Executive Council Minutes

Northwest Iowa Community College
9:00 a.m. - 10:00 a.m.
Conference Room 122A

Wednesday, June 1, 2016

X Alethea Stubbe  X John Hartog  X Gretchen Bartelson
X Beth S-W  X Jan Snyder  X Rhonda Pennings
X Mike Oldenkamp  X Mark Brown  X Steve Waldstein

P= Present  A=Absent

Agenda Items

1. June 15, 2016 – LLRC 5th Anniversary  Beth S-W
   - Greta is planning a few special recognitions for the LLRC’s 5th anniversary
     o Mailings, discounts, popcorn day, etc.

2. Voluntary Framework of Accountability (VFA)
   - Beth S-W and Alethea met with Kathi Knobloch, who worked on the VFA report. It has been submitted.
     o Still doing the 2-year cohort. 6-year has not started.
     o In a state of transition – we are going to have to decide which reports we are going to do/follow.

3. FLSA Regulation Change – December 1, 2016
   - Regulations are changing for which employees are exempt and non-exempt.
   - Mark Brown and Sandy Bruns are reviewing.

4. MIS Year-End Reporting – (submission on or before September 17, 2016)
   - Kathy has sent out some of the information. Kathy will send out due dates to those that need to give her data.

5. Update on Document Management  Mike O
   - Working on print forms
   - POs, checks, financial aid, still tentatively start for this fall.
   - System is called Soft Docs E-trive

6. Strategic Plan Reporting  Jan S
   - Strategic reporting updates deadline will be June 30.

7. Budgets  Mark B
   - Budgets have been turned in for 2016-2017.
   - Next step is to put it all in the final budget spreadsheet.
8. **SEP**
   - To keep everyone informed, following graduation, a link to history summary was sent out.
   - Then an e-mail from John was sent; the history link is on the portal.

9. **Evaluations due June 30, 2016**
   - Reminder to everyone to have all evaluations in to Sandy Bruns by June 30, 2016.

10. **Noteworthy Items**
   - Boardroom will be updated. We will continue with one ICN room plus D425 can connect to new ICN systems.
   - IAM grant – two months ago a video production crew was on campus, did a video on sculpture and students that created it. Not necessarily an NCC promotion, but a welding profession. Very well done.
     - Alethea shared the video via e-mail with the Executive Council.
   - Orientation next week – this is the first year they are required to register online.
     - 72 summer students moved in this past weekend.
     - It was requested that we consider starting summer term after Memorial Day next year.
     - Holiday weekend is a hard time to start.
   - Marilyn Menning – one of the first graduating classes from NCC. She has worked at Citizen's for 50 years. They are starting a scholarship in her honor.
   - New Learning Management System for ICCOC – Canvas or D2L.
     - President’s meeting it will be approved – next week. Tuition went up $9 for online – new amount will be $171.
     - Transition to the new system is being planned for one year instead of two.
     - Interface needs to be ready Feb. 1. Training of faculty and start within a year. Mentor training will begin next year.
   - Faculty Standards Task Force meeting
     - Creating a manual that will have the history of the changes.
       - It will have a grid of qualifications that we accept. It will be something that will be handed to Peer Reviewers for Iowa, making it very consistent across the state. Sept. 2017 is when this goes into effect.
       - Spreadsheet that can be used and moved forward. Guide will come out mid-July.
       - Will be an annual look at whether there needs to be any changes, maybe the same task force.
   - SCDC meeting
     - Moving forward on the event center.
     - Considering a housing assessment study. Housing is a huge need.
     - Sheldon plans to do a spec house in the $200,000 price range, possibly doing 1 or 2 houses a year.
   - Sense and CCSSE this year – Rhonda and Stephanie attended an informational session. Advising component of the survey is added this year for free.
   - June end of fiscal year. Shorter time for payables. If you are responsible for a grant, it has to be squeaky clean in June – no do over in July.
• Applied Technology – simulator classroom should be here in June.
• IHUM – digital equipment is in for Rad Tech.

11. Committee Reports

12. Other

• Orientation
  June 7 – Auto/Diesel/Heavy Equipment/Welding
  June 8 – Engineering/ICW/IIC/Carpentry/Computers
  June 9 – Powerline/Powerline Tech
  June 14 – Nursing/Pharmacy/HIT-MC
  June 15 – AA/AS/Secretarial/Accounting/Business/Natural Resource Conservation/AG

• Coffees/Presentations at Chamber/Kiwanis
  June 7 – Orange City - Kiwanis – Rhonda
  June 23 – Sanborn Chamber – Jan
  August 29 – Sutherland – Beth S-W and Alethea
  September 1 – Paullina – Beth S-W and Alethea
  September 1 – George – Kristi Landis
  September 14 – Boyden Community Club – John
  September 14 – Sioux Center – Eric and Alethea

• Special Dates
  August 2 – Executive Council Fall Advance
  August 15 – All College meeting – 1st day activities (General orientation in the a.m.)
  September 14 – Constitution Day
  October 4 – All College Meeting
  October 28 – Applied Technology Ribbon Cutting and Chamber Coffee

• To-Do List – from May 17 meeting
  o Beth Sibenaller-Woodall will ask Lisa to work with Kristin on any programs that may need additional advertising.
  o Mike Oldenkamp will investigate putting commencement on YouTube and follow compliance rules.
  o Discuss August 15 – All College Meeting – add to June 21 Agenda
  o Facilities Discussion