Executive Council Minutes

Northwest Iowa Community College
9:00 a.m. - 11:30 a.m.
Conference Room 122A

Tuesday, June 21, 2016

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

Agenda Items

1. Noteworthy Items
   - Clip of Statewide 50th Anniversary Video – Northeast Iowa CC was shown
   - NCC students and administration are at Skills USA Nationals; the team is competing for gold. 3 students received $1,000 each from Mike Rowe Foundation for the Skills events.
   - E-mail marketing went out to over thousand patrons letting them know the Continuing Education catalog will be in their mailboxes soon.
   - Mike Oldenkamp informed us that all students’ emails are migrated to the new system. Staff migration will begin this Thursday. Mark, Steve and Mike were on campus last Friday due to the storm with the outage in mostly the LLRC and the dorms.
   - Draft of State Accreditation report is here. We are looking for errors of fact; we cannot change any findings.
     o Sandy is the keeper of the nondiscrimination statement; and she forwards to Marketing. Everyone else that needs it for other documents should ask Sandy for it.
     o Accreditation report will be presented to the State Board of Education in August.
   - Curricunet Annual meeting is Thursday, June 23.
   - Due to the year end, Mark Brown reminded everyone to be sure to mark pinkies as to which year it needs to be paid out of.
   - Grants need to be cleaned up by the end of June to make adjustments if necessary.
   - Started Canvas (new LMS) conversations this week.

2. 1st Day Back – Aug. 15 & Aug. 16 Agenda
   Stubbe
   - All College Meeting Topics
   - Breakfast
     Executive Council will host.
   - General Orientation – 5:30 p.m.
     Topics were discussed.
3. **August 2 topics**  
Topics were discussed.

4. **SEP**  
- National conference is July in Dallas, TX. The Thursday of the conference John and Anne Monroe will present on “Building on the Strengths of our Community College.” Others that plan to attend are: Susan Schmidt, Beth SW, and Lisa Story.
- Gretchen is putting together a draft document with the name of the person responsible for each item in the SEP Action Plans.

5. **VFA Data Report**  
The report was attached to the agenda to give everyone an idea of what the report contains.
- We don’t report Developmental Ed and we don’t have 6 years of data, so some of the pages were blank.

6. **Committee Reports**  
- Safety committee – meeting coming up on July 6. Safety summit in Ames will have representation from the committee.
  - Curriculum committee – will have information to add to the program eval in the future.
- Wellness committee – had good participation at the Recess activity.
- Tech planning committee – Recommendations will be presented at the next meeting. Internal signs – to replace the 9 signs.
- Assessment – assessed the assessment plans. Rubric isn’t quite right, will need some changes, hope to roll that into the 5 year program eval.
- Core Values Subcommittee met to discuss language to define what success and service mean. Do we invite employees to an open time to give input?
- Badging committee is working on badges and will have more information at the All-College meeting in October.

7. **Other**  
- Theme of service for this year. Everyone is encouraged to submit Acts of Community Service to Laura Nachtigal.

- **Coffees/Presentations at Chamber/Kiwanis**
  - 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**

- Mike will set up a meeting with Jan and Gretchen to discuss platforms to track progress on strategic action plans.
- Rhonda will set up a meeting with Jan, Gretchen, Mike to work on something “fun” for the first day back.