AGENDA FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Student Support Services Building Room 104 and Zoom
July 14, 2020
5:00 PM

I. Call to Order

II. Approve Agenda

III. Consent Agenda
1. Minutes pgs. 3-7
   A. June 9, 2020 regular meeting.

2. Communications
   Hires:
   Ashlyn S. Craven:
   Admissions Representative; effective July 1, 2020; with salary at the annual rate of $37,338.00.

   Sonya J. Gale:
   Custodian; effective July 13, 2020; with salary at the annual rate of $25,272.00.

   Gaven I. Hanson:
   Custodian; effective July 27, 2020; with salary at the annual rate of $25,272.00.

   Kristen K. Hovey:
   ABE Teacher, Fort Dodge Correctional Facility; effective August 1, 2020; with salary at the annual rate of $35,587.00.

   Kennedy J. Newell:
   Admissions Representative; effective July 13, 2020; with salary at the annual rate of $37,338.00.

   Gail Renee St. Pierre-Piper:
   Interim Dental Hygiene Coordinator; effective July 15, 2020; with salary at the annual rate of $81,500.00.

   Janet D. Vinson:
   Custodian; effective July 13, 2020; with salary at the annual rate of $25,272.00.

   Resignations:
   Kelly V. Bender:
   Transportation Technology Center Secretary; effective July 31, 2020.
Kathryn M. Smith:
Physical Facilities Night Shift Coordinator; effective July 31, 2020.

Andrew R. Wells:
Distance Learning Associate; effective August 5, 2020.

Kimberly N. Whitmore:
Human Resources Director; effective July 10, 2020.

IV. President’s Report
1. 2019-2020 Enrollment Management Plan Summary:
The Board will receive the 2019-2020 summary.
2. 2021 Legislative Priorities Resolution:
The Board will be asked to approve the legislative priorities put forth by IACCT for 2021.
3. Board Policy 416-Animals on Campus and Board Policy 510-Teach Out Policy:
The Board will be asked to approve two new Board policies.
4. Affirmative Action Plan:
The Board will be asked to approve the updated Affirmative Action Plan.
5. IACCT Update:
An update will be given on the IACCT meeting that was held Thursday June 11, 2020.
6. Foundation Board Update:
An update will be given on the Foundation Board meeting which was held Tuesday June 16, 2020.
7. Possible Closed Session on Litigation:
A closed session may be necessary to discuss litigation.
8. Possible Closed Session on Negotiations Strategy:
A closed session may be necessary to discuss negotiations strategy.
9. Possible Closed Session on Personnel:
A closed session may be necessary to discuss personnel.
10. Possible Closed Session on Real Estate:
A closed session may be necessary to discuss real estate.

V. Board Communication
A. Events, Notes, Etc.

VI. Unfinished Business

VII. New Business

VIII. Adjournment

The next regular meeting of the Board is scheduled for Tuesday August 11, 2020.
The Board of Directors of Merged Area (Education) V Community College District (IOWA CENTRAL COMMUNITY COLLEGE) met in regular session at 5:00 p.m., Tuesday, June 9, 2020 via Zoom, in the Student Support Services Building Room 104, Iowa Central Community College, One Triton Circle, Fort Dodge, Webster County, Iowa.

I. Call to Order

The meeting was called to order by the President of the Board.

The following members were found to be present: Tom Chelesvig, Mark Crimmins, Darrell Determann, Larry Hecht, Deb Loerch, Doug McDermott, Bennett O’Connor, Connie Smith, and Brandon Wessels.

Also present for the meeting were President, Dr. Dan Kinney; Vice Presidents, Tom Beneke, Dr. Stacy Mentzer, Mary Ludwig, and Angie Martin; and Secretary, Ally Walter.

II. Approve Agenda with the addition of two resignations to the consent agenda.

Moved by Larry Hecht and seconded by Brandon Wessels to approve, with the additions. Motion carried unanimously.

III. Consent Agenda
   A. Approve Minutes
      May 12, 2020, regular meeting

   B. Approve bills and claims for payment
      For the month ending May 31, 2020

   C. Communications
      Approve Employment:
      Alex K. Boyce:
      Housing Coordinator and Assistant Softball Coach; effective July 1 2020;
      with salary at the annual rate of $30,936.00.
Brian P. Ortmeier:
Student Development Assistant and Head Women’s Basketball Coach;
effective June 1, 2020; with salary at the annual rate of $59,500.00.

Jerry Thor:
Intercollegiate Athletics Assistant Director, Strategic Initiatives, Head Men’s
and Women’s Tennis Coach, and Head eSports Coach; effective May 8,
2020; with salary at the annual rate of $64,000.00.

Michelle E. Tjaden:
Instructor, Communications Department; Supervisor, Student
Publication/Newspaper; effective August 18, 2020; with salary at the
annual rate of $65,714.00.

John D. Young:
Housing Coordinator, Assistant Men’s and Women’s Rodeo Team Coach;
effective July 1, 2020; with salary at the annual rate of $30,936.00.

Accept Resignation(s):
Trevor R. Dettman:
Custodian; effective May 15, 2020.

Cindy L. DeWall:
Instructor, Dental Hygiene Program; Coordinator Dental Hygiene Program;

Justin R. Peters:
Financial Aid Coordinator; effective August 8, 2020.

Kelli A. Reuter:

D. Secretary
Financial Reports:
For the General, Auxiliary, Plant, Agency, Scholarship, and Loan funds for the

Moved by Doug McDermott and seconded by Deb Loerch to approve. Motion carried
unanimously.

IV. President
A. Bundle and Credit Hour Tuition Rate for 2020-2021:
The Board will be asked to approve the following Tuition Bundle and costs for 2020-2021. Bundle full time tuition, 12-18 hours, is currently $2850.00 in state tuition, $2950.00 bordering state, and $4100.00 for out of state and international students. It is recommended that the bundle full time tuition, 12-18 hours be set at $2940.00 in state tuition, $3040.00 bordering state, and $4235.00 for out of state and international students. The resident student tuition rate is currently $174.00 per credit hour and the non-resident student tuition rate is currently $256.50. It is recommended that the resident student tuition rate be set at $180.00 per credit hour and the non-resident student tuition rate be set at $265.50. The bordering states tuition rate for those students meeting the GPA requirement of 3.0 is currently set at $179.00 per credit hour. It is recommended that the bordering states student tuition rate be set at $185.00 per credit hour for those meeting the GPA requirement.

Moved by Bennett O’Connor and seconded by Doug McDermott to approve. Motion carried unanimously.

B. 2021-2022 Faculty Calendar:
The Board will be asked to approve the 2021-2022 Faculty Calendar.

Moved by Darrell Determann and seconded by Deb Loerch to approve. Motion carried unanimously.

C. Early Retirement Package:
The Board will be asked to approve the early retirement package.
Information is attached.

Moved by Connie Smith and seconded by Doug McDermott to approve. Motion carried unanimously.

D. 2020-2021 Dental Hygiene Program Changes:
Due to Covid-19 and social distancing restrictions in our on campus dental hygiene clinic for Fall 2020, the Board was asked to suspend the dental hygiene program for incoming freshman for the 2020-2021 year in order to meet the clinical requirements for the sophomore class. Those freshman who have been accepted into the dental hygiene program will be accepted the following year if they choose to attend.

Moved by Larry Hecht and seconded by Darrell Determann to approve. Motion carried unanimously.
E. Covid-19 Update:
Updated.

F. Foundation Update by Larry Hecht:
Updated.

G. IACCT Update by Darrell Determann:
Not Needed

H. Possible Closed Session on Negotiations Strategy:
A closed session may be necessary to discuss negotiations strategy.
Not needed.

I. Possible Closed Session on Personnel:
A closed session may be necessary to discuss personnel.
Not needed.

J. Possible Closed Session on Litigation:
A closed session may be necessary to discuss litigation.
Not needed.

K. Possible Closed Session on Real Estate:
A closed session may be necessary to discuss real estate.
Not needed.

E. Board Communication
A. Events, notes, etc.
Presented.

F. Unfinished Business
None.

G. New Business
None.

H. Adjournment
Moved by Doug McDermott and seconded by Brandon Wessels to approve. Motion carried unanimously.

Next Meeting
The next regular meeting of the Board is scheduled Tuesday, July 14, 2020, at 5:00 p.m.
Allyson Walter
Secretary

ATTEST:

Mark R. Crimmins
President
RESOLUTION
2021 Legislative Priorities
Proposed to IACCT Membership

Whereas, Iowa Community Colleges pursue a collective effort to secure the best interests of Iowa’s Community Colleges with One Voice and a unified message in procuring these primary legislative priorities as well as other legislative opportunities impacting Community Colleges.

Whereas, Iowa’s Community Colleges are the economic engine of Iowa, and played an important role in sustaining Iowa’s economy during COVID 19; and will play a key role in Iowa’s economic recovery post COVID 19 identifying businesses immediate training needs and providing skilled training for high demand jobs to those who have lost their jobs.

Whereas, in FY2019 Iowa Community Colleges, in their role as Iowa’s Workforce Trainer served 183,999 individuals through the Iowa Skilled Worker and Job Creation Fund programs with 2,488 businesses. At the end of FY2019, the New Jobs Training 260E programs had agreements with 551 business for 40,606 new jobs. Incumbent job training 260F programs served 5,455 employees with 2,743 completing in FY2019.

Whereas, Iowa Community Colleges have infrastructure and operations’ needs to maintain and enhance worker training and career education programming to keep pace with the demands of local and statewide businesses to deliver high quality workers to meet the goal of 70% of working Iowans having postsecondary credentials, and to restore Iowa’s economy post COVID 19; and

Whereas, Iowa Community Colleges, as Iowa’s largest postsecondary education system serves one in 10 Iowans with high quality educational and training opportunities to develop the next generation of Iowa's skilled workers comprised of 128,624 credit students and 189,483 noncredit students in FY2019;

Whereas, Iowa Community Colleges students remain the least state supported of Iowa’s higher education system as determined by the Legislative Services Agency’s estimated FY2020 state funding per pupil:

<table>
<thead>
<tr>
<th>LSA State Funding Per Pupil</th>
<th>FY2020 est.</th>
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<tbody>
<tr>
<td>Regents Institutions</td>
<td>$10,770</td>
</tr>
<tr>
<td>Private Colleges</td>
<td>$ 4,460</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>$ 2,501</td>
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</tbody>
</table>

THEREFORE, BE IT RESOLVED that Iowa’s Community Colleges request the Iowa General Assembly and the Governor to:

Commit to increasing State General Aid to address the higher education state funding per pupil disparity and to ensure the restoration of Iowa’s economy post COVID 19 by providing an increase of three percent over the FY2021 appropriation;

Support dedicated public and private funding opportunities for credentialed training partnerships between Community Colleges, business, and others to ensure the restoration of Iowa’s economy post COVID 19;

Support local decision-making and ongoing funding for the Iowa Skilled Worker and Job Creation Fund and New Jobs Training Programs to ensure the restoration of local economies across the State; and

Provide elected Community College Boards the governance flexibility to access local funding in its discretion to meet community needs.

APPROVED by the IACCT Member (college) ________________________________ on ________ __, 2020.

__________________________________________  ____________________________
Board President                                Witness

__________________________________________  ____________________________
Alan Jensen, IACCT Board Chair                  Witness
2021 Community College Priorities Process

The IACCT Bylaws require Membership Resolutions to be adopted at the IACCT Conference.

The IACCT Board has authorized a one-time process to have each CC Board review and approve the Priorities due to the COVID 19 pandemic causing the 2020 IACCT Conference to be canceled.

1. Please review the Priorities Resolution with your Board Members as part of your IACCT Report.
2. If approved, please have the Resolution signed by your Board President and witness by the individual who generally performs this function.
3. Please have the Board Secretary scan and email the Resolution to dmknox@iacct.com or mdclark@iacct.com or mail it to the IACCT office.

Iowa’s CCs are the economic engine of Iowa’s and their Region’s economic vitality.

A 3% increase in state general aid will assist the CCs with foundational funding to maintain its role as the economic engine of Iowa.

Iowa’s CCs appreciate the status quo budget for FY2021 state general aid approved by the Legislature. A small increase in for FY2022 will assist in providing programming for COVID 19 pandemic dislocated and under skilled workers.

The Workforce Training $40.3 million in gaming funds are critical for basic and high skills training programs. These funds address adult literacy, the only noncredit program assistance in the state, the supports necessary for students to stay in their training program, and expose high school students to careers.

The authority for local CC Boards to have additional discretion with local support is a long time Priority. It is important to continue educating local Legislators of the need, particularly for keeping Iowa CCs affordable and given the future students impacted by COVID 19. While the culture in the Legislature may not be supportive of such a levy, it is important to note that CC Trustees are very conscientious as well as responsive to their constituents. The passage rate of bond issues and of other levies illustrate the support of public.
CHAPTER: Administration

Animals on Campus
(supplements the housing contract, the student Handbook, and the employee handbook)

DATE ADOPTED

NUMBER

416

SYNOPSIS:

1 General Policy Regarding Animals
2 Definitions
3 Approval Process
4 Responsibility of Persons with Approved Animals
5 Requirements for Faculty, Staff, and Students
6 Conflicts and Concerns
7 Damage or Injury
8 Faculty and Staff
9 Appeal Procedure

1 General Policy Regarding Animals

For the health and safety of all people on campus, animals are not permitted in any building on any Iowa Central Community College campus, with the exception of those animals used for academic purposes (e.g., laboratory and instructional use), service animals and service animals-in-training, assistance animals (limited to campus housing only and with prior approval), or as otherwise approved by the Vice President of Enrollment Services and Student Development.

In addition, food intended for animals may not be placed on or around the exterior of any building or structure, and all animal waste must be disposed of promptly and hygienically.

Iowa Central Community College is committed to providing individuals with disabilities equal opportunity to use our campus and programs under the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), and the Iowa Civil Rights Act (ICRA). The College recognizes that an exception to the “no animal” policy may be a reasonable accommodation for some individuals based on applicable law and circumstances. Iowa Central is also mindful of the health and safety concerns of the campus community. Thus, Iowa Central must take into account both the needs of an individual with the disability and also the potential impact of such animals on others.

This policy is written to ensure all Iowa Central employees, residents, and students understand the exceptions for certain animals on campus. The policy also outlines the process for requesting approval and the responsibilities of all people regarding such animals on campus.

2 Definitions:

Disability - A person with a disability under applicable law is a person who has a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activity – The ADA and FHA generally agree that the following are major life activities: seeing, hearing, walking, breathing, performing manual tasks, caring for one’s self, learning, speaking, and working.

Service Animal - Service animals are defined as dogs (and in some cases, a miniature horse) that are individually trained to do work or perform a task for the benefit of a person with a disability. Examples of such work or tasks include guiding people who are visually impaired, alerting people who are hearing impaired, pulling a wheelchair, alerting and protecting a person who is having a seizure, or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person’s disability. An animal whose
Service Animal-in-Training - A service animal that is undergoing a course of development and training to do work or perform tasks for the benefit of an individual with a disability.

Assistance Animal – An animal that works, provides assistance, or performs tasks for the benefit of an individual with a disability, or provides emotional support, that alleviates one or more identified symptoms or effects of an individual's disability. For College purposes, this also includes those animals that may be identified by other names (e.g., therapy animals and emotional support animals). Assistance animals are not required to be individually trained or certified.

Pet - A pet is an animal kept for ordinary use and companionship.

Reasonable Accommodation - a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have equal opportunity to use and enjoy a program, activity, or space, including a dwelling and that dwelling’s common use spaces.

3 Approval Process

Service Animal or Service Animal-in-Training

Service animals and service animals-in-training are permitted to accompany a person with a disability on a College campus for college activities, services, and programs. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff and faculty may ask two questions:

a. Whether the dog/miniature horse is a service animal required because of a disability; and
b. what work or task has the dog/miniature horse been trained to perform.

Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation, or ask that the animal demonstrate its ability to perform the work or task.

It is illegal to intentionally misrepresent an animal as a service animal or service-animal in training.

Housing: Students who plan to have a service animal or service animal-in-training in College housing must provide the Academic Assistance & Accommodations Coordinator sufficient notice, and so that appropriate arrangements regarding placement, roommates, etc. can be made.

Assistance Animal

Assistance Animals may be a reasonable accommodation for a person with a disability to live in on-campus housing under the FHA and ICRA. All assistance animals must be requested from and approved by the Academic Assistance & Accommodations Coordinator prior to being brought into a campus residence. Students should request an assistance animal at least 30 days in advance of the semester so that appropriate arrangements regarding accommodation determination, placement, roommates, etc. can be made.

Assistance animals are not service animals and do not accompany an individual at all times. Therefore, an approved assistance animal is only permitted in the individual's assigned campus residence facility, commonly referred to as apartment or dorm, the assigned residence’s common areas, and outdoor space. Assistance animals are not allowed in any other campus buildings.

Below is the general approval process. For specific details, contact the Academic Assistance &
Accommodations Coordinator.

1. **Formally request the accommodation from the Academic Assistance & Accommodations Coordinator.**

2. **Provide required documentation.**
   a. **Medical:** When it is not obvious what service an animal provides, the College may request a form from a health care provider or other qualified person which verifies the existence of a disability (without specifics on the nature of the disability) and disability-related need for the assistance animal. The health care provider or other qualified person should attest that the provider/person has (a) met with the student in person or via telemedicine; (b) is familiar with the student and the student’s disability, and (c) is qualified to provide opinions on the existence of a disability and whether the animal alleviates one or more symptoms or effects of the disability.
   b. **Rabies Certification** – As stated in local code, every owner of a dog or cat shall obtain a rabies vaccination for such animal. Iowa Central requires a copy of the animal’s rabies vaccination certificate. The certificate must include all the following information:
      i. Name and address of the handler or the individual who benefits from the animal’s use.
      ii. Breed, sex, date of birth (approximate age if date of birth unknown), color, markings, and other identifying information for the animal
      iii. Date of rabies vaccination and vaccine product information
      iv. Date the vaccination expires
      v. Name, license number, address, and signature of veterinarian who administered the vaccination

3. **Meet with the Academic Assistance & Accommodations Coordinator.**

4. **Sign required paperwork.**

The College may deny a request for an assistance animal or request a student resident remove an assistance animal from College housing in the timeframe determined by College personnel if:

- the animal poses a direct threat to the health or safety of others or would cause substantial property damage to the property of others;
- the animal’s presence results in an undue financial or administrative burden or fundamental alteration of the College’s housing; or
- the animal is not housebroken.

Note: The College will base such determinations upon consideration of the behavior of the particular animal at issue, and not on speculation or fear about the types of harm or damage an animal may cause.

For all service animals, service-animals-in-training, or assistance animals residing in the residence halls, the owner/handler of the animal must provide written consent for Iowa Central to disclose information regarding the presence of the animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel, potential and/or actual roommates/neighbors, and Iowa Central staff. Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

4 **Responsibility of Persons with Approved Animals**

Care and supervision of the animal are the responsibilities of the handler or the individual who benefits from the animal's use, further referred to as the “Owner.”

- The Owner of an animal is responsible for the safety, health, behavior and actions of the animal at all times.
- An animal must be supervised directly by the Owner, and the Owner must retain full control of
the animal at all times while on campus. The animal may be excluded from campus if out of control and the partner/handler cannot effectively control it; the animal’s behavior poses a direct threat to the health and safety of others; or if it is not housebroken.

- An animal must be in an animal carrier or controlled by a harness, leash or tether, unless these devices interfere with the animal’s work, the individual’s disability prevents using these devices, or the animal is within the Owner’s assigned apartment. In those cases, the handler must maintain control of the animal through voice, signal, or other effective controls.

- Animals may not be left unattended at any time on campus, except for animals left in the Owner’s assigned apartment.

- Iowa Central may request impoundment of an animal left for longer than a reasonable period of time. Owners of impounded animals will be held responsible for payment of any impound and/or license fees required to secure the release of their animals.

- All Owners are responsible for compliance with state and local laws concerning animals (including registration, vaccinations, and tags), for controlling their animals, for cleaning up any waste created by the animal, and for any damage caused by the animal to individuals or property while on an Iowa Central campus.

- If the Owner is to be absent from his/her residence overnight or longer the animal must accompany the Owner. In the case of an emergency or unexpected absence, the Owner must properly inform the Director of Residence Life or the Academic and Accommodations Coordinator.

- The animal must not obstruct or disturb any space or activity of the academic program including but not limited to: residence halls, classrooms and labs, other campus buildings or recreational areas, roads, walkways and passages on any part of campus.

- The Owner is responsible for all costs associated with flea/pest remediation associated with their animal.

- The Owner is responsible for all costs associated with any damages and/or excessive cleaning needs above regular wear and tear caused by the animal.

Specifically for assistance animals in the residence halls:

- The assistance animal may be left unattended only for reasonable periods of time, as determined by the Director of Residence Life or the Academic and Accommodations Coordinator based on the totality of the circumstances. Animals left unattended must be confined in an animal safe crate or kennel unless the individual’s disability prevents using these devices.

- Assistance animals must be well cared for at all times. Any evidence of mistreatment, abuse, or lack of clean and healthy living conditions may result in immediate removal of the assistance animals and/or discipline for the responsible individual.

- The student resident is responsible for cleaning up the animal’s waste and fluids and disposing of such in outside trash containers only. The student resident should carry equipment sufficient to clean up and properly dispose of the animal’s waste and fluids. Student residents who are not physically able to pick up and dispose of the animal’s waste and fluids are responsible for making arrangements for assistance; animal waste management is not the responsibility of the College.

- The College may take action against the student resident with an assistance animal for noise caused by an assistance animal to the same extent that it takes such action against other student residents who have caused similar noise.

- Should an assistance animal be removed from the premises for any reason, the student resident is expected to fulfill all housing obligations for the remainder of the housing contract.
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<th>5</th>
<th><strong>Requirements for Faculty, Staff, and Students</strong></th>
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<td>Faculty, staff, and students are required to abide by the following practices:</td>
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<td>A.</td>
<td>They are not to touch or pet a service or assistance animal unless invited to do so.</td>
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<td>B.</td>
<td>They are not to feed a service or assistance animal.</td>
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<td>C.</td>
<td>They are not to deliberately startle a service or assistance animal.</td>
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<td>D.</td>
<td>They are not to separate or to attempt to separate an Owner from his or her service or assistance animal.</td>
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<td>E.</td>
<td>They are not to inquire about the Owner's disabilities. The nature of a person's disability is a private matter.</td>
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Violation of these requirements may result in discipline in accordance with applicable student, employee, or faculty policies and procedures.

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<th>6</th>
<th><strong>Conflicts and Concerns</strong></th>
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<td>A person with a medical condition(s) should contact the Academic Assistance &amp; Accommodations Coordinator if they have a health or safety related concern about exposure to a service, service-in-training, or assistance animal. The person registering the concern may be asked to provide medical documentation that identifies the condition(s) allowing a determination to be made as to whether the condition is disabling and whether there is a need for a reasonable accommodation, based on the circumstances.</td>
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<th>7</th>
<th><strong>Damage or Injury</strong></th>
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<tr>
<td>Owners or handlers of approved animals are solely responsible for any damage to persons or property that the animal may cause on campus.</td>
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<th>8</th>
<th><strong>Faculty and Staff</strong></th>
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<tr>
<td>Faculty and staff who are otherwise qualified may request the accompaniment of a service or assistance animal in employment as reasonable accommodation for a disability, and in order to carry out the essential functions of their work with the College. In these situations, such requests for reasonable accommodation must be made to and will be assessed by the Human Resources Department.</td>
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<th>9</th>
<th><strong>Appeal Procedure</strong></th>
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<td>An affected person may appeal a decision made under this policy by presenting a written appeal to the Vice-President of Enrollment Management &amp; Student Development within fourteen (14) calendar days of the student's notice of the disputed decision. Within seven (7) calendar days of receipt of the written appeal, the Vice-President of Enrollment Management &amp; Student Development will form an ad hoc committee (composed of the Vice-President of Enrollment Management &amp; Student Development and four (4) other administrators selected by the Vice-President of Enrollment Management &amp; Student Development) to consider the appeal and issue a decision in response to the appeal within twenty-one (21) days after receipt of the written appeal. The decision of the ad hoc committee will be final and binding on all affected persons.</td>
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CHAPTER: Teach Out Policy

Revised: Number

SYNOPSIS:

1 General
2 Background
3 Policy

1 General: If the College expects to cease offering a program of study before all currently enrolled students have completed the program, the College will develop a Teach-out Plan and/or Teach-out Agreement, as appropriate. Iowa Central Community College follows the guidelines of the Higher Learning Commission for program- and institution-level teach-outs, which the Commission publishes on its website. These guidelines include requirements for institutions to provide for the equitable treatment of students enrolled in affected programs.

   1. A reasonable timeline for enrolled students to complete the program;
   2. Notification to affected students of any additional fees or charges.

Institutions have the option of developing internal teach-out plans, or reaching teach-out agreements with external institutions that allow students to complete their program requirements at another accredited institution. In many but not all cases, teach-out plans must be approved by the Commission.

2 Background: The decision to close a degree or certificate program should be made only after comprehensive review and discussion among the College’s leadership team. The College must be sensitive and responsive to the needs of affected students, faculty, and staff, which requires deep collaboration and ongoing, open communication among relevant academic and administrative department leaders across the institution.

For the purposes of the policy below, “program” refers to a postsecondary educational program that leads to an academic or professional degree, certificate, or other recognized educational credential.

3 Policy: Teach-out plans, including a communication plan, must have final approval at least 90 days prior to the intended date of announcing the program closure. Delayed approvals will result in a delay of both announcing the program closure and the final day of the teach out.

Teach-out plans must be consistent with all requirements and expectations of external agencies, including any relevant licensing or accrediting bodies.

The college is not obligated to retain faculty members hired specifically for the teach-out plan.

Following the decision to move an existing program into an internal teach out, the College will:

   • Implement a communication plan to address the needs of affected students, faculty, and staff
   • Stop recruiting and/or enrolling students into the program
   • Remove information from the college website and any other avenues of marketing
   • Establish a plan for students needing to complete the program
   • Publish guidance for how the college will assist affected students seeking to transfer to another institution instead of persisting through the teach-out;
   • Establish the date by which all teach-out activities will end
   • Maintain all academic and other relevant records in a secure manner for the required length of time and make them available to college leadership as needed.
An internal teach out requires a set of stipulations which students will be required to meet:

1. The College must publish a schedule of all courses needed by students to complete the program before the teach out end date. Students are expected to take the courses required when they are offered.
2. Students who are unsuccessful in one or more courses in the published sequence can retake those courses only if they are offered again before the end date of the teach out.
3. Students who are dismissed from the program and either fail to appeal their dismissal or are unsuccessful in their appeal lose their right to benefit under the teach out policy.
4. Students who withdraw or are dismissed from the program, or take a leave of absence after the teach out has been announced, may appeal to re-enter the program only if the courses they require to complete the program are available in the published course schedule and can be completed before the teach-out end date.
5. The College will assist those students who wish to transfer to another institution. Once students are accepted for transfer they will not be permitted to re-enroll in the program.

The College is not obligated to accommodate students who fail to meet these stipulations.

An external teach out (one that results in an agreement for students to complete their degree program at a different institution) requires a set of stipulations, established by the Higher Learning Commission, for the College to meet. In the event that students from Iowa Central Community College would need to complete their degree program at a different institution, the administrative team would work collaboratively with other community colleges, state institutions, and the Higher Learning Commission to ensure students received the best options available.
Affirmative Action Plan

Revised July 2020
EEO/AA
I. IOWA CENTRAL COMMUNITY COLLEGE EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION ADMINISTRATIVE STATEMENT

The College is fully committed to and endorses the principle of equal opportunity for all persons and does not discriminate in its employment and personnel practices on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or status as a protected veteran (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). As a contractor and recipient of federal and state financial assistance, the College, pursuant to federal and state law, is required to have a written affirmative action program/plan (AAP). The College’s AAP may be reviewed at the office of the College’s Human Resources Director.

The College’s AAP is a management tool designed to insure Equal Employment Opportunity. It is designed to provide guidance to management with respect to the College’s commitment to implement its Equal Employment Opportunity/Affirmative Action Policy. The College’s official policy statement, signed by its President, is included in the AAP. The College’s policy includes, without limitation, the following commitments:

- To continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or status as a protected veteran.

- To identify and analyze all areas of its employment process so as to further the principle of equal employment opportunity and so as employment decisions in all areas are made on the basis of furthering the objective of equal employment.

Recruitment and Selection

In conformity with applicable law, the recruitment, testing and hiring of all personnel will continue to be conducted without discrimination against any individual with regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or status as a protected veteran. Known sources of minority and women potential applicants will be contacted regularly so as to maximize the participation of such applicants.

Promotion

Individuals will continue to be upgraded and promoted, according to applicable job descriptions and according to applicable collective bargaining agreements, on the basis of their abilities, skills, and experience. The College ensures that minority and women employees who are qualified, as well as those who are qualified through training, are considered for promotion. In making promotion decisions, the supervisors directly involved and other appropriate personnel ensure that promotions are based on valid occupational qualification.
Transfers

When vacancies occur and according to applicable collective bargaining agreements, supervisors directly involved and other appropriate personnel will continue to make positive efforts to effect transfers of minority and women employees whenever such transfers will increase the likelihood of greater job opportunity in areas where minority and female employees may have been or may be underutilized.

Layoffs or Reduction in Force

If reductions in the College’s work force become necessary, they will be based on nondiscriminatory policies. The College will review those persons affected by the reductions to assure compliance with this policy and to ensure that minorities and women are treated in a non-discriminatory manner with respect to layoff and recall.

Dissemination of Policy

Internal: The College’s Equal Employment Opportunity/Affirmative Action Policy is available to all employees as set forth in the Personnel Handbook, is posted on official bulletin boards, and is discussed with employees in employee orientation. Supervisors and managers are responsible for both affirmative action compliance and policy implementation.


The College’s EEO/AAP Officer meets periodically with appropriate administrative personnel to review the progress made and to develop alternatives if required in the implementation of the College’s equal employment opportunity and affirmative action plan. The affirmative action plan is reviewed in its entirety and updated every two years and, at that time, the total Plan is reviewed with appropriate administrative personnel.

Dr. Daniel P. Kinney. President
Board approval July 14, 2020
AMERICANS WITH DISABILITIES ACT POLICY

The College is committed to compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended, Iowa Code Chapter 216, and other applicable federal and state laws and regulations. Opportunities will be provided for qualified persons with disabilities in every activity, program, or service operated or sponsored by the College including, but not limited to employment, academic benefits, services, and programs. The College is committed to providing reasonable access and/or accommodations to all programs, services, jobs and facilities. All College employees work to ensure campus accessibility for persons with disabilities, which would include, but not be limited to, employment practices, facilities use and maintenance, admissions, services, programs, and activities, except where to do so would result in fundamental alteration to the essential requirements of the program or the job or place undue financial and administrative burdens upon the College.

II. COORDINATOR OF THE COLLEGE EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PLAN

Responsibility for equal employment and educational opportunity throughout the College rests with the President. The President has appointed Kimberly N. Whitmore as the College's EEO/AA Officer with the responsibility to coordinate the development and implementation of the College's equal employment opportunity and affirmative action plan. These responsibilities include:

- Update the EEO/AA Plan every two years
- Establish and implement process for disseminating the EEO/AA polices and Plan
- Administer the EEO grievance procedure
- Provide an EEO/AA report to the Board every two years
- Submit required annual report to the Iowa Department of Education through the process established by the Department of Education
- Monitor progress toward achieving EEO/AA Plan goals
- Coordinate and monitor record keeping as applies to the EEO/AA Plan
- Provide training for employees related to the EEO/AA policies and Plan

All EEO grievances, questions, or requests for information should be referred to:
Kimberly N. Whitmore
EEO/AA Officer
Iowa Central Community College
One Triton Circle
Fort Dodge, Iowa 50501
Phone: 515-574-1138
DISCRIMINATION COMPLAINT PROCEDURES

It is the policy of Iowa Central Community College to provide for the prompt, fair, and impartial consideration and disposition of complaints involving issues of discrimination on grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability without fear of reprisal or sanctions. For this purpose, the following complaint procedures are instituted for all Iowa Central Community College employees, students, and all persons who have submitted application for employment or admission to Iowa Central Community College. Iowa Central Community College assures that full cooperation will be provided to any individual who files a complaint of discrimination. Further, the College will carry out, as appropriate in each individual case, the terms of the complaint adjustment.

Persons wishing to file a complaint may decide to resolve the matter through the informal complaint procedure, the formal complaint procedure, or both, following the steps outlined below. The complainant may contact the College's EEO/AA Officer at any time for advice.

Informal Complaint Procedure

For employees and persons who have submitted application for employment: Any of the aforementioned persons who have a discrimination complaint and wish to use the informal complaint procedure will proceed in the manner described. The individual will schedule an informal discussion with his/her immediate supervisor, or, in the case of prospective employees, with the person alleged to have committed the act of discrimination. This informal discussion will be held within ten (10) working days following the occurrence of the matter which caused the individual to believe discrimination has occurred, or ten (10) working days after he/she has discovered the matter, provided the discovery is within six (6) months of the occurrence of the matter. At this informal discussion the individual and the supervisor may each request the presence of a third party and/or the College's EEO/AA Officer. An effort will be made at the time by both parties to resolve the issue. If the complaint is not resolved, the complainant may then proceed, within the following 30 calendar days, through the administrative line of authority to carry his/her complaint to the succeeding levels of supervision.

An informal resolution can be achieved at any time in this process if all parties are satisfied with the adjustment of the complaint.

Formal Complaint Procedure

For employees and persons who have submitted application for employment: The formal complaint procedure will be used by all Iowa Central Community College employees and all persons who have submitted applications for employment or admission. Iowa Central Community College requires that an aggrieved person who believes that he/she has been discriminated against because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability submit a written complaint to the College's EEO/AA Officer. This written complaint will be sent to the College's EEO/AA Officer within 30 calendar days following the occurrence of the matter which causes the aggrieved person to believe discrimination has occurred, or 30 calendar days after he/she discovered the matter. The written complaint should contain the date of occurrence of the matter, location, party or parties involved, witnesses, and the facts and/or rationale of the complaint.
The complainant will have an interview with the College's EEO/AA Officer to discuss the complaint. The College's EEO/AA Officer shall advise the complainant as appropriate of the following rights:

He/she may have a representative with him/her at any meetings with the EEO/AA Officer.

The complainant may, at any time within the complaint procedure, but within 90 days of the occurrence of the matter, file a complaint with the Human Rights Commission in Fort Dodge.

The complainant may file a complaint with the Iowa Civil Rights Commission in Des Moines within 180 days of the occurrence of the matter, and with the U.S. Equal Employment Opportunity Commission in Kansas City within 360 days of said occurrence.

He/she may also be advised of the right to file a complaint with any other appropriate agency(ies).

The EEO/AA Officer will have 21 calendar days in which to make a complete inquiry into the complaint. The EEO/AA Officer may conduct the investigation personally or through the use of a qualified fact-finder selected from a list of College employees trained by the EEO/AA Officer or an appropriate agency for this purpose. This inquiry will include a thorough and documented review of the circumstances under which the alleged discrimination occurred. The inquirer shall be permitted access to relevant data and to all individuals involved.

The EEO/AA Officer will contact the complainant within 21 days and furnish this individual with a written summary of the inquiry.

If a satisfactory resolution of the complaint is arrived at, the terms of said resolution shall be reduced to writing and made a part of a Complainant File, with a copy of the terms of the resolution provided the complainant.

If a satisfactory resolution of the complaint is not arrived at, the complainant shall be advised of the EEO/AA Officer's recommended disposition of the complaint. The complainant will have ten days to request, in writing, that the President review the complaint. The President will review the complaint and take such action as he deems appropriate within fifteen days after receiving the complaint.

These procedures will be regarded as minimum standards for furnishing any person an opportunity to be heard on complaints regarding suspected acts of discrimination. The complainant reserves the right to withdraw the complaint at any time during informal or formal complaint procedures.

Because this Plan is a management tool designed to insure Equal Employment Opportunity, the Plan contains a work force analysis and a quantitative analysis designed to evaluate the composition of the work force at the College and compare it to the composition of the relevant labor pools. When underrepresentation of females, minorities, and/or persons with disabilities is found to exist, the Plan also contains a qualitative analysis and goals and qualitative goals and objectives designed to address that underrepresentation.
### III. Work Force Analysis

**Within Each Major Job Category by EEO-1 Categories**

11/01/2019

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>% Female</th>
<th>NM</th>
<th>Blk/A.A.</th>
<th>Asn</th>
<th>Hisp/Lat.</th>
<th>Nat. Haw.</th>
<th>Am. Ind.</th>
<th>2+ Minor.</th>
<th>D</th>
<th>% D</th>
<th>NR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
<td>41</td>
<td>19</td>
<td>22</td>
<td>54%</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Professionals/Other</td>
<td>596</td>
<td>278</td>
<td>318</td>
<td>53%</td>
<td>550</td>
<td>12</td>
<td>7</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>4%</td>
<td>1</td>
<td>0%</td>
<td>5</td>
</tr>
<tr>
<td>Technicians</td>
<td>11</td>
<td>9</td>
<td>2</td>
<td>18%</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Admin. Support Workers</td>
<td>17</td>
<td>0</td>
<td>17</td>
<td>100%</td>
<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Craft Workers</td>
<td>13</td>
<td>10</td>
<td>3</td>
<td>23%</td>
<td>12</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Operatives</td>
<td>9</td>
<td>7</td>
<td>2</td>
<td>22%</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Laborers</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0%</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Service Workers</td>
<td>26</td>
<td>15</td>
<td>11</td>
<td>42%</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>1</td>
<td>4%</td>
<td>2</td>
<td>8%</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>716</td>
<td>341</td>
<td>375</td>
<td>52%</td>
<td>668</td>
<td>12</td>
<td>8</td>
<td>18</td>
<td>0</td>
<td>1</td>
<td>4%</td>
<td>3</td>
<td>0%</td>
<td>5</td>
</tr>
</tbody>
</table>

Key: NM – Non-Minority, Blk – Black or African American (not Hispanic or Latino), Asn – Asian (Not Hispanic or Latino), Hisp/Latino – Hispanic or Latino, Nat. Haw. – Native Hawaiian or Other Pacific Islander, Am. Ind. – American Indian or Alaskan Native), 2+ – Two or More Races, D – Disability, NR – No Response

Attached is a list of the job titles that comprise each job group.
**Officials/Managers**
(Officials & Administrators, Management-related Occupations, Supervisors)

- 8 Week Online Programs Coordinator
- Academic Resource Center Director
- Adult Education and Literacy Director
- Advising Director
- Bookstore Manager
- Business and Industrial Technology Dean
- Business Office Director
- Business Office Supervisor
- Computer Networking Program Director and Distance Learning Developer
- Correctional Facilities Programs Coordinator
- Corrections Education Coordinator, Fort Dodge Correctional Facility and North Central Correctional Facility
- Development and Alumni Relations Executive Director
- Distance Learning Dean
- Economic and Community Education Director
- Economic Workforce Development and Continuing Education Executive Director
- Enrollment Management Director
- Financial Aid Director
- Housing Director and Assistant Football Coach
- Human Resources Director
- Institutional Technology Director and Adjunct Instructor
- Intercollegiate Athletics Director and Athletic Fundraising Director
- Iowa Central Fuel Testing Laboratory Director and Adjunct Instructor
- Liberal Arts Dean
- Nursing Director
- Physical Facilities Director
- President
- Public Information Director
- Registrar
- Science, Technology, Engineering, Mathematics, and Medicine (STEMM) Dean
- Storm Lake Center Director
- Student Life and Activities Director and Fort Dodge Community Recreation Center Executive Director
- Transportation Technology Center Director
- TRIO Student Support Services Program Director
- Vice President of Enrollment Management and Student Development
- Vice President of External Affairs and Government Relations
- Vice President of Finance and Operations
- Vice President of Instruction
- Webster City Center Director
- Willow Ridge General Manager
Workforce Programs Director

Professionals/Others
(Accountants, Teachers/Trainers, Counselors, Librarians, Writers, Editors, Reporters, Athletes and Related Workers)

Academic Advisor
Academic Assistance and Accommodations Coordinator
Academic Assistance Specialist and Assistant Men’s and Women’s Sports Shooting Coach
Accountant
Account Payable Coordinator
Adult Education and Literacy Coordinator
Adult Education and Literacy ESL Coordinator
Adult Education and Literacy Instructor
All Faculty Positions (full-time and adjunct instructors)
Advising and Success Coach
Advising and Success Coach and Head Dance Teams Coach
Advising and Success Coach and Head Men’s and Women’s Golf Coach
Advising and Success Coach and Head Men’s and Women’s Cross Country Coach and Assistant Men’s and Women’s Track and Field Coach
Assistant Athletic Trainer
Assistant Registrar
Athletic Bands Director and Adjunct Instructor
Athletic Compliance Coordinator and International Admissions
Athletic Marketing and Communications Specialist and Head Volleyball Coach
Athletic Trainer
Bookstore Assistant Manager
Business and Industrial Technology Department Associate
Business Information Technology (BIT) Center Coordinator and Adjunct Instructor
Career Academy Specialist
Career Navigator Specialist
Career Navigator and ESL Support Specialist
Career Services Coordinator and Adjunct Instructor
College and Community Fine Arts Director and Accompanist
Community Education Assistant Director
Community Promotions Specialist
Construction Technician, Adjunct Instructor, and Carpentry Program Coordinator
Carpentry Program Construction Technician and Adjunct Instructor
Corrections Education Associate
Decker Auditorium Manager and Technical Theatre Coordinator
Dental Hygiene Clinic Manager and Health Science Compliance Coordinator
Distance Learning Assistant Coordinator
Distance Learning Associate
Distance Learning Enrollment Coordinator
Distance Learning Financial Aid Assistant Director
Distance Learning Financial Aid Coordinator
Distribution Services Assistant Coordinator
Distribution Services Coordinator
Economic Development Assistant Director
Electrical and Mechanical Maintenance Industrial Trainer and Adjunct Instructor
Emergency Medical Services Coordinator and Adjunct Instructor
Enrollment Management Assistant Director
Enrollment/Recruiting Specialist
Financial Aid Assistant Director
Financial Aid Coordinator
Financial Aid Processor
Head Athletic Trainer
Head Men’s and Women’s Rodeo Team Coach
Health Sciences Associate
Health Services Coordinator
Housing Assistant Director and Assistant Men’s and Women’s Rodeo Team Coach
Housing Coordinator and Assistant Baseball Coach
Housing Coordinator and Assistant Football Coach
Housing Coordinator and Assistant Men’s and Women’s Bowling Coach
Housing Coordinator and Assistant Men’s and Women’s Track & Field Coach
Housing Coordinator and Assistant Men’s Basketball Coach
Housing Coordinator and Assistant Men’s Soccer Coach
Housing Coordinator and Assistant Rugby Coach
Housing Coordinator and Assistant Volleyball Coach
Housing Coordinator and Assistant Women’s Basketball Coach
Housing Coordinator and Assistant Women’s Soccer Coach
Housing Manager
HSED Instructor/Facilitator, Fort Dodge Correctional Facility
HSED/Title I Instructor/Facilitator, North Central Correctional Facility
Human Resources Coordinator
Institutional Effectiveness Coordinator
Industrial Mechanics Program Coordinator, Industrial Trainer, and Adjunct Instructor
Intercollegiate Athletics Assistant Director and Assistant Football Coach
Intercollegiate Athletics Assistant Director and Assistant Softball Coach
Intercollegiate Athletics Assistant Director and Head Men’s and Women’s Bowling Coach
Intercollegiate Athletics Assistant Director and Head Men’s and Women’s Swim Coach
Intercollegiate Athletics Assistant Director and Head Men’s Basketball Coach
Intercollegiate Athletics Assistant Director and Head Rugby Coach
International Student Services Coordinator
Intramurals Director, Student Life and Activities Coordinator, and Assistant Football Coach
Leadership and Safety Industrial Trainer
Liberal Arts Associate Dean
Life Skills Instructor/Facilitator, Fort Dodge Correctional Facility
Technicians
(Science Technologists and Technicians, Computer Programmers)

Computer System Analyst
Distance Learning Help Desk and LMS Specialist
Iowa Central Fuel Testing Laboratory Coordinator
Iowa Central Fuel Testing Laboratory Manager
Iowa Central Fuel Testing Laboratory Supervisor
Iowa Central Fuel Testing Laboratory Technician II
Technology Specialist and Adjunct Instructor
Website Technology Specialist

Administrative Support Workers

Administrative Assistant and Physical Facilities Scheduling Coordinator
Administrative Assistant
Admissions Activities Coordinator
All Secretary Positions (full-time and part-time)
Assistant to the Athletic Director and Head Cheer Coach
Corrections Education Office Manager, Fort Dodge Correctional Facility and North Central Correctional Facility
Assistant to the President and Board of Directors’ Secretary

Craft Workers
(Mechanics and Repairers, Construction Trades, Plant and Systems Operators)

Mechanical/HVAC Maintenance Coordinator
Mechanical Maintenance Coordinator
Physical Facilities Assistant
Physical Facilities Assistant Coordinator
Physical Facilities Assistant Director
Physical Facilities Coordinator
Physical Facilities Coordinator (Apartment Maintenance)
Physical Facilities Evening Shift Coordinator
Physical Facilities Night Shift Coordinator
Structural Maintenance Coordinator
Webster City Physical Facilities Coordinator

Operatives
(Transportation Occupations)

Driver Education Coordinator
Part-Time Bus Drivers
Transportation Technology Center Associate
Transportation Technology Center Lead Field Trainer
Transportation Technology Center Field Trainers

**Laborers**
(Groundskeepers)

Grounds Coordinator
Turf Management and Athletic Fields Coordinator
Willow Ridge Grounds Superintendent

**Service Workers**
All “Custodian” positions (full-time and part-time)
Campus Security Specialist (full-time and part-time)
## ORGANIZATIONAL DISPLAY

**11/1/2019**

<table>
<thead>
<tr>
<th>Department</th>
<th>Title of Supervisor</th>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>President</td>
<td>Male</td>
<td>White</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong># of Incumbents</strong></td>
<td><strong>Hispanic/Latino</strong></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Title of Supervisor</th>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Management and Student Development</td>
<td>Vice President, Enrollment Management and Student Development</td>
<td>Male</td>
<td>White</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong># of Incumbents</strong></td>
<td><strong>Hispanic/Latino</strong></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
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<td>70</td>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Title of Supervisor</th>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>Vice President, Instruction</td>
<td>Female</td>
<td>White</td>
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<tr>
<td><strong># of Incumbents</strong></td>
<td><strong>Hispanic/Latino</strong></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
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<tr>
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</tr>
<tr>
<td>2</td>
<td>1</td>
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</tr>
</tbody>
</table>
IV. QUANTITATIVE ANALYSIS

From data available to the Iowa Central Community College, a quantitative analysis was conducted comparing work force analysis figures with the availability of qualified or qualifiable members of racial / ethnic groups and women within the relevant labor market (regional labor force including Iowa, Minnesota, Illinois, Missouri, and Nebraska). It was determined that data does not exist as to the availability of qualified or qualifiable persons with disabilities within the relevant labor market. Therefore, a quantitative analysis could not be conducted comparing work force analysis figures of persons with disabilities with the availability of qualified or qualifiable persons with disabilities within the relevant labor market. From this analysis, it can be reasonably concluded that underrepresentation exists as reported below by major job category:

Areas of Underrepresentation

<table>
<thead>
<tr>
<th>Major Job Category</th>
<th>Female</th>
<th>Minorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Professionals/Other</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Technicians</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Administrative Support Workers</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Craft Workers</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Operatives</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Laborers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Workers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Attached is the quantitative and qualitative Analysis and goals documentation.
The placement goals identified below serve as objectives or targets reasonably obtainable by means of applying good faith efforts to all aspects of the Affirmative Action Plan work. The College's determination that a placement goal is warranted constitutes neither a finding nor an admission of discrimination. Placement goals are not rigid or inflexible goals which must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The placement goals do not create set asides for specific groups, are not quotas, and or are not intended to achieve proportional representation or equal results. The College's placement goals do not supersede merit selection principles.

*Regional labor force for Officials/Managers and Professionals/Other includes Iowa, Minnesota, Illinois, Missouri, and Nebraska.

**Officials/Managers (41—22 females, 0 minority)**
- Females currently in job group: 54%
- Minorities currently in job group: 0%

Availability of females in regional labor force: 40% Availability of minorities in regional labor force: 13%

Placement Goal:
Add 6 minority employees:

\[
41 \times 13\% \times 0 = 0
\]

Transferability Pool:
Employees from Professional category could transfer into a lot of these positions and those already in this category could transfer into another position. Examples: Faculty -> Department Chair -> Administration.

**Professionals/Other (596—318 females, 41 minorities)**
- Females currently in job group: 53%
- Minorities currently in job group: 7%

Availability of females in regional labor force: 54% Availability of minorities in regional labor force: 17%

Placement Goal:
Add 61 minority employees:

\[
596 \times 17\% \times 41 = 61
\]
Transferability Pool:
Some employees in this category could transfer from one position to another. Example: Trainers and Corrections Facilitators/Instructors -> Faculty.

Technicians (11—2 female, 0 minority)

Females currently in job group: 18%
Minorities currently in job group: 0%

Availability of females in Region 5 labor force: 66%
Availability of minorities in Region 5 labor force: 4%

Placement Goal:
Add 6 female employees:

11 (Total current employees in job group) X 66% (available females) = 8 — 2 (current # in job group) = 6

Add 1 minority employee:

11 (Total current employees in job group) X 4% (available minorities) = 1 — 0 (currently no minorities in job group) = 1

Transferability Pool:
Most applicants/employees in this job group come from our Computer Networking Program and Fuel Testing Program and could move into leadership roles with demonstrated dedication, experience, and expertise.

Administrative Support Workers (17—17 female, 0 minority)

Females currently in job group: 100%
Minorities currently in job group: 5%

Availability of females in Region 5 labor force: 53%
Availability of minorities in Region 5 labor force: 6%

Placement Goal:
Add 1 minority employees:

17 (Total current employees in job group) X 5% (available minorities) = 1 — 0 (currently no minorities in job group) = 1

Transferability Pool:
The wages offered for these positions would not be feasible for someone to relocate. Employees in secretarial positions could transfer into such positions as Administrative Secretary, Coordinators, or Office Managers.
Craft Workers (13—3 female, 1 minority)
Females currently in job group: 17%
Minorities currently in job group: 6%

Availability of females in Region 5 labor force: 5%
Available of minorities in Region 5 labor force: 7%

Placement Goal:
Continue to promote and recruit females and minorities.

Transferability Pool:
Construction Technicians could be promoted to Coordinator with demonstrated leadership capabilities.

Operatives (9—2 female, 0 minority)
Females currently in job group: 17%
Minorities currently in job group: 0%

Availability of females in Region 5 labor force: 26%
Availability of minorities in Region 5 labor force: 18%

Placement Goal:
Add 1 female employees:

9 (Total current employees in job group) X 26% (available females) = 3 — 2
(current # in job group) = 1

Add 2 minority employees:

9 (Total current employees in job group) X 18% (available minorities) = 2 — 0 (currently no minorities in job group) = 2

Transferability Pool:
Field trainers could transfer into transportation coordinator positions and coordinators could transfer into the director role with demonstrated leadership capabilities.

Laborers (3—0 females, 0 minority)
Females currently in job group: 0%
Minorities currently in job group: 0%

Availability of females in Region 5 labor force: 13%
Availability of minorities in Region 5 labor force: 21%

Placement Goal:
Add 1 female employees:
3 (Total current employees in job group) X 13% (available females) = 1 — 0
(currently no females in job group) = 1

Add 1 minority employees:

3 (Total current employees in job group) X 21% (available minorities) = 1 — 0
(current # in job group) = 1

Transferability Pool:
Groundskeepers could transfer into coordinator positions within the physical facilities area with demonstrated expertise in other areas.

Service Workers (26—11 females, 1 minority)
Females currently in job group: 33%
Minorities currently in job group: 6%

Availability of females in Region 5 labor force: 68%
Availability of minorities in Region 5 labor force: 10%

Placement Goal:
Add 7 female employees:

26 (Total current employees in job group) X 68% (available females) = 18 — 11
(current # in job group) = 7

Add 2 minority employees:

26 (Total current employees in job group) X 10% (available minorities) = 3 — 1
(current # in job group) = 2

Transferability Pool:
Custodians could transfer into coordinator positions within the physical facilities area with proven abilities.
June 9, 2020

Iowa Central Community College
916 Russel St
Storm Lake, IA 50588

Dear Friends,

Thank you for your very generous donation of face shields you donated to Faith, Hope and Charity. We appreciate your in kind donation! Your willingness to provide these services to be used in our ministry is a great help to our ministry and we truly appreciate this gift. The work you have done will affect lives locally. We served over 1,600 children and adults in the FY 2018-19.

Thanks again

Sincerely

Scott Koedam
Associate Director of Development
Dear Iowa Central College,

Thank you for supporting our school. Your generosity helps make Pocahontas Catholic School the great school that it is. May God always watch over and bless you!

Thank you for the $500 Scholarship you donated to our annual Dinner Auction.

What a great contribution!

Sincerely,

[Signature]

Jean Crown, the Students and Staff of Pocahontas Catholic School
Dr. Kinney and staff,
Thank you so much for the Beautiful Flower arrangement on behalf of my mother's passing!
We appreciate your thoughts and prayers for my mom and family!

Thank You,
Nancy Crimmins
(Mark's Wife 😊)

The family of Mary Jane Zaccone acknowledges with deep appreciation your kind expression of sympathy

Martin and Family
Thank you for the beautiful plant, after the passing of my brother in law.  
Mark, laurie Sharp + family

Dona Central Community College  
Board Administration + Staff  

Thank you for the beautiful plant sent in remembrance of my father in law. It was very much appreciated.  

The Family Of Orval Herman  
Would Like To Express Their Gratitude For Your Kind Expressions Of Sympathy.  

Chris + Katie Cleveland + family
Many thanks for the flowers, from Board, Administration, and staff.

Perhaps you sent a lovely card,
   Or sat quietly in a chair.
Perhaps you sent a funeral spray,
   If so we saw it there.
Perhaps you spoke the kindest words,
   As any friend could say;
Perhaps you were not there at all,
   Just thought of us that day.
Whatever you did to console our hearts,
   We thank you so much whatever the part.

— Martha Lee Frazier Sherman —
The family of

John Peters
(father of Justin Peters)