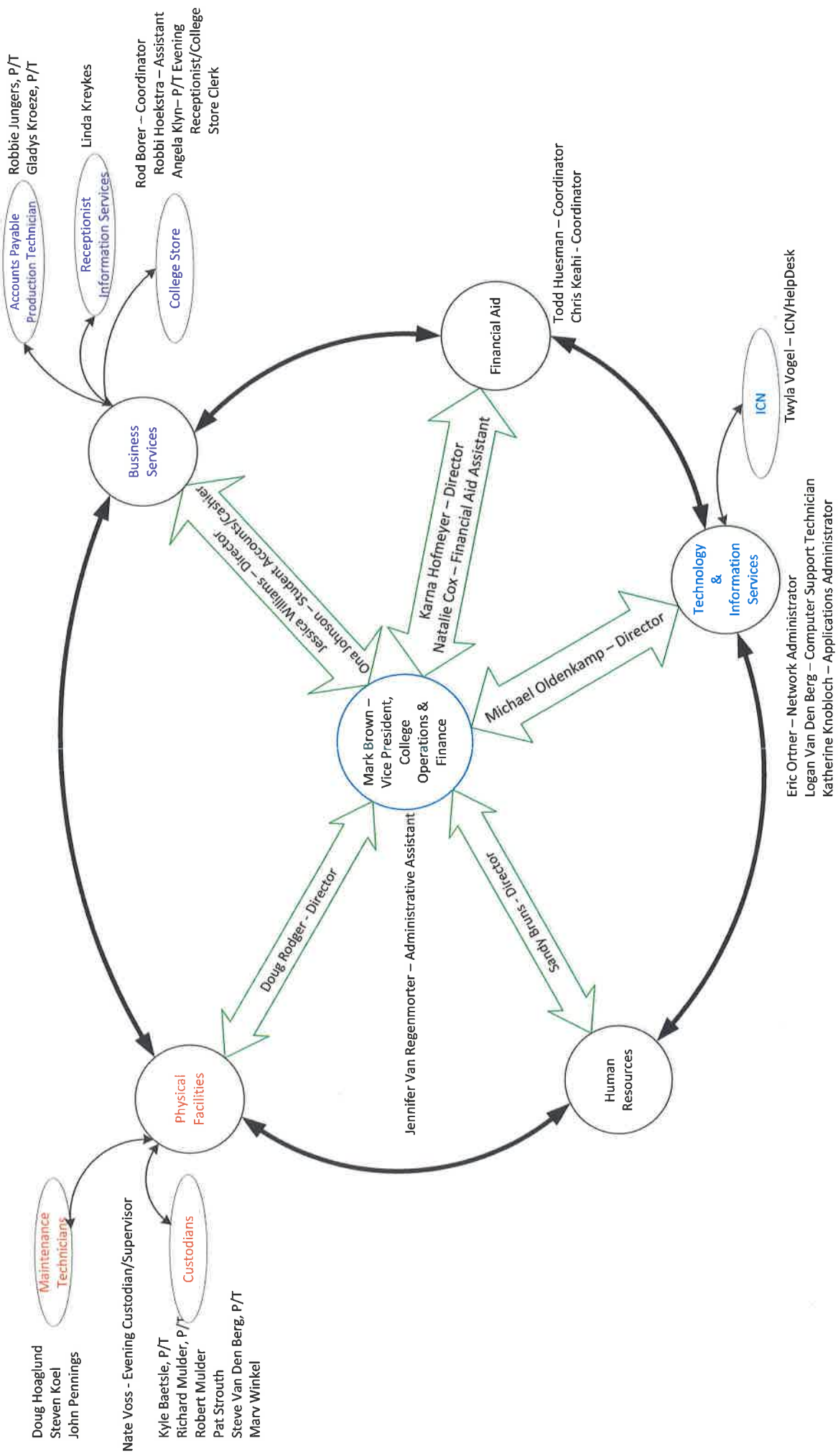
See Frank's Page for more information

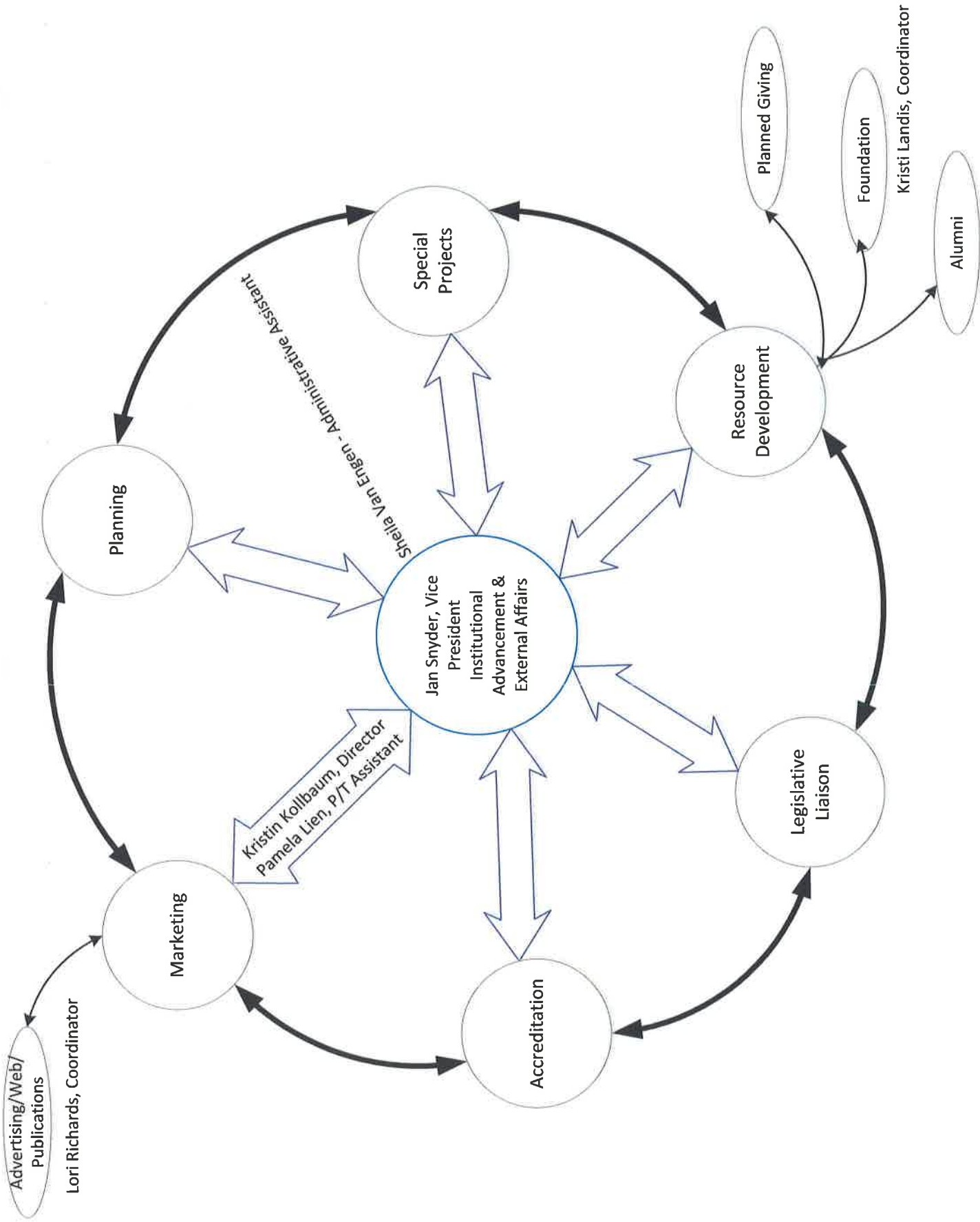
See John's Page for more information

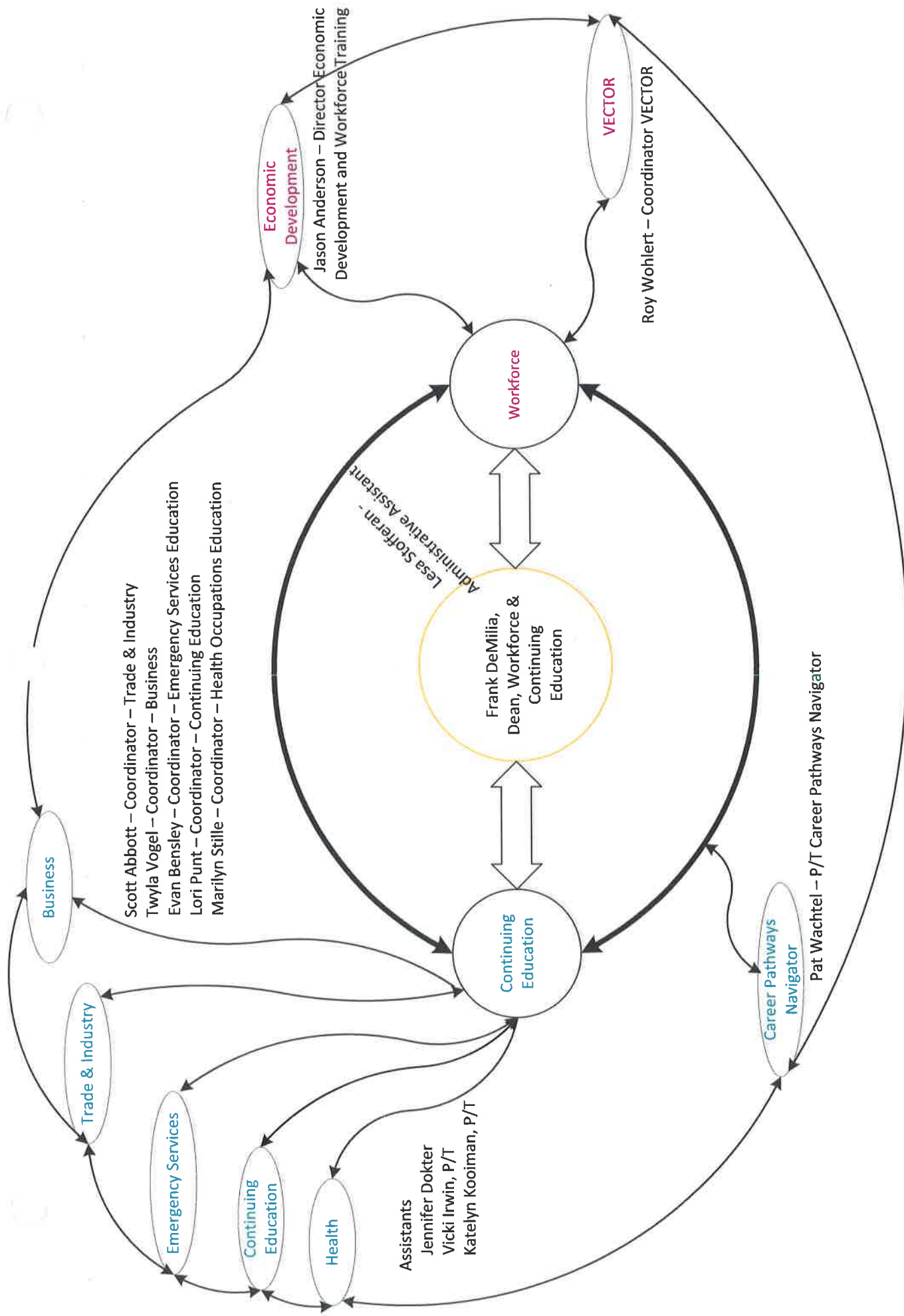
See Mark's Page for more information

Updated 01-29-14









## **NCC History**

The College was started in 1966 as a pilot program sponsored by the Department of Education in cooperation with the local high schools. NCC celebrated its 40th anniversary in April of 2006.

## **Who We Are**

The College exists to provide lifelong learning opportunities to the people in the counties of Lyon, O'Brien, Sioux, Osceola, and Cherokee. NCC has an "open-door" policy for all persons of post-high school age. Admission is granted on the basis of an individual's interest, aptitude, previous experience, career objective, and ability to benefit. NCC is open to individuals who meet the above requirements and can benefit from the education. (Compliance with Civil Rights Title VI, VII, IX, X, and Rehabilitation Act.)

## **History**

Northwest Iowa Community College began in January 1964 under the name of Northwest Iowa Vocational School, as a pilot program sponsored by the Iowa Department of Education and conducted by the Sheldon Community School district. During the period 1964–66, three vocational programs were offered to students from 19 high schools in Lyon, O'Brien, Osceola, and Sioux counties. The first classes met in rented facilities in downtown Sheldon.

In July 1965 the Iowa State Legislature enacted Senate File 550, a statute which permitted formation of area schools. In January 1966 the State Board of Public Instruction approved an application for Merged Area IV, composed of the same area which had been served in the pilot project. A board of seven directors was elected on April 20, 1966, representing seven districts throughout the four counties of Lyon, Osceola, Sioux, and O'Brien. On April 27, 1966, the Northwest Iowa Vocational School was officially organized. On February 10, 1971, Merged Area IV was expanded when two community school districts in Cherokee County requested that they be included with the area. Merged Area IV was then comprised of 20 community school districts in Lyon, O'Brien, Osceola, Sioux and Cherokee counties and small segments of three adjoining counties. Due to consolidation of school districts, Merged Area IV is now comprised of 13 school districts.

While NCC was originally organized as an area vocational school, it applied for approval to provide a limited Arts and Science program in 1973 and began offering the program in 1975. This limited program, which offered courses in an evening college format, served the needs of area residents including many veterans. As the period of peak veteran enrollment passed, overall enrollment fell to a modest level, and the Arts and Sciences program was discontinued in 1980.

In 1975 the College changed its name to Northwest Iowa Technical College (NITC). In 1988 the College received permission from the Commission on Institutions of Higher Education and the Department of Education to again offer programs leading to the Associate of Arts and Associate of Science degrees. On July 1, 1993, the name of the College was changed to Northwest Iowa Community College to reflect its status as a comprehensive community college.

## **Location of the College**

The College is located on a 263 acre campus along Highway 18 on the west side of Sheldon. Sheldon, Iowa is located at the intersection of U.S. Highway 60 and Iowa State Highway 18 in the far northwest part of the state. Sheldon is located one hour from Sioux City, IA, and Sioux Falls, SD; and less than four hours from Des Moines, IA, and Minneapolis, MN.



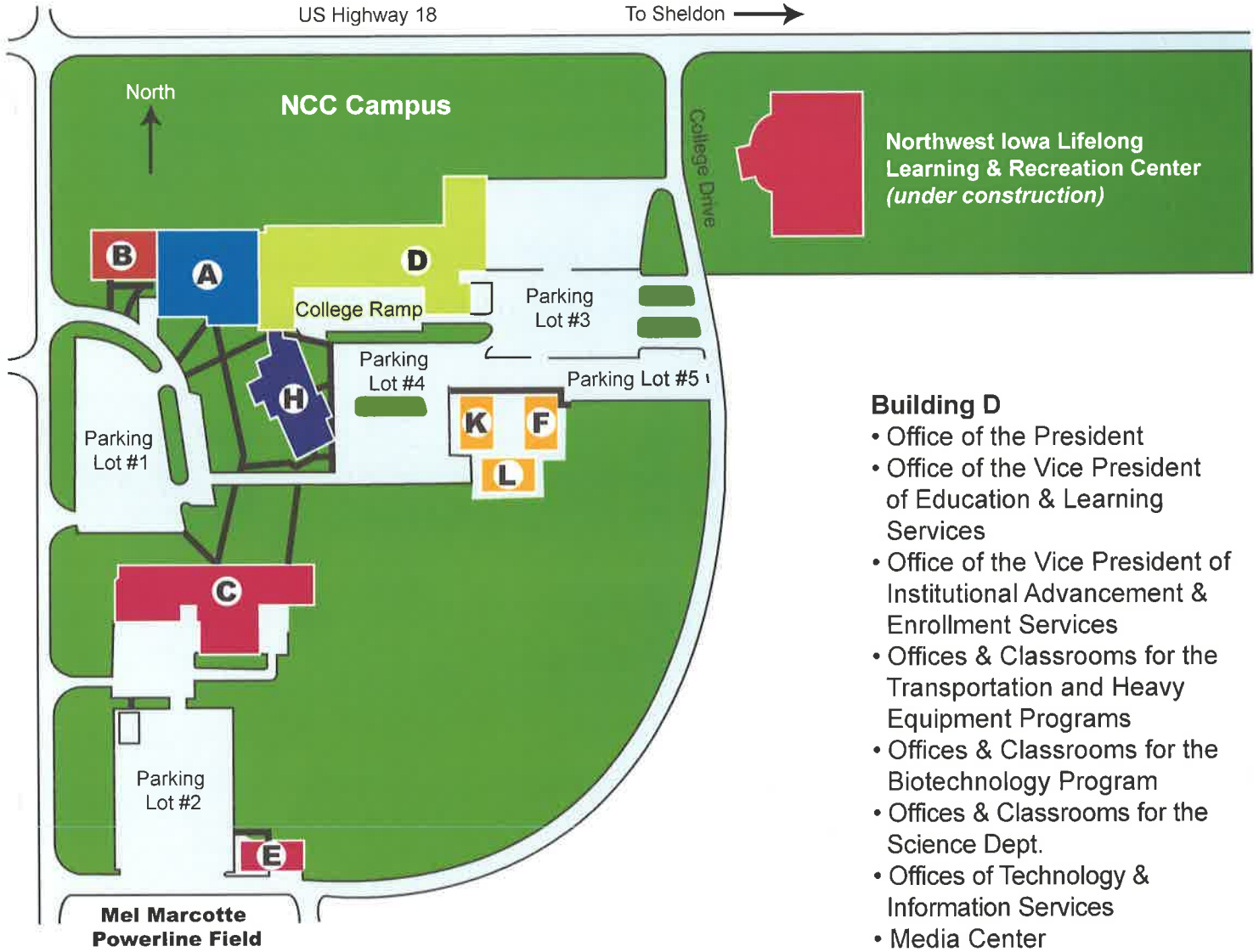
## NCC Presidential Tenure

	Begin	End
Ralph Borreson	1966	1970
Daniel McPherson	1970	1975
Charles (Chuck) Martin	1975	1986
Frank Adams	1986	1989
Robert Schlimgen	1989	1990
Carl Rolf	1990	2002
Andrew (Drew) Matonak	July 1, 2002	April 15, 2005
William (Bill) Giddings	July 1, 2005	May 13, 2011
Alethea Stubbe	May 1, 2011	



US Highway 18

To Sheldon →



**Building D**

- Office of the President
- Office of the Vice President of Education & Learning Services
- Office of the Vice President of Institutional Advancement & Enrollment Services
- Offices & Classrooms for the Transportation and Heavy Equipment Programs
- Offices & Classrooms for the Biotechnology Program
- Offices & Classrooms for the Science Dept.
- Offices of Technology & Information Services
- Media Center

**Building A**

- Student Services
- Career Center
- Bookstore
- Dining Room
- Alternative High School
- Marketing Department
- TRiO Student Support Services
- Grants
- Office of Executive Dir. of College Operations & Finance
- Offices & Classrooms for the Photography Program
- Placement
- Business Office
- Foundation Office
- Learning Center
- Library
- Student Center
- Classrooms

**Building B**

- Offices & Classrooms for the Business/Health/AA/AS programs
- Office of the Dean of Arts & Sciences/Business/Health

**Building C**

- Offices & Classrooms for the Electrical, Manufacturing, Construction and Computer Programs
- Offices for Business Develop. & Training Center
- Offices for Business & Industry and VECTOR
- Office of the Dean of Applied Technology
- Continuing Education & Training Office

**Building E**

- Physical Plant Maintenance Shop

**Building F**

- Cherokee Hall

**Building H**

- Offices & Classrooms for the Nursing Programs
- Offices & Classrooms for the Radiologic Technology Program

**Building K**

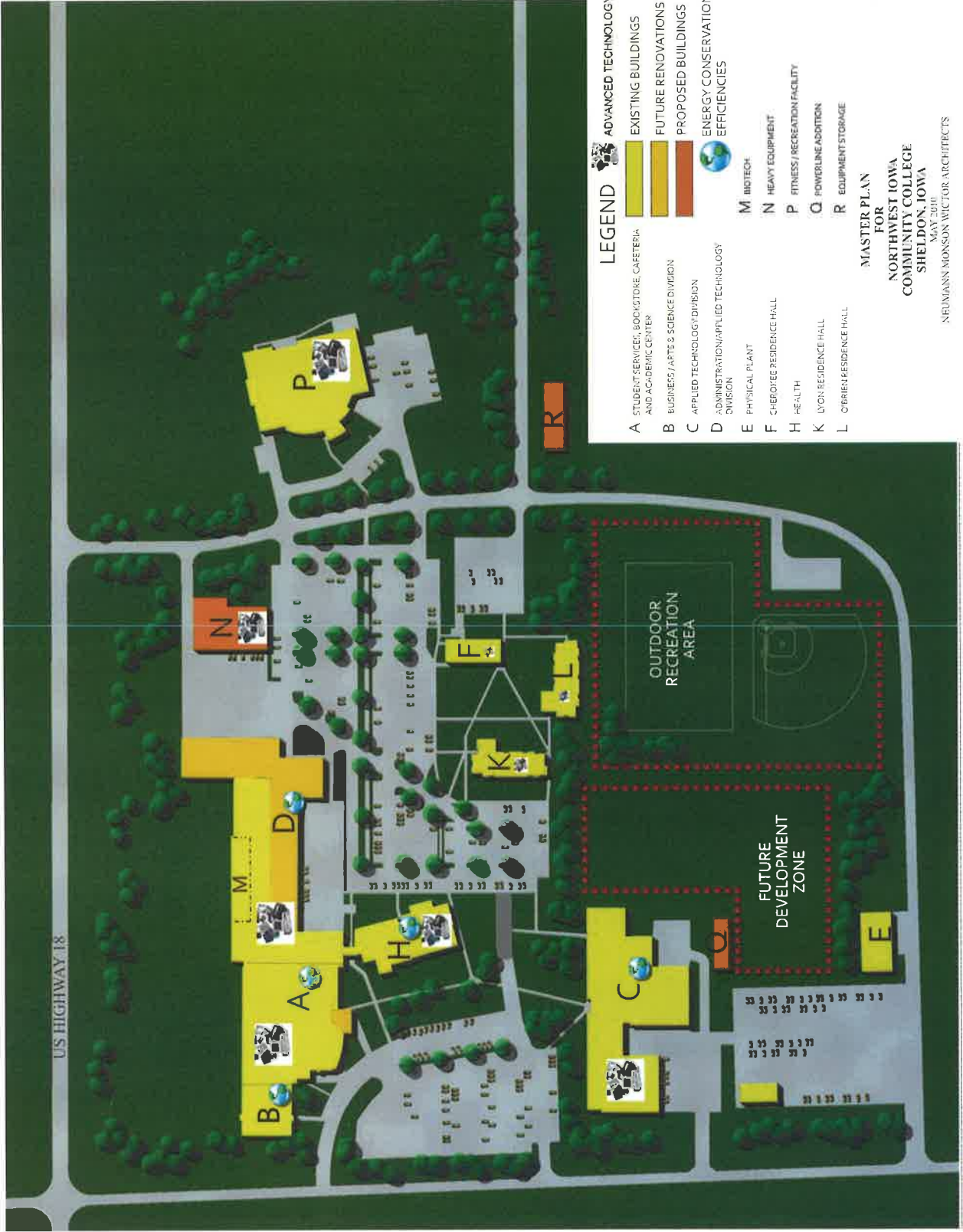
- Lyon Hall


**Building L**

- O'Brien Hall



H. Campus Maps with Construction Dates



**LEGEND**  **ADVANCED TECHNOLOGY**

- A STUDENT SERVICES, BOOKSTORE, CAFETERIA AND ACADEMIC CENTER
- B BUSINESS / ARTS & SCIENCE DIVISION
- C APPLIED TECHNOLOGY DIVISION
- D ADMINISTRATION/APPLIED TECHNOLOGY DIVISION
- E PHYSICAL PLANT
- F CHEEHOVEE RESIDENCE HALL
- H HEALTH
- K LYON RESIDENCE HALL
- L O'BRIEN RESIDENCE HALL
- M BIOTECH
- N HEAVY EQUIPMENT
- P FITNESS / RECREATION FACILITY
- Q POWERLINE ADDITION
- R EQUIPMENT STORAGE

FUTURE DEVELOPMENT ZONE

OUTDOOR RECREATION AREA

US HIGHWAY 18

**MASTER PLAN FOR NORTHWEST IOWA COMMUNITY COLLEGE SHELDON, IOWA**  
 MAY 2010  
 NEUMANN MONSON WICTOR ARCHITECTS



# Career Academy





## The Higher Learning Commission

A Commission of the  
North Central Association  
of Colleges and Schools



30 North LaSalle Street, Suite 2400 | Chicago, IL 60602-2504 | 312-263-0456  
800-621-7440 | Fax: 312-263-7462 | [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Serving the common good by assuring and advancing the quality of higher learning

April 27, 2005

President Andrew J. Matonak  
Northwest Iowa Community College  
603 W. Park St.  
Sheldon, IA 51201

Dear President Matonak:

This letter is formal notification of the action taken concerning Northwest Iowa Community College by The Higher Learning Commission. At its meeting on April 18, 2005 the Institutional Actions Council (IAC) voted to continue the accreditation of Northwest Iowa Community College, and to adopt any new items entered on the attached Statement of Affiliation Status (SAS). The Commission Board of Trustees validated the IAC action through its validation process that concluded on April 27, 2005. The date on this letter constitutes the effective date of your new status with the Commission.

I have enclosed your institution's *Statement of Affiliation Status (SAS)* and *Organizational Profile (OP)*. These documents replace the previous two-part Record of Status and Scope. The *SAS* is a summary of your organization's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent, (fall 2003) Annual Report. If the current Commission action included changes to the demographic, site, or distance education information you reported in your Annual Report, I have made the change on the *Organizational Profile*. No other organizational information was changed.

The attached *Statement of Affiliation Status* and *Organizational Profile* will be posted to the Commission website on Monday, May 23, 2005. Before this public disclosure however, I ask that you verify the information in both documents, and inform me before Friday, May 20, 2005 of any concerns that you may have about these documents. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*.

Please be aware of Commission policy on planned or proposed organizational changes that require Commission action before their initiation. You will find the Commission's change policy in Chapter 7.2 of the *Handbook of Accreditation*. I highly recommend that you review it with care and if you have any questions about how planned institutional changes might affect your relationship with the Commission, you write or call me.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

Steven D. Crow  
Executive Director

Enclosures: Statement of Affiliation Status  
Organizational Profile

cc: Evaluation Team Members  
Chair of the Board

A. Higher Learning Commission



## The Higher Learning Commission

30 North LaSalle Street, Suite 2400 | Chicago, Illinois 60602-2504 | 312-263-0456  
800-621-7440 | FAX: 312-263-7462 | www.ncahigherlearningcommission.org

### STATEMENT OF AFFILIATION STATUS

NORTHWEST IOWA COMMUNITY COLLEGE  
603 W. Park St.  
Sheldon, IA 51201

*Affiliation Status:* Candidate: 1976  
Accreditation: (1980- .)

PEAQ PARTICIPANT

#### Nature of Organization

*Legal Status:* Public  
*Degrees Awarded:* A

#### Conditions of Affiliation:

*Stipulations on Affiliation Status:* None.  
*Approval of New Degree Sites:* Prior Commission approval required.  
*Approval of Distance Education Degrees:* Prior Commission approval required for additional degree programs beyond those offered through Iowa Community College Online Consortium.  
*Reports Required:* None.  
*Other Visits Scheduled:* None.

#### Summary of Commission Review

*Year of Last Comprehensive Evaluation:* 2004 - 2005  
*Year for Next Comprehensive Evaluation:* 2014 - 2015  
*Date of Last Action:* 04/27/2005

A. Higher Learning Commission



## ORGANIZATIONAL PROFILE

NORTHWEST IOWA COMMUNITY COLLEGE  
603 W. Park St.  
Sheldon, IA 51201

### Enrollment Demographics (by headcount) (HLC Posted: 08/26/2004)

	<u>Full-Time</u>	<u>Part-Time</u>
Undergraduate:	533	546
Graduate:	0	0
Post-baccalaureate First Professional:	0	0
Non-Credit headcount:		13478

### Educational Programs (HLC Posted: 08/27/2004)

		<u>Program Distribution</u>	<u>Degrees Awarded</u>
Programs leading to Undergraduate	Associate	15	137
	Bachelors	0	0
Programs leading to Graduate	Masters	0	0
	Specialist	0	0
	First Professional	0	0
	Doctoral	0	0
Certificate Programs:	Pre-Associate	13	135
	Other Undergraduate	0	0
	Post Baccalaureate	0	0

### Dual Enrollment (HLC Posted: 08/26/2004)

Headcount in all dual enrollment (high school) 300

### Off-Campus Activities (HLC Posted: 08/27/2004)

In-State:      Campuses:      None  
                  Sites:            None  
                  Course Locations: None

Out-of-State:    Campuses:      None  
                  Sites:            None  
                  Course Locations: None

Out-of-U.S.:    Campuses:      None  
                  Sites:            None  
                  Course Locations: None

### Distance Education Certificate and Degree (HLC Posted: 08/27/2004)

Associate in Arts/ICCOC offered via Internet



To see the full report, go to NCC's Website:  
[www.nwicc.edu/about NCC/Administrative Resources/Accreditation/FinalNCC\\_State\\_Accreditation\\_Report](http://www.nwicc.edu/about NCC/Administrative Resources/Accreditation/FinalNCC_State_Accreditation_Report)

### **Specialized Accreditation of Academic Programs**

Automotive Service Technology certified by NATEF (National Automotive Technicians Education Foundation)

Nursing Programs (PN, Extended PN, ADN) approved by the Board of Nursing

Radiologic Technology approved by American Registry of Radiologic Technicians (ARRT)


The Health Information Management Associate Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)



# Northwest Iowa Community College Affiliations

Iowa Association of Community College Trustees


Website -- <http://www.iacct.com/>



**Iowa Association  
of Community College Trustees**

**IACCT**

- About IACCT
- Vision & Values
- Officers & Board Members
- Member Colleges
- Staff
- IACCT Conference
- Wednesday Leadership Club
- Legislative Advocacy
- Iowans for a Skilled Workforce
- Links
- Resources
- Family Wall
- Member Site
- IACCT Home
- Billgrid archive
- SLS7 2014
- PTK C4



**IACCT Vision**

The Community Colleges of Iowa are proactive leaders, advocates and partners building sustainable communities through workforce and economic development and the maximization of human potential through high quality educational opportunities.

IACCT supports and facilitates this vision with one voice through:

- Proactive leadership and advocacy;
- Communicating quality achievements and data;
- Promoting local governance and regional workforce and economic development;
- Securing long-term fiscal capacity;
- Advancing opportunities for students;
- Creating and sustaining relationships internally and externally;
- Identifying, celebrating and encouraging Iowa's sustainable communities; and
- Promoting diversity within Iowa's community colleges.

**IACCT Values Statement**

The IACCT Values Statement provides a frame of reference for the decision making and priority setting in the organization. IACCT's values are:

**Education and Continuous Learning:** IACCT advocates for Iowa's Community Colleges, the largest postsecondary system in Iowa, in furthering a sound economy by providing every community member an opportunity and encouraging them to pursue the achievement of their full potential at all stages of their lives.

**Diversity:** IACCT supports and promotes the diversity and human dignity of Iowa's Community Colleges' students, faculty, staff and all others with whom they and IACCT interact.

**Integrity:** IACCT operates with the highest level of ethics, professionalism, and honesty in communication and decision making to build and sustain trusting relationships among Iowa's Community Colleges and their colleagues, communities, and partners.

**Leadership and Innovation:** IACCT convenes and embraces opportunities to collaborate openly with current and potential partners in the education, government, and business communities to formulate innovative solutions and develop resources.

**Local Governance:** IACCT recognizes, supports, and promotes the mission of each of Iowa's Community Colleges through its support of the autonomy and decision making authority of locally elected Trustees.

**Service and Stewardship:** IACCT, keeping in mind its duty as a steward of its members' funds, responds efficiently and effectively to members' and partners' needs by adding qualitative and quantitative value to services and products.

Iowa Association of Community College Trustees  
505 E. Court Avenue  
Cedar Rapids, IA 52402  
Phone: 319-281-1022 Fax: 319-281-0713



# Iowa Association of Community College Trustees



## IACCT

[About IACCT](#)

[Vision & Values](#)

[Officers & Board Members](#)

[Member Colleges](#)

[Staff](#)

[IACCT Conference](#)

[Wednesday Leadership Club](#)

[Legislative Advocacy](#)

[Iowans for a Skilled Workforce](#)

[Links](#)

[Resources](#)

[Family Wall](#)

[Member Site](#)

[IACCT Home](#)

[Billgrid archive](#)

[SLS7 2014](#)

[PTK C4](#)

## Member Colleges

Click on any college logo below to go to their webpage.



Iowa Association of Community College Trustees  
855 E. Court Avenue  
Des Moines, IA, 50309  
Phone: 515-282-4692 Fax: 515-282-3743



# Community Colleges of Iowa 2014 Legislative Priorities

**State General Aid:** Supports funding state general aid at \$210.75 million, to sustain the demands of Community College students and Iowa business.

**Workforce Training:** Supports maintaining and building capacity for skilled worker training through the State's continued commitment to the Workforce Training and Economic Development Fund, Work-based Learning Intermediaries, Adult Literacy, PACE Career Pathways, and Gap Tuition Assistance Programs in the Iowa Skilled Worker and Job Creation Fund.

**Infrastructure:** Supports continuing the state commitment for worker training program related infrastructure and other major and equipment maintenance needs of the Community Colleges.

**Career Technical Training:** Supports expanding K12 career technical training.

**Local Governance:** Supports the flexibility of Iowa Community College Boards to access local tax support for community and worker training needs and to utilize reverse referendums to minimize costs of renewing long time levies.



## Community Colleges of Iowa ...an Investment in Iowa's Future

*I jumpstarted my college experience at the Career Academy in high school and finished the welding program in one semester instead of three and then completed an AgBusiness degree. I love my job, managing a large liquid fertilizer and chemical plant. I'm thankful to Iowa Lakes for partnering with the local high schools and offering high quality ag and welding programs. Nick, Welding Program and Fall 2011 AgBusiness Graduate*

*I own a small maintenance business. My success has been based on a strong work ethic and my personalized customer service. Since the inception of my business, I realized my life would be much more enriched by furthering my education and skill set. I received a Kirkwood scholarship in machining. Thank you for your generosity. Russ, CNC Short-Term Training Program Student*

*I came to America in 1988 and moved my family to Iowa in 2004. The path to my GED was not always easy and I did not think I was smart enough to pass the test—but I did! Iowa Valley helped me change the way I think and now I am going back for my accounting degree. It's going to be hard, but I think I can do it. Montealegre, GED/High School Equivalency Diploma Graduate*



Iowa Association of Community College Trustees  
855 E. Court Avenue, Des Moines, IA 50309  
O - 515.282.4692 www.iacct.com F - 515.282.3743



# Iowa Association of Community College Trustees



## IACCT

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Workforce

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Billgrid archive

SLS7 2014

PTK C4

### 2013-2014 IACCT Officers

**Jerry Smith**, Board Chair  
Southwestern Community College

**Darrell Determann**, First Vice-Board Chair  
Iowa Central Community College

**Cheryl Langston**, Second Vice-Board Chair  
Des Moines Area Community College

**Jay Nardini**, Member-At-Large  
Hawkeye Community College

**Larry Hoekstra**, Past Board Chair  
Northwest Iowa Community College

**Connie Hornbeck**, Treasurer  
Iowa Western Community College

### 2013-2014 IACCT Board Members

Conrad Dejardin, Marshalltown (Iowa Valley District)

Darrell Determann, Eagle Grove (Iowa Central)

Derrick Franck, Denison (Western Iowa Tech)

Rich Gaumer, Ottumwa (Indian Hills)

Karen Gorham, Washington (Kirkwood)

Larry Hoekstra, Hull (Northwest Iowa)

Connie Hornbeck, Logan (Iowa Western)

Dave Schueller, Dubuque (Northeast Iowa)

Cheryl Langston, Ames (Des Moines Area)

Jan Lund, Estherville (Iowa Lakes)

Jay Nardini, Waterloo (Hawkeye)

Moudy Nabulsi, Fort Madison (Southeastern)

Bill Phelan, Muscatine (Eastern Iowa)

Jerry Smith, Osceola (Southwestern)

Jean Torgeson, Manly (North Iowa Area)

Iowa Association of Community College Trustees  
355 E. Court Avenue  
Des Moines, IA, 50309  
Phone: 515-282-4652 Fax: 515-282-3743



**THE BYLAWS OF THE  
IOWA ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES**

**ARTICLE I**

**NAME OF ORGANIZATION**

Section 1. The name of the corporation is and shall be the IOWA ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES [herein referred to as IACCT or the Association].

Section 2. Wherever the words “Board of Trustees” are used in these Bylaws they refer to the “board of directors” described in the statutes relating to Area Community Colleges. Wherever the words “Association Trustees” or “IACCT Board” are used in these Bylaws they refer to the Board of Trustees governing this organization.



## ARTICLE II

### PURPOSES

Section 1. The Iowa Association of Community College Trustees is the official state level organization of Iowa's Merged Area Community Colleges.

Section 2. The purposes of this Association are to develop, strengthen, and correlate the work of the Boards of Trustees of the Area Community Colleges in their efforts to:

- (a) promote educational interests of the state of Iowa,
- (b) provide for the exchange of information among the colleges, and
- (c) provide information concerning the educational and economic contributions and needs of the community colleges to the Governor and executive agencies of Iowa, the General Assembly, and to the general public.

Section 3. The Association shall conduct other activities as the Association Board of Trustees may deem appropriate for the accomplishment of these and other objectives which may benefit member institutions.

Section 4. The Association Trustees shall authorize, support and sponsor the Iowa Association of Community College Presidents [IACCP] and shall work with IACCP in activities which are of mutual benefit for Iowa's Community Colleges.



## ARTICLE III

### MEMBERSHIP

Section 1. Each Area Community College is eligible to be a member of the Association and to be represented by a member of its Board of Trustees on the Association Board of Trustees. Trustees of a member college shall be entitled to attend meetings of the members of the Association, provided the dues for their college are paid by August 15 of each year.

Section 2. A proposed schedule of annual dues for member colleges and a proposed annual budget of the Association for the budget year beginning the following July 1 shall be presented to the Association Trustees at or before a December board meeting with its final approval not later than a February board meeting.

Within 10 days following approval of the budget and dues schedule, the Executive Director shall submit a copy of the approved IACCT budget and the membership dues to each college.

Each college shall notify the Executive Director of IACCT, in writing or by e-mail, not later than March 31 if it will be a dues paying member of IACCT for the budget year beginning the following July 1. The IACCT membership dues shall be payable not later than August 15 of each year.

Section 3. The budget year of the Association shall be from July 1 to June 30. It shall be the intent of the IACCT Board to maintain a fund balance at the close of each budget year equivalent to 50 percent of the budgeted expenses for the next budget year beginning July 1, exclusive of prepaid dues for the next budget year.

Section 4. A college that withdraws its membership or fails to pay its dues shall not receive further services or benefits from the Association or its affiliates.

Section 5. A college may be reinstated as a member of the Association by a majority vote of its Board of Trustees, by payment of an amount determined by the Executive Committee of the Association Trustees, and with approval of the reinstatement by the IACCT Board.



# American Association of Community College Trustees

Website -- <http://www.acct.org/>

## 2013 Events

- ACCT National Legislative Summit – Feb 11-14, 2013, Washington, DC
- ACCT Annual Leadership Congress – Oct 2-5, 2013, Dallas, TX

## 2014 Events

- ACCT National Legislative Summit – March 10-13, 2014, Washington, DC
- ACCT Annual Leadership Congress – Oct 22-25, 2014, Chicago, IL

## 2015 Events

- ACCT National Legislative Summit – February 9-12, 2015, Washington, DC
- ACCT Annual Leadership Congress – Oct 14-17, 2015, San Diego, CA

## 2016 Events

- ACCT National Legislative Summit – February 8-11, 2016, Washington, DC
- ACCT Annual Leadership Congress – October 5-9, 2016, New Orleans, LA

## 2017 Events

- ACCT National Legislative Summit – February 6-9, 2017, Washington, DC
- ACCT Annual Leadership Congress – September 10-13, Las Vegas, NV

## 2018 Events

- ACCT National Legislative Summit – February 11-14, 2018, Washington, DC
- ACCT Annual Leadership Congress – October 24-27, New York, NY

The screenshot shows the ACCT website homepage. At the top right, there are navigation links: [Contact](#), [Members Only](#), [Publications](#), [Sitemap](#), and [Media Center](#). Below these is a "Site Search" box with a search button. On the left side, there is a vertical menu with the following items: [About ACCT](#), [ACCT Governance](#), [Advocacy](#), [Services](#), [Resources](#), [Events](#), and [Membership](#). The main content area features a large banner with the text "WHY ACCT?" and a description: "The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States." A "LEARN MORE >" button is located at the bottom right of the banner. Below the banner, there are two dark blue boxes with white text: "NEWS & DATES" and "ANNOUNCEMENTS".



# American Association of Community Colleges

Website -- <http://www.aacc.nche.edu/Pages/default.aspx>

2012-2013 Events AACC Annual Convention – April 20-23, 2013, San Francisco, CA

2013-2014 Events AACC Annual Convention – April 5-8, 2014, Washington, DC

2014-2015 Events AACC Annual Convention – April 18-21, 2015, San Antonio, TX

2015-2016 Events AACC Annual Convention – April 9-16, 2016, Chicago, IL

## About AACC

The American Association of Community Colleges (AACC) is the primary advocacy organization for the nation's community colleges. The association represents almost 1,200 two-year, associate degree-granting institutions and more than 11 million students.

## AACC Mission

**"Building a Nation of Learners by Advancing America's Community Colleges"**

## AACC strives to:

- Provide a national voice and advocacy for the community college mission
- Serve as a national information resource
- Create opportunities for peer networking and interaction at all levels, professional initiatives, dialogue, and community-building
- Facilitate collaboration among AACC staff and stakeholders
- Encourage a shared commitment to the community college movement
- Offer leadership and career development opportunities.

The screenshot shows the homepage of the American Association of Community Colleges. At the top, there is a navigation bar with links for Home, Join/Login, Community College Finder, Member Directory, and Contact Us. Below this is a search bar and a navigation menu with categories like About Community Colleges, About AACC, Advocacy, News and Events, AACC Publications, and Resources. The main content area features a large image of a student reading in a library. To the right of the image is a green box titled "CEO Search RFP" with text about a request for proposal. Below the image are three blue boxes: "American Graduation Initiative", "'Community'", and "Corporate Program", each with a "Go Here" button. To the right of these boxes is a green box for "Member Login" with a "Login" button and a "Join AACC here!" button. At the bottom right, there is a "Quick Links" section with a link to "AACC Programs".



HLC Home

About HLC

- The President
- Board of Trustees
- Decision-Making Bodies
- External Agencies
- Staff
- Employment Opportunities
- Maintaining Accreditation
- Resources for Institutions
- Resources for Peer Reviewers
- Commission Policies
- HLC Events
- Understanding Accreditation
- Feedback on the Web Site
- Site Map

[Home](#) ▶ [About HLC](#)

[| Print |](#)

## About the Higher Learning Commission

The Higher Learning Commission (HLC) is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which was founded in 1895 as one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, degree-granting post-secondary educational institutions in the [North Central region](#).

## Contact Us

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413  
Phone: 800.621.7440 / 312.263.0456 • Fax: 312.263.7462 • [info@hlcommission.org](mailto:info@hlcommission.org)

## Governance

The Commission is governed by a [Board of Trustees](#) elected by the membership and administered by a president selected by and accountable to that Board. The charge to the president is to ensure that through its structures and personnel, the Commission delivers useful and cost-effective services. The president is [Dr. Sylvia Manning](#).

The Commission adheres to the following [Bylaws, which were approved in 2001](#). The Board has approved on first reading [proposed new and amended](#) bylaws. The Commission invites comments on these changes before the Board takes final action in June 2010. Comments can be sent to [ms\\_lists@hlcommission.org](mailto:ms_lists@hlcommission.org). Comments must be received by May 10, 2010.

## Decision-Making Bodies

Actions on affiliated institutions are taken by [decision-making bodies](#) comprised of institutional representatives and public members. Unless otherwise specified, the decision-making bodies are broadly representative of the colleges and universities accredited by the Commission, with attention to institutional type, control, size, and geographical distribution. All decision-making bodies abide by the Commission's conflict of interest policies. Visit the [Calendar of Events](#) to see a list of meetings of the Commission's decision-making bodies.

## Peer Reviewers

The Commission relies on a cadre of carefully selected and trained professionals who serve the Commission in its accreditation processes. This group of more than a thousand individuals is called the [Peer Review Corps](#). These volunteers share their knowledge of and direct experience with higher education, their dedication to educational excellence, and their commitment to the principles underlying voluntary accreditation.

## Relationship with the Federal Government and Other Organizations

To serve the common good, the Commission must create and maintain relationships with the federal government [and other organizations](#) with broader communities dependent on the quality of higher learning received in accredited colleges and universities. In most states in the North Central region, state legislatures have established governing or coordinating bodies to implement state policies meant to ensure that the citizens of the state have access to quality higher education.

The federal government has a distinct interest in the role of accreditation in assuring quality in higher education for the students who benefit from federal financial aid programs. By being recognized by the U.S. Department of Education (USDE) as a gatekeeper agency, the Commission agrees to fulfill specific federally defined responsibilities within the accreditation processes.

"The Triad" is the term used to describe the close working relationships among the states, the federal government, and regional accreditation. The Commission values its role in the Triad and through its policies and practices seeks to maintain the vitality of this unique exercise in private-public collaboration.

Other accrediting agencies, institutional and specialized, are also external constituents. On behalf of its affiliated organizations, the Commission establishes and maintains relationships with governmental and higher education agencies.

## Staff

The Higher Learning Commission has more than forty staff members. For contact information, visit the [staff directory](#).

## Employment Opportunities

The Higher Learning Commission is an equal opportunity employer. These [employment opportunities](#) are currently available at the Higher Learning Commission.

## Document Archive

The University of Illinois at Urbana-Champaign Archives holds the Higher Learning Commission's and the North Central Association's [historical documents](#).

To use the materials contact the Archives at : 217.333.0798 or [lliarich@uiuc.edu](mailto:lliarich@uiuc.edu). The materials are accessible at the Archives Research Center, 1707 S. Orchard Street, Urbana, IL 61820, during business hours.

[Home](#) ▶ [Understanding Accreditation](#)

[Print](#)

HLC Home  
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    [Complaints](#)  
    [Public Disclosure Notices](#)  
    [Visit List](#)  
    [Frequently Asked Questions \(FAQs\)](#)  
[Feedback on the Web Site](#)  
[Site Map](#)

## Understanding Accreditation

In the United States, colleges and universities voluntarily seek accreditation from nongovernmental bodies. There are two types of educational accreditation: institutional and specialized. The Higher Learning Commission conducts institutional accreditation. The Commission has developed resources for individuals to better understand the role of accreditation in U.S. higher education.

Institutional accreditation is provided by regional and national associations of schools and colleges. There are six regional associations, each named after the region in which it operates (Middle States, New England, North Central, Northwest, Southern, Western). The regional associations are independent of one another, but they cooperate extensively and acknowledge one another's accreditation. Several national associations focus on particular kinds of institutions (for example, trade and technical colleges, and religious colleges and universities). An institutional accrediting agency evaluates an entire educational organization in terms of its mission and the agency's standards or criteria.

## Accreditation Overview

The Commission publishes an [Overview booklet](#) that provides brief general information about the accreditation of higher learning organizations by The Higher Learning Commission, the Criteria for Accreditation, frequently asked questions, and resources.

## Colleges and Universities Accredited by the Higher Learning Commission

The Commission accredits more than 1,000 colleges and universities in nineteen states. The states are Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.

Search the Higher Learning Commission's [Directory of Institutions](#)

## Resources for the Public

The Commission publishes the names of affiliated institutions and maintains a [Statement of Affiliation Status](#) and an [Organizational Profile](#) for each institution. The Statement of Affiliation Status contains a summary of the institution's official relationship with the Commission. The Organizational Profile contains information on the college or university's characteristics taken from the annual report submitted by the institution to the Commission. The Commission has a compiled some [additional resources](#) for the public.

## Complaints Against an Affiliated Institution

Each year, the Commission receives a number of complaints about institutions from faculty, students and other parties. The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the [complaint](#) to the institution and requests a formal response.

## Public Disclosure Notices

The Board of Trustees issues a [public disclosure notice](#) regarding a sanction or an adverse action taken on the affiliated institution. The notice includes a history of the institution's relationship with the Commission, the nature of the adverse action, and a brief analysis of the situation that prompted the action.

# Higher Learning Commission

Website -- <http://www.ncahlc.org>

## 2001 Event

- HLC Annual Conference – March 31-April 3, 2012, Chicago, IL

The screenshot shows the homepage of the Higher Learning Commission. At the top, there is a navigation bar with the HLC logo, a search box, and links for 'Review Alpha Document List', 'Site', and 'Documents'. Below the navigation bar is a main content area with a green sidebar on the left containing a menu of links such as 'HLC Home', 'About HLC', and 'HLC Events'. The main content area features a 'Home' section with a brief description of the HLC as an independent corporation. Below this is a 'Recent News' section with several articles, including 'Learn about the Commission's New Pathways for Reaffirmation of Accreditation', 'Institutional Update Closes April 13', 'Annual Conference Handouts Are Available', 'Report of February Board Actions', and 'Proposed Policy Changes'. A 'Frequently Asked Questions' section is also visible at the bottom.

**Home**

The Higher Learning Commission (HLC) is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.

**Recent News**

**Learn about the Commission's New Pathways for Reaffirmation of Accreditation**

The Commission currently offers two programs for maintaining accreditation: the Program to Evaluate and Advance Quality (PEAQ) and the Academic Quality Improvement Program (AQIP). In September 2012, the Commission begins a three-year transition during which PEAQ will be replaced by two new [Pathways](#). These Pathways are described in the following booklets:

- [The Forward Pathway](#)
- [The Core Pathway](#)

[AQIP](#) continues as another pathway.

**Institutional Update Closes April 13**

Each year, the Commission requires each member institution to provide an update on organizational health through the [Institutional Update](#) (formerly AIOL). The 2011-2012 Institutional Update is filed online; access to the Update will close on April 13, 2012.

**Annual Conference Handouts Are Available**

The [2012 Annual Conference](#) will offer a variety of opportunities to gain information about the new Pathways model and the New Criteria for Accreditation. Session handouts and conference resource materials are now available.

**Report of February Board Actions**

**Adopted Policy Changes**

The Board adopted the following revised policies. They are effective immediately unless otherwise noted.

- [Policy changes related to Criteria for Accreditation](#)
- [Policy changes related to Institutional Governance of Affiliates](#)
- [Policy changes related to self-assessment](#)
- [Policy changes related to 11 separate reports and communications and 21 new measures for the issuance of Commission reports](#)

For additional information on the new Criteria for Accreditation, see the [Criteria Booklet](#). For the current versions of these documents, visit [Criteria for Accreditation](#).

[Minimum Expectations within the Criteria for Accreditation](#)

[Classroom of Excellence](#)

**Proposed Policy Changes**

The Board approved on first reading the following proposed revised policies. The Commission invites comments on these proposed policies before the Board takes final action in June 2012. Comments can be sent to [policycomments@hlccommission.org](mailto:policycomments@hlccommission.org). Comments must be received by May 9, 2012.

- [Policy changes related to Pathways for Reaffirmation of Accreditation](#)
- [Policy changes related to Federal Compliance](#)

**Institutional Actions**

The Board of Trustees took action on a number of institutions. These actions will be posted on the Commission's [Website](#) once the institutions have been notified.

[More News](#)

**Frequently Asked Questions**

Questions? Explore an extensive list of HLC [Frequently Asked Questions](#).

IOWA.  
**WORKFORCE**  
DEVELOPMENT

Smart Results

Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319-0209  
Telephone: (515) 281-5387 or (800) JOB-IOWA: (800) 562-4692

### **About Iowa Workforce Development**

Iowa Workforce Development links job placement and skill development into a system of lifelong learning and opportunity. Through resources and services created for employers, employees, and the unemployed, Iowans can take control of their economic future and the security of their families.

- **Administrative Rules**
- **Agency Organizational Chart**
- **Agency Organizational Profile**
- **Iowa Workforce Development Board**
- **Regional Workforce Investment Boards**
- **News Releases**
- **Agency Calendar**
- **Annual Report**
- **Agency History**

### **Agency Mission Statement:**

*IWD will contribute to Iowa's economic growth by providing quality customer-driven services that support prosperity, productivity, health and safety for Iowans.*

### **Vision:**

IWD's vision statement primarily gives more emphasis to our role in ensuring Iowa will prosper by virtue of workforce and workplaces that are prepared for continued change: *Iowa Workforce Development envisions a future where Iowa has safe workplaces, a productive and economically secure workforce, and where Iowans are prepared for an ever-changing future.*

### **Guiding Principles:**

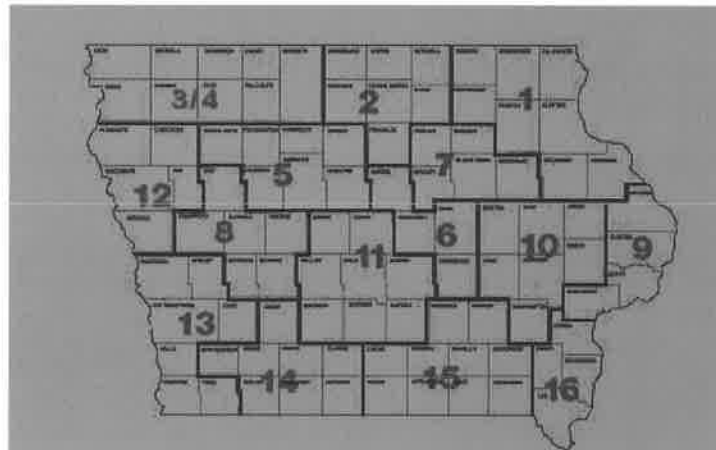
IWD's fundamental principles remain largely unchanged, but they have been restated to clarify what it means to be a model workplace. We intend to practice what we preach to other employers by striving to be a high performance workplace, and have attempted to convey the characteristics by which we'll judge our success in this endeavor:



- Integrity
- Results/outcome orientation
- Collaboration and partnership
- Data-based decisions
- Long-term thinking
- Manage diverse resources
- Honor and respect diversity
- Leadership in the New Economy
- Customer focus
- Model the characteristics of a high performance workplace

## Region 3 & 4 Site

This regional site in northwest Iowa covers the counties of Lyon, O'Brien, Osceola, Sioux Clay, Dickinson, Kossuth, Emmet and Palo Alto and Iowa Workforce Development offices in Algona, Emmetsburg, Estherville, Orange City, Spencer, Spirit Lake, Sheldon, Rock Rapids and Sibley.



For more information see: <http://www.iowaworkforce.org/region3and4/>





## NORTHWEST IOWA DEVELOPMENT

Beyond Expectations.

866-384-2665

[info@northwestiowa.com](mailto:info@northwestiowa.com)


*Schools...Recreation...Culture...  
It's not just the Midwest work ethic  
or the small town atmosphere. We  
offer a well-rounded balance between  
work and play. Northwest Iowa is the  
perfect place to raise a family.*

[Learn More](#)

See for yourself why Northwest Iowa is Beyond Expectations...

Northwest Iowa can offer your company affordable building sites, qualified workers, excellent training programs, world class education and a can-do attitude. Let us show you how we can provide a low cost place to do business...Beyond Expectations.

Northwest Iowa will deliver a strategic advantage to logistics-sensitive firms by offering a location on the Iowa 60 Expressway which links this 4-lane distribution expressway to transcontinental, border-to-border, coast-to-coast Interstate Highways; accessible rail and nearby major airports...Beyond Expectations.

Northwest Iowa is home to leaders in agriculture which includes successful biotechnology companies, the largest family owned dairy and numerous livestock facilities...Beyond Expectations. Northwest Iowa communities possess a pro-business attitude characterized by lower taxes and a fair and balanced regulatory approach and demonstrated by creative and innovative approaches to expansion and new location projects...Beyond Expectations.

Please take a tour through our website and then come and take a personal tour of Northwest Iowa and see why so many successful businesses call Northwest Iowa home...Beyond Expectations.



Search our Northwest Iowa Job Bank for employment opportunities in our area.



The Northwest Iowa Development group interacts directly with Northwest Iowa Community College and the Iowa Department of Economic Development (IDED). This unique holistic collaboration means more effective industry support.

Website: [www.northwestiowa.org](http://www.northwestiowa.org)





# 85th Iowa General Assembly 2013 IOWA LEGISLATIVE SESSION TIMETABLE\*



**Note: This Session Timetable is subject to change**

\* If rules remain unchanged; see HCR 12, HR 11, and SR 2 (2011)

<b>JANUARY 14</b>	First day of session (Iowa Code Sec. 2.1)
<b>FEBRUARY 15</b> (Friday of the 5 <sup>th</sup> week)	Final day for individual Senator and Representative requests for bill drafts to the Legislative Services Agency (Senate Rule 27 and House Rule 29)
<b>MARCH 8</b> (Friday of the 8 <sup>th</sup> week)**	Final date for Senate bills to be reported out of Senate committees (and House bills out of House committees) (Joint Rule 20)
<b>MARCH 18—MARCH 22</b> (10 <sup>th</sup> week)	Senate only considers Senate bills and unfinished business (House considers only House bills and unfinished business) (Joint Rule 20)
<b>MARCH 25—APRIL 5</b> (11 <sup>th</sup> and 12 <sup>th</sup> weeks)	Debate not limited by rule
<b>APRIL 5</b> (Friday of the 12 <sup>th</sup> week)**	Final date for Senate bills to be reported out of House committees (and House bills out of Senate committees) (Joint Rule 20)
<b>APRIL 8—APRIL 12</b> (13 <sup>th</sup> week)	Senate considers only House bills and unfinished business (House considers only Senate bills and unfinished business) (Joint Rule 20)
<b>APRIL 15</b> (Beginning of the 14 <sup>th</sup> week)	Amendments need not be filed on the day preceding floor debate (House Rule 31.8)
<b>APRIL 15</b> (Beginning of the 14 <sup>th</sup> week)	Only the following bills are eligible for consideration: (Joint Rule 20) <ul style="list-style-type: none"> <li>- Appropriations Bills</li> <li>- Ways and Means Bills</li> <li>- Government Oversight Bills</li> <li>- Legalizing Acts</li> <li>- Bills co-sponsored by Majority and Minority Leaders of one House</li> <li>- Companion Bills sponsored by Senate and House Majority Leaders</li> <li>- Conference Committee Reports</li> <li>- Concurrent or Simple Resolutions</li> <li>- Bills passed by both Houses in different forms</li> <li>- Bills on the Veto Calendar (Joint Rule 23)</li> <li>- Administrative Rules Review Committee Bills</li> <li>- Committee Bills related to delayed Administrative Rules [Iowa Code Sec. 17A.8 (9)]</li> <li>- Joint Resolutions nullifying Administrative Rules</li> <li>- Unfinished Business</li> </ul>
<b>MAY 3</b>	110 <sup>th</sup> calendar day of the session [Per diem expenses end - Iowa Code Sec. 2.10(1)]

\*\*The March 8 and April 5 committee deadlines do not apply to Appropriations Bills, Ways and Means Bills, Government Oversight Bills, Bills co-sponsored by Majority and Minority Leaders of one House, Companion Bills sponsored by the Majority Leaders of both Houses after consultation with the respective Minority Leaders, Conference Committee Reports, Concurrent or Simple Resolutions, Joint Resolutions nullifying Administrative Rules, Legalizing Acts, Administrative Rules Review Committee Bills, and Committee Bills related to delayed Administrative Rules [Iowa Code Sec. 17A.8(9)].  
Legislative Information Office: 8/28/2012

## **NCC Legislative Information**

You CAN and DO influence public policy! None of the branches of government can function without the consent of the people and you are one of those people IF and WHEN you vote. Learn how the system of government functions, who to contact about issues that matter to you, and how to effectively communicate and build relations with those who can help you.

### **Helpful resources for Federal Legislative information:**

**THOMAS Website:** The Library of Congress Website provides the full text of legislation for House and Senate bills searchable by keywords or bill number, the full text of the Congressional Record, daily accounts of proceedings on House and Senate floors, and the text of How Our Laws Are Made by Edward F. Willett, Jr., House Law Revision Counsel More generally, the Library of Congress Web pages also provide historical collections and descriptions of some of the Library's special collections, and several exhibits. Also very useful is LOCIS, the Library of Congress Information System, which is searchable by keywords. Website address:  
**<http://thomas.loc.gov/>**

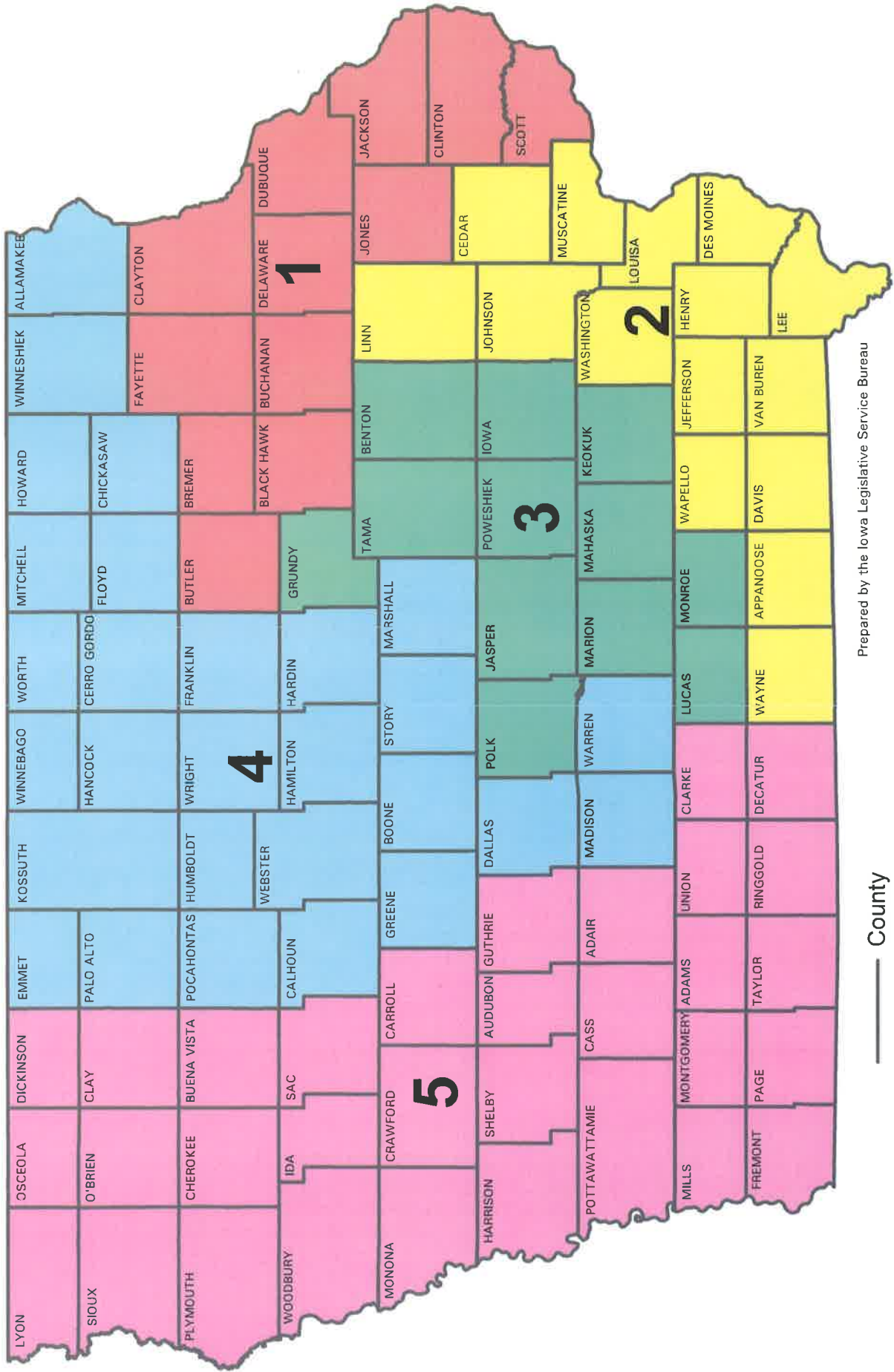
### **From the United States Senate:**

- Learning about the Legislative Process
  - How a Bill Becomes a Law:  
**<http://www.senate.gov/reference/resources/pdf/legprocessflowchart.pdf>**
  - Riddick's Senate Procedure (1992)  
**<http://www.gpoaccess.gov/riddick/index.html>**
  - Enactment of a Law  
**[http://www.senate.gov/legislative/common/briefing/Enactment\\_law.htm](http://www.senate.gov/legislative/common/briefing/Enactment_law.htm)**
  - Guide to Senate Legislative Processes  
**[http://www.senate.gov/legislative/common/briefing/Senate\\_legislative\\_processes.htm](http://www.senate.gov/legislative/common/briefing/Senate_legislative_processes.htm)**



# IOWA CONGRESSIONAL DISTRICTS

Effective Beginning with the Elections in 2002 for the 108th U.S. Congress



Prepared by the Iowa Legislative Service Bureau

\_\_\_\_\_ County

## Area IV United States Congress

### *Iowa Senator*



**Charles (Chuck) Grassley**  
United States Senator  
Republican

135 Hart Senate Office Bldg  
Washington, DC 20510-1501  
Office: 202-224-3744  
Fax: 202-224-6020

For more information and to contact Chuck Grassley, go to: <http://grassley.senate.gov>

### **Committee Assignments**

- Committee on Finance
- Committee on the Judiciary
- Committee on Agriculture, Nutrition and Forestry
- Committee on the Budget
- Joint Committee on Taxation

*Information as of 11/03/10*

### *Iowa Senator*



**Tom Harkin**  
United States Senator  
Democrat

731 Hart Senate Office Bldg  
Washington, DC 20510  
Office: 202-224-3254  
Fax: 202-224-9369

For more information and to contact Tom Harkin, go to: <http://harkin.senate.gov>

### **Committee Assignments**

- Health, Education, Labor and Pensions (Chairman)
  - Public Health
  - Employment, Safety and Training
- Agriculture, Nutrition, and Forestry
- Small Business and Entrepreneurship
- Appropriations
  - Labor, Health and Human Services, and Education (chairman)
  - Agriculture, Rural Development, FDA
  - Energy and Water Development
  - Defense
  - State, Foreign Operation
  - Transportation, Treasury, the Judiciary, HUD, and Related Agencies

*Information as of 11/03/10*



## *Iowa's 5<sup>th</sup> District*



**Steve King**  
United States Representative  
Congressional District 5 –  
Republican

1131 Longworth Office Bldg  
Washington, DC 20515  
Office: 202-225-4426  
Fax: 202-225-3193

For more information and to contact Steve King:  
<http://steveking.house.gov>

## **Committee Assignments**

- Committee on Agriculture
  - Subcommittee on Conservation, Credit, Energy & Research
  - Subcommittee Department Operations, Oversight, Nutrition & Forestry
  - Subcommittee on General Farm Commodities and Risk Management
  - Subcommittee on Livestock, Dairy & Poultry
- Committee on Small Business
  - Subcommittee on Finance and Tax
  - Subcommittee on Regulations and Healthcare
  - Subcommittee on Rural Development, Entrepreneurship and Trade
- Committee on the Judiciary
  - Ranking Member on Subcommittee on Immigration, Citizenship, Refugees, Border Security & International Law
  - Subcommittee on Commercial and Administrative Law
  - Subcommittee on Constitution, Civil Rights & Civil Liberties

*Information as of 11/03/10*





**LEGISLATIVE  
SERVICES AGENCY**

*Serving the Iowa Legislature*

## **THE THREE BRANCHES OF GOVERNMENT: HOW THEY WORK IN IOWA**

*In Iowa government, as at the national level of government, power is distributed among three branches: legislative, executive, and judicial. The legislative branch creates laws that establish policies and programs (Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)); the executive branch carries out the policies and programs contained in the laws; and the judicial branch resolves any conflicts arising from the interpretation or application of the laws. While each branch of government has its own separate responsibilities, one branch cannot function without the other two branches.*

### **LEGISLATIVE BRANCH**

The Iowa Constitution established the state's lawmaking authority to a general assembly consisting of a Senate and a House of Representatives. The Iowa General Assembly is often referred to as the "Iowa Legislature" or simply the "Legislature."

#### **Legislative Districts**

The Iowa Senate consists of 50 members. Each Senator represents a separate geographic area of the state. This area is called a district. There are 50 Senate districts in Iowa. Each Senate district contains approximately 58,500 people.

The Iowa House of Representatives consists of 100 members. As with the Senate, each Representative serves a separate district. There are 100 House districts in Iowa, two within each Senate district. Each House district contains approximately 29,300 people.

Every Iowan is represented by one Senator and one Representative in the General Assembly. Since the districts are all of nearly equal population, all Iowans are represented equally in the General Assembly. Senate and House district boundaries are redrawn every 10 years to reflect changes in Iowa's population as determined by the U.S. Census Bureau. This process, known as redistricting, last took place in 2001.

#### **Legislator Terms, Election, Qualifications**

All Senators and Representatives are elected by registered voters within the district. Senators are elected to four-year terms. Representatives are elected to two-year terms. Elections take place every two years, and half of the senators (those representing even-numbered districts are elected in presidential election years and those representing odd-numbered districts are elected in mid-term election years) and all of the Representatives are elected every two years.

Legislator qualifications include the following: A person must be a U.S. citizen, a resident of Iowa for at least one year, and a resident of his or her district for at least 60 days prior to election. A Senator must be at least 25 years of age by the date of office placement, and a Representative must be at least 21 years of age by the date of office placement.

### **Legislative Sessions**

Each General Assembly consists of two years. The Iowa Constitution requires the legislative sessions of each General Assembly to convene yearly on the second Monday in January. Even though the session may be more or less days, per diem expenses extend up to 110 calendar days during the first year of the General Assembly (odd-numbered years) and up to 100 calendar days during second year of the General Assembly (even-numbered years).

### **Leadership**

To maintain organization, the Senate and House each adopt a set of rules for their respective members and a set of joint rules for certain actions between the two chambers. Additionally, the Senate and House each elect their leaders to make decisions on day-to-day business. This leadership consists of presiding officers and the majority and minority floor leaders.

### **Presiding Officers**

In the Senate, the presiding officer is the President of the Senate. The President of the Senate's powers include referring bills to committee, recognizing members during debate, and making procedural rulings.

In the House, the presiding officer is the Speaker of the House. The Speaker's powers include appointing members to committees, naming committee chairpersons, referring bills to committee, and making procedural rulings.

The President of the Senate and the Speaker of the House, each serve a two-year term (full length of the General Assembly) and are chosen by members of their respective majority parties prior to the start of the legislative session. They are elected formally by the entire membership at the start of the session.

### **Party (Caucus) Leaders**

Members of the Legislature may belong to the Democrat party, Republican party, be an independent, or belong to a third party. The party with the greater number of members in a chamber is the majority party, while the party with the lesser number of members in a chamber is the minority party.

The majority and minority caucuses in each chamber select caucus leaders. The four caucus leaders—the Senate Majority Leader, House Majority Leader, Senate Minority Leader, and House Minority Leader—possess a great deal of power, because the members of a caucus will generally support the position of the caucus leader when a question comes up for a vote.

The caucus leader plays a major role in determining the priorities of the caucus. The caucus leader serves as spokesperson for the caucus and presides at meetings of the caucus. Unlike in the House, the Senate Majority Leader appoints committee chairpersons and committee members in the Senate. However, the Senate Majority Leader, like the House Majority Leader, has the power to decide which bills will be called up for debate.

### **Committee Process**

Every General Assembly considers hundreds of proposed new laws, as well as changes to existing laws. These proposals, called bills, may originate in either the Senate or House. In each chamber, a bill must be reviewed and approved by a committee before it is considered by the chamber as a whole. The committee chairperson presides over the committee's meetings and decides which bills will be discussed and voted on. After debating a bill, if a majority of committee members vote to pass the bill, the bill then goes to the floor for consideration.

### **Passage of Bills**

A bill that passes out of the committee process in its chamber of origin is eligible to be voted on by the entire chamber. If the bill is approved by a majority of the members in that chamber, it is sent to the other chamber, where it follows the same path.

If a bill is approved in the same form by a majority of the members in both the Senate and House, it is sent to the Governor. When the Governor signs the bill, it becomes law.

## **EXECUTIVE BRANCH**

While the legislative branch makes the laws in Iowa, the executive branch carries out the laws. The executive branch is headed by the Governor.

### **Governor's Term, Qualifications**

The Governor is elected to a four-year term. To be Governor, a person must be at least 30 years old by the time of election, and must have been a U.S. citizen and a resident of Iowa for at least two years before the election.

### **Duties of the Governor**

As chief administrator of Iowa's government, the Governor is responsible for the various state departments and agencies. The Governor appoints department and agency heads and other state officials not elected by the people. The Governor appointments are generally subject to approval by the Senate.

The Governor takes final action on all bills passed by the Iowa General Assembly. The Governor has three options: sign the bill, veto the bill (or item veto an appropriations bill), or take no action. In the case of a veto, the Legislature may override the veto with two-thirds of the members of each chamber voting to reconsider and pass the bill a second time. If, during session, the Governor does not sign or veto a bill, it becomes law after three calendar days (except Sundays). Bills received by the Governor during the last three calendar days of session shall be signed or vetoed within 30 calendar days.

The Governor has the option to use three types of vetoes: the veto, item veto, and pocket veto. The veto indicates the Governor's disapproval of an entire bill. The item veto may be used only for bills which appropriate funds. It strikes a specific item of an appropriations bill. A pocket veto occurs when the Governor fails to take action within 30 calendar days on a bill received within the last three calendar days of session. The entire bill fails to become law. When the Governor vetoes or item vetoes a bill, a veto message explaining why the veto was made is delivered to the chamber of origin with the bill and is filed with the Secretary of State. The Governor's veto messages can be accessed on the Iowa General Assembly web site [www.legis.state.ia.us](http://www.legis.state.ia.us) in the "Enrolled Bills" section.

Each year, the Governor reports to the General Assembly on the financial condition of the state and makes recommendations on how the state's money should be spent. The Governor has the power to call a special session of the General Assembly.

### **Other Executive Branch Leaders**

In addition to the Governor, other elected leaders of the executive branch are the Lieutenant Governor, Secretary of State, Auditor of State, Treasurer of State, Attorney General, and Secretary of Agriculture. All are elected to four-year terms.

• **Lieutenant Governor**

The Lieutenant Governor succeeds the Governor in case of death, impeachment, resignation, removal from office, or other disability. The Governor and Lieutenant Governor are elected as a team. The Lieutenant Governor's duties are assigned by the Governor.

• **Secretary of State**

The Secretary of State serves as the state commissioner of elections, maintains corporations' records, registers trademarks, commissions public notaries, and preserves original documents such as the Iowa Constitution and Iowa land patents and deeds. The Secretary of State Business Services Division is responsible for filing a wide variety of documents including Uniform Commercial Code financing statements, trademarks, business entity documents, and other statutorily required special filings. The office also supervises Iowa's 99 county auditors in the administration of Iowa's election laws and prescribes uniform election practices and procedures.

• **Auditor of State**

The Auditor of State is required by law to annually examine the books, accounts, and records of every state department and to conduct or arrange financial audits of every local governmental body receiving state funds, including counties, cities, and school districts.

The auditor ensures that government is open and accountable to its citizens by providing independent, accurate, and timely audits of the financial operations of Iowa's state and local governments. The office also conducts reviews of government activities to help ensure they are conducted in an effective, efficient and legal manner. In addition, the office works with government officials, certified public accounting firms conducting government audits, and individual citizens.

• **Treasurer of State**

The Treasurer of State is the keeper of the state's treasury—the depository for funds that have been collected.

The treasurer receives all revenues from state agencies and the federal government and is responsible for all consequent bank relations. The office is the investor and custodian of the state's general fund, the reserve funds, and the road use tax fund. The treasurer accounts for funds on a cash basis and balances regularly with the Iowa Department of Revenue. Also, the treasurer redeems all proper warrants of the state and coordinates state bonding activity regarding the payment of state projects such as prisons and the Iowa Communications Network.

The treasurer meets each month with the banking superintendent and the state auditor to set interest rates to be paid on public funds held in depositories. They also set guidelines and rates for the debt obligation of public bodies in Iowa. The office prepares an annual report of bonded indebtedness of state and local governments in Iowa, and provides below market financing for alternative crops and nontraditional livestock, for targeted small businesses, for the transfer of rural small businesses, for traditional livestock farmers and for value-added agriculture projects.

• **Attorney General**

As head of the Department of Justice and chief legal officer of the state, the Attorney General represents the state and its agencies in court cases, gives legal advice to state agencies, and issues written opinions on questions of law submitted by state officials.

The Attorney General's Consumer Protection Division protects consumers from fraud and ensures fair competition in the marketplace. The division enforces laws that protect the

buying public from false or misleading advertisements or sales practices. It also enforces laws that make sure consumers get information to help them make important decisions, like credit disclosure laws that help consumers compare loan offers.

The office also assists in fighting crime, alongside Iowa law enforcement officers and county attorneys. The office also monitors the criminal justice system and recommends changes in state law or policy as they are needed.

The Farm Division serves as the primary legal counsel for nearly all bureaus of the Iowa Department of Agriculture and Land Stewardship, including all thirteen administrative bureaus, five regulatory bureaus, five laboratory bureaus, and the Iowa Agricultural Development Authority. Also, the division represents the interests of Iowa farmers in litigation in state and federal courts and works with other state attorneys general in multi-state investigations and litigation.

• **Secretary of Agriculture**

The Secretary of Agriculture heads the Department of Agriculture and Land Stewardship, which the Iowa Legislature established in 1923 to encourage, promote, and advance the interests of agriculture and related businesses.

The Department of Agriculture monitors the changing global conditions in agriculture. They also promote Iowa's interests in the global market economy by increasing Iowa's agricultural market share, both domestic and foreign, and remove unnecessary barriers to agricultural trade.

The department develops and encourages agricultural education and new avenues for Iowa producers to market their products, increasing the independent farmers' impact on the market. The department strives to add value to Iowa agriculture by developing new products, which create a link for Iowa farmers with consumer-ready markets. The department also works to preserve Iowa's soil and improve water quality and protects consumers and producers by assuring the quality of Iowa agricultural products and animal health.

### **Executive Branch Organization**

The agencies which make up the executive branch of state government are organized into a number of departments, each with a department head. Department heads are appointed by the Governor, subject to confirmation by the Iowa Senate. Exceptions include: the Secretary of Agriculture, Attorney General, Auditor of State, Secretary of State, and the Treasurer of State.

The department head coordinates, directs, and executes the department's functions, compiles a comprehensive budget, and submits an annual report to the Governor and the Legislature on the operation of the department. Executive branch departments:

Administrative Services, (Department for the) Blind, Civil Rights Commission, College Student Aid Commission, Commerce, Corrections, Cultural Affairs, Drug Control Policy, Economic Development, Education, Elder Affairs, Human Rights, Human Services, Inspections and Appeals, Iowa Communications Network, Iowa Finance Authority, Iowa Public Employee Retirement System, Law Enforcement Academy, Lottery, Management, Natural Resources, Public Defense, Public Health, Public Safety, (Board of) Regents, Revenue, Transportation, Veterans Affairs, Veterans Home, Workforce Development.

## **JUDICIAL BRANCH**

While the legislative branch of government makes the laws and the executive branch carries out the laws, it is the judicial branch that interprets the laws and settles conflicts involving the laws.

In Iowa, the laws are interpreted by a court system consisting of two levels: district (trial) courts and appellate courts. For judicial administrative purposes, Iowa is divided into eight districts, with trials held in each judicial district.

### **District (Trial) Courts**

Civil and criminal cases originate in trial courts. The Iowa District Court has general jurisdiction of all civil, criminal, juvenile, and probate matters in the state. The Iowa District Court is composed of different kinds of judicial officers with varying amounts of jurisdiction: Judicial Magistrates, Associate Juvenile Judges, Associate Probate Judges, District Associate Judges, and District Court Judges. A civil case arises when one party sues another for damages or to stop or begin some action. A criminal case results when the Government (city, county, or state) charges a person with a crime.

### **Judicial Magistrates**

Judicial Magistrates normally hear cases within their county of residence. They have jurisdiction to hear small claims (civil cases involving amounts up to \$5,000). Magistrates have authority to issue search warrants, conduct preliminary hearings, and hear certain involuntary hospitalization matters. Magistrates serve four-year terms and are appointed by a county Magistrate Appointing Commission. A Magistrate Appointing Commission is established in each county. The commission is comprised of the following members: A district judge designated by the chief judge of the judicial district to serve until a successor is designated; three members appointed by a board of supervisors; and two attorneys elected by the attorneys in the county. (Iowa Code 602.6501)

### **Associate Juvenile Judges**

The jurisdiction of Associate Juvenile Judges is limited to juvenile court matters. They have authority to issue orders, findings, and decisions in juvenile cases, including cases that involve juvenile delinquency, Child in Need of Assistance, and termination of parental rights. Associate Juvenile Judges also have authority to preside over adoptions. Associate Juvenile Judges serve six-year terms. They are appointed by the District Judges of the judicial district from a slate of nominees screened and selected by the County Magistrate Appointing Commission.

### **Associate Probate Judges**

Associate Probate Judges have jurisdiction limited to probate cases. They have authority to audit accounts and perform judicial duties in probate as prescribed by the chief judge. Associate Probate Judges serve six-year terms. They are appointed by the District Judges of the judicial district by the County Magistrate Appointing Commission.

### **District Associate Judges**

District Associate Judges hear serious and aggravated misdemeanor cases, civil suits, and some juvenile cases. The jurisdictional amount for civil cases heard by the District Associate Judges is \$10,000. They hear juvenile cases if they are assigned to the juvenile court by the chief judge. District Associate Judges serve four-year terms and are appointed by District Judges from a list of three nominees submitted by a Magistrate Appointing Commission.

### **District Court Judges**

District Court Judges have full general jurisdiction and are authorized to preside over any trial court case. District Judges serve six-year terms and face retention elections the year following their appointment and at the end of each term. District Judges are appointed by the Governor from a list of two nominees submitted by the District Judicial Nominating Commission.

### **Appellate Courts**

Appellate courts review cases appealed from the trial courts and they also rule on the constitutionality of laws passed by the Legislature and actions taken by the executive branch.

There are two appellate courts in Iowa: the Supreme Court and the Court of Appeals. All appeals are to the Iowa Supreme Court. However, the Supreme Court may transfer a case to the Iowa Court of Appeals for consideration.

### **The Supreme Court**

The Iowa Supreme Court, consisting of seven justices, is the highest court of the state. The Supreme Court has the power to review criminal and civil cases decided at the trial court level. The court may also review decisions of the Iowa Court of Appeals.

The Justices of the Iowa Supreme Court are appointed by the Governor from a list of three nominees submitted by the State Judicial Nominating Commission. Supreme Court Justices serve eight-year terms.

In addition to deciding cases, the Iowa Supreme Court is responsible for licensing and disciplining attorneys, promulgating rules of procedure and practice used throughout the state courts, and overseeing the operation of the entire state court system.

### **Court of Appeals**

Appellate courts handle appeals—requests from litigants for a trial court decision to be heard by a higher court. Nine judges form the Court of Appeals. All appellate judges are appointed by the Governor from a slate of nominees selected by the State Judicial Nominating Commission. Appellate court judges serve six-year terms.

7/26/10

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*Iowa State Capitol*

*Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)*



## WHAT IS A LEGISLATOR?

An Iowa legislator is someone who has many roles—lawmaker, a representative of constituents' interests, and an overseer of state citizen interests.

To be an Iowa legislator, a person must be a United States citizen, must have been an Iowa resident for at least one year, and a resident of the district he or she will represent for at least 60 days prior to the election. Senators, who serve four-year terms, must be at least 25 years of age, while Representatives serve two-year terms and must be at least 21 years of age.

## WHAT IS THEIR JOB?

### **Lawmaking**

- Proposing, studying, discussing, and voting on legislation
- Appropriating money to state agencies and programs
- Creating, eliminating, and modifying Iowa laws and programs

### **Representing**

- Serving constituents living in each district
- Functioning as a liaison between citizens and Iowa government

### **Evaluating**

- Overseeing the work of departments and agencies funded by the Legislature
- Ensuring that laws are being carried out according to legislative intent
- Confirming the Governor's appointments and responding to vetoes

1/23/06

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Iowa State Capitol

Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)

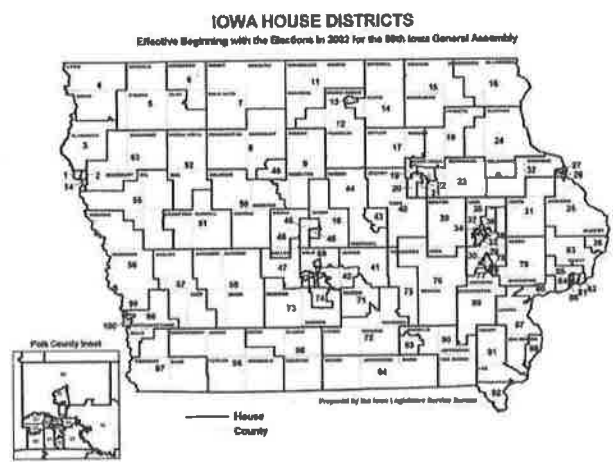
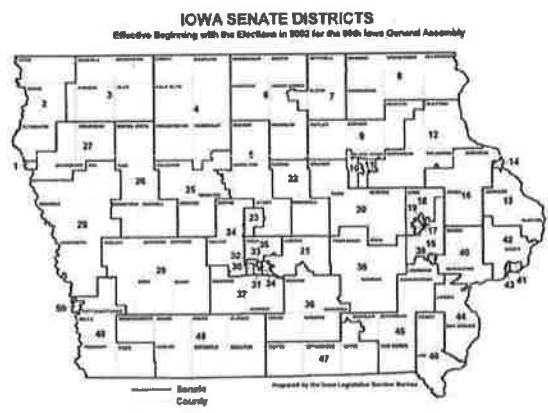


# IOWA LEGISLATURE AND THE UNITED STATES CONGRESS

*In Iowa, and in every other state in the United States, there exists a representative form of government. People are elected by the voters to represent the interests of citizens both at the state and national levels.*

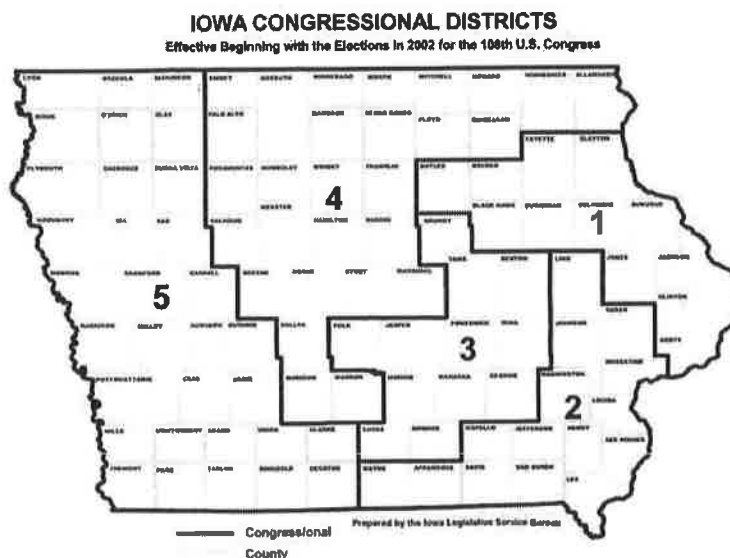
## Iowa State Legislators

Each Iowa citizen has one state senator and one state representative to represent them at the state level. These people are members of the Iowa General Assembly, which meets annually at the State Capitol in Des Moines beginning on the second Monday in January. Each session varies in length, but each is approximately 100 days long. There are 50 members of the Senate, one from each of 50 senate districts in the state. Each senate district is divided into two house districts; therefore, there are 100 members in the House of Representatives.



## United States Congress

Each Iowa citizen has two United States Senators and one United States Representative to represent them and make laws at the national level in Washington, D.C. These people are members of the Congress of the United States. Congress, like the Iowa Legislature, is made up of two bodies—the Senate and the House of Representatives. Iowa has seven members in Congress. Two United States Senators represent all the citizens in the state. One United States Representative (congressman) is elected from each of five congressional districts in the state. Congress is in session all year round, with recesses scheduled throughout the year.



1/17/06

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Iowa State Capitol

Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)

## Area IV Iowa Senators

### *Lyon County and Sioux County*



**Randy Feenstra**  
State Senator  
Senate District 2 - Republican

641 2<sup>nd</sup> St  
Hull, IA 51239  
Home: 712-439-1244  
[randy.feenstra@legis.state.ia.us](mailto:randy.feenstra@legis.state.ia.us)

**Occupation:** Finance &  
Insurance –IA State Bank

#### **Standing Committee Assignments**

- Appropriations
- Education
- State Government (Ranking Member)
- Ways and Means

### *O'Brien County, Osceola County and Sioux County*



**David Johnson**  
State Senator  
Senate District 3 – Republican

PO Box 279  
Ocheyedan, IA 51354  
Home: 712-758-3280

[david.johnson@legis.state.ia.us](mailto:david.johnson@legis.state.ia.us)

**Occupation:**  
Dairy Farming

#### **Standing Committee Assignments**

- Agriculture (Ranking Member)
- Appropriations
- Education
- Human Resources

#### **Appropriations Subcommittee**

- Health and Human Services  
Appropriations Subcommittee  
(Ranking Member)

#### **Boards and Commissions**

Single Point of Entry Long-term  
Living Resources System Team

### *Cherokee County*



**Bill Anderson**  
State Senator  
Senate District 27 – Republican

1138 Mason Ave  
Pierson, IA 51048  
Home: 712-898-2505

[bill.anderson@legis.state.ia.us](mailto:bill.anderson@legis.state.ia.us)

**Occupation:**  
Anderson Professional Services

#### **Standing Committee Assignments**

- Commerce
- Labor and Business Relations
- Ways and Means

#### **Appropriations Subcommittee**

Transportation, Infrastructure,  
and Capitals Appropriations  
Subcommittee



## Area IV Iowa House of Representatives

### *Lyon County/Sioux County*



**Dwayne Alons**  
State Representative  
House District 4 – Republican

1314 7<sup>th</sup> St  
Hull, IA 51239  
Home: 712-439-2479

[dwayne.alons@legis.state.ia.us](mailto:dwayne.alons@legis.state.ia.us)

#### **Standing Committee Assignments**

- Agriculture
- Judiciary
- Public Safety
- Veterans Affairs

#### **Appropriations Subcommittee**

Agriculture and Natural Resources  
Appropriations Subcommittee

### *O'Brien County, Osceola County, Sioux County*



**Royd Chambers**  
State Representative  
House District 5 - Republican

1001 7<sup>th</sup> St  
Sheldon, IA 51201  
Home: 712-324-2694

[royd.chambers@legis.state.ia.us](mailto:royd.chambers@legis.state.ia.us)

#### **Standing Committee Assignments**

- Appropriations
- Education
- Veterans Affairs (Chair)

#### **Appropriations Subcommittee**

- Transportation, Infrastructure, and Capitals Appropriations Subcommittee

### *Cherokee County*



**Dan Huseman**  
State Representative  
House District 53 - Republican

304 E 6<sup>th</sup> St Box 398  
Aurelia, IA 51005  
Home: 712-434-5880

[dan.huseman@legis.state.ia.us](mailto:dan.huseman@legis.state.ia.us)

#### **Standing Committee Assignments**

- Agriculture
- Appropriations
- Transportation

#### **Appropriations Subcommittee**

- Transportation, Infrastructure, and Capitals Appropriation Subcommittee (Chair)

*Sioux County*



**Charles (Chuck) Soderberg**  
State Representative  
House District 3 - Republican

800 2<sup>nd</sup> St SE  
Le Mars, IA 51031-1727  
Home: 712-546-6136

[chuck.soderberg@legis.state.ia.us](mailto:chuck.soderberg@legis.state.ia.us)

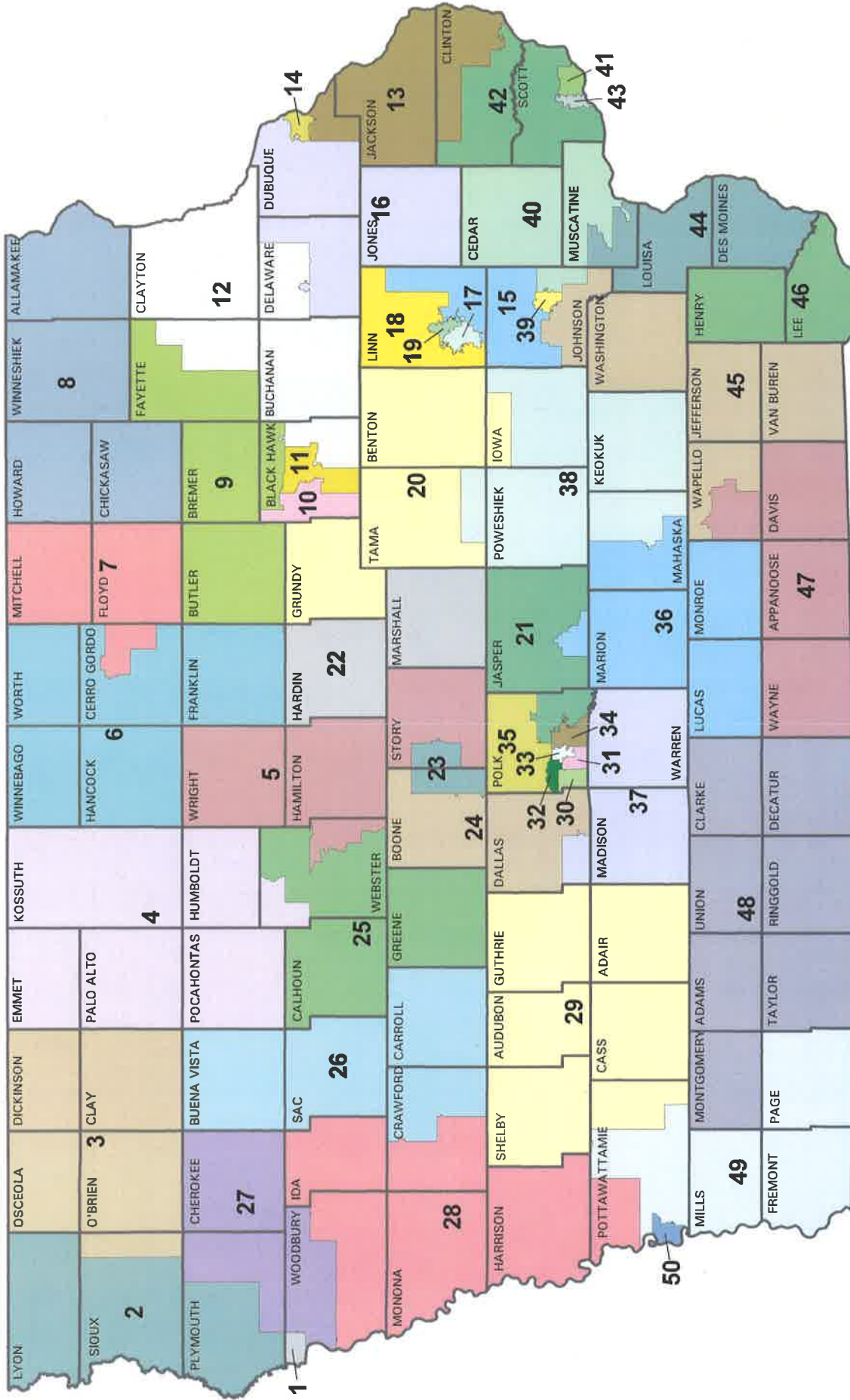
**Standing Committee Assignments**

- Commerce (Chair)
- Economic Growth/Rebuild Iowa
- Environmental Protection
- Ways and Means



# IOWA SENATE DISTRICTS

Effective Beginning with the Elections in 2002 for the 80th Iowa General Assembly



Prepared by the Iowa Legislative Service Bureau

— Senate  
— County

I. Iowa Senate Districts

# Senate

## General Assembly: 84 (01/10/2011 - 01/13/2013)

Name	District	Party	County	Email
Bill Anderson	27	Republican	Woodbury	bill.anderson@legis.state.ia.us
Robert Bacon	5	Republican	Story	robert.bacon@legis.state.ia.us
Merlin Bartz	6	Republican	Worth	merlin.bartz@legis.state.ia.us
Daryl Beall	25	Democrat	Webster	daryl.beall@legis.state.ia.us
Jerry Behn	24	Republican	Boone	jerry.behn@legis.state.ia.us
Rick Bertrand	1	Republican	Woodbury	rick.bertrand@legis.state.ia.us
Dennis Black	21	Democrat	Jasper	dennis.black@legis.state.ia.us
Nancy J. Boettger	29	Republican	Shelby	nancy.boettger@legis.state.ia.us
Joe Bolkcom	39	Democrat	Johnson	joe.bolkcom@legis.state.ia.us
Tod Bowman	13	Democrat	Jackson	tod.bowman@legis.state.ia.us
Mark Chelgren	47	Republican	Wapello	mark.chelgren@legis.state.ia.us
Thomas G. Courtney	44	Democrat	Des Moines	thomas.courtney@legis.state.ia.us
Swati A. Dandekar	18	Democrat	Linn	swati.dandekar@legis.state.ia.us
Jeff Danielson	10	Democrat	Black Hawk	jeff.danielson@legis.state.ia.us
Dick L. Dearden	34	Democrat	Polk	dick.dearden@legis.state.ia.us
Bill Dix	9	Republican	Butler	bill.dix@legis.state.ia.us
William A. Dotzler, Jr.	11	Democrat	Black Hawk	bill.dotzler@legis.state.ia.us
Robert E. Dvorsky	15	Democrat	Johnson	robert.dvorsky@legis.state.ia.us
Joni Ernst	48	Republican	Montgomery	joni.ernst@legis.state.ia.us
Randy Feenstra	2	Republican	Sioux	randy.feenstra@legis.state.ia.us
Gene Fraise	46	Democrat	Lee	eugene.fraise@legis.state.ia.us
Sandra Greiner	45	Republican	Washington	sandra.greiner@legis.state.ia.us
Michael E. Gronstal	50	Democrat	Pottawattamie	mike.gronstal@legis.state.ia.us
James F. Hahn	40	Republican	Muscatine	james.hahn@legis.state.ia.us
Shawn Hamerlinck	42	Republican	Scott	shawn.hamerlinck@legis.state.ia.us
Tom Hancock	16	Democrat	Dubuque	tom.hancock@legis.state.ia.us
Jack Hatch	33	Democrat	Polk	jack.hatch@legis.state.ia.us
Robert M. Hogg	19	Democrat	Linn	rob.hogg@legis.state.ia.us



Wally E. Horn	17	Democrat	Linn	wally.horn@legis.state.ia.us
Hubert Houser	49	Republican	Pottawattamie	hubert.houser@legis.state.ia.us
Pam Jochum	14	Democrat	Dubuque	pam.jochum@legis.state.ia.us
David Johnson	3	Republican	Osceola	david.johnson@legis.state.ia.us
Tim L. Kapucian	20	Republican	Benton	tim.kapucian@legis.state.ia.us
Steve Kettering	26	Republican	Sac	steve.kettering@legis.state.ia.us
John P. (Jack) Kibbie	4	Democrat	Palo Alto	john.kibbie@legis.state.ia.us
Matthew McCoy	31	Democrat	Polk	matt.mccoy@legis.state.ia.us
Paul McKinley	36	Republican	Lucas	paul.mckinley@legis.state.ia.us
Herman C. Quirnbach	23	Democrat	Story	herman.quirnbach@legis.state.ia.us
Amanda Ragan	7	Democrat	Cerro Gordo	amanda.ragan@legis.state.ia.us
Tom Rielly	38	Democrat	Mahaska	tom.rielly@legis.state.ia.us
Brian Schoenjahn	12	Democrat	Fayette	brian.schoenjahn@legis.state.ia.us
Dr. Joe M. Seng	43	Democrat	Scott	joe.seng@legis.state.ia.us
James A. Seymour	28	Republican	Harrison	james.seymour@legis.state.ia.us
Roby Smith	41	Republican	Scott	roby.smith@legis.state.ia.us
Steven J. Sadders	22	Democrat	Marshall	steve.sadders@legis.state.ia.us
Kent Sorenson	37	Republican	Warren	kent.sorenson@legis.state.ia.us
Pat Ward	30	Republican	Polk	pat.ward@legis.state.ia.us
Mary Jo Wilhelm	8	Democrat	Howard	mary.jo.wilhelm@legis.state.ia.us
Brad Zaun	32	Republican	Polk	brad.zaun@legis.state.ia.us



**SENATORS AND THEIR COMMITTEES**  
**84th General Assembly**  
**2011 Session**

As Of : 1/17/2011

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<b>Anderson, Bill (R)</b>	Commerce; Labor and Business Relations; Ways and Means; Transportation, Infrastructure, and Capitals Appropriations Subcommittee
<b>Bacon, Robert (R)</b>	Economic Growth/Rebuild Iowa; Human Resources; Local Government; Veterans Affairs; Health and Human Services Appropriations Subcommittee
<b>Bartz, Merlin (R)</b>	Appropriations; Local Government, Ranking Member; Rules and Administration; Ways and Means; Administration and Regulation Appropriations Subcommittee, Ranking Member
<b>Beall, Daryl (D)</b>	Commerce; Education; Local Government, Vice Chair; Transportation; Veterans Affairs, Chair; Transportation, Infrastructure, and Capitals Appropriations Subcommittee, Vice Chair
<b>Behn, Jerry (R)</b>	Commerce, Ranking Member; Ethics; Natural Resources and Environment; State Government
<b>Bertrand, Rick (R)</b>	Economic Growth/Rebuild Iowa; Labor and Business Relations; State Government; Economic Development Appropriations Subcommittee
<b>Black, Dennis (D)</b>	Agriculture; Appropriations; Natural Resources and Environment, Vice Chair; Veterans Affairs; Ways and Means; Agriculture and Natural Resources Appropriations Subcommittee, Chair
<b>Boettger, Nancy (R)</b>	Appropriations; Education; Human Resources; Judiciary, Ranking Member; Economic Development Appropriations Subcommittee, Ranking Member
<b>Bolkcom, Joe (D)</b>	Appropriations; Commerce; Human Resources; Natural Resources and Environment; Ways and Means, Chair; Health and Human Services Appropriations Subcommittee
<b>Bowman, Tod (D)</b>	Agriculture; Economic Growth/Rebuild Iowa; Education; Local Government; Transportation, Vice Chair; Administration and Regulation Appropriations Subcommittee
<b>Chelgren, Mark (R)</b>	Economic Growth/Rebuild Iowa; Labor and Business Relations; Ways and Means
<b>Courtney, Thomas (D)</b>	Agriculture; Commerce; Government Oversight, Chair; Labor and Business Relations; Rules and Administration; State Government
<b>Jandekar, Swati (D)</b>	Commerce, Chair; Economic Growth/Rebuild Iowa; Transportation; Ways and Means; Economic Development Appropriations Subcommittee, Vice Chair
<b>Danielson, Jeff (D)</b>	Appropriations; Economic Growth/Rebuild Iowa; Rules and Administration; State Government, Chair; Transportation; Veterans Affairs, Vice Chair; Administration and Regulation Appropriations Subcommittee, Vice Chair
<b>Dearden, Dick (D)</b>	Labor and Business Relations; Natural Resources and Environment, Chair; Rules and Administration; State Government; Transportation; Agriculture and Natural Resources Appropriations Subcommittee, Vice Chair
<b>Dix, Bill (R)</b>	Appropriations; Judiciary; State Government; Education Appropriations Subcommittee, Ranking Member
<b>Dotzler, William (D)</b>	Appropriations; Economic Growth/Rebuild Iowa, Vice Chair; Human Resources; Labor and Business Relations; Ways and Means; Economic Development Appropriations Subcommittee, Chair
<b>Dvorsky, Robert (D)</b>	Appropriations, Chair; Education; Human Resources; Judiciary; Rules and Administration; Transportation, Infrastructure, and Capitals Appropriations Subcommittee
<b>Ernst, Joni (R)</b>	Local Government; Transportation; Veterans Affairs; Administration and Regulation Appropriations Subcommittee
<b>Feenstra, Randy (R)</b>	Commerce; Education; State Government, Ranking Member; Ways and Means
<b>Fraise, Gene (D)</b>	Agriculture, Vice Chair; Appropriations; Ethics, Vice Chair; Judiciary, Chair; Labor and Business Relations; State Government; Justice System Appropriations Subcommittee
<b>Greiner, Sandra (R)</b>	Agriculture; Economic Growth/Rebuild Iowa, Ranking Member; Government Oversight; Veterans Affairs
<b>Gronstal, Michael (D)</b>	Rules and Administration, Chair
<b>Hahn, James (R)</b>	Agriculture; Natural Resources and Environment, Ranking Member; Transportation; Agriculture and Natural Resources Appropriations Subcommittee
<b>Hamerlinck, Shawn (R)</b>	Education, Ranking Member; Local Government; Natural Resources and Environment; Education Appropriations Subcommittee



**SENATORS AND THEIR COMMITTEES**  
**84th General Assembly**  
**2011 Session**

As Of : 1/17/2011

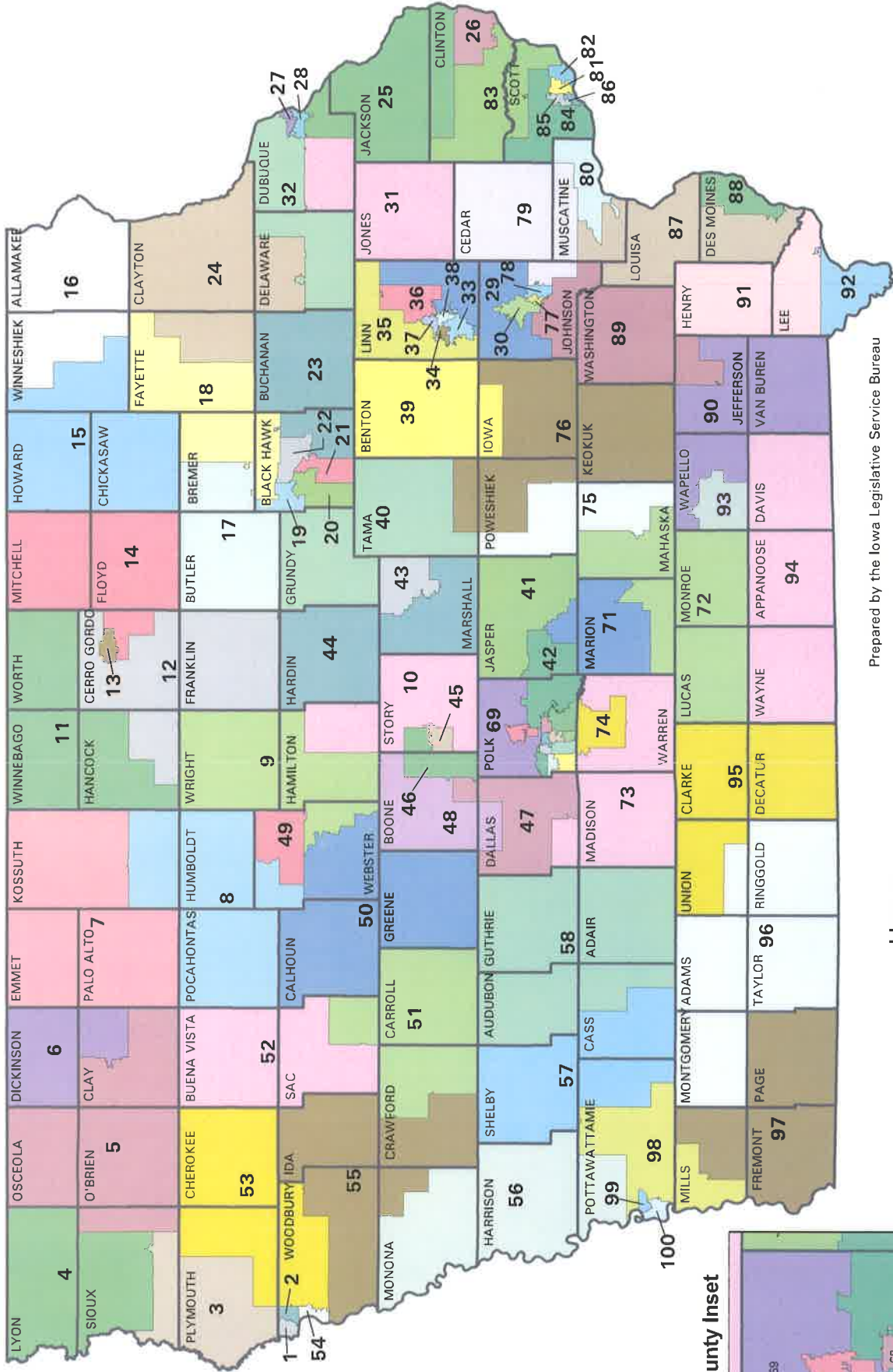
Page 2

<b>Hancock, Tom (D)</b>	Agriculture; Appropriations; Judiciary; Natural Resources and Environment; Transportation; Justice System Appropriations Subcommittee, Chair
<b>Hatch, Jack (D)</b>	Appropriations; Economic Growth/Rebuild Iowa; Human Resources; Labor and Business Relations; State Government; Health and Human Services Appropriations Subcommittee, Chair
<b>Hogg, Robert (D)</b>	Appropriations; Education; Judiciary, Vice Chair; Natural Resources and Environment; Ways and Means; Justice System Appropriations Subcommittee, Vice Chair
<b>Horn, Wally (D)</b>	Economic Growth/Rebuild Iowa; Judiciary; Labor and Business Relations, Chair; State Government; Veterans Affairs; Education Appropriations Subcommittee
<b>Houser, Hubert (R)</b>	Agriculture; Appropriations; Transportation; Agriculture and Natural Resources Appropriations Subcommittee, Ranking Member
<b>Jochum, Pam (D)</b>	Appropriations; Human Resources; Judiciary; Labor and Business Relations, Vice Chair; State Government; Ways and Means; Administration and Regulation Appropriations Subcommittee, Chair
<b>Johnson, David (R)</b>	Agriculture, Ranking Member; Appropriations; Education; Human Resources; Health and Human Services Appropriations Subcommittee, Ranking Member
<b>Kapucian, Tim (R)</b>	Agriculture; Appropriations; Natural Resources and Environment; Transportation, Ranking Member; Transportation, Infrastructure, and Capitals Appropriations Subcommittee, Ranking Member
<b>Kettering, Steve (R)</b>	Appropriations, Ranking Member; Commerce; Ethics; Rules and Administration
<b>Kibbie, John (D)</b>	Agriculture; Ethics, Chair; Government Oversight; Rules and Administration, Vice Chair; State Government, Vice Chair; Veterans Affairs
<b>McCoy, Matthew (D)</b>	Appropriations, Vice Chair; Commerce; Local Government; Transportation; Ways and Means; Transportation, Infrastructure, and Capitals Appropriations Subcommittee, Chair
<b>McKinley, Paul (R)</b>	Ethics, Ranking Member; Rules and Administration, Ranking Member
<b>Quirnbach, Herman (D)</b>	Education, Chair; Human Resources; Judiciary; Local Government; Ways and Means; Education Appropriations Subcommittee, Vice Chair
<b>Ragan, Amanda (D)</b>	Appropriations; Human Resources, Chair; Natural Resources and Environment; Rules and Administration; Veterans Affairs; Health and Human Services Appropriations Subcommittee, Vice Chair
<b>Rielly, Tom (D)</b>	Agriculture; Commerce, Vice Chair; Economic Growth/Rebuild Iowa; Local Government; Transportation, Chair
<b>Schoenjahn, Brian (D)</b>	Appropriations; Commerce; Education, Vice Chair; Local Government; Natural Resources and Environment; Education Appropriations Subcommittee, Chair
<b>Seng, Joe (D)</b>	Agriculture, Chair; Commerce; Ethics; Natural Resources and Environment; Ways and Means, Vice Chair; Economic Development Appropriations Subcommittee
<b>Seymour, James (R)</b>	Appropriations; Human Resources, Ranking Member; Veterans Affairs, Ranking Member; Justice System Appropriations Subcommittee, Ranking Member
<b>Smith, Roby (R)</b>	Education; State Government; Ways and Means; Justice System Appropriations Subcommittee
<b>Sodders, Steven (D)</b>	Economic Growth/Rebuild Iowa, Chair; Education; Government Oversight, Vice Chair; Judiciary; State Government; Veterans Affairs
<b>Sorenson, Kent (R)</b>	Government Oversight, Ranking Member; Judiciary; Natural Resources and Environment; State Government
<b>Ward, Pat (R)</b>	Commerce; Economic Growth/Rebuild Iowa; Judiciary; Labor and Business Relations, Ranking Member
<b>Wilhelm, Mary Jo (D)</b>	Commerce; Economic Growth/Rebuild Iowa; Education; Human Resources, Vice Chair; Local Government, Chair; Agriculture and Natural Resources Appropriations Subcommittee
<b>Zaun, Brad (R)</b>	Commerce; Rules and Administration; Transportation; Ways and Means, Ranking Member

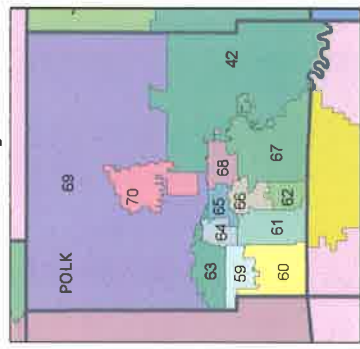


# IOWA HOUSE DISTRICTS

Effective Beginning with the Elections in 2002 for the 80th Iowa General Assembly



Polk County Inset



Prepared by the Iowa Legislative Service Bureau

— House  
— County

# House of Representatives

## General Assembly: 84 (01/10/2011 - 01/13/2013)

<u>Name</u>	<u>District</u>	<u>Party</u>	<u>County</u>	<u>Email</u>
Ako Abdul-Samad	66	Democrat	Polk	ako.abdul-samad@legis.state.ia.us
Dwayne Alons	4	Republican	Sioux	dwayne.alons@legis.state.ia.us
Richard Anderson	97	Republican	Page	richard.anderson@legis.state.ia.us
Richard D. Arnold	72	Republican	Lucas	richard.arnold@legis.state.ia.us
Chip Baltimore	48	Republican	Boone	Chip.Baltimore@legis.state.ia.us
Clel Baudler	58	Republican	Adair	clel.baudler@legis.state.ia.us
Deborah L. Berry	22	Democrat	Black Hawk	deborah.berry@legis.state.ia.us
Mark Brandenburg	100	Republican	Pottawattamie	Mark.Brandenburg@legis.state.ia.us
Josh Byrnes	14	Republican	Mitchell	Josh.Byrnes@legis.state.ia.us
Royd E. Chambers	5	Republican	O'Brien	royd.chambers@legis.state.ia.us
Dennis M. Cohoon	88	Democrat	Des Moines	dennis.cphoon@legis.state.ia.us
Peter Cownie	60	Republican	Polk	peter.cownie@legis.state.ia.us
Betty R. De Boef	76	Republican	Keokuk	betty.deboef@legis.state.ia.us
Dave Deyoe	10	Republican	Story	dave.deyoe@legis.state.ia.us
Cecil Dolecheck	96	Republican	Ringgold	cecil.dolecheck@legis.state.ia.us
Jack Drake	57	Republican	Cass	jack.drake@legis.state.ia.us
Greg Forristall	98	Republican	Pottawattamie	greg.forristall@legis.state.ia.us
Joel Fry	95	Republican	Clarke	Joel.Fry@legis.state.ia.us
Ruth Ann Gaines	65	Democrat	Polk	RuthAnn.Gaines@legis.state.ia.us
Julian Garrett	73	Republican	Warren	Julian.Garrett@legis.state.ia.us
Mary Gaskill	93	Democrat	Wapello	mary.gaskill@legis.state.ia.us
Pat Grassley	17	Republican	Butler	pat.grassley@legis.state.ia.us
Chris Hagenow	59	Republican	Polk	chris.hagenow@legis.state.ia.us
Bob Hager	16	Republican	Allamakee	Bob.Hager@legis.state.ia.us
Chris Hall	2	Democrat	Woodbury	Chris.Hall@legis.state.ia.us
Curt Hanson	90	Democrat	Jefferson	Curt.Hanson@legis.state.ia.us
Mary Ann Hanusa	99	Republican	Pottawattamie	MaryAnn.Hanusa@legis.state.ia.us
David E. Heaton	91	Republican	Henry	dave.heaton@legis.state.ia.us
Lisa Heddens	46	Democrat	Story	lisa.heddens@legis.state.ia.us
Lee Hein	31	Republican	Jones	Lee.Hein@legis.state.ia.us
Erik Helland	69	Republican	Polk	erik.helland@legis.state.ia.us
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<b>Abdul-Samad, Ako (D)</b>	Administration and Rules; Education; Human Resources; Public Safety
<b>Alons, Dwayne (R)</b>	Agriculture; Judiciary; Public Safety; Veterans Affairs; Agriculture and Natural Resources Appropriations Subcommittee
<b>Anderson, Richard (R)</b>	Economic Growth/Rebuild Iowa; Human Resources; Judiciary, Chair; Justice System Appropriations Subcommittee
<b>Arnold, Richard (R)</b>	Local Government; Natural Resources; Transportation
<b>Baltimore, Chip (R)</b>	Commerce, Vice Chair; Economic Growth/Rebuild Iowa; Government Oversight, Vice Chair; Judiciary; Local Government
<b>Baudler, Clel (R)</b>	Agriculture; Government Oversight; Natural Resources; Public Safety, Chair
<b>Berry, Deborah (D)</b>	Government Oversight; Local Government; Public Safety; Veterans Affairs
<b>Brandenburg, Mark (R)</b>	Commerce; Human Resources; Labor; Public Safety; Health and Human Services Appropriations Subcommittee, Vice Chair
<b>Byrnes, Josh (R)</b>	Economic Growth/Rebuild Iowa; Education; Environmental Protection; Ways and Means, Vice Chair; Education Appropriations Subcommittee
<b>Chambers, Royd (R)</b>	Appropriations; Education; Veterans Affairs, Chair; Transportation, Infrastructure, and Capitals Appropriations Subcommittee
<b>Cphoon, Dennis (D)</b>	Appropriations; Education; Transportation; Transportation, Infrastructure, and Capitals Appropriations Subcommittee, Ranking Member
<b>Cownie, Peter (R)</b>	Education; State Government, Chair; Ways and Means
<b>De Boef, Betty (R)</b>	Agriculture; Economic Growth/Rebuild Iowa; Environmental Protection; Ways and Means
<b>Deyoe, Dave (R)</b>	Administration and Rules, Vice Chair; Agriculture; Environmental Protection; Labor
<b>olecheck, Cecil (R)</b>	Agriculture; Appropriations; Education; Environmental Protection; Education Appropriations Subcommittee, Chair
<b>Drake, Jack (R)</b>	Agriculture; Appropriations; State Government; Agriculture and Natural Resources Appropriations Subcommittee, Chair
<b>Forristall, Greg (R)</b>	Education, Chair; Labor; Ways and Means; Education Appropriations Subcommittee
<b>Fry, Joel (R)</b>	Commerce; Human Resources, Vice Chair; Natural Resources; Public Safety; Health and Human Services Appropriations Subcommittee
<b>Gaines, Ruth Ann (D)</b>	Education; Environmental Protection; Judiciary; Local Government; Public Safety; Education Appropriations Subcommittee
<b>Garrett, Julian (R)</b>	Appropriations; Human Resources; Judiciary; Transportation; Justice System Appropriations Subcommittee, Vice Chair
<b>Gaskill, Mary (D)</b>	Appropriations; Local Government; Natural Resources; State Government; Administration and Regulation Appropriations Subcommittee, Ranking Member
<b>Grassley, Pat (R)</b>	Commerce; Economic Growth/Rebuild Iowa, Chair; Ways and Means; Economic Development Appropriations Subcommittee
<b>Hagenow, Chris (R)</b>	Appropriations; Government Oversight, Chair; Judiciary; Public Safety
<b>Hager, Bob (R)</b>	Economic Growth/Rebuild Iowa; Environmental Protection, Vice Chair; Local Government; Natural Resources; Economic Development Appropriations Subcommittee
<b>Hall, Chris (D)</b>	Appropriations; Economic Growth/Rebuild Iowa; Natural Resources; Transportation; Agriculture and Natural Resources Appropriations Subcommittee, Ranking Member
<b>Hanson, Curt (D)</b>	Agriculture; Education; Natural Resources, Ranking Member; Transportation; Education Appropriations Subcommittee
<b>Hanusa, Mary Ann (R)</b>	Economic Growth/Rebuild Iowa, Vice Chair; Education; Labor; Veterans Affairs; Economic Development Appropriations Subcommittee
<b>Heaton, David (R)</b>	Appropriations; Human Resources; Judiciary; Health and Human Services Appropriations Subcommittee, Chair



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<b>Heddens, Lisa (D)</b>	Appropriations; Economic Growth/Rebuild Iowa; Veterans Affairs; Health and Human Services Appropriations Subcommittee, Ranking Member
<b>Hein, Lee (R)</b>	Agriculture, Vice Chair; Environmental Protection; State Government; Ways and Means; Justice System Appropriations Subcommittee
<b>Helland, Erik (R)</b>	Administration and Rules; Local Government; State Government; Ways and Means
<b>Horbach, Lance (R)</b>	Commerce; Labor, Chair; Local Government; Justice System Appropriations Subcommittee
<b>Hunter, Bruce (D)</b>	Human Resources; Labor, Ranking Member; State Government; Administration and Regulation Appropriations Subcommittee
<b>Huseman, Daniel (R)</b>	Agriculture; Appropriations; Transportation; Transportation, Infrastructure, and Capitals Appropriations Subcommittee, Chair
<b>Isenhardt, Charles (D)</b>	Administration and Rules, Ranking Member; Agriculture; Environmental Protection; State Government; Ways and Means; Economic Development Appropriations Subcommittee
<b>Iverson, Stewart (R)</b>	Commerce; Local Government; State Government; Transportation; Administration and Regulation Appropriations Subcommittee
<b>Jacoby, Dave (D)</b>	Commerce; Economic Growth/Rebuild Iowa; Ways and Means, Ranking Member; Economic Development Appropriations Subcommittee
<b>Jorgensen, Ron (R)</b>	Education; Human Resources; Labor; State Government; Education Appropriations Subcommittee, Vice Chair
<b>Kajtasovic, Anesa (D)</b>	Commerce; Local Government; State Government; Ways and Means; Economic Development Appropriations Subcommittee
<b>Kaufmann, Jeff (R)</b>	Administration and Rules; Judiciary; State Government; Ways and Means
<b>Kearns, Jerry (D)</b>	Labor; Local Government; Veterans Affairs, Ranking Member; Ways and Means; Justice System Appropriations Subcommittee
<b>Kelley, Dan (D)</b>	Agriculture; Education; Environmental Protection; Ethics, Ranking Member; Natural Resources; Health and Human Services Appropriations Subcommittee
<b>Klein, Jarad (R)</b>	Environmental Protection; Labor, Vice Chair; Local Government; Public Safety; Transportation, Infrastructure, and Capitals Appropriations Subcommittee
<b>Koester, Kevin (R)</b>	Education; Ethics, Chair; Human Resources; State Government
<b>Kressig, Bob (D)</b>	Commerce; Government Oversight; Local Government; Public Safety, Ranking Member
<b>Lensing, Vicki (D)</b>	Environmental Protection; Judiciary; State Government, Ranking Member; Administration and Regulation Appropriations Subcommittee
<b>Lofgren, Mark (R)</b>	Economic Growth/Rebuild Iowa; Education; Human Resources; Natural Resources; Economic Development Appropriations Subcommittee, Vice Chair
<b>Lukan, Steven (R)</b>	Administration and Rules; Appropriations; Economic Growth/Rebuild Iowa; Natural Resources; Veterans Affairs
<b>Lykam, Jim (D)</b>	Commerce; Natural Resources; Transportation, Ranking Member; Agriculture and Natural Resources Appropriations Subcommittee
<b>Mascher, Mary (D)</b>	Administration and Rules; Education; Human Resources; State Government
<b>Massie, Glen (R)</b>	Human Resources; Judiciary; State Government; Transportation, Vice Chair; Education Appropriations Subcommittee
<b>McCarthy, Kevin (D)</b>	Administration and Rules
<b>Miller, Helen (D)</b>	Agriculture, Ranking Member; Economic Growth/Rebuild Iowa; Natural Resources; Agriculture and Natural Resources Appropriations Subcommittee
<b>Miller, Linda (R)</b>	Education; Human Resources, Chair; Labor; Health and Human Services Appropriations Subcommittee
<b>Moore, Brian (R)</b>	Agriculture; Environmental Protection; Labor; Ways and Means; Transportation, Infrastructure, and Capitals Appropriations Subcommittee, Vice Chair



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<b>Muhlbauer, Dan (D)</b>	Agriculture; Commerce; Public Safety; Veterans Affairs; Ways and Means; Agriculture and Natural Resources Appropriations Subcommittee
<b>Murphy, Patrick (D)</b>	Appropriations; Labor; Transportation
<b>Oldson, Jo (D)</b>	Commerce; Judiciary; Ways and Means; Transportation, Infrastructure, and Capitals Appropriations Subcommittee
<b>Olson, Rick (D)</b>	Judiciary; Public Safety; Justice System Appropriations Subcommittee
<b>Olson, Steven (R)</b>	Agriculture; Environmental Protection, Chair; Public Safety
<b>Olson, Tyler (D)</b>	Appropriations, Ranking Member; Commerce; Judiciary
<b>Paulsen, Kraig (R)</b>	Administration and Rules
<b>Paustian, Ross (R)</b>	Agriculture; Commerce; Environmental Protection; Ways and Means; Agriculture and Natural Resources Appropriations Subcommittee, Vice Chair
<b>Pearson, Kim (R)</b>	Education; Government Oversight; Human Resources; Judiciary, Vice Chair; Transportation
<b>Petersen, Janet (D)</b>	Government Oversight, Ranking Member; Human Resources; Transportation; Ways and Means
<b>Pettengill, Dawn (R)</b>	Commerce; Government Oversight; State Government; Ways and Means
<b>Quirk, Brian (D)</b>	Agriculture; Commerce, Ranking Member; State Government; Ways and Means; Transportation, Infrastructure, and Capitals Appropriations Subcommittee
<b>Raecker, Scott (R)</b>	Appropriations, Chair; Ethics, Vice Chair; State Government
<b>Rasmussen, Dan (R)</b>	Agriculture; Economic Growth/Rebuild Iowa; Natural Resources; Transportation
<b>Rayhons, Henry (R)</b>	Local Government; Natural Resources, Chair; Public Safety; Veterans Affairs
<b>Rogers, Walt (R)</b>	Appropriations; Judiciary; State Government; Transportation; Administration and Regulation Appropriations Subcommittee, Vice Chair
<b>Running-Marquardt, Kirsten (D)</b>	Appropriations; Economic Growth/Rebuild Iowa; Labor; Local Government; Economic Development Appropriations Subcommittee, Ranking Member
<b>Sands, Thomas (R)</b>	Environmental Protection; Public Safety; Ways and Means, Chair
<b>Schulte, Renee (R)</b>	Administration and Rules, Chair; Appropriations; Education; Human Resources; State Government
<b>Schultz, Jason (R)</b>	Appropriations; Economic Growth/Rebuild Iowa; Environmental Protection; Labor; Economic Development Appropriations Subcommittee, Chair
<b>Shaw, Tom (R)</b>	Agriculture; Commerce; Public Safety, Vice Chair; Veterans Affairs; Health and Human Services Appropriations Subcommittee
<b>Smith, Jeff (R)</b>	Commerce; Economic Growth/Rebuild Iowa; Local Government, Vice Chair; Natural Resources, Vice Chair; Administration and Regulation Appropriations Subcommittee
<b>Smith, Mark (D)</b>	Administration and Rules; Environmental Protection; Ethics; Human Resources; Judiciary
<b>Soderberg, Chuck (R)</b>	Commerce, Chair; Economic Growth/Rebuild Iowa; Environmental Protection; Ways and Means
<b>Steckman, Sharon (D)</b>	Administration and Rules; Economic Growth/Rebuild Iowa; Education; Environmental Protection; Human Resources; Natural Resources
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<b>Sweeney, Annette (R)</b>	Agriculture, Chair; Education; Natural Resources; Veterans Affairs; Agriculture and Natural Resources Appropriations Subcommittee
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<b>Tjepkes, David (R)</b>	Government Oversight; Judiciary; Local Government; Public Safety; Transportation, Chair

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<b>Upmeyer, Linda (R)</b>	Administration and Rules
<b>Van Engelenhoven, James (R)</b>	Ethics; Local Government; Natural Resources; Transportation
<b>Vander Linden, Guy (R)</b>	Natural Resources; State Government, Vice Chair; Veterans Affairs, Vice Chair; Ways and Means; Agriculture and Natural Resources Appropriations Subcommittee
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<b>Wenthe, Andrew (D)</b>	Administration and Rules; Agriculture; Appropriations; State Government; Transportation
<b>Wessel-Kroeschell, Beth (D)</b>	Environmental Protection; Human Resources, Ranking Member; Judiciary; Health and Human Services Appropriations Subcommittee
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<b>Worthan, Gary (R)</b>	Appropriations; Public Safety; Transportation; Justice System Appropriations Subcommittee, Chair





## LEGISLATIVE INFORMATION

### LEGISLATIVE INFORMATION OFFICE

The Legislative Information Office (LIO) provides information concerning the Iowa General Assembly. As part of the nonpartisan Legislative Services Agency (LSA), the Legislature's legal, fiscal, and computer services agency, the LIO has access to the most current information on the actions and procedures of the Iowa Legislature. The LIO responds to inquiries from the general public, private and public agencies, and business interests with nonpartisan information about the Iowa General Assembly. The office includes two public access computer terminals, for any member of the public to access legislative information using the Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)

E-mail: [lioinfo@legis.state.ia.us](mailto:lioinfo@legis.state.ia.us)  
Legislative Information Office – Room G16  
Legislative Services Agency  
Iowa State Capitol, Des Moines, Iowa 50319  
Telephone: 515-281-5129

#### LIO Publications and Services

- Bill Status
  - The LIO responds to both telephone and e-mail inquiries regarding the Iowa General Assembly, which include providing current bill status; finding the bill numbers of pending legislation; locating information on legislators; and supplying contact information on legislators.
  - *Session Daily* is an on-line publication, which lists all bills dealt with the previous day in both the Senate and House. All bills and committees are hyperlinked for more detailed information. This publication is also available on the *Listserv* e-mail delivery system.
  - *Session Summary* is published at the end of each session on the Iowa General Assembly web site. This publication lists all titles of legislation passed and sent to the Governor during the session just completed. Each bill listing includes the Governor's action including an effective date. If a bill is vetoed or item vetoed, veto and item veto messages are listed.
- Educational Materials
  - The LIO publishes many informational flyers regarding the Iowa Legislature that are available in both hardcopy form and on the Iowa General Assembly web site. These publications include: *How a Bill Becomes a Law*, *Iowa's Budget Process*, *Iowa Legislature and the United States Congress*, *Iowa State Capitol Tour Quiz*, *Iowa State Symbols*, *Legislative Terminology*, *Lobbying: A Citizen's Guide*, *Participation in Making Iowa's Laws*, *The Three Branches of Government: How They Work in Iowa*, *What is a Legislator? What is Their Job?*, and *Where and How to Find Legislative Information*.
- LIO Outreach
  - The LIO staff is available to speak on the legislative process at on-site and off-site locations during the interim between sessions.
  - The LIO also serves as the international protocol office, welcoming international guests and dignitaries. International guests are provided with information on the legislative process in Iowa. Staff coordinates meetings between Iowa legislators and visiting

international dignitaries, and assists in arranging diplomatic receptions for international guests.

- The LIO provides an assortment of gifts for purchase by legislators, legislative staff, and the general public representing the state of Iowa or Iowa State Capitol. These gifts are used by legislators for fund-raisers, silent auctions, and may be presented as gifts or to individuals as a token of accomplishment. Many international visitors also receive these items as gifts.

### **Tours of the Capitol**

The Iowa Capitol Tour Guides conduct tours of the Capitol weekdays and Saturdays free of charge. Tours can be scheduled between 8:15 a.m. and 3:45 p.m. Tours last approximately one hour. The tour guides also provide general information at the information desk in the rotunda area on the first floor of the Capitol.

- Contact

- To schedule tours, call 515-281-5591, or electronic scheduling is available on the Iowa General Assembly web site.

- Tours Available

- Monday through Friday, 8:00 a.m. to 4:30 p.m.— Saturday and Holidays, 8:00 a.m. to 4:00 p.m.

## **LEGISLATIVE SERVICES AGENCY**

Another primary source for information concerning the Iowa General Assembly is the LSA.

Legislative Services Agency  
Room G01, Iowa State Capitol  
515-281-3566

The LSA publishes reports, calendars, budget documents, issue reviews, legal briefings, and many other items. The LSA also publishes the interim calendar weekly and the “Fiscal Update” biweekly during the interim. These publications are available on the Iowa General Assembly web site and through the *Listserv* e-mail delivery system.

### **Computer Services**

The Computer Services Division provides nonpartisan technology solutions and support to the General Assembly and its staff. The Division maintains the General Assembly’s mainframe computer system, local area network, and the Internet and Intranet web sites.

Legislative Computer Services  
Miller Building  
Des Moines, Iowa 50319  
515-281-6766

## **IOWA GENERAL ASSEMBLY WEB SITE**

*[www.legis.state.ia.us](http://www.legis.state.ia.us)*

The Iowa General Assembly web site is a source for the Iowa Legislature. Data is available on all legislation introduced, status of bills, and subsequent actions by the Governor. A current log of daily floor action is featured during session, in addition to audio links to each chamber during floor debates. Legislator listings, photos, and contact information are accessible.

## **Legislation**

Bills are an important part of the legislative process. Bill tracking is the base of the web site. Multiple versions of a bill or study bill (committee sponsored bill) can be located. Bill versions, amendments, resolutions, study bills, bill histories, fiscal notes, and sponsor information is listed. Bill can be located by number, subject, legislator (or floor manager), committee. Amendments can be located by amendment and/or bill number, sponsor, and date.

Bill lists are available on the web site that will follow a specific interest. Enrolled bills (bills passed by both chambers), similar and companion bills, and bill dispositions are also featured. Fiscal notes and fiscal analysis of bills, analysis of fiscal impact on Administrative Rules, and appropriations tracking are listed, as well as general budgeting information, interactive budget references, and fiscal service publications.

## **Committees**

Standing committees, joint appropriations committees, Legislative Council, permanent statutory committees, and interim committees are listed.

## **Legislative Central Staff Agencies**

Central nonpartisan staff, including the LSA (which includes Administrative Services, Computer Services, Legal Services, and Fiscal Services) and the office of the Citizens' Aide/Ombudsman, are detailed.

## **Iowa Laws**

The Iowa Code, Administrative Code, Iowa Acts, and the Iowa Constitution are accessible on the site, as is the Iowa Administrative Bulletin and Iowa Court Rules (judicial branch).

## **Publications**

All legislative publications and archival records are listed and stored on the web site. A complete listing can be found on the site.

## **Lobbyists**

Lobbyist information is also available, including a lobbyist registration form, amendment/cancellation form, lobbyist report and client report, reception report, and declaration forms for both Senate and House files.

## **CONTACTING LEGISLATORS**

To reach Legislators during session, contact them at their home address and telephone (call the LIO or most home contact information for legislators is also located on the Iowa General Assembly web site). Legislators may also be reached during session through the switchboards.

- Iowa Senate Switchboard (during session only)
  - Senate: 515-281-3371, T.D.D. number: 515-281-3789
- Iowa House of Representatives Switchboard (during session only)
  - House: 515-281-3221, T.D.D. number: 515-281-8455

## **LAW LIBRARY**

The Law Library provides information and research on the Code of Iowa; research on past legislation (1846 to present); 50 state codes and case law information; legal journals and individual titles on special subjects; federal laws; and regulation and case law.

- Location
  - Second floor, Iowa State Capitol.

- Contact

- Call the Law Library at 515-281-5124, 8:00 a.m. to 4:30 p.m., Monday through Friday.

**The LIO is available to assist with Iowa General Assembly Internet navigation and all information concerning the Iowa General Assembly.**

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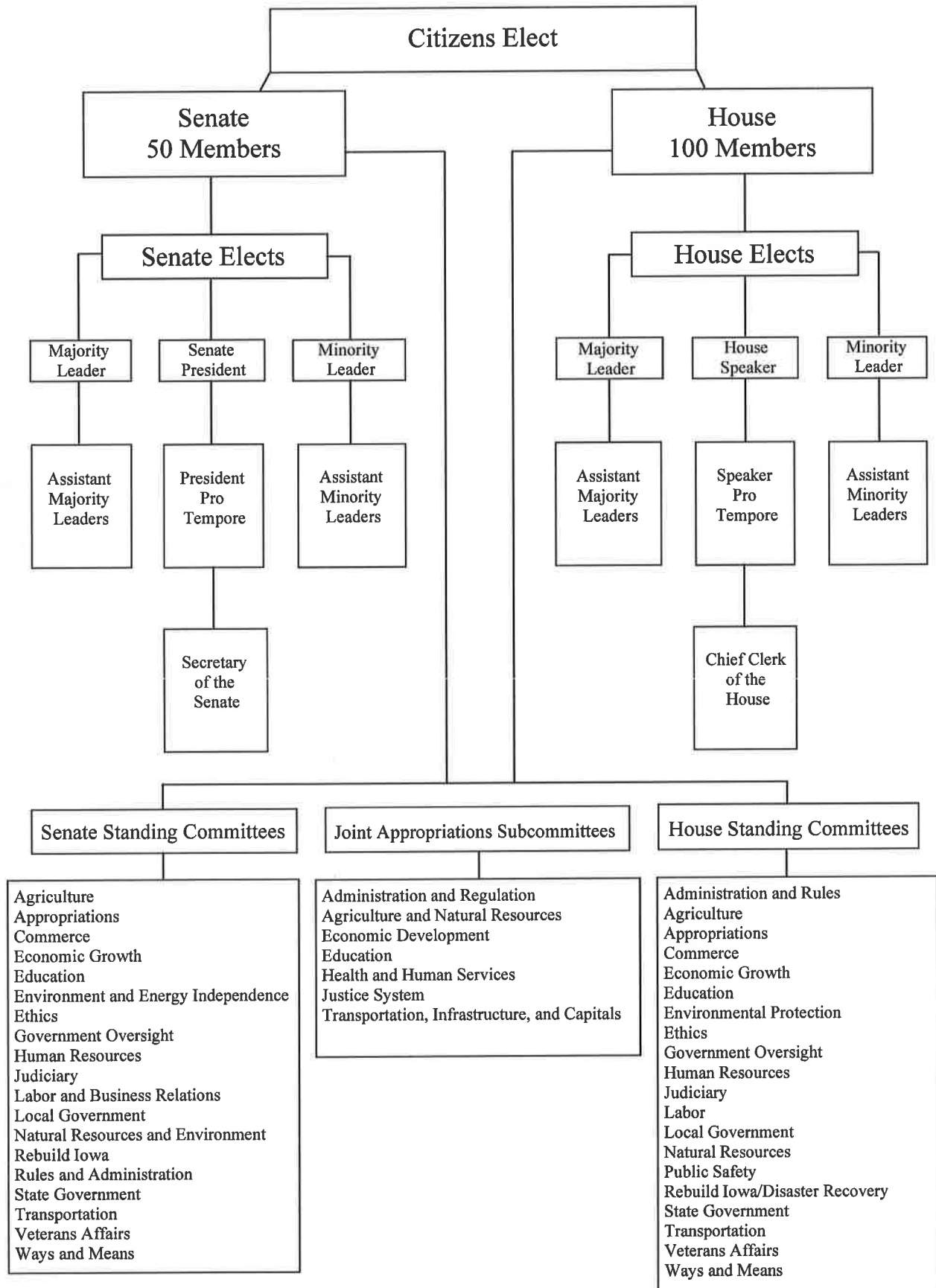
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*Legislative Information Office – Room G16*

*Iowa State Capitol*

*Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)*

# Organization of the Iowa General Assembly



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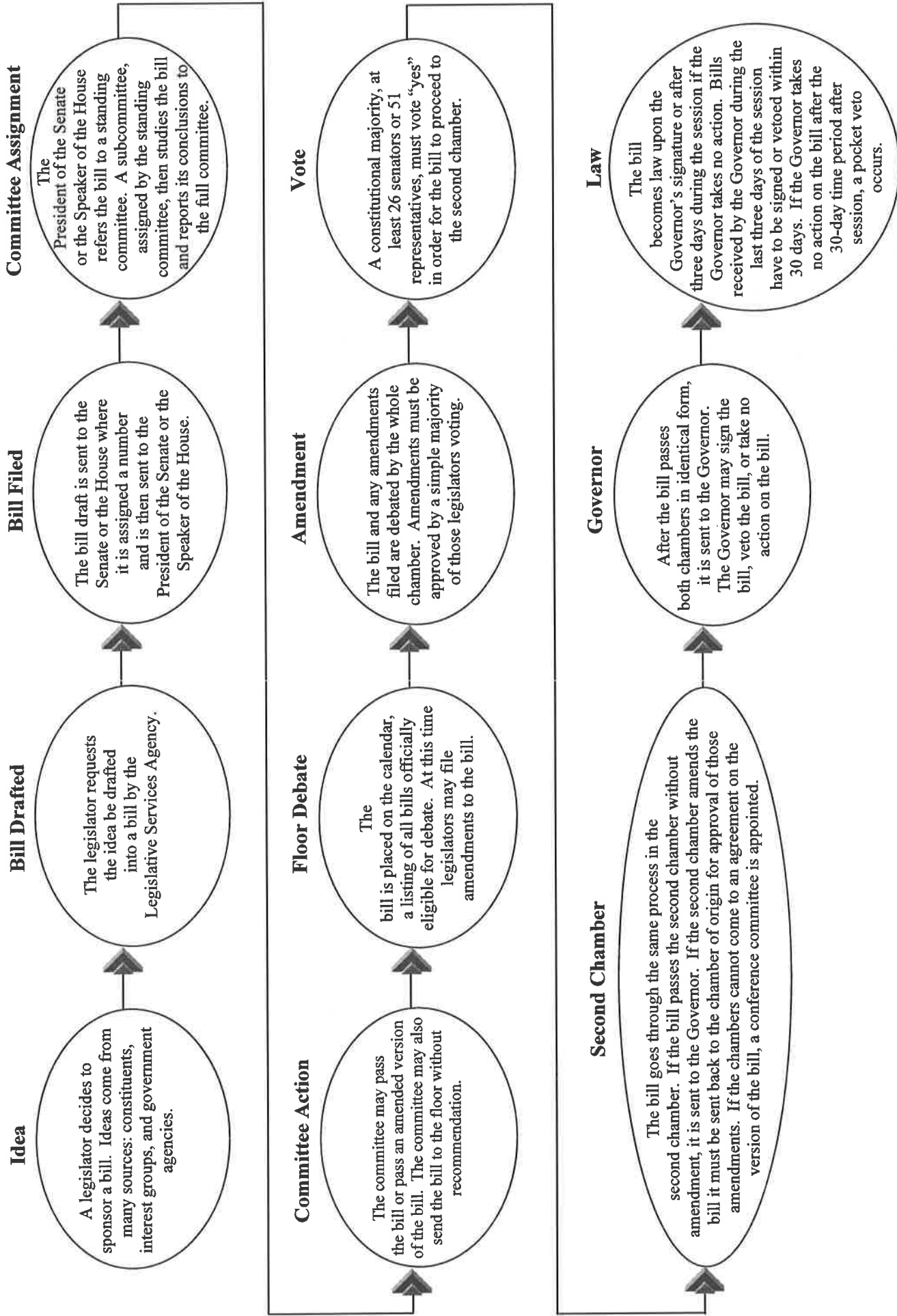
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Iowa State Capitol

Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)

P. Organization of Iowa General Assembly

# How An Idea Becomes a Law



Q. How an Idea Becomes a Law



## HOW A BILL BECOMES A LAW

A legislative bill is a written proposal for a law. Ideas for bills come from many sources: a legislator's constituents, businesses, government agencies, professional associations, interest groups and other state legislatures. When a legislator recognizes or is made aware of a problem which could be pursued through legislation, that idea is put into the form of a bill. In Iowa, only legislators are able to sponsor and introduce bills.

Bills may be sponsored by a Senator or Representative, or by a Senate or House committee. All bills must be approved by both the Senate and the House before being sent to the Governor for final approval.

When a bill is introduced by members of a legislative chamber, it must follow a process and, if passed, be sent to members in the other legislative chamber where this process is repeated. The bill and its language must be in identical form from both chambers before being sent to the Governor.

### **Introduction**

After the bill draft is completed by the Legislative Services Agency (LSA), it is returned to the sponsor for review and filed with the Secretary of the Senate or Chief Clerk of the House, who assigns the bill a number. The bill is reviewed by the Senate or House legal counsel's office for accuracy of format, and on the following day the bill's number, title and sponsor's name are read to the Senate or House. The President of the Senate or Speaker of the House, assigns the bill to a standing committee for review.

### **Standing Committee Work**

A standing committee is a group of legislators chosen by the leadership of each chamber to examine all bills relating to a specific subject area. Once a bill is assigned to a committee, the committee chairperson appoints a subcommittee. The subcommittee, usually composed of three members of the standing committee, reviews the bill in detail and reports its conclusions to the full committee. The full committee then discusses the subcommittee's conclusions and makes recommendations to the entire chamber. The committee may recommend to pass the bill, to pass the bill with amendment, to refer the bill to another committee for study, to postpone the bill indefinitely, or to send the bill to the floor for debate with no recommendation.

### **Calendar**

A report of the committee's recommendation is sent to the Secretary of the Senate or Chief Clerk of the House, who will place the bill on the regular calendar, which lists bills that are eligible to be debated. A bill considered important may be brought up for consideration by the chamber ahead of the other bills listed before it on the calendar. The majority leader is responsible for deciding which bills on the calendar will be debated.

### **Debate**

After the committee completes work on the bill, the subcommittee's chairperson usually becomes the bill's floor manager. The floor manager's job is to present the bill to the chamber and follow

the bill's progress during debate, when members discuss and may propose amendments to the bill. Amendments are adopted by a simple majority of the Senators or Representatives voting.

When debate on a bill is finished, the bill's title is read aloud to the chamber for the last time. This tradition of reading the bill's number and title originates from the early days of the Legislature when bills were read in their entirety to the members since printed copies were not available for everyone. If a constitutional majority (at least 26 Senators and 51 Representatives) votes to pass the bill, it moves to the other chamber. If fewer legislators than a constitutional majority vote to pass the bill, the bill fails. Votes on bills and amendments may be reconsidered on a motion by a member who voted on the prevailing side of the issue. If the motion to reconsider is approved, a new vote is taken on the bill or amendment. If the bill is then approved by a constitutional majority vote and all motions to reconsider are cleared, it is delivered to the other chamber.

### **Second Passage**

Amendments adopted by the chamber of origin become part of the bill before it is sent to the other chamber. As the bill follows its path through the Legislature, the procedure in both chambers is basically the same. A bill introduced in the Senate will retain its original Senate number as it travels through the House and a bill introduced in the House will retain its original House number as it travels through the Senate. If the bill is further amended by the other chamber, the amended bill is sent back to the chamber of origin for approval. If the chamber of origin concurs or agrees with the amendment(s), the bill has passed both chambers in identical form and will be sent to the Governor for review. If the chamber of origin refuses to concur with the other chamber's amendment(s), the bill is returned to the other chamber, which may recede from or insist upon their amended version of the bill. If they recede, the bill is sent to the Governor; however, if they insist upon their amendment(s), a conference committee is appointed to work out the differences.

### **Conference Committee**

Conference committees are composed of Senate and House members representing both the majority and minority parties and both sides of the issue in dispute. The 10 members of a conference committee are appointed by the Senate Majority Leader and the Speaker of the House to study the points of disagreement between the chambers in an attempt to reach a compromise. If an agreement is reached, it is presented to both chambers in a report that contains the compromise version of the bill. The report cannot be amended by either chamber. If the report is rejected by either chamber, a second conference committee may be appointed. If no agreement is reached, the bill fails. If the conference committee report is adopted, the chambers again vote on the bill. If the bill is approved it will be enrolled and sent to the Governor for review.

Final preparation of a bill before it is sent to the Governor is called enrollment. When both chambers have passed the bill in the same form, it is prepared with all approved amendments incorporated. After the bill is enrolled, the President of the Senate and the Speaker of the House sign the enrolled version and the Secretary of the Senate or Chief Clerk of the House certifies that the bill originated in that chamber. The bill is then sent to the Governor for final action.

### **Governor's Action**

Bills passed by the Legislature must be reviewed by the Governor. The Governor takes final action on all bills passed by the Iowa General Assembly. The Governor has three options: sign the bill, veto the bill (or item veto an appropriations bill), or take no action. In the case of a veto, the Legislature may override the veto with two-thirds of the members of each chamber voting to reconsider and pass the bill a second time. If, during session, the Governor does not sign or veto a bill, it becomes law after three calendar days (except Sundays). Bills received by the Governor

during the last three calendar days of session (except Sundays) must be signed or vetoed within 30 calendar days.

The Governor has the option to use three types of vetoes: the veto, item veto, and pocket veto. The veto indicates the Governor's disapproval of an entire bill. The item veto may be used only for bills which appropriate funds. It strikes a specific item of an appropriations bill. A pocket veto occurs when the Governor fails to take action within 30 calendar days on a bill received within the last three calendar days of session (except Sundays). The entire bill fails to become law. When the Governor vetoes or item vetoes a bill, a veto message explaining why the veto was made is delivered to the chamber of origin with the bill and is filed with the Secretary of State. The Governor's veto messages can be accessed on the Iowa General Assembly web site in the "Enrolled Bills" section.

### **Iowa Law**

After the bill is signed by the Governor or is passed by the Legislature over the Governor's veto, it is sent to the Secretary of State who is the custodian of original copies of all bills enacted into law. Bills normally go into effect July 1 following their approval, unless another date is specified in the bill. Bills passed by the Legislature before July but signed by the Governor after July 1 become effective August 15.

The enacted bills are then printed in the Acts of the General Assembly, published after each legislative session. The portions of the enacted bills that are laws of a permanent nature are incorporated into the Code of Iowa, a compilation of Iowa laws published every other year. A supplement to the Code is published in the year in which the entire Code of Iowa is not published. These documents are published by the Iowa Code Division of the LSA.

1/17/06

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*Iowa State Capitol*

*Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)*



## PARTICIPATION IN MAKING IOWA LAWS

*The state Senator and state Representative from each district are elected to represent constituent interests when making the laws of Iowa. Citizens can take part in the decisions made by those elected officials.*

For locating constituent Senators and Representatives, or to learn more about the Iowa Legislature, contact the Legislative Information Office (LIO). Search the web using *Find Your Legislator* on the Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)

E-mail: [lioinfo@legis.state.ia.us](mailto:lioinfo@legis.state.ia.us)  
Legislative Information Office – Room G16  
Legislative Services Agency  
Iowa State Capitol, Des Moines, Iowa 50319  
Telephone: 515-281-5129

Contact Senators during the legislative session at the Capitol by calling the Senate Switchboard at 515-281-3371, or address mail to the Iowa Senate, State Capitol, Des Moines, IA 50319. Contact Representatives during the session at the Capitol by calling the House Switchboard at 515-281-3221, or address mail to the Iowa House of Representatives, State Capitol, Des Moines, IA 50319. The Iowa General Assembly web site lists e-mail addresses of all legislators, or call the LIO.

- Legislators may also be contacted at their homes (call the LIO or check listings on the Iowa General Assembly web site). The Iowa Constitution requires the legislative sessions of each General Assembly to convene yearly on the second Monday in January. Adjournment usually comes at the end of April. During the legislative session, both the Senate and House have operators on duty to take phone calls and relay messages to legislators. Any citizen visiting the Capitol can arrange to meet with legislators.
- Observe the session. The debates may be viewed from galleries in the Senate and House chambers. The public may attend committee meetings and public hearings on legislation. Live audio of the Senate and House debates is available on the Iowa General Assembly web site.

### **Committee Work**

The first part of the session is devoted to committee meetings. All bills that are debated must be approved by committee. A standing committee is a group of legislators that review all bills relating to a specific subject area. Once a bill is assigned to a committee, the committee chairperson appoints a subcommittee. The subcommittee, usually composed of three members of the standing committee, reviews the bill in detail and reports its conclusions to the full committee. The full committee then discusses the subcommittee's conclusions and makes recommendations to the entire chamber. The committee may recommend to pass the bill, to pass the bill with amendment, to refer the bill to another committee for study, to postpone the bill indefinitely, or to send the bill to the floor for debate with no recommendation.

### **Debate**

When debate on a bill is finished, the bill's title is read aloud to the chamber for the third and final time. If a constitutional majority (at least 26 Senators and 51 Representatives) votes to pass the bill, it moves to the other chamber. If fewer legislators than a constitutional majority vote to

pass the bill, the bill fails. If the bill is then approved by a constitutional majority vote it is delivered to the other chamber.

### **Second Passage**

Amendments adopted by the chamber of origin become part of the bill before it is sent to the other chamber. As the bill proceeds through the Legislature, the procedure in both chambers is basically the same. A bill introduced in the Senate will retain its original Senate number as it travels through the House and a bill introduced in the House will retain its original House number as it travels through the Senate. If the bill is further amended by the other chamber, the amended bill is sent back to the chamber of origin for approval. If the chamber of origin concurs or agrees with the amendment(s), the bill has passed both chambers in identical form and will be sent to the Governor for review. If the chamber of origin refuses to concur with the other chamber's amendment(s), the bill is returned to the other chamber, which may recede from or insist upon their amended version of the bill. If they recede, the bill is sent to the Governor; however, if they insist upon their amendment(s), a conference committee is appointed to work out the differences.

### **Conference Committee**

Conference committees are composed of Senate and House members representing both the majority and minority parties and both sides of the issue in dispute. The 10 members of a conference committee are appointed by the Senate Majority Leader and the Speaker of the House to study the points of disagreement between the chambers in an attempt to reach a compromise. If an agreement is reached, it is presented to both chambers in a report that contains the compromise version of the bill. The report cannot be amended by either chamber. If the report is rejected by either chamber, a second conference committee may be appointed. If no agreement is reached, the bill fails. If the conference committee report is adopted, the chambers again vote on the bill. If the bill is approved it will be enrolled and sent to the Governor for review.

Final preparation of a bill before it is sent to the Governor is called enrollment. When both chambers have passed the bill in the same form, it is prepared with all approved amendments incorporated. After the bill is enrolled, the President of the Senate and the Speaker of the House sign the enrolled version and the Secretary of the Senate or Chief Clerk of the House certifies that the bill originated in that chamber. The bill is then sent to the Governor for final action.

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## BUDGET PROCESS IN IOWA

***Appropriation: The term used within the legislative process meaning state money authorized by the Legislature for use by departments of state government.***

### **Budget Process**

The Governor and the State Legislature appropriate the state resources after the revenue receipts are estimated by the Revenue Estimating Conference.

- The fiscal year is the 12-month financial period used for record keeping, budgeting, appropriations, and revenue collecting. Iowa's fiscal year begins July 1st and ends June 30th of the following year.
- State agencies prepare budget requests within the guidelines set by the Governor and submit their requests to the Department of Management by October 1<sup>st</sup>, for the following fiscal year.
- The Revenue Estimating Conference meets by December 15th to set revenue estimates which will serve as a basis for the General Fund budget for the following fiscal year. This conference is made up of three members: the Governor (or Governor's designee), the Director of Legislative Services Agency, and a third member agreed to by the other two. Estimated revenue receipts of the General Fund are primarily from sales tax, personal income tax, corporate income tax, and use tax, as well as other sources of tax and fee revenue.
- The Governor reviews the budget requests by state agencies, conducts public hearings, and submits recommendations to the Legislature in January.
- By statute, the Governor's budget must be balanced and must meet expenditure limitations.
- The Legislature conducts joint budget hearings during January and February. Recommendations from the seven legislative joint budget subcommittees (Appropriations Subcommittees) are passed on to the full Appropriations Committees and to the floor for debate in each chamber. The subcommittees are categorized according to general subject areas.
- Once approved in the same form by both chambers, a budget bill is sent to the Governor.
- The Iowa Constitution grants the Governor line-item veto authority in appropriations bills. If the Governor chooses to exercise this power, the General Assembly may override the item veto before adjournment or during a special session.
- Unless otherwise specified, the budget is then in effect beginning July 1, following the Legislative Session.

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## LEGISLATIVE TERMINOLOGY

### **ACT**

A bill which has been passed by both the Senate and House, enrolled, certified, approved by the Governor or passed over the Governor's veto, and published.

### **ACTS**

A book published after each regular session of the Iowa Legislature containing all of the bills and joint resolutions approved during that session. Also known as the session laws.

### **ADJOURNMENT**

Ending of a meeting or legislative session. Adjournment of the House or Senate takes place at the close of each legislative day, with the hour and day of the next meeting set before adjournment.

### **ADJOURNMENT SINE DIE**

Ending of the Legislature for the year, taking place on the last day of a session. No future meeting date is set except as provided in the Iowa Constitution.

### **ADOPTION**

Approval or acceptance; usually applied to motions, amendments, and resolutions.

### **ALLOCATION**

State money or personnel which are appropriated or designated for a function, program, or activity.

### **AMENDMENT**

A change proposed or made to a bill or motion. Amendments may be offered by committees or individual legislators.

### **APPROPRIATION**

State money allocated by the legislature for a specific purpose.

### **APPROVED BY THE GOVERNOR**

Acceptance by the Governor of a bill passed by the Legislature as indicated by the Governor's signature on the enrolled bill.

### **AT EASE**

Describes the condition of the Senate or House when it temporarily stops its floor debate for some other specific activity.

### **BILL**

A legislative proposal sponsored by a legislator or a committee and introduced in the Senate or House. A bill must be approved by both the Senate and House and then by the Governor in order to become law. Unless they are study bills (committee sponsored bills), all bills are called Senate files or House files, depending on where they originate.

### **CALENDAR**

The daily agenda of legislative business in a chamber.

### **CALENDAR DAYS**

The days listed on a normal seven-day-per-week calendar, as distinguished from legislative days, which are those days on which the Legislature is in session.

### **CALL OF THE HOUSE (SENATE)**

A procedure used to compel attendance of members for consideration of any specific single item of legislative business.

### **CAPITAL APPROPRIATION**

An appropriation for long-term additions to, or betterment of, state property, such as land, buildings, or equipment.

**CARRYOVER LEGISLATION**

Legislation held over in the same General Assembly from one annual session to the next. It has the same standing as it did at the end of the previous session.

**CAUCUS**

A meeting of the members of a political party. Also refers collectively to all the members of a political party in a chamber. In each chamber there is a majority party caucus and minority party caucus. (See MAJORITY PARTY and MINORITY PARTY)

**CAUCUS STAFF**

The employees working for the legislative members of a political party. In each chamber there is a majority party caucus staff and a minority party caucus staff. The caucus staffs help legislators research issues and serve constituents.

**CHAIR**

The presiding officer of a chamber. As a short form of "chairperson," it refers to the head of a committee. (See COMMITTEE CHAIR)

**CHAMBER**

The official meeting place of the Senate or House.

**CHIEF CLERK**

A nonmember officer of the House of Representatives appointed by the House to direct the parliamentary and clerical functions of the House.

**CLIP SHEETS**

The daily printed compilations of all amendments and fiscal notes filed in a chamber the previous day. The amendments are designed to be cut out and placed with the appropriate bills within a paper billbook. House clip sheets are printed on yellow paper; Senate clip sheets are printed on blue paper.

**CODE OF IOWA**

The official collection of Iowa's permanent laws. The Code is published after the completion of the legislative session each even-numbered year.

**CODE SUPPLEMENT**

An official volume containing Iowa's permanent laws enacted during the legislative session of each odd-numbered year. This volume will be incorporated into the Code base with the next publishing.

**COMMITTEE**

A group of legislators chosen to consider and make recommendations on bills and amendments in a particular subject area.

**COMMITTEE CHAIR**

The legislator appointed to preside over a standing or special committee as it conducts its business.

**COMMITTEE REPORT**

An official release of a bill or resolution from a committee to the chamber as a whole. A committee report may be issued with or without recommendation for passage.

**COMMITTEE OF THE WHOLE**

A process by which a chamber meets as a committee to consider legislation informally. Ordinary rules of procedure apply to a committee of the whole, but votes are not taken and the proceedings are not recorded in the minutes.

**COMPANION BILL**

A House bill identical to one introduced in the Senate (or vice versa).

**CONCURRENCE**

Agreement by one chamber to a proposal or action taken by the other chamber.

**CONCURRENT RESOLUTION**

A resolution acted on by both chambers requiring the approval of a majority of those present and voting. Concurrent resolutions express the sentiment of the chambers or relate to temporary legislative matters.

**CONFERENCE COMMITTEE**

A group of legislators appointed by the Senate and House to resolve differences between the two chambers on a bill.

**CONFIRMATION**

Approval by the Senate of an executive branch appointment, usually requiring that two-thirds (34 out of 50) of the members approve the appointment.

**CONFLICT OF INTEREST**

The existence of a personal interest of a legislator which affects the ability of that legislator to vote impartially.

**CONSTITUENT**

An individual who lives in the district represented by a legislator.

**CONSTITUTIONAL MAJORITY**

A majority of the membership within each house in the Iowa General Assembly: 26 votes in the Senate and 51 votes in the House of Representatives.

**DEAPPROPRIATION**

A decrease in the amount of an appropriation for a current fiscal year.

**DIVISION**

A recorded vote tally that does not include the names of members voting yes or no but only the vote totals.

**EFFECTIVE DATE**

The date on which a law becomes binding.

**ENACTING CLAUSE**

The phrase, "Be it enacted by the General Assembly of the State of Iowa," required by the Constitution at the beginning of every bill.

**ENGROSSED BILL**

The version of a bill incorporating all amendments adopted in their proper place and all approved technical corrections existing at the time the bill was ordered engrossed.

**ENROLLED BILL**

The version of a bill as finally passed by the Senate and House, signed by the officers of both chambers, and sent to the Governor for signing. The enrolled bill is officially filed with the Secretary of State. If the bill is vetoed, the bill is sent to the Secretary of State with its veto message attached.

**FISCAL NOTE**

A note prepared and attached to a bill or amendment that states the estimated financial impact of the legislation.

**FISCAL YEAR (FY)**

The 12-month financial period used for record keeping, budgeting, appropriating, and revenue collecting. Iowa's fiscal year begins July 1, and ends June 30.

**FLOOR**

The portion of the Senate and House chambers used to conduct the business of the chamber.

**FLOOR MANAGER**

The legislator who opens and closes debate on a bill and guides the debate in support of the bill.

**FULL-TIME EQUIVALENT (FTE)**

A budgeting and monitoring unit for determining employment numbers that takes into account full-time employee positions, part-time employee positions, vacancy and turnover factors in a given state department or agency. One full-time equivalent position represents 2,080 working hours, the regular number of hours one full-time employee works in a fiscal year.

**FUNNEL DATES**

The deadlines for legislative action set each session by the Senate and House.

**GENERAL ASSEMBLY**

The official name of the Iowa Legislature.

**GENERAL FUND**

The depository for state moneys that are not earmarked for specific purposes. The money credited the general fund supports the general functions of state government.

**GERMANENESS**

The relevance or appropriateness of an amendment to a bill. If an amendment is ruled not germane to the bill, it cannot be attached to that bill.

**GRANDFATHER CLAUSE**

A portion of a bill ensuring that new requirements or standards do not apply to those covered by the previous law.

**HEARING**

A discussion where the public may express their views to legislators for the purpose of gathering information and ideas on a proposal.

**IMPEACHMENT**

The procedure used to remove public officials from office that have been accused of misconduct.

**INSIST**

A motion made by a chamber to indicate that it prefers the bill as amended to those adopted in the other chamber. When a chamber insists, the bill being considered is sent to conference committee unless the other chamber recedes from its own amendments.

**INTERIM**

The time interval between regular annual sessions of the General Assembly.

**INTERIM COMMITTEE**

A committee created to study or investigate certain matters during the time the Legislature is not in session.

**INTRODUCTION**

The formal presentation and numbering of a bill after it has been prepared.

**ITEM VETO**

An action taken by the Governor to prevent enactment of an item in an appropriation bill.

**JOINT RESOLUTION**

A resolution acted on by both chambers and requiring the approval of a majority of each chamber's members, and, in some cases, the Governor. Joint resolutions may appropriate money, enact temporary laws, propose amendments to the Iowa Constitution, ratify amendments to the U.S. Constitution, or make requests to Congress.

**JOINT SESSION**

A combined meeting of the House and Senate, (usually taking place in the House Chamber). Examples of joint sessions include the Governor and Chief Justice state addresses.

**JOURNAL**

The official chronological record of a chamber's proceedings, printed daily in pamphlet form. The journals are indexed and bound at the close of each session.

**LEGALIZING ACT**

A bill to ratify an action by a local government board or council that was contrary to existing law.

**LEGISLATIVE COUNCIL**

A bipartisan group of Senate and House members that serves as the Legislature's executive committee. During the interim between sessions, the Legislative Council makes decisions affecting the Legislature, its facilities, personnel, and operations.

**LEGISLATIVE DISTRICT**

The geographic area of Iowa represented by a legislator. District boundary lines are determined on the basis of population. Each district is known by a number. A Senate district consists of two House districts.

**LEGISLATIVE SERVICES AGENCY**

A nonpartisan legislative agency that provides bill drafting, legal and fiscal research services, computer services, and assists the Legislature in the budgeting and appropriations process.

**LEGISLATOR**

An elected member of the General Assembly, either a Senator or a Representative.

**LEGISLATURE**

The Senate and House of Representatives collectively. The informal name by which the General Assembly is known.

**LINE-ITEM**

A term used to describe funds requested and/or appropriated on a detailed or itemized basis, such as personal services, travel, equipment, or other items.

**LOBBYIST**

An individual who encourages the passage, defeat, or modification of proposed legislation.

**MAJORITY LEADER**

The member of the majority party in a chamber elected to be the party's leader.

**MAJORITY PARTY**

The political party having the most members in a chamber.

**MESSAGE FROM GOVERNOR**

Official communication from the Governor printed in the journal.

**MESSAGE FROM SENATE (HOUSE)**

An official communication from the opposite chamber printed in the journal.

**MINORITY LEADER**

The member of the minority party in a chamber elected to be the party's leader.

**MINORITY PARTY**

The political party having less than a majority of the members in a chamber.

**MINUTES**

A record of the actions taken at a meeting that serves as the official record of the meeting.

**MOTION**

A formal proposal offered by a member.

**MOTION TO RECONSIDER**

A motion which, if approved, allows a second vote on a previous action.

**OPINION**

A formal expression of legal reasons and principles in response to an inquiry.

**PARLIAMENTARY INQUIRY**

A question posed to the presiding officer of a chamber or chair of a committee for clarification of a procedural point.

**PER DIEM**

A per diem is a payment a legislator receives for attending official legislative meetings or for conducting official legislative business.

**POINT OF ORDER**

An action of a member that calls attention to a perceived breach of a chamber's rules.

**POINT OF PERSONAL PRIVILEGE**

A procedure that allows a member to make personal comments on any subject while a chamber is in session.

**PRECEDENT**

The body of parliamentary law that has evolved apart from the rules. The individual precedents generally are interpretations of rulings by presiding officers on specific rules.

**PRESIDING OFFICER**

The person elected to direct the activities of a chamber.

**PREFILED BILL**

A bill that a legislator requests to be drafted during the interim between legislative sessions. The bill is introduced and given a number on the first day of the next legislative session.

**PREVIOUS QUESTION**

A motion to close debate and bring the pending question to an immediate vote.

**PRO TEMPORE**

A member of the House or Senate who acts in the absence of the regular presiding officer.

**QUORUM**

The minimum number of members required to be present in order for a legislative body to conduct business. A quorum is 50 percent of the membership.

**QUORUM CALL**

The procedure used to determine if a quorum exists.

**RATIFY**

To approve and make valid.

**READING**

Presentation of a bill before either chamber by the reading of the bill's title.

**REAPPORTIONMENT**

Redrawing of the 435 U.S. Congressional districts to reflect various state changes in the nation's population.

**RECEDE**

The motion made by a chamber to agree with the other chamber and not insist upon its amendments previously adopted.

**RECESS**

A break in a daily legislative session.

**REDISTRICTING**

Redrawing the boundaries of U.S. Congressional districts and Iowa legislative districts to reflect changes in the state's population.

**REGULAR SESSION**

The period each year when the Legislature considers all areas of legislation. It begins on the second Monday in January. Legislators are reimbursed for per diem expenses for up to 110 calendar days during the first regular session and for up to 100 calendar days during the second regular session of a General Assembly.

**REPEAL**

A method by which a previous legislative action is rescinded.

**REPRINTED BILL**

A version of a bill that has been amended and passed by a chamber with the amendments incorporated into the bill. Reprinted bills are printed on pink paper.

**RESOLUTION**

A formal expression of opinion or decision.

**RESOLUTION (HOUSE OR SENATE)**

A resolution acted on by only one chamber, requiring the approval of a majority of those present and voting, and used for matters relating only to that chamber.

**REVERSION**

Following the close of a fiscal year, all unencumbered or unobligated balances revert to the State treasury and to the credit of the fund from which the appropriation was made.

**REVENUE ESTIMATING CONFERENCE (REC)**

A group that estimates the General Fund revenue due the state for the current year and the next budget year. The REC meets quarterly, and the Governor and the Legislature are required to use the REC estimates in preparing the state budget. The REC is comprised of the Governor or designee, the director of the Legislative Services Agency or designee, and a third person agreed to by the other two members.

**ROLL CALL VOTE**

A method of recording votes by printing the names of members and their votes. Roll call votes are tabulated by voting machines in each chamber.

**RULES**

Regulations and principles governing procedures adopted by each chamber for the duration of the session.

**SECRETARY OF THE SENATE**

A nonmember officer of the Senate appointed to direct the parliamentary and clerical functions of the Senate.

**SERGEANT-AT-ARMS**

A nonmember officer of a chamber responsible for maintaining order, regulating access to the chamber, and carrying out the requests of the presiding officer or the members.

**SESSION LAWS**

A book published after each regular session of the Iowa Legislature containing all of the bills and joint resolutions approved during that session.

**SPEAKER**

The presiding officer of the House of Representatives elected by its members.

**SPECIAL SESSION**

An extraordinary meeting of the Legislature called by the Governor or by petition of the legislators and limited to specified matters.

**SPONSOR**

The legislator or committee that requests a bill to be drafted.

**STANDING COMMITTEE**

A committee appointed with a continuing responsibility in a specific area of lawmaking.

**STANDING COMMITTEE LIMITED APPROPRIATION**

An appropriation of a specific dollar amount established by the Code of Iowa.

**STANDING COMMITTEE UNLIMITED APPROPRIATION**

An appropriation of an unspecific dollar amount established by the Code of Iowa.

**STATUTE**

A permanent or general act approved by the Legislature.

**STRIKE THROUGH**

The deletion of codified language (language appearing in the Iowa Code) in a bill.

**STUDY BILL**

A bill developed for committee consideration. Once a study bill is approved by committee, the bill is given a Senate file or House file number.

**SUBCOMMITTEE**

A group of members of a standing committee appointed by the chairperson to study and report on a specified subject or bill.

**SUPPLEMENTAL APPROPRIATION**

Additional funds appropriated for the current fiscal year that are in addition to the original appropriation.

**VETO**

An action taken by the Governor to prevent the enactment of an entire bill. The Legislature may override the veto if two-thirds of the members of each chamber vote to pass the bill again.

**WELL**

The area of a chamber directly in front of, and including, the presiding officer's bench.

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Iowa General Assembly web site: [www.legis.state.ia.us](http://www.legis.state.ia.us)

## **Community College Legislative Process Q & A:**

### ***How does Iowa's legislative process work?***

The **Iowa Legislature (General Assembly)** meets annually beginning on the second Monday in January. Each General Assembly consists of two years. The Iowa Constitution requires the General Assembly to convene yearly on the second Monday in January. Typically, each year's legislative session lasts until late April or early May. The length of the session varies but has funding appropriated for per diem expenses extend up to 110 calendar days during the first year of the General Assembly and up to 100 calendar days during the second year of the General Assembly. There are 50 State Senate Districts and 100 State Representative Districts. The process consists of three branches of government: Legislative Branch, Executive Branch (Governor), and the Judicial Branch (Iowa's court system).

### ***How does a bill become law in Iowa?***

A bill is a proposal for a law. Ideas for bills come from many sources: a legislator's constituents, businesses, government agencies, professional associations, interest groups and other state legislatures. When a legislator recognizes or is made aware of a problem which could be pursued through legislation, that idea is put into the form of a bill. In Iowa, only legislators are able to introduce bills.

Bills may be sponsored by a Senator or Representative, or by a Senate or House committee. All bills must be approved by both the Senate and the House before being sent to the Governor for final approval.

To illustrate how a bill becomes a law, we will follow the path of a bill sponsored by a Senator, which must first be approved by the Senate before it can be sent to the House. If a bill is sponsored by a Representative, the process will be reversed, with the bill first being approved by the House and then sent to the Senate for consideration.

### **Preparation**

Once a Senator decides to sponsor a bill, the Senator submits a request to the Legislative Service Bureau to write or draft the bill. Iowa law requires that all bills must be drafted by the Legislative Service Bureau a nonpartisan agency staffed by attorneys and research analysts who put the bill into proper legal form.

### **Introduction**

After the bill draft is completed; it is returned to the sponsor for review and filed with the Secretary of the Senate, who assigns the bill a number. The bill is reviewed by the Senate legal counsel's office for accuracy of format, and on the following day the bill's number, title and sponsor's name are read to the Senate. The President of the Senate, the presiding officer of the chamber, assigns the bill to a standing committee for review.

### **Standing Committee Work**

A standing committee is a group of legislators chosen by the leadership of each chamber to



examine all bills relating to a specific subject area. Once a bill is assigned to a committee, the committee chairperson, a member of the Senate's majority party, appoints a subcommittee. The subcommittee, usually composed of three members of the standing committee, reviews the bill in detail and reports its conclusions to the full committee. The full committee then discusses the subcommittee's conclusions and makes recommendations to the entire Senate. The committee may recommend to pass the bill, to pass the bill with amendment, to refer the bill to another committee for study, to postpone the bill indefinitely, or to send the bill to the floor for debate with no recommendation. Occasionally, committee members decide to hold a public hearing on the bill where anyone may testify in favor of or in opposition to the bill. Committee members' decisions on the bill may be affected by testimony presented at a public hearing. In an emergency the committee may vote to eliminate the subcommittee process and review the bill immediately.

### **The Calendar**

A report of the committee's recommendation is sent to the Secretary of the Senate, who will place the bill on the Senate's regular calendar, which lists bills that are eligible to be debated. Bills are arranged on the calendar in the order they are received from committees. A bill considered important may be brought up for consideration by the Senate ahead of the other bills listed before it on the calendar. The majority leader is responsible for deciding which bills on the calendar will be debated.

### **Debate**

After the committee completes work on the bill, the subcommittee's chairperson usually becomes the bill's floor manager. The floor manager's job is to present the bill to the chamber and follow the bill's progress during debate, when Senators discuss and may propose amendments to the bill. Amendments are adopted by a simple majority of the Senators voting.

When debate on a bill is finished, the bill's title is read aloud to the chamber for the last time. This tradition of reading the bill's number and title dates from the early days of the Legislature when bills were read in their entirety to the members because printed copies were not available for everyone. If a constitutional majority (at least 26 Senators) votes to pass the bill, it moves to the House. If fewer Senators than a constitutional majority vote to pass the bill, the bill fails and is dead. Votes on bills and amendments may be reconsidered on a motion by a member who voted on the prevailing side of the issue. If the motion to reconsider is approved, a new vote is taken on the bill or amendment. If the bill is then approved by a constitutional majority vote and all motions to reconsider are cleared, it is delivered to the House.

### **Second Passage**

Amendments adopted by the Senate become part of the bill before it is sent to the House. As the bill follows its path through the Legislature, the procedure in the House is basically the same: filing with the Chief Clerk of the House, review by the House legal counsel's office, referral by the Speaker of the House to a committee, subcommittee study, committee recommendation, debate, and amendment. A bill introduced in the Senate will retain its original Senate number as it travels through the House and a bill introduced in the House will retain its original House number as it travels through the Senate. To pass the House, a bill must be approved by a constitutional majority of 51 Representatives. If the Senate bill is amended by the House, the



amendment is sent back to the Senate for approval. If the Senate concurs or agrees with the amendment, the bill has passed both chambers in identical form and will be sent to the Governor for review. If the Senate refuses to concur with the House amendment, the bill is returned to the House, which may recede from or insist upon the amendment. If the House recedes, the bill is sent to the Governor. If the House insists upon its amendment, a conference committee is appointed to work out the differences.

### **Conference Committee**

Conference committees are composed of Senate and House members representing both the majority and minority parties and both sides of the issue in dispute. The 10 members of a conference committee are appointed by the Senate Majority Leader and the Speaker of the House to study the points of disagreement between the chambers in an attempt to reach a compromise. If an agreement is reached, it is presented to both chambers in a report that contains the compromise version of the bill. The report cannot be amended by either chamber. If the report is rejected by either chamber, a second conference committee may be appointed. If no agreement is reached, the bill dies. If the conference committee report is adopted, the chambers again vote on the bill. If the bill is approved it will be enrolled and sent to the Governor for review.

Final preparation of a bill before it is sent to the Governor is called enrollment. When both chambers have passed the bill in the same form, it is prepared with all approved amendments incorporated. After the bill is enrolled, the President of the Senate and the Speaker of the House sign the enrolled version and the Secretary of the Senate or Chief Clerk of the House certifies that the bill originated in that chamber. The bill is then sent to the Governor for final action.

### **Governor's Action**

Bills passed by the Legislature must be reviewed by the Governor. The Governor has three options: sign the bill, veto the bill and send it back to the Legislature, or take no action. In the case of a veto, the Legislature may override the veto with two-thirds of the members of each chamber voting to pass the bill again. If, during the legislative session, the Governor does not sign or veto a bill, it becomes law after three days. Bills received by the Governor during or after the last three days of the session must be signed or vetoed within 30 days.

The Governor has the option to use three types of vetoes: the veto, item veto and pocket veto. The veto indicates the Governor's disapproval of an entire bill. The item veto may be used only for bills which appropriate funds, and strikes a specific item of a bill. A pocket veto occurs when the Governor fails to take action within 30 days on a bill received within or after the last three days of the session. The entire bill then fails to become law.

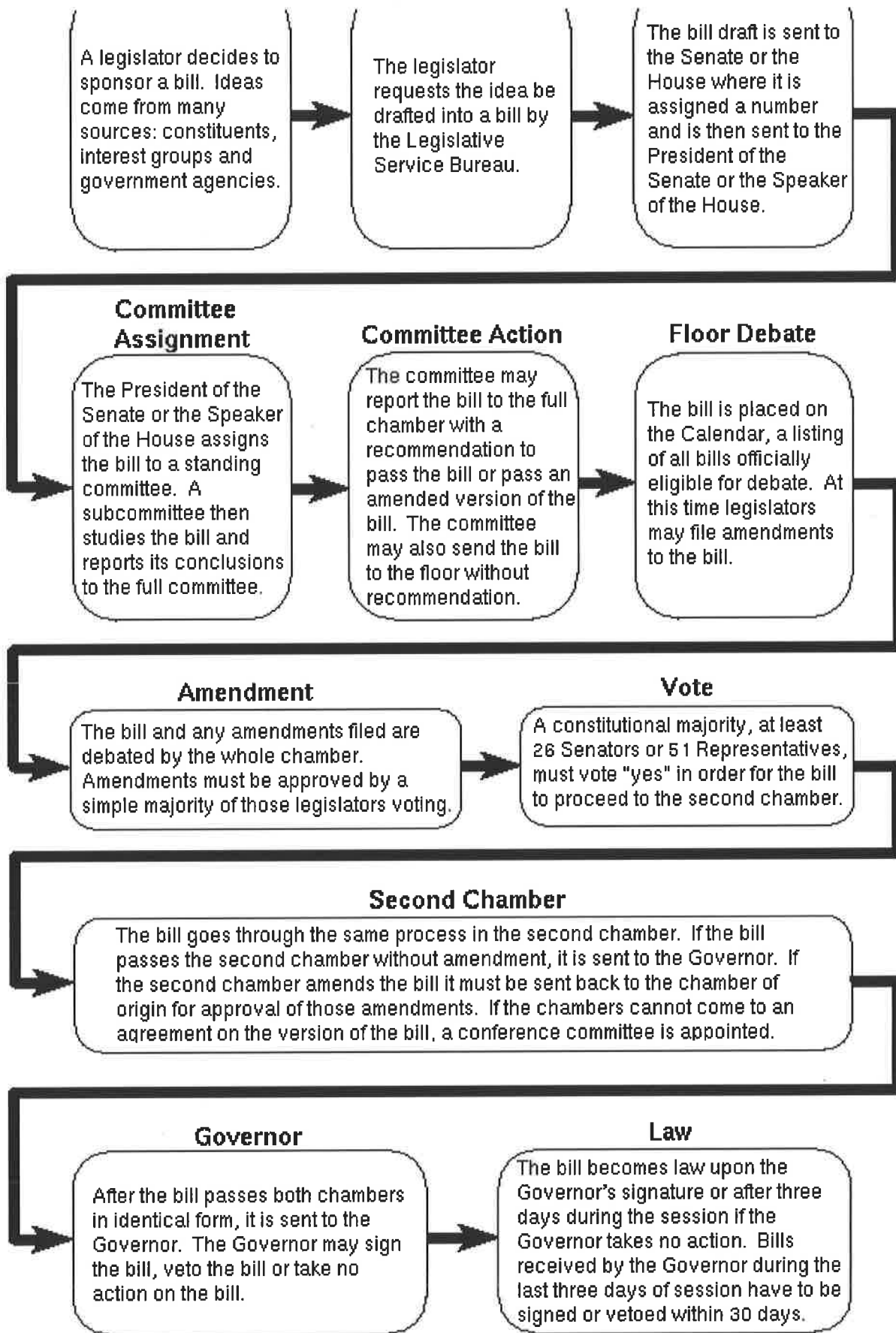
### **Iowa Law**

After the bill is signed by the Governor or is passed by the Legislature over the Governor's veto, it is sent to the Secretary of State who is the custodian of original copies of all bills enacted into law. Bills normally go into effect July 1 following their approval, unless another date is specified in the bill. Bills passed by the Legislature before July but signed by the Governor after July 1 becomes effective August 15.



The enacted bills are then printed in the Acts of the General Assembly, published after each legislative session. The portions of the enacted bills that are laws of a permanent nature are incorporated into the Code of Iowa, a compilation of Iowa laws published every other year. A supplement to the Code is published in the year in which the entire Code of Iowa is not published. These documents are published by the Iowa Code Division of the Legislative Service Bureau.





### ***Can a bill be introduced during the 2<sup>nd</sup> General Assembly?***

A bill introduced during the first General Assembly can be introduced in the second General Assembly if no action was taken on it. Most generally, a bill introduced in the second General Assembly is one that died in a committee during the funnel week process. The bill will be introduced with a different number and requires sponsorship of a legislator or a Senate or House committee.

### ***Can does one follow the legislative process during the session?***

On a daily basis anyone can access the Iowa Legislative website at [www.legis.state.ia.us](http://www.legis.state.ia.us) to follow the activity of the Legislature. Live Audio is provided along with Senate and House Floor Action details and Senate and House Meeting Schedules

### ***What is a lobbyist?***

"Lobbyist" means an individual who, by acting directly, does any of the following:

(1) Receives compensation to encourage the passage, defeat, approval, veto, or modification of legislation, a rule, or an executive order by the members of the general assembly, a state agency, or any statewide elected official.

(2) Is a designated representative of an organization which has as one of its purposes the encouragement of the passage, defeat, approval, veto, or modification of legislation, a rule, or an executive order before the general assembly, a state agency, or any statewide elected official.

(3) Represents the position of a federal, state, or local government agency, in which the person serves or is employed as the designated representative, for purposes of encouraging the passage, defeat, approval, veto, or modification of legislation, a rule, or an executive order by members of the general assembly, a state agency, or any statewide elected official.

(4) Makes expenditures of more than one thousand dollars in a calendar year, other than to pay compensation to an individual who provides the services specified under subparagraph (1) or to communicate with only the members of the general assembly who represent the district in which the individual resides, to communicate in person with members of the general assembly, a state agency, or any statewide elected official for purposes of encouraging the passage, defeat, approval, veto, or modification of legislation, a rule, or an executive order.

### ***How does the lobbying effort work for the Community College system?***

**The lobbying team for Iowa's Community Colleges** consist of contracted lobbying teams (representing other clients) and/or individuals that are paid employees of the college. Both groups work together to follow legislation that is important to the community college system in Iowa, and also convey a consistent message representing one voice (IACCT, IACCP) to the legislative and executive branch.

**IACCT (Iowa Association of Community College Trustees)** is also an active lobbying team at the Iowa Legislature. The Executive Director works very closely with the community college lobbying teams and coordinates the message and legislative agenda with the trustees and presidents groups before the legislature starts in January. The goal of IACCT is to provide a



consistent message to the legislators and Governor's office that represents the 15 community colleges in Iowa. IACCT has regular meetings each week with the lobbying teams of the community colleges during the General Assembly. Meetings of strategy are also coordinated by IACCT with the lobbying team during the interim period.

***What legislative committees are followed by the lobbyist of Community Colleges?***

The lobbying teams for the community colleges follow **all** of the standing and appropriation committees during the legislative session. The names of the **standing committees** in the House and Senate are: Education, Economic Growth, Human Resources, Agriculture, State Government, Judiciary, Ways and Means, Transportation, Natural Resources, Local Government, Government Oversight, Ethics, Commerce, and Appropriations.

The **appropriation committees** are considered **joint** committees. They include representation from each chamber (House, Senate) and meet together during the first 60 days of the session with individual budgets provided by the Governor's Office and majority and minority party requests. The names of the joint appropriation committees are: Administration and Regulation, Agriculture and Natural Resources, Economic Development, Education, Health and Human Services, Justice System, and Transportation, Infrastructure, and Capitals Joint Appropriations Subcommittees.

The **state aid** for community colleges is determined in the Joint Education Appropriation Subcommittee and funding for **workforce training and development** are provided in the appropriation bill of the Transportation, Infrastructure, and Capitals Joint Appropriations Subcommittee.





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## Community Colleges

Iowa's community colleges are governed by locally elected boards of directors that consist of from five to nine members who are elected for terms of three years.

### Community Colleges Overview

The state of Iowa has 15 community colleges. Each community college offers a comprehensive educational program. All Iowans of postsecondary school age are eligible to attend any of the community colleges.

### Accreditation

Accreditation of Iowa's community colleges helps to provide accountability to the people of Iowa and to increase effectiveness at the institutional level.

### Credit Programs

Iowa's Community Colleges offer a variety of courses for credit. This section provides information about programs offered, program approval, program review and evaluation, and college transfer.

### Publications

This section includes a variety of reports including: Condition of Community Colleges Reports, Fall Credit Enrollment Reports, High School Enrollment Reports, Financial Data Brochure, Tuition and Fees Reports, and Certified Budget Reports.

### Policies

This section includes policies regarding admission, awards/degrees, student residency status, Americans with Disabilities, and FERPA.

### Quality Faculty

Quality Faculty Plans addresses specific criteria regarding schedules, procedures and outcomes.

### Strategic Planning

This section includes performance indicators and strategic plans.

### Data Reporting

The Department of Education prepares three types of manuals to assist the community colleges in reporting data. These manuals are the Reporting Manual, the Accounting Manual, and the Data Dictionary.

### Transfer

Information on transferring credits and/or degrees from an Iowa community college to a 4-year Iowa Regent institution.

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To access the information provided on this website, go to: <http://educateiowa.gov> and then select Community Colleges in the left column.



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October 2010

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## CODE OF IOWA

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##### Student Personnel

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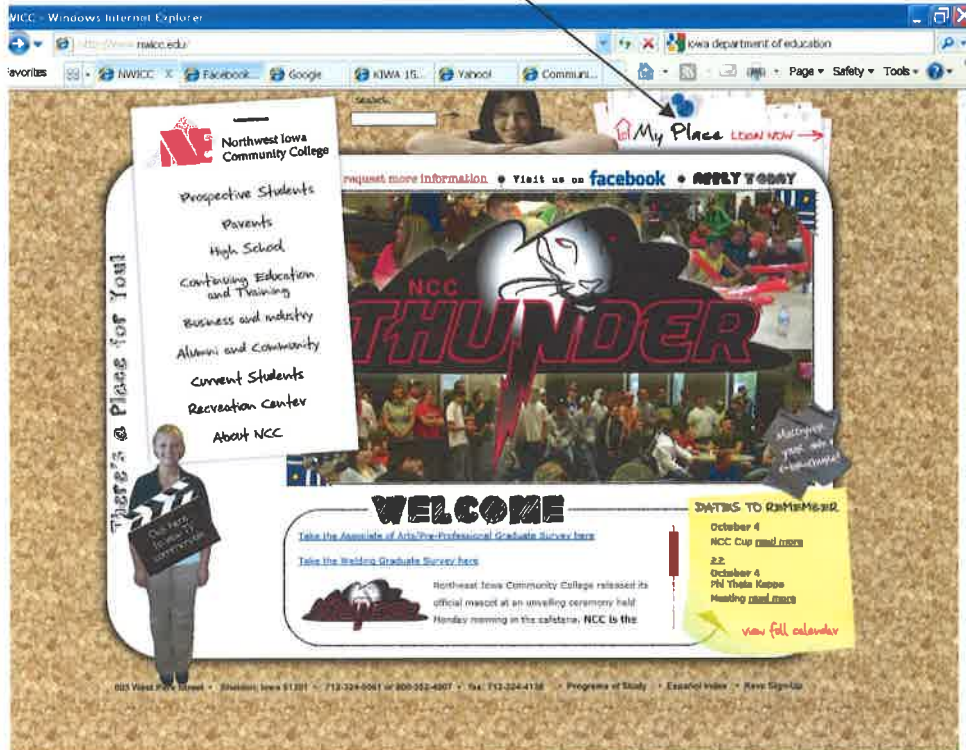
## Relations between College Personnel and the Public

- 821: Gifts to Board Members and College Employees
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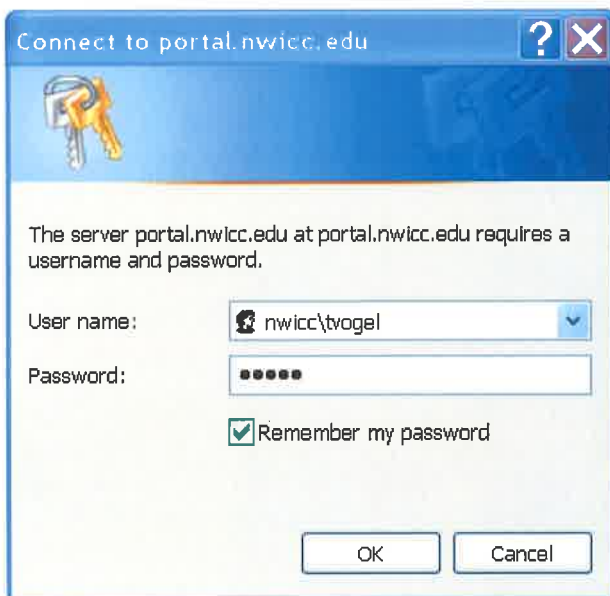


## Board Policies can be accessed by going to the NCC portal --.

1. Go to NCC's Website address: [www.nwicc.edu](http://www.nwicc.edu)
2. Click on the "My Place" logo to log into the portal



3. Using the log-in information given to you, type nwicc\<<your user name>> in the user name field. For example, the one illustrated is nwicc\tvogel for Twyla Vogel. Then enter your password in the password field.



Connect to portal.nwicc.edu

The server portal.nwicc.edu at portal.nwicc.edu requires a username and password.

User name: nwicc\tvogel

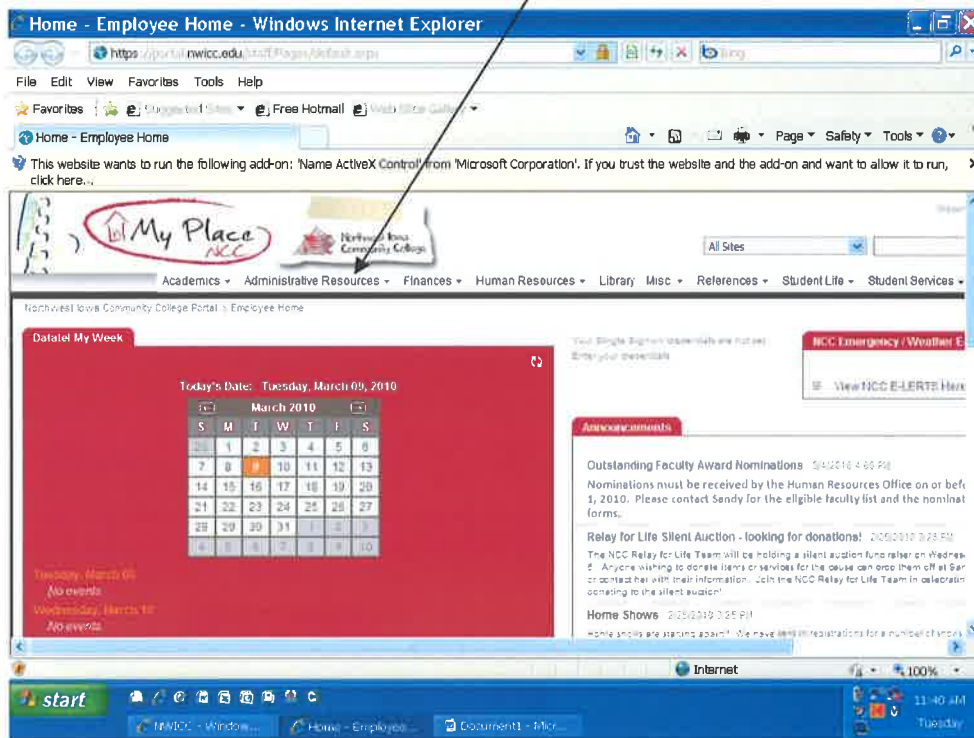
Password: ●●●●●●

Remember my password

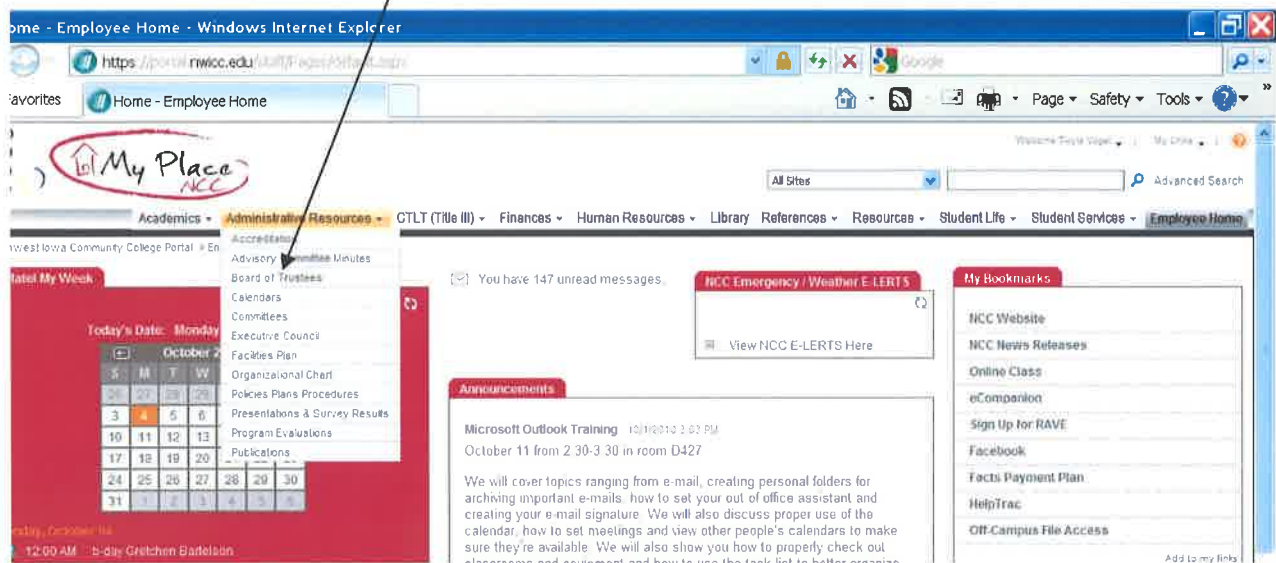
OK Cancel



4. Scroll over the “Administrative Resources” tab.



5. Click on the “Board of Trustees” option.



6. This page will appear. Click on the information desired.

Northwest Iowa Community College Portal > Administrative Resources > Board of Trustees

**General Information**  
**Photo Directory**  
**Board of Trustees Meetings**

DATE	Agendas & Board Packets	Articles, News Releases & Ads
February 15, 2010	<a href="#">View</a>	<a href="#">View</a>
January 18, 2010	<a href="#">View</a>	<a href="#">View</a>
December 21, 2009	<a href="#">View</a>	<a href="#">View</a>
November 16, 2009	<a href="#">View</a>	<a href="#">View</a>
October 19, 2009	<a href="#">View</a>	<a href="#">View</a>
September 21, 2009	<a href="#">View</a>	<a href="#">View</a>
August 17, 2009	<a href="#">View</a>	<a href="#">View</a>
July 20, 2009	<a href="#">View</a>	<a href="#">View</a>
June 15, 2009	<a href="#">View</a>	<a href="#">View</a>
May 18, 2009	<a href="#">View</a>	<a href="#">View</a>
April 13, 2009	<a href="#">View</a>	<a href="#">View</a>
March 16, 2009	<a href="#">View</a>	<a href="#">View</a>
March 5, 2009	<a href="#">View</a>	
February 16, 2009	<a href="#">View</a>	<a href="#">View</a>
January 19, 2009	<a href="#">View</a>	

To view the agendas, articles, news releases and ads that are prior to 2009, go to the N Drive/Board of Trustees/Articles or Archived Folders

**Board Policies**

- [Educational Policy](#) (100 Series) - Statement of Guiding Principles; Educational Philosophy
- [Board of Trustees](#) (200 Series) - Statement of Building Principles; General Organization and Operation; Board Members; Board Officers; Board Meetings
- [Administrative Function](#) (300 Series) - Statement of Building Principles; Executive Officer; Administrative Operation; Vice Presidents
- [Personnel](#) (400 Series) - Statement of Guiding Principles; Employment Policies; Vacation and Leave; Other Fringe Benefits; Employee Responsibilities; Employee Rights
- [Student Personnel](#) (500 Series) - Admission, Academic and Tuition Requirements; Records; Behavior and Discipline; Extracurricular Activities; Health and Safety Regulations and Procedures; Student Rights
- [Educational Program & Instruction](#) (600 Series) - Statement of Guiding Principles; Curriculum; Educational Program and Instruction; Progress Reports and Graduation Requirements; General Organization
- [Business & Operating Procedures](#) (700 Series) - Statement of Guiding Principles; Budget; Income; Expenditures; Reports; Insurance; Records; Maintenance and Operation; Construction, Buildings and Sites
- [Community Relations](#) (800 Series) - Statement of Guiding Principles; Communications with the Public; Relations Between College Personnel and the Public

Northwest Iowa Community College  
 603 West Park Street  
 Staldon, Iowa 51201  
 712-324-5661 or 800-352-4907



# NORTHWEST IOWA COMMUNITY COLLEGE

## GLOSSARY OF TERMS

Term	Definition
<b>28E Agreement</b>	An agreement between two or more public or private agencies for the purpose of providing joint or cooperative action, including the creation of a separate entity to carry out the purpose of the agreement. A 28E agreement must be recorded with the Secretary of State and County Recorder. (Iowa Code 28E.4.)
<b>28E Contract</b>	An agreement between two or more public agencies to jointly provide services and activities they are authorized by law to perform. A 28E contract requires board approval of the contract and must include purpose, powers, rights, objectives and responsibilities of the parties to the contract. (Iowa Code 28E.12.)
<b>260E</b>	The Iowa New Jobs Training Program provides funds to train new employees of eligible Iowa businesses. Authorized by the General Assembly in 1983, the program fosters the growth and stability of Iowa's workforce by helping businesses lower the cost of expanding or establishing a new workforce.
<b>260F</b>	The Iowa Jobs Training Program helps Iowa businesses fund customized training programs for current employees. Authorized by the General Assembly in 1992, the program was designed to foster growth and competitiveness of Iowa's business and industry by ensuring that Iowa's workforce has the skills and expertise to compete with any workforce outside the state of Iowa.
<b>Academic Advising</b>	Process whereby students are provided with information regarding degree requirements, recommended coursework, programs of study, academic support services and policies and procedures defining academic success.
<b>Academic Quality Improvement Project (AQIP)</b>	An alternative accreditation process offered by the Higher Learning Commission of the North Central Association of Colleges and Schools emphasizing continuous improvement and quality management. Process requires participation in a cyclical process of activities, culminating in an institutional review every four years by outside accreditors.
<b>Academic Year</b>	For NCC, an academic year consists of two-16 week semesters, fall and spring, and one 8-week semester, summer.
<b>Academic Standing</b>	Students with a cumulative 2.00 grade point average or above are in good academic standing. Students with a cumulative grade point average below 2.00 are placed on academic and financial aid probation.
<b>Accreditation</b>	Northwest Iowa Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504 and the Iowa Department of Education. NCC has met the clearly stated requirements and criteria established by the accrediting agencies.
<b>Accelerated Career Education Grant (ACE)</b>	To provide assistance to Iowa's community colleges in either establishing new or expanding current programs that expressly train individuals for the positions most needed by Iowa's businesses.



Term	Definition
<b>Adjunct Faculty/ Instructor</b>	A Faculty/Instructor position where one has an occasional or temporary affiliation with an institution or another Faculty member in performing a duty or service in an auxiliary capacity.
<b>Administrative and Program Sharing Agreement</b>	An agreement entered into by two or more community colleges or by a community college and another institution of higher education under the control of the Board of Regents to increase student access to programs, enhance educational program offerings throughout the state, and enhance inter-institutional cooperation in program offerings. (Iowa Code 260C.46.)
<b>Admissions Office</b>	The college office where information and admissions applications are available. The Admissions Office is often the first point of contact for prospective students.
<b>Adult Basic Education (ABE)</b>	Adult basic education provides services and/or instruction for adults who lack a sufficient mastery of basic educational skills to enable them to function effectively in society, or who do not have a certificate of graduation from a school providing secondary education and have not achieved an equivalent level of education. Types of instruction include beginning and intermediate English-as-a-second language, high school diploma program, and high school equivalency program. (National Literacy Act, 1991.)
<b>Advisor</b>	Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.
<b>Advisory Council/ Committee</b>	An overall council or committee, appointed by the local board of trustees, composed of public representatives who make recommendations to a community college based on identified unmet needs. Membership must be gender-balanced; representative of agriculture, business, industry and labor; and include members of ethnic groups residing in the district. (Iowa Code 258.9.)
<b>Affirmative Action/Equal Employment Opportunity (AA/EEO)</b>	NCC is committed to nondiscrimination in its educational and employment policies and procedures.
<b>Alternative High School</b>	An established environment within or apart from the regular high school with policies and rules, educational objectives, staff and resources designed to accommodate student needs and to provide a comprehensive high school education consistent with the goals established by school districts in the area. Students attend via choice. More than one district may be involved. Community colleges establishing alternative schools serving community school districts on a contractual basis under Iowa Code, Subsection 256.9(43) are not eligible for general contact hours for students served in the alternative school unless such students take courses above and beyond the defined programs for high school completion. Whether or not an individual student may choose to attend an alternative school may be limited by court order or by approval of the local school district. NCC has alternative high school classrooms in Sheldon, Ireton, Marcus, and Rock Rapids.
<b>Alumni</b>	Graduates of Northwest Iowa Community College.



Term	Definition
<b>American Association of Community Colleges (AACC)</b> (see <a href="http://www.aacc.nche.edu">www.aacc.nche.edu</a> )	The American Association of Community Colleges' membership represents close to 95 percent (almost 1,200) of all accredited U.S. two-year community, junior and technical colleges. Headquartered in the National Center for Higher Education in Washington, D.C., AACC is the primary advocacy organization for community colleges at the national level and works closely with directors of state offices to inform and affect state policy. AACC supports and promotes its member colleges through policy initiatives, innovative programs, research and information and strategic outreach to business and industry and the national news media. Its efforts are focused in five strategic actions areas: <ul style="list-style-type: none"> <li>• Recognition advocacy for Community Colleges</li> <li>• Student Access, Learning and Success</li> <li>• Community College Leadership Development</li> <li>• Economic and Workforce Development</li> <li>• Global and Intercultural Education</li> </ul>
<b>Area Education Agency (Northwest AEA)</b>	An educational entity organized as a school corporation for the purpose of providing educational services, including special education and staff development, for local education agencies. (Iowa Code, Chapter 273.)
<b>Area IV Community College Education Association</b>	Faculty union at NCC as associated with Iowa State Education Association (ISEA).
<b>Area IV Community College Support Staff Association</b>	Support staff union at NCC as associated with Iowa State Education Association (ISEA).
<b>Articulation</b>	The process of mutually agreeing upon courses and programs earned at a sending institution for credit or advanced placement at a receiving institution. The courses and programs are transferable either from secondary to postsecondary institutions or between postsecondary institutions. Articulation agreements make it easier for students transferring from one college to another.
<b>Arts and Science</b>	Courses in the liberal arts and sciences, pre-professional, or other instructional areas that partially fulfill the requirements for a baccalaureate degree. (Iowa Code, Section 260C.2.)
<b>Assessment</b>	Any systematic practice or procedure used to measure or otherwise evaluate, identify, or document student skills, goals, interests, progress, achievement, aptitudes, learning outcomes, or abilities.
<b>Associate in Applied Science (AAS)</b>	An Associate of Applied Science degree is awarded to people that plan on going straight into the workforce after they graduate. Typically, these degrees apply to occupations requiring significant amounts of applied scientific and mathematical knowledge or occupations in which the individual will work in direct support of a professional.



Term	Definition
<b>Associate in Arts (AA) or Associate in Science (AS)</b>	A transfer associate degree is a two-year college parallel degree that allows students who are planning to transfer to a bachelor's degree program (usually at a four-year college or university) to complete their general education requirements at a community college. An associate degree typically takes 2 years to complete and requires a minimum of 60 credit hours.
<b>Associate in Science Career Option (ASCO)</b>	Associate in Science Career Option degree for technical career training. Outside Iowa, this degree is a transfer degree.
<b>Association of Community College Trustees (ACCT)</b>	The Association of Community College Trustees is a nonprofit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States, Canada, and England. These community professionals, public policy leaders, and leading citizens offer their time and talent to serve on the governing boards of this century's most innovative higher education institutions.
<b>Base Funding</b>	The amount of general state financial aid each community college received as an allocation from appropriations made from the state general fund in the base year. (Iowa Code 260C.18c(2)(a))
<b>Base Year</b>	The fiscal year immediately preceding the budget year. (Iowa Code 260.18c (2)(b))
<b>Board of Trustees</b>	The NCC Board is comprised of 7 trustees, elected as representatives from the seven districts of Area IV. The Board of Trustees is authorized and derives its organization from Iowa law. Community college boards of trustees are responsible for ensuring that their colleges are integral parts of their communities and serve their ever-changing needs. Boards are accountable to the community for the performance and welfare of the institutions they govern. (See Iowa Code 260C.14)
<b>Budget Year</b>	The fiscal year for which moneys are appropriated by the general assembly. NCC's fiscal year runs from July 1 through June 30. (Iowa Code 260.18c(2)(d))
<b>Calendar Year</b>	The time period commencing on the first day of January and ending on the last day of December.
<b>Career Academy</b>	A program designed to provide new career preparation opportunities for high school students that are formally linked with postsecondary career and technical education programs. A career academy means a program of study or pathway that combines a minimum of two years of secondary education with an associate degree. See Tech-Prep.
<b>Career and Technical Education (CTE)</b>	Education which is directly related to the preparation of individuals with employability and job specific skills required for paid or unpaid employment or for additional preparation for a career. Skill development is provided by educational programs where the requirements of a baccalaureate degree are not necessary for initial employment and/or further specialized training.
<b>Certificate Programs</b>	Certificates are awarded to students who successfully complete a course of study designed to meet a specific need and which has been designated a Certificate Program. Credit certificates consist of less than 48 semester credit hours. Certificates of completion can also be issued noncredit.



Term	Definition
<b>Cherokee Hall</b>	The first housing unit built on the campus in the year 1992. It is named Cherokee Hall after one of the counties that the College serves.
<b>CLEP® Testing</b>	The College-Level Examination Program® or CLEP® provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. The successful completion often results in college-level credit. NCC does not offer the CLEP® exam, but will accept the CLEP® credit if the student meets the minimum score.
<b>Clinical</b>	Hands-on work experience in a specified field of study under the supervision of an instructor. Clinicals are required as a part of some of the courses offered at Northwest Iowa Community College, especially in health related programs.
<b>College Catalog</b>	The contract between the student and Northwest Iowa Community College for program, policy and graduation requirements.
<b>Community College</b>	A community college is a public institution of higher education. Community colleges are typically characterized by a two-year curriculum that leads to either the associate degree or transfer to a four-year college. The transfer program parallels the first two years of a four-year college. The degree program generally prepares students for direct entrance into an occupation. Because of their low tuition, local setting, and accessibility, community colleges have been a major force in the post-World War II expansion of educational opportunities in the United States. They are also referred to as junior colleges.
<b>Community College Leadership Consortium (CLIC)</b>	Iowa State University leadership class.
<b>COMPASS (Computerized Adaptive Placement Assessment and Support System)</b>	COMPASS is a computer-adaptive test used to assess mathematics, reading and writing skills of entering freshmen. COMPASS results are used by trained academic advisors to place students into appropriate courses and to advise students on course selection.
<b>Comprehensive Adult Student Assessment System (CASAS)</b>	Only system of its kind to be validated by the National Diffusion Network in the area of adult literacy measuring life skills and basic skills in reading, math, listening, speaking, and critical thinking in the context of situations encountered in everyday life and work.
<b>Classification of Instructional Program (CIP)</b>	The numbering system developed by the U.S. Department of Education's National Center for Education Statistics to classify and define instructional programs. CIP is the accepted government standard for education information surveys.



Term	Definition
<b>College Parallel/ Career Option</b>	The degree issued for completion of courses that are the equivalent of the first two years of a baccalaureate program and also include such courses as may be necessary to develop skills that are prerequisite to other courses and objectives, and specialized courses required to provide career options for immediate employment. Students have a choice of articulating their program to an approved four-year institutions or seeking employment in an identifiable occupation or group of occupations.
<b>Center for Community College Student Engagement (CCSSE)</b>	This organization works with community colleges across the United States, British Columbia, Nova Scotia, and the Northern Marianas, and Marshall Islands preparing quantitative and qualitative work. They focus on the importance of relationships among students, faculty, and staff, and with institutions themselves: how they evolve, the value they add, and the importance of building and sustaining these critical connections. The reports they prepare offer data about the quality of community college students' educational experiences and describe how colleges across the country are intentionally making connections with students online, in the classroom, on campus, and beyond.
<b>Community Education</b>	A lifelong education process concerning itself with every facet affecting the well being of all citizens within a given community. Community education extends the role of the college from instructional programs to providing for citizen participation in identifying the wants, needs, and concerns of the neighborhood/community for the purpose of coordinating educational, recreational, and cultural opportunities within the community.
<b>Consortium</b>	An entity formed by educational agencies to undertake projects, activities, or services for its members. The role of each member may be defined in a letter of agreement, 28E agreement or contract.
<b>Contact Hour</b>	Fifty (50) minutes of contact between an instructor and student(s) during the normal fall and spring semester in a scheduled course offering for which students are registered. NCC actually uses 55 minute hours for credit instruction.
<b>Continuing Education</b>	Credit or non-credit educational offerings that provide adults with learning opportunities throughout their lifetime.
<b>Continuing Education Unit</b>	A uniform unit of measurement for non-credit continuing education. One continuing education unit (CEU) equals 10 contact hours (based on one 50-minute classroom hour) of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
<b>Contract Activity</b>	An educational program, course, or service designed to meet a specific educational/training need of a business, industry, agency, or governmental or institutional entity.



Term	Definition
<b>Cooperative Education</b>	A method of instruction of education for individuals who, through written and on file cooperative agreements between a school or college and employers, receive instruction, including required academic courses and related vocational and technical education instruction, by alternation of study in school with a job in any occupational field, which alternation shall be planned and supervised by the school and employer so that each contributes to the education and employability of the individual, and may include an arrangement in which work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program. (Carl D. Perkins Vocational and Technical Education Act of 1998, Section 3(6).)
<b>Corequisite</b>	A course or course of study required to be taken simultaneously with another course.
<b>Cost Center</b>	A unit used to organize contact hours relating to specific instructional or non-instructional activities within the community college accounting system. Instructional cost centers are arts and sciences, vocational preparatory, vocational supplementary, adult basic education and high school completion, continuing and general education, developmental education (identified but not implemented), and equipment replacement. Non-instructional cost centers are general institutional, student services, physical plant (including plant maintenance and utility costs), library services, and equipment replacement. (Refer to the Iowa Community College Accounting Manual for further details.)
<b>Course</b>	A unit of instruction which has a formalized syllabus that is approved in accordance with local Board policy and is a minimum of one contact hour or one-half credit hour in length.
<b>Course Contact Hours</b>	The total contact hours of instructional activity in a scheduled course offering for which students are registered. (By Iowa Code, one contact hour equals 50 minutes).
<b>Coarse Load</b>	Total number of semester credit hours for which a student registered during any semester.
<b>Course Number</b>	The combination of numbers and/or characters assigned by a college to a course. The Iowa Community Colleges have implemented a Common Course Numbering system.
<b>Course Syllabus</b>	A detailed outline of a course including the content required, objectives, competencies or expected outcomes, expectations of students, and evaluation procedures.
<b>Course Withdrawal</b>	Process by which a student removes a course(s) from his/her schedule. A student must meet with their advisor to withdraw from a class.



Term	Definition
<b>Credit Hour</b>	Units acquired for completed coursework which are applied toward a certificate, diploma or degree. Generally, credit hours for a course are directly equivalent to the number of classroom contact hours per week. According to Iowa Code, the minimum requirement of one semester hour of credit in classroom lecture work shall be 800 minutes of scheduled instruction plus, when applicable, a scheduled culminating activity. The minimum requirement of one semester hour of credit in laboratory work shall be 1,600 minutes. The minimum requirement for clinical practice shall be 2,400 minutes; and the minimum requirement for work experience shall be 3,200 minutes.
<b>Customized Training Activity</b>	An educational program, course, or service designed to meet specific training needs of business, industry, agency, or governmental or institutional entities. Such an activity may already be offered by the community college and enrollment is not limited to those identified by a business or industry.
<b>Datatel</b>	Contracted data systems provider and software product.
<b>Dean</b>	The head of a faculty division at the college.
<b>Degree</b>	The award given for completion of a specified program.
<b>Developmental Education</b>	Instructional and support services designed to provide opportunities for students who require assistance to successfully meet a career goal through postsecondary education. Developmental education assumes that each student has the ability to succeed in his or her program of choice, given the needed support services.
<b>Diploma Program</b>	A basic educational program, typically a one-year program but no less than 12 weeks, which is designed to prepare students for entry into their career field.
<b>Dismissal</b>	Process by which a student whose academic performance indicates little chance of obtaining the minimum grades required for graduation and is no longer allowed to enroll at the college. NCC requires a 2.0 cumulative GPA for graduation.
<b>Distance Learning</b>	Any form of learning in which the instructor and student are geographically separate, e.g. Iowa Communication Network (ICN) or web-based instruction.
<b>Electives</b>	Courses that students can choose to complete their diploma or degree.
<b>English as a Second Language (ESL)</b>	Instruction designed to assist persons who cannot read, write, or speak the English language to become functional in English. The objective of the program is to teach English to adults whose native language is something other than English. Levels include beginning, intermediate and advanced English as a Second Language.
<b>Faculty</b>	See individual definitions for full-time, part-time and adjunct faculty.
<b>FAFSA</b>	FAFSA is the acronym for Free Application for Federal Student Aid. This application is the first step in the financial aid process.
<b>Fees</b>	Incidental fees collected from students: such as lab, graduation, technology, transcript and other similar type fees to support those particular services.
<b>FERPA</b>	FERPA is the acronym for Family Educational Rights and Privacy Act. This is a federal law that protects the privacy of student records.
<b>Financial Aid</b>	Financial aid is financial assistance intended to aid students in reaching their educational goals. This assistance may come in a variety of forms such as grants, scholarships, work-study and loan programs.



Term	Definition
<b>Financial Aid Grants</b>	Grants are financial aid that are awarded to students based on financial need and <b>do not</b> require repayment. To be considered for a grant requires the submission of a FAFSA (Free Application for Federal Student Aid) online.
<b>Financial Aid Loans: Parent Plus Loan</b>	These loans are a non-need-based loan for parents of dependent students. The amount available is the cost of attendance less other aid. Repayment begins within 60 days of loan disbursement. All loans must be repaid.
<b>Financial Aid Loans: Subsidized Student Loan</b>	These loans are a need-based loan in which the Federal Government pays the interest until the student enters repayment. To be considered for this loan requires the submission of a FAFSA (Free Application for Federal Student Aid) online. Students must be enrolled at least half-time. All loans must be repaid.
<b>Financial Aid Loans: Unsubsidized Student Loan</b>	These loans are a non-need-based loan in which the student is responsible for paying the interest that accrues on the loan from the date of disbursement until the loan is paid in full, regardless of the student's enrollment status. To be considered for this loan requires the submission of a FAFSA (Free Application for Federal Student aid) online. The student must be enrolled at least half-time. All loans must be repaid.
<b>Financial Aid Scholarships</b>	Scholarships are financial awards based on merit or merit plus need. Scholarships can come from government or private sources and do not have to be repaid.
<b>Financial Aid Work-study</b>	Work-study is a need-based financial aid program determined by FAFSA. Students typically work 6 - 8 hours per week to earn up to the amount of their award. To be considered for work-study requires the submission of a FAFSA (Free Application for Federal Student Aid) online. No repayment is required as financial aid is earned as wages from working. Work-study jobs are limited and a position is not guaranteed.
<b>Fiscal Year (Federal)</b>	The year that commences on the first day of October and ends on the last day of September.
<b>Fiscal Year (State &amp; District)</b>	The year that commences on the first day of July and ends on the last day of June. This fiscal year shall be used for purposes of making appropriations and of financial reporting and shall be uniformly adopted by all departments and establishments of the government. However, the department of workforce development may use the federal fiscal year instead of the fiscal year commencing on July 1.
<b>Full-Time Faculty/ Instructor</b>	A member of the instructional staff who is employed full time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction. Faculty must meet requirements of the Quality Faculty Plan (QFP).
<b>Full-Time Equivalent Enrollment (FTEE)</b>	The equivalent number of students attending a single community college. One FTEE in credit hours equals twenty-four (24) credit hours. One FTEE in non-credit (contact) hours equals 600 contact hours.
<b>Full-time Student</b>	Any student at NCC who is carrying a course load of 12 or more credit hours per fall and spring semester and 6 or more per summer term.



Term	Definition
<b>Function (Accounting)</b>	A one-digit code used to identify the classification of educational or supportive functions. (1= arts and science education, 2= vocational-technical education, 3= general adult education, 4= cooperative programs or services, 5= general administration, 6= student services, 7= learning resources, 8= physical plant, 9= general institution. (Refer to the Iowa Community College Accounting Manual for further details.)
<b>GED</b>	A standardized testing program entitled "The Tests of General Educational Development." The test battery includes five parts: (1) Writing Skills, (2) Social Studies, (3) Science, (4) Literature and the Arts, and (5) Mathematics. The questions in each of the five tests require use of general knowledge and higher order cognitive skills. The Iowa High School Equivalency Diploma is issued by the Department of Education upon successful completion of the GED test battery.
<b>General Education Diploma (GED)</b>	A five-part exam that upon successful completion results in the award of a high school equivalency diploma.
<b>General Ledger Classification Code</b>	A one-digit number used to indicate the type of transaction or account. (1= assets, 2= liabilities, 3= appropriations, resources & fund balance, 4= revenue, 5= expenditures for salary, 6= expenditures for current expenses, 7= expenditures for capital outlay. (Refer to the Iowa Community College Accounting Manual for further details.)
<b>General Obligation Bond (G.O. Bond)</b>	A municipal bond backed by the credit and "taxing power" of the issuing jurisdiction rather than the revenue from a given project.
<b>GPA</b>	Acronym for Grade Point Average.
<b>Headcount</b>	The actual number of students enrolled in a given instructional course during a given period of time.
<b>Higher Learning Commission (HLC)</b>	The HLC is a membership organization whose members are the organizations accredited by a Commission. The Commission is a private organization governed by a Board of Trustees elected by the membership and administered by an executive director. Achieving accredited status establishes an organization's membership in the Commission and the Association. NCC is accredited by The Higher Learning Commission and a member of the North Central Association (see NCA).
<b>High School Completion (HSC)</b>	See Adult Basic Education.
<b>Humanities</b>	Courses having primarily a cultural nature such as art, philosophy, history, music, English and foreign languages.



Term	Definition
<b>ICN</b>	The Iowa Communication Network is the country's premier fiber-optic network, committed to continued enhancement of distance learning and providing Iowans with convenient, equal access to education and government. The Network makes it possible for Iowans, physically separated by location, to interact in an efficient, creative, and cost-effective manner. Through partnerships with education, medicine, the judicial system, government agencies, and the National Guard, the Network brings live, full-motion video to 744 classrooms around Iowa, located in schools, National Guard armories, libraries, hospitals, and federal and state government offices. ICN services include video over IP, voice and high-speed data.
<b>Incomplete</b>	An incomplete grade is assigned if students have not completed some portion of assigned work during the regular semester due to extenuating circumstances.
<b>Independent Study</b>	A program of study which provides students the opportunity to take regular NCC courses on an individual basis (only in exceptional circumstances).
<b>International Student</b>	A student who is not a citizen of the United States and who has entered the United States on a temporary basis for the purpose of enrolling in an educational institution.
<b>Internship</b>	See <b>Work Experience</b> .
<b>Iowa Association of Community College Presidents (IACCP)</b>	The IACCP includes all the presidents of Iowa's 15 community colleges.
<b>Iowa Association of Community College Trustees (IACCT)</b>	The IACCT encompasses all the trustees of Iowa's 15 Community Colleges, and each college has a Board member representing them on the IACCT Board. The mission of the Iowa Association of Community College Trustees (IACCT) is to provide leadership in developing, strengthening and coordinating efforts to promote educational interests in Iowa and to provide a forum for addressing issues affecting access, excellence and effectiveness of Iowa's public Community Colleges.
<b>Jobs Training Program</b>	A project or projects established by a community college for the training of employees under the Iowa Jobs Training Act. (Iowa Code Subsection 260F.2(7))
<b>Joint Enrollment</b>	Courses taken at high school or at NCC where high school students are earning both immediate college credit and fulfilling a high school requirement at the same time. These courses are taught in high school, at local colleges and through distance learning. These courses are usually eligible for supplemental weighting for the high school and are approved by agreement each year.
<b>Leadership Institute for a New Century (LINC)</b>	Iowa State University leadership program.



Term	Definition
<b>Learning Center</b>	The Learning Center, located in Building A on the NCC campus, provides a variety of services for students and residents of Area IV. Within the business hours of the Learning Center, students and prospective students at NCC are able to get free tutoring by available staff members. Developmental courses are also available for prospective students who may want to improve their skills before entering the college atmosphere. A few of the conveniences available to students through the Learning Center are a computer lab, study rooms, and testing accommodations.
<b>Literacy</b>	An individual's ability to read, write, and speak in English, and to compute and solve problems at levels of proficiency necessary to function on-the-job and in society, to achieve one's goals and to develop one's knowledge and potential. (National Literacy Act, 1991.)
<b>Local Education Agency (LEA)</b>	A legally constituted local school authority having administrative control and direction of educational programs, e.g., secondary school districts, community college districts, and area education agencies.
<b>Lyon Hall</b>	The second housing unit built on the campus in the year 2007. It is named Lyon Hall after one of the counties that the College serves.
<b>Merged Area</b>	An area where two or more school systems or parts of school districts merge resources to operate a community college in the manner provided in the Iowa Code, Subsection 260C.2(3).
<b>National Council Licensure Examination (NCLEX)</b>	Nursing Certification.
<b>New Jobs Training Program</b>	A project or projects established by a community college for the creation of jobs by providing education and training of workers for new jobs for new or expanding industry in the merged area served by the community college. (Iowa Code Subsection 260E.2(12))
<b>Non-Credit</b>	Course or programs for which no academic credit is given.



Term	Definition
<b>Non-Resident</b>	Student who has not established status as a resident of Iowa as defined by these guidelines.

**Section 1—General**

A person who has been admitted to Northwest Iowa Community College shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending Northwest Iowa Community College. Iowa Code section 260C.14 (2).

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

**Section 2—Determination of Residency Status**

In determining resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

A. The Registrar may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

- Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
- Iowa state income tax return.
- An Iowa driver's license.
- An Iowa vehicle registration card.
- An Iowa voter registration card.
- Proof of Iowa Homestead Credit on property taxes.

In all events, to be determined a resident of Iowa; the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling.

B. If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.

C. These regulations shall be administered by the Registrar. Resident and non-resident tuition rates shall be available on the college web site.

**Section 3—Residency of Minor Students**

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.



Term	Definition
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**Non-Traditional Student**

**Section 4—Residency of Students who are not Citizens of the United States**

A. A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum guarantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

B. A person who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

C. A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. A person who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A “student visa” is prima facie evidence of non-residency. (i.e. in a rare case, a student holding the visa could overcome the presumption of non-residency.)

**Section 5—Residency of Federal Personnel and Dependents**

A person and his/her spouse who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

**Section 6—Veteran’s Exemption**

A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the County Recorder.

**Section 7—Reclassification of Residency Status**

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes; even though the student could have previously qualified for residency status had the student applied.

**Section 8—Appeal**

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by Northwest Iowa Community College. The findings of the review committee may be appealed to the NCC Board of Trustees, whose decision shall be a final administrative decision.

An adult or non-traditional student is not defined only by age (usually over 24). They are also students with life circumstances different from the typical traditional student. These circumstances include, but are not limited to students who are:

- married, divorced or single
- parents
- caring for elderly parents
- veterans
- returning to college after a period of time in the work force or working in their home
- entering college for the first time, not right after high school graduation
- full-time, part-time or seasonal employees



Term	Definition
<b>North Central Association of Colleges &amp; Schools (NCA)</b>	One of six regional associations (Middle States, New England, North Central, Northwest, Southern, and Western) of the Higher Learning Commission (HLC). While independent of one another, the six regional associations cooperate extensively. Membership in the HLC automatically includes membership in NCA.
<b>O'Brien Hall</b>	The third housing unit built on the campus in the year 2009. It is named O'Brien Hall after one of the counties that the College serves.
<b>On-the-Job Training</b>	Training provided by business and industry in conjunction with a program using the cooperative method of instruction.
<b>Orientation</b>	An event planned to familiarize new students and their parents with NCC's facilities, policies, procedures and the financial aid process. Students develop schedules and register for courses.
<b>Part Time Faculty/ Instructor</b>	A faculty member who is less than full time but is employed for a regular number of hours each week.
<b>Part-time Student</b>	Any student enrolled at the College who is carrying a course load of less than 12 credit hours per fall and spring semester and less than 6 credit hours per summer term.
<b>Pell Grant</b>	A nonrepayable financial aid award provided by the federal government directly to a community college student.
<b>Plagiarism</b>	The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Being found guilty of plagiarizing could result in failure of the course.
<b>Prerequisite</b>	Course(s) or condition(s) required before enrollment in a more advanced course.
<b>Probation</b>	A warning to students who fail to maintain a semester and/or an overall grade point average of 2.00 or better. Failure to improve the academic record within a specified time may result in academic suspension.
<b>Program</b>	A coherent sequence of courses designed to prepare individuals for employment in a specific occupational area, which leads to a degree, diploma, or certificate.
<b>Promise Jobs</b>	Promoting Independence & Self Sufficiency through Employment & Basic Skills is Iowa's name for the welfare program that provides cash assistance to families who are in need of temporary assistance. This program is funded 2/3 by the federal government and 1/3 by Iowa general fund money. The program offers career counseling, training and job placement to individuals.
<b>Private Colleges</b>	Institutions in Iowa not owned and operated by the public.
<b>Recreational/ Avo-cational Courses</b>	A course that provides instruction in recreation, hobbies, casual culture, or self-enjoyment subjects.
<b>Regent Institutions</b>	Collectively, the University of Iowa, Iowa State University, and the University of Northern Iowa.
<b>Registrar's Office</b>	The college office that plans and oversees registration activities, academic record maintenance, transcript preparation and degree audit system.



<b>Term</b>	<b>Definition</b>
<b>Registration</b>	Process of initial class enrollment for a given term that takes place after the initial admissions process.
<b>Requirement</b>	Course or condition that must be fulfilled as part of a particular program.
<b>Scholarship</b>	A nonrepayable award to an eligible student based upon academic achievement and determined financial need or, in some cases, based upon academic achievement alone.
<b>Senior Year Plus</b>	This program, established by legislation passed in 2009, provides Iowa high school student increased access to advanced placement coursework and postsecondary credit.
<b>Sequence</b>	Courses that must be taken in a definite order.
<b>SGA</b>	The SGA (Student Government Association) plans activities and events for students to participate in throughout the school year. SGA also provides an opportunity for students to be active in legislative issues and attend the Student Legislative Forum in Des Moines each year.
<b>Special Populations</b>	Individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency.
<b>Student Services</b>	The department at Northwest Iowa Community College that includes admissions, registration, financial aid, advising, special needs accommodations, career exploration and housing.
<b>Suspension</b>	Prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering College property except in response to a request from the College; and from registering either for credit or for noncredit, for scholastic work at or throughout the College.
<b>Syllabus</b>	An outline or a summary of the main points of text, lecture or course of study.
<b>Technical Programs</b>	Technical or vocational education prepares students for jobs that are based in manual or practical activities, related to a specific trade, occupation or vocation, hence the term, in which the learner participates. It is sometimes referred to as technical education, as the learner directly develops expertise in a particular group of techniques or technology.
<b>Tech Prep Program</b>	A program consisting of two years of secondary school preceding graduation and two years in a community college or an apprenticeship program of at least two years following secondary instruction. College level courses taken while in high school can be set up as Career Academies.
<b>Telenet</b>	Communication system used for audio communication over the telephone.
<b>Title III</b>	The Higher Education Act of 1965, which authorized the Strengthening Institutions Program, assists eligible institutions in improving their academic quality management and fiscal stability.
<b>Temporary/ Seasonal Employee</b>	A person employed by the college for short-time periods for specific purposes. Such an employee may be full- or part-time, but would probably not be provided benefits as would "regular" college employees.



<b>Term</b>	<b>Definition</b>
<b>Traditional Student</b>	Students attending Northwest Iowa Community College who are single, without children and a recent high school graduate.
<b>Transcript</b>	Any copy or reproduction, electronic or paper format, especially one that is official, as a copy of a student's record in school or college, listing courses, credits, grades, etc.
<b>Transfer Credit Hours Granted</b>	The credit hours posted to a student's transcript indicating that the college has awarded transfer credit for credit hours earned at another postsecondary institution.
<b>TRiO</b>	TRiO is a federally funded student support services program designed to provide opportunities and services that will increase students' chances for academic success in college. Students will receive the support and encouragement needed to successfully complete their studies at NCC or transfer to the four-year college of their choice. All services provided by the TRiO program are FREE to students who meet eligibility guidelines.
<b>Tuition</b>	A fee for instruction, especially at a formal institution of learning.
<b>Tutor</b>	Person providing special study skills and assistance in a particular subject or academic program.
<b>Undergraduate</b>	A term that applies to college freshmen, sophomores, juniors and seniors who are pursuing baccalaureate (bachelors), associate, diploma and certificate completions.
<b>Unduplicated headcount</b>	If a person was enrolled in more than one program during a reporting period, the individual is to be reported in the program in which they were most recently enrolled. If this criterion does not discriminate, then the student is to be reported in the program in which they received the most credit or contact hours of instruction. In any case, the student should be counted only once during a specified period of enrollment.
<b>Work Experience</b>	Experience planned and coordinated by an institutional representative and the employer with control and supervision of the student on the job being the responsibility of the employer. Work experience may be considered or listed as internship, field experience, cooperative education, or practicum.
<b>Workforce Investment Act (WIA)</b>	The Workforce Investment Act of 1998 provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers.

