I. Call to Order
II. Approve Agenda
III. Consent Agenda
   1. Minutes pgs. 4-8
      A. June 14, 2022 regular meeting.
   2. Communications
      Hires:
      Stephenie Black:
      Business Office Coordinator; effective July 5, 2022; with salary at the annual rate of $37,091.00.
      Marissa Gruenberg:
      Accommodations Assistant Director; effective July 1, 2022; with salary at the annual rate of $44,046.00.
      Jordan Miller:
      Corrections Education Coordinator, FDCF; effective July 1, 2022; with salary at the annual rate of $52,743.12.
      Colton Morman:
      ABE Teacher, FDCF; effective July 1, 2022; with salary at the annual rate of $44,046.00.
      Bryce Pierce:
      Housing Coordinator and Assistant Men’s and Women’s Swim Coach; effective July 1, 2022; with salary at the annual rate of $33,612.00.
      Phil Queen:
      Willow Ridge Restaurant Supervisor and Adjunct Instructor; effective June 17, 2022; with salary at the annual rate of $40,569.12.
      Rachel Sarabia Ortiz:
Grant and Research Specialist; effective July 1, 2022; with salary at the annual rate of $58,025.00.

Paige Stewart:
Bookstore Coordinator; effective July 5, 2022; with salary at the annual rate of $36,732.00.

Tonia Vance:
Secretary; effective July 1, 2022; with salary at the annual rate of $36,454.60.

Resignations:
Ronald D. Grossnickle:
Transportation Technology Center Field Operator; effective June 15, 2022.

Craig A. Juilfs:
Student Services Assistant Director, Admissions; effective July 29, 2022.

3. 28E Agreement with Laurens Marathon CSD  pg. 9

IV. President’s Report

1. Strategic Plan:
The Board will be presented with the Strategic Plan. Information will be available at the meeting.

2. Purchase of Property:  pgs. 10-16
The Board will be asked to approve the contract to purchase property, attached.

3. Enrollment Management Plan Summary:  pgs. 17-51
The Board will be asked to approve the Enrollment Management Plan, attached.

4. Public Hearing and Bid Approval for the Center for Performing Arts:

5. The public hearing to accept the bid for the Iowa Central Community College Center for Performing Arts was set at the June 12th Board meeting and will be held Tuesday, July 14th at 5:00 pm.

6. Reimbursement Resolution:  pgs. 52-57
The Board will be asked to approve the attached Reimbursement Resolution, attached.

7. Employee Handbook Update:
The Board will be presented with the updated Employee Handbook. Information will be available at the meeting.

8. Board Policy Updates:  pgs. 58-108
The Board will be asked to approve the attached and update Board Policies, attached.

9. IACCT Update:
An update will be given on the IACCT meeting that was held Thursday June 11, 2020.

10. Foundation Board Update:
An update will be given on the Foundation Board meeting which was held Tuesday, June 22, 2021.

10. Government Relations Update:
   Jim will give the Board a Government Relations Update.

11. President’s Update:
    Dr. Ulrich will give an update to the Board.

12. Possible Closed Session on Litigation:
    A closed session may be necessary to discuss litigation.

13. Possible Closed Session on Negotiations Strategy:
    A closed session may be necessary to discuss negotiations strategy.

14. Possible Closed Session on Personnel:
    A closed session may be necessary to discuss personnel.

15. Possible Closed Session on Real Estate:
    A closed session may be necessary to discuss real estate.

1. Board Communication  pgs. 109-112
   A. Events, Notes, Etc.

2. Unfinished Business

3. Adjournment

The next regular meeting of the Board is scheduled for Tuesday, August 9, 2022.
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 14, 2022, in the Triton Café, Warren Hunt Conference Rooms 100-101.

I. Call to Order

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

The following members were found to be present: Tom Chelesvig, Larry Hecht, Andrea Oswald, Bennett O’Connor (present at 5:04), Brandon Wessels, Darrell Determann, Connie Smith, and Doug McDermott. Absent: Mark Crimmins

Also present for the meeting were Vice Presidents, Tom Beneke, Dr. Stacy Mentzer, Jim Kersten, and Angie Martin, Mary Ludwig, and Secretary, Ally Walter.

II. Approve Agenda

Moved by Brandon Wessels and seconded by Tom Chelesvig to approve, with two additions to resignations. Motion carried unanimously.

III. Approve Consent Agenda

Approve Minutes
A. May 10, 2022, regular meeting and May 31, 2022 special meeting.

Approve bills and claims for payment
A. For the month ending May 31, 2022

Communications
A. Approve Employment:
   Makenzie Dornath:
   Financial Air Coordinator; effective June 6, 2022; with salary at the annual rate of $37,711.00.
Joseph A. Hanson;
Computer Networking Technology Associate; effective May 23, 2022; with salary at the annual rate of $40,942.00.

Adriana Valeriano:
Corrections Education Navigator; effective June 1, 2022; with salary at the annual rate of $38,454.00.

A. Terminations:
Harry Anthony Mayer:
Life Skills Instructor/Facilitator, Fort Dodge Correctional Facility; effective June 18, 2022.

B. Resignations:
Tremayne A. Banks:
Housing Coordinator, Assistant Men’s and Women’s Track and Field Coach; effective June 24, 2022.

Nicholas T. Ekel:
Advising and Success Coach, Head Men’s and Women’s Track and Field Coach, Assistant Men’s and Women’s Cross Country Coach; effective June 27, 2022.

Molly K. Hiveley:
Marketing Specialist; effective June 3, 2022.

Christopher M. Madison:
Technology Specialist and Adjunct Instructor; effective June 17, 2022.

Robyn C. Neese:
Financial Aid Coordinator; effective June 3, 2022.

Linnea J. Newell:
Mental Health Counselor; effective June 30, 2022.

Sydney B. Nordan:
Housing Coordinator and Assistant Women’s Soccer Coach; effective May 31, 2022.

Brian P. Ortmeier:
Athletic Coordinator and Head Women’s Basketball Coach; effective June 6, 2022.
Kara M. Weyand:
Professor, Humanities Department and Coordinator, Humanities Program;
effective August 8, 2022.

Secretary Reports
1. Financial Reports:
   For the General, Auxiliary, Plant, Agency, Scholarship, and Loan funds for the
   month ending May 31, 2022.
   
   Moved by Darrell Determann and seconded by Doug McDermott to approve, as attached.
   Motion carried unanimously.

   A. President
      1. Greehey Final Completion Resolution:
         The Board will be asked to approve the final completion resolution for the
         Greehey Family Student Success Center.
         
         Moved by Bennett O’Connor and seconded by Andrea Oswald to approve. Motion carried
         unanimously.

         2. New Jobs Training Bond Sale:
            The Board will be asked the approve the bid for the NJT Bond Sale, information
            will be available at the meeting.
            
            Moved by Darrell Determann and seconded by Doug McDermott to approve. Motion carried
            unanimously.

         3. Bid Approval for the Arts and Technology Building:
            The Board will be asked to approve the bid for the Art and Technology Building,
            information will be available at the meeting.
            
            Moved by Tom Chelesvig and seconded by Connie Smith to approve. Motion carried
            unanimously.

         4. 28E Agreement with Greene County and Career Academy:
            The Board will be asked to approve the 28E Agreement with Greene County.
            
            Moved by Doug McDermott and seconded by Brandon Wessels to approve. Motion carried
            unanimously.

         5. 28E Agreement for CCTC position with FDCSD:
            The Board will be asked to approve the 28E Agreement with FDCSD.

   Return to Agenda
Moved by Bennett O’Connor and seconded by Andrea Oswald to approve. Motion carried unanimously.

6. IACCT Update:
The Board will receive an update on Trustees meetings.
Updated.

7. Government Relations Update:
The Board will receive a Government Relations Update.
Updated.

8. President’s Update:
The Board will receive an update from the President.
Updated.

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

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

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

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

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

V. Unfinished Business
None.

VI. New Business
None.

VII. Adjournment
Moved by Tom Chelesvig and seconded by Connie Smith to approve. Motion carried unanimously.

Next Meeting
The next regular meeting of the Board is scheduled Tuesday, July 12, 2022, at 5:00 p.m.

Allyson Walter
Secretary

ATTEST:

Mark R. Crimmins
President
28-E Agreement
Laurens Marathon Community School District
and
Iowa Central Community College

CODE OF IOWA 28E – AGREEMENT OF COOPERATION

WHEREAS, it is in the mutual best interests of Laurens Marathon and Iowa Central Community College

WHEREAS, Iowa Code Chapter 28E provides guidelines and a mechanism for such coordination through a 28E Agreement; and

WHEREAS, it is necessary and desirable to stipulate the scope of participating between the entities involved pursuant to Iowa Code Chapter 28E; and

WHEREAS, Laurens Marathon and Iowa Central Community College desire to enter into a 28E Agreement for the purposes of facilitating the educations of students and adults who enroll in coursework through Iowa Central Community College share resources available through various sources of funding

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties signatory stipulate and agree as follows:

I. IOWA CODE CHAPTER 28E AGREEMENT

A. The parties hereby will create a learning environment consisting of the Shop Area and ICN classroom at Laurens Marathon

B. The purposes of the classrooms:
   1. Provide CTE academic education to students enrolled at Iowa Central
   2. Provide CTE academic education to adults enrolled at Iowa Central

II. MISCELLANEOUS PROVISIONS

A. The duration of this Agreement is one year beginning on the 1st day of August 2022 and ending on the 31st day of July 2023.

B. This Agreement may be renewed annually by the parties, but only by affirmative, written renewal signed by all parties to any such renewal.

C. Iowa Central Community College will make payment to Laurens Marathon in the amount of $1,000 per month to be paid in two installments for the use of the classrooms and to cover the utility costs at Laurens Marathon.

D. Payment will occur in two installments on the first day of December 2022 and the first day in May 2023. The installment amounts represent half the agreed upon amount, $6,000

Laurens Marathon Board President Date

Amy Attest

Iowa Central Community College Board President Date

Attest
REAL ESTATE CONTRACT-INSTALLMENTS
Recorder’s Cover Sheet

Preparer Information: (name, address and phone number)
Ryan A. Kehm, 706 1st Ave North, Fort Dodge, IA 50501, 515-573-2191

Taxpayer Information:
Iowa Central Community College, One Triton Circle, Fort Dodge, IA 50501

Return Document To:
Ryan A. Kehm, 706 1st Ave North, Fort Dodge, IA 50501, 515-573-2191

Grantors:
Jill Sherman f/k/a Jill M. Miller

Grantees:
Iowa Central Community College

Legal Description: The North 62 feet of Lots 1 and 2 and the North 62 feet of the West 8 1/3 feet of Lot 3, Block 15, Original Town of Fort Dodge, Webster County Iowa

Document or instrument number of previously recorded documents:
REAL ESTATE CONTRACT-INSTALLMENTS

IT IS AGREED on _______________, by and between Jill Sherman f/k/a Jill Miller, 1306 National Avenue, Fort Dodge, of the County Webster, State of Iowa (“Seller”); and Iowa Central Community College, One Triton Circle, Fort Dodge, of the County of Webster, State of Iowa (“Buyer”).

That the Seller, as in this contract provided, agree to sell to the Buyer, and the Buyer in consideration of the premises, hereby agrees with the Seller to purchase the following described real estate situated in the County of Webster, State of Iowa, to-wit:

The North 62 feet of Lots 1 and 2 and the North 62 feet of the West 8 1/3 feet of Lot 3, Block 15, Original Town of Fort Dodge, Webster County Iowa

together with any easements and servient estates appurtenant thereto, but with such reservations and exceptions of title as may be below stated, herein referred to as the Property or Real Estate, all upon the terms and conditions following:

1. TOTAL PURCHASE PRICE. The Buyers agree to pay for said property the total of $255,000.00 due and payable at 1306 National Avenue, Fort Dodge, Iowa 50501, or as otherwise designated by Sellers, as follows:

   a) **DOWN PAYMENT** of $13,500.00; and

   b) **BALANCE OF PURCHASE PRICE.** $241,500.00 as follows:
      $50,250.00 on or before the 1ST day of February 2023; 63,750.00 on or before the 1ST day of February 2024; 63,750.00 on or before the 1ST day of February 2025; and 63,750.00 on or before the 1ST day of February 2026.

   c) **CLOSING COSTS.** Seller shall be responsible for all closing costs involved in this transaction including, but not limited to, title work, deed preparation, recording fees, settlement preparation, etc.

2. POSSESSION. Buyer, concurrently with due performance on their part shall be entitled to possession of said premises on August 1, 2022, or as otherwise agreed by the parties; and thereafter so long as they shall perform the obligations of this contract. Closing shall occur after approval of title by Buyer’s attorney and vacation of the Property by Seller, but prior to possession by Buyer. Seller agrees to permit Buyer to inspect the Property within 24 hours prior to closing to assure that the premises are in a condition required by this Agreement.

3. TAXES. Seller shall pay any unpaid real estate taxes payable in prior years. Seller shall pay their prorated share, based upon the date of possession, of the real estate taxes for the fiscal year in which possession is given and due and payable in the subsequent fiscal year.
Buyers shall be given a credit for such proration at closing based upon the last known actual net real estate taxes payable according to public record. Buyer shall pay all subsequent real estate taxes.

4. **SPECIAL ASSESSMENTS.**

   A. Sellers shall pay all special assessments which are a lien on the Real Estate as of the date of the closing of this offer. All charges for solid waste removal, utilities, and assessments for maintenance attributable to Sellers’ possession are to be paid by Sellers. All liens caused by Sellers ownership, such as mechanics liens, mowing, snow removal, etc. are to be paid by Sellers.

   B. All other special assessments shall be paid by Buyers.

5. **MORTGAGE.** Any mortgage or encumbrance of a similar nature against the said property shall be timely paid by Seller so as not to prejudice the Buyer’s equity herein. Should Seller fail to pay, Buyers may pay any such sums in default and shall receive credit on this contract for such sums so paid.

6. **INSURANCE.** Buyers as and from said date of possession, shall constantly keep in force insurance, premiums therefore to be prepaid by Buyers (without notice or demand) against loss by fire, tornado and other hazards, casualties and contingencies on all buildings and improvements, now on or hereafter placed on said premises and any personal property which may be the subject of this contract in an amount not less than the full insurable value of such improvements and personal property or not less than the unpaid purchase price herein whichever amount is smaller with such insurance payable to Sellers and Buyers as their interests may appear.

7. **CARE OF PROPERTY.** Buyer shall take good care of this property; shall keep the buildings and other improvements now or hereafter placed on the said premises in good and reasonable repair and shall not injure, destroy or remove the same during the life of this contract. Buyer shall not use or permit said premises to be used for any illegal purpose.

8. **LIENS.** No mechanics' lien shall be imposed upon or foreclosed against the real estate described herein.

9. **ADVANCEMENT BY SELLER.** If Buyer fails to pay such taxes, special assessments and insurance and effect necessary repairs, as above agreed, Seller may, but need not, pay such taxes, special assessments, insurance and make necessary repairs, and all sums so advanced shall be due and payable on demand or such sums so advanced may, at the election of Seller, be added to the principal amount due hereunder and so secured.

10. **JOINT TENANCY IN PROCEEDS AND SECURITY RIGHTS IN REAL ESTATE.** If and only if, the Sellers immediately preceding this sale, hold the title to the above described property in joint tenancy, and such joint tenancy has not later been destroyed by operation of law or by acts of the Sellers, this sale shall not constitute such destruction and
the proceeds of this contract, and any continuing and/or recaptured rights of Sellers in said real estate, shall be and continue in Sellers as joint tenants with rights of survivorship and not as tenants in common; and Buyers, in the event of the death of one of such joint tenants, agree to pay any balance of the proceeds of this contract to the surviving Seller (or Sellers) and to accept deed solely from him or them consistent with paragraph 13 below unless and except this paragraph is stricken from this agreement.

11. **SELLERS.** Spouse, if not titleholder immediately preceding this sale, shall be presumed to have executed this instrument only for the purpose of relinquishing all rights of dower, homestead and distributive share and/or in compliance with section 561.13 Code of Iowa; and the use of the word "Sellers" in the printed portion of the contract, without more, shall not rebut such presumption, nor in any way enlarge or extend the previous interest of such spouse in said property, or in the sale proceeds, nor bind such spouse except as aforesaid, to the terms and provisions of this contract.

12. **TIME IS OF THE ESSENCE.** Time is of the essence in this Agreement. Failure to promptly assert rights of Sellers herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default.

13. **DEED AND ABSTRACT, BILL OF SALE.** Upon execution of this Agreement, Seller shall deliver to Crimmins & Kehm Law Firm an executed Warranty Deed conveying the Property in fee simple. Said deed will be held in escrow by Crimmins & Kehm Law Firm or its designee. If all said sums of money are paid to Seller during the life of this contract, and all other terms for performance by Buyer have been complied with, said deed shall be delivered to Buyer to record and take title to the Property. In the event that Buyer does not comply with the terms of this contract, said deed shall be returned to Seller.

14. **APPROVAL OF ABSTRACT.** Buyer have had an opportunity to examine the abstract of title to this property and such abstract is accepted.

15. **FORFEITURE.** If Buyer (a) fails to make the payments aforesaid, or any part thereof, as same become due; or (b) fails to pay the taxes or special assessments or charges, or any part thereof, levied upon said property, or assessed against it, by any taxing body before any of such items become delinquent; or (c) fails to keep the property insured; or (d) fails to keep it in reasonable repair as herein required; or (e) fails to perform any of the agreements as herein made or required; then Sellers, in addition to any and all other legal and equitable remedies which they may have, at their option, may proceed to forfeit and cancel this contract as provided by law (Chapter 656 Code of Iowa). Upon completion of such forfeiture Buyer shall have no right of reclamation or compensation for money paid, or improvements made; but such payments and for improvements if any shall be retained and kept by Sellers as compensation for the use of said property, and/or as liquidated damages for breach of this contract; and upon completion of such forfeiture, if the Buyer, or any other person or persons shall be in possession of said real estate or any part thereof, such party or parties in possession shall at once peacefully remove therefrom, or failing to do so may be treated as tenants holding over, unlawfully after the expiration of a lease, and may accordingly be ousted and removed as such as provided by law.
16. **FORECLOSURE AND REDEMPTION.** If Buyer fails to timely perform this contract, Sellers, at their option, may elect to declare the entire balance immediately due and payable after such notice, if any, as may be required by Chapter 654, The Code. Thereafter this contract may be foreclosed in equity and the court may appoint a receiver to take immediate possession of the property and of the revenues and income accruing therefrom and to rent or cultivate the same as the receiver may deem best for the interest of all parties concerned, and such receiver shall be liable to account to Buyer only for the net profits, after application of rents, issues and profits from the costs and expenses of the receivership and foreclosure and upon the contract obligation.

It is agreed that if this contract covers less than ten (10) acres of land, and in the event of the foreclosure of this contract and sale of the property by sheriff’s sale in such foreclosure proceedings, the time of one year for redemption from said sale provided by the statutes of the State of Iowa shall be reduced to six (6) months provided the Sellers, in such action file an election to waive any deficiency judgment against Buyer which may arise out of the foreclosure proceedings: all to be consistent with the provisions of Chapter 628 of the Iowa Code. If the redemption period is so reduced, for the first three (3) months after sale such right of redemption shall be exclusive to the Buyer, and the time periods in Sections 628.5, 628.15 and 628.16 of the Iowa Code shall be reduced to four (4) months.

It is further agreed that the period of redemption after a foreclosure of this contract shall be reduced to sixty (60) days if all of the three following contingencies develop: (1) The real estate is less than ten (10) acres in size; (2) the Court finds affirmatively that the said real estate has been abandoned by the owners and those persons personally liable under this contract at the time of such foreclosure; and (3) Sellers in such action file an election to waive any deficiency judgment against Buyer or their successor in interest in such action. If the redemption period is so reduced, Buyer or their successor in interest or the owner shall have the exclusive right to redeem for the first thirty (30) days after such sale, and the time provided for redemption by creditors as provided in Sections 628.5, 628.15 and 628.16 of the Iowa Code shall be reduced to forty (40) days. Entry of appearance by pleading or docket entry by or on behalf of Buyer shall be presumption that the property is not abandoned. Any such redemption period shall be consistent with all of the provisions of Chapter 628 of the Iowa Code. This paragraph shall not be construed to limit or otherwise affect any other redemption provisions contained in Chapter 628 of the Iowa Code.

17. **ATTORNEY’S FEES.** Buyer and Seller are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.

18. **INTEREST ON DELINQUENT AMOUNTS.** Either party will pay interest at the highest legal contract rate applicable to a natural person to the other on all amounts herein as and after they become delinquent, and/or on cash reasonably advanced by either party pursuant to the terms of this contract, as protective disbursements.

19. **ASSIGNMENT.** In case of the assignment of this contract by either of the parties, prompt notice shall be given to the other parties, who shall at the time of such notice be furnished with a duplicate of such assignment by such assignors. Any such assignment shall not
terminate the liability of the assignor to perform, unless a specific release in writing is
given and signed by the other party to this contract.

20. **PERSONAL PROPERTY.** If this contract includes the sale of any personal property,
then in the event of the forfeiture or foreclosure of this contract, such personality shall be
considered indivisible with the real estate above described; and any such termination of
Buyer’s rights in said real estate shall concurrently operate as the forfeiture or foreclosure
hereeto against all such personal property.

21. **CONSTRUCTION.** Words and phrases herein, including acknowledgments hereof, shall
be construed as in the singular or plural number, and as masculine, feminine or neuter
gender, according to the context. See paragraph 11 above, for construction of the word
"Sellers."

22. **RELEASE OF RIGHTS.** Each of the Sellers hereby relinquishes all rights of dower,
homestead and distributive share in and to the property and waives all rights of exemption
as to any of the property.

23. **LEAD-BASED PAINT NOTICE.** If applicable, see attached Disclosure of Information
on Lead-Based Paint and/or Lead-Based Paint Hazard.

24. **CERTIFICATION.** Buyer and Seller each certify that they are not acting, directly or
indirectly, for or on behalf of any person, group, entity or nation named by any Executive
Order or the United States Treasury Department as a terrorist, “Specially Designated
National and Blocked Person” or any other banned or blocked person, entity, nation or
transaction pursuant to any law, order, rule or regulation that is enforced or administered
by the Office of Foreign Assets Control; and are not engaged in this transaction, directly
or indirectly on behalf of, any such person, group, entity or nation. Each party hereby
agrees to defend, indemnify and hold harmless the other party from and against any and all
claims, damages, losses, risks, liabilities and expenses (including attorney’s fees and costs)
arising from or related to my breach of the foregoing certification.

25. **NO REAL ESTATE AGENT OR BROKER.** Neither party has used the services of a
real estate agent or broker in connection with this transaction. Each party agrees to
indemnify and save harmless the other party from and against all claims, costs, liabilities
and expense (including court costs and reasonable attorney’s fees) incurred by the other
party as a result of a breach of this representation, which shall survive closing.

26. **INSPECTION OF PRIVATE SEWAGE DISPOSAL SYSTEM.**
Seller represents and warrants to Buyer that the Property is not served by a private sewage
disposal system, and there are no known private sewage disposal systems on the property.
SELLERS:

Jill Sherman f/k/a Jill Miller, Seller

Date

STATE OF IOWA, COUNTY OF WEBSTER

This instrument was acknowledged before me on this ___ day of ____________, 2022 by Jill Sherman.

_________________________________
Signature of Notary Public

BUYERS:

Jesse Ulrich, for and on behalf of Iowa Central Community College, Buyer

Date

STATE OF IOWA, COUNTY OF WEBSTER

This instrument was acknowledged before me on this ___ day of ____________, 2022 by Jesse Ulrich, for and on behalf of Iowa Central Community College.

_________________________________
Signature of Notary Public
2021-22 Enrollment Management Plan

Summary

EMP Summary Report includes Bowling - Men’s, Bowling - Women’s, Turf Grass Management, Automotive Technology, Communications, Medical Assistant, Financial Aide

June 13, 2022
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1.11 Rick Pederson: Attend local high school events (athletic and fine arts) and wear Iowa Central clothing.

2. Retention Activities (Who, What, Where, When & How)

2.1 Rae Larson: Use one-on-one writing and grading conferences with my Composition 1 lab students to offer support and build rapport.

2.2 Rae Larson: Collaborate with colleagues to build a Composition 1 lab course that will better support student success.

2.3 Rae Larson: Communicate with high school and career academy staff to help keep earlybird students on track.

2.4 Rae Larson: Establish virtual office hours to support students who have to miss class.

2.5 Tricia Anderson: Build rapport with Composition 1 lab students via one-on-one conferences during lab time.

2.6 Tricia Anderson: Use timely and detailed feedback to encourage student achievement.

2.7 Amy Simpson- Utilize the Triton Alert system to communicate with advisors and support staff regarding at-risk students.

2.8 Amy Simpson- Communicate with students regarding campus services, especially counseling and health services and directly refer students to the appropriate personnel when warranted.

2.9 Amy Simpson- Hold virtual office hours via Zoom in addition to F2F hours to more effectively meet students’ needs.

2.10 Michelle Ramthun--an hour or more each week office time in Zoom to make it convenient for students to talk with me.

2.11 Michelle Ramthun--talk with each student during class, especially as they are working on essays, to offer ideas and advice to guide them to complete their work.

2.12 Erik Stroner--I stay current with all grading and attendance.

2.13 Erik Stroner--I am available to my students via Zoom.

2.14 Erik Stroner-- I have converted my Interpersonal Textbook to audio for my students based on their preference.

2.15 Jessica Butterfield Bailey--I keep my gradebook and attendance updated on a regular basis.
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Enrollment Management Plan - STEMM - Medical Assistant 2021-2022

Iowa Central Community College
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5 Community Outreach ............................................................................................................. 33
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Program Enrollment Data
2021-22 Goal for recruits: 24
2021-22 Actual for recruits: 18

2020-21 Goal for recruits: 20
2020-21 Actual for recruits: 17

1 Outcomes
Total number of high schools and or events you plan to visit
The Iowa Central Bowling program intends to attend 4-8 high school bowling meets along with the state bowling meets.

1.1 Goals
A minimum of 4 high school tournament visits during the fall semester

1.1.1 Measures
Unable to attend any High School Tournaments because of COVID.

1.2 Goals
A minimum of 4 high school tournament visits during the spring semester

1.2.1 Measures
Unable to attend any High School Tournaments because of COVID.

2 Outcomes
List Recruitment Activities
Attend State Bowling and National Championships Mass mailings, and e-mails during the school year and Weekly phone calls to student-athletes on our recruit list.
2.1 **Goals**  
National and State Competitions Attended

2.1.1 **Measures**  
Unable to attend any High School Tournaments because of COVID. Made weekly calls and sent emails to prospective recruits.

2.2 **Goals**  
Phone calls, text and e-mails to prospective student-athletes.

2.2.1 **Measures**  
Made weekly calls and sent emails to prospective recruits.

3 **Outcomes**  
List Measurable Goals

3.1 **Goals**  
Athletes attend study hall 1 night per week  
Monday evenings 6:30pm - 8:00pm in the athletic study table room with 1 coach in attendance.

3.1.1 **Measures**  
All students with a "C", "D" or "F" attended study tables every week.

3.1.1.1 **Targets**

**TARGET**

**FINDINGS**

**ANALYSIS OF FINDINGS**
### 3.2 Goals
Be named an NJCAA Academic Team of the Year
Be named an NJCAA Academic Team of the Year (See 2020-2021 Team GPA’s attachment)

### 3.2.1 Measures

### 3.3 Goals
Be a top 3 program in the nation for the NJCAA and qualify for the USBC Team Sectionals as a top 64 team in the nation.
Be in position to win NJCAA Bowling Championships each season and qualify for the USBC Team Sectionals.

### 3.3.1 Measures
Finished 2nd at NJCAA National Tournament and qualified and finished 5th at USBC Sectionals.

### 3.4 Goals
Retain and graduate student athletes and get them to four year institutions.
Retain all first-year students. Successfully graduate and/or transfer sophomore athletes to new schools or the work force upon graduating with a degree.

### 3.4.1 Measures

### 4 Outcomes
Community Outreach
Volunteer at the North Central Iowa Special Olympics Bowling Tournament

### 4.1 Goals
75% Volunteer rate at the Special Olympics Tournament

### Action Plan
### Measures

Unable to attend because of COVID.
Program Enrollment Data
2020-21 Goal for recruits: 15
2020-21 Actual for recruits: 22
2019-20 Goal for recruits: 15
2019-20 Actual for recruits: 17

Outcomes
Total number of high schools and or events you plan to visit
The Iowa Central Bowling program intends to attend 4-8 high school bowling meets along with the district/state bowling meets.

Goals
A minimum of 4 high school tournament visits during the spring semester

Action Plan

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Measures
Unable to attend any High School Tournaments because of COVID.

Targets
TARGET
FINDINGS
ANALYSIS OF FINDINGS
ATTACHMENTS
1.2  Goals
   A minimum of 4 high school tournament visits during the spring semester

1.2.1  Measures

2  Outcomes
List Recruitment Activities
   Attend State Bowling and National Championships Mass mailings, and e-mails during the school year
   and Weekly phone calls to student-athletes on our recruit list.

2.1  Goals
   Attend National and State Tournaments

2.1.1  Measures
   Unable to attend any High School Tournaments because of COVID.

2.1.1.1  Targets

2.2  Goals
   Phone calls, text and e-mails to prospective student-athletes.
   Made weekly phone calls and e-mails to prospective recruits.

2.3  Goals

3  Outcomes
List Measurable Goals
   Academic and Athletic goals for our program. Have as many All-Academic student-athletes as
3.1 Goals
Athletes attend study hall 1 night per week

3.1.1 Measures
All students who had a "C", "D", or "F" attended study tables every week.

3.2 Goals
Be named an NJCAA Academic Team of the Year

3.2.1 Measures
See attachment

3.3 Goals
Be a top 3 program in the nation for the NJCAA and qualify for the USBC Team Sectionals as a top 64 team in the nation.

3.3.1 Measures
Finished as National Champions for the second year in a row. Was not able to attend USBC Sectionals because of COVID.

3.4 Goals
Retain and graduate student athletes and get them to four year institutions

4 Outcomes
Community Outreach
Volunteer at the North Central Iowa Special Olympics Bowling Tournament.

4.1 Goals
75% Volunteer rate at the Special Olympics Tournament

4.1.1 Measures
Unable to attend because of COVID.

4.1.2 Measures
Program Enrollment Data
Turf Grass Management TGMAAS
2021-22 Goal Day 1 - 17
2021-22 Goal Day 10 - 16
2021-22 Actual Day 10 - 14
2021-22 Goal End of Semester (EOS) - 15
2021-22 Actual End of Semester (EOS) - 14

Previous Year
Turf Grass Management TGMAAS
2020-21 Goal Day 1 - 19
2020-21 Goal Day 10 - 18
2020-21 Actual Day 10 - 16
2020-21 Goal End of Semester (EOS) - 17
2020-21 Actual End of Semester (EOS) - 14

1 Outcomes
Recruitment Activities (Who, What, Where, When & How)
Schools visited with virtually this include Humboldt, Clarion-Goldfield, Newell-Fonda, Manson Northwest Webster, Webster City, Eagle Grove and Pocahontas. It was very difficult getting ag. instructors to respond to the numerous email sent.

1.1 Goals
Attend career days, throughout the year, at schools in our area.
Clarion-Goldfield did not have the career day this fall, due to Covid. They are hoping to have one in the future. Colo-Nesco has a career day as well.

1.2 Goals
Meet personally with every student and parent that visits campus.
We had numerous turf visits this year. I have the opportunity to meet with the students and take them to Willow Ridge Golf Course. This enables the prospective student to see the turf
students and Willow Ridge Golf Course. This helps the students see what the turf program is all about and is a great selling tool to get students to sign up for the program.

### 1.3 Goals
Talk to horticulture and agriculture classes in area high schools.
The schools in our area have let visitors come back into the schools. Most of the classes that I speak to are horticulture or plant classes. I do have the opportunity to talk to Agriculture classes, as well.

### 1.4 Goals
Follow up with calls, texts, and emails to perspective students.
I always thank the student for coming, with either a call or text. It has come to the point now where texting is the best way of keeping in touch with prospective students. I always keep in touch with a text to see how it's going.

### 1.5 Goals
Try to get more schools to put early bird turf classes in their schools.
There are some schools interested in earlybird horticulture class. Webster City now teaches Principles of Horticulture in the fall, however, they did not teach have the class in the fall 2021 due to lack of students signing up for the class. Trying to get other schools on board.

### 1.6 Goals
Make sure all perspective students receive a turfgrass scholarship.
All students that visited, or showed interest in the program were offered at least a $300 turf scholarship.

## 2 Outcomes
Retention Activities (Who, What, Where, When & How)

### 2.1 Goals
Turfgrass orientation before classes start in the fall to get program expectations to the students.
Will meet with students a day or two before classes start to give them information on what to expect the first day of class and for the first semester. Just a short meeting to have everyone get to know each other.

### 2.2 Goals
Regular grade checks and one on one meetings with students to make sure they are
doing well in classes. I check their grades all the time. Since I am the instructor for all turf classes, I can meet with them if they are struggling and get them on the right track. It is an advantage, I feel to be both their instructor and advisor.

2.3 **Goals**
Encouraging students to group study for tests and quizzes.
The turf students do a lot of studying together for exams and quizzes, whether it be in class or at their apartments. This, I believe helps them on their exams. Also, they bond with each other, which helps with the work they do on the golf course and in the classroom.

2.4 **Goals**
Meet one-on-one with students periodically during the semester to go over their progress in the classes they are taking.
I meet with them periodically to see how they are doing in their classes. Since I am the instructor for all the turf classes, I basically meet with them everyday and if someone is struggling, I help them. Also, they have to meet with me about their scheduling of classes.

3 **Outcomes**
Community Outreach (Program Awareness in Community)

3.1 **Goals**
Field trips to facilities and businesses in the turf industry, to give the student more exposure to different turf facilities.
We take a field trip to see how our cutting units are sharpened and worked on in the winter. We usually go in January for a morning and the students really learn a lot from this trip. We go to Lakeside Municipal Golf Course in Fort Dodge.

3.2 **Goals**
Find more community turf projects that students can help with.
With all the work needed at Willow Ridge Golf Course, it has been hard to find time for any turf projects in the community. Our work at Willow Ridge can hopefully benefits the community with a great experience at the course.

3.3 **Goals**
Have a more diverse group of turf professionals on the turfgrass advisory committee.
Going to ask three new people for the turf advisory committee. We have two new members this year. Kyle Johnson from Johnson Brothers Snow and Mow, and Tom Miller from the
Humboldt Country Club. Our advisory committee members suggested three other people who they thought would be good members. I feel that former students will make good committee members.
Program Enrollment Data
Auto Technology AUT.AAS
2021-22 Goal Day 1 - 42
2021-22 Goal Day 10 - 40
2021-22 Actual Day 10 - 47
2021-22 Goal End of Semester (EOS) - 38
2021-22 Actual End of Semester (EOS) - 42

Previous Year
Auto Technology AUT.AAS
2020-21 Goal Day 1 - 40
2020-21 Goal Day 10 - 38
2020-21 Actual Day 10 - 40
2020-21 Goal End of Semester (EOS) - 36
2020-21 Actual End of Semester (EOS) - 39

Outcomes
Recruitment Activities (Who, What, Where, When & How)
The automotive instructors will participate in the following to recruit students into the automotive program. We will use in person, calling, texting, e-mail, and auto packets to communicate with prospective students. 1. Summer Orientations and Tool Day. 2. Stuff the Stadium and Jam the Gym. 3. Faculty calling nights. 4. Individual and group campus visits. 5. High school career day 6. Visit ICCC career academies and early bird automotive classes.

Goals
Meet personally with individuals and group visits.

Measures
Attended all visit days, numerous individual visits, and visited 7 area high schools in person.
1.2 Goals
Develop and maintain automotive early bird courses in area high schools.

1.3 Goals

2 Outcomes
Retention Activities (Who, What, Where, When & How)
The automotive instructors will offer one on one class and lab instruction on Tuesday and Thursday afternoons from 1:00 to 2:30 for any auto student who needs extra time to help improve student success. Several field trips will be taken to help entice students to stay enrolled in the program with passing grades. Field trips that are planned at this time include, Chicago Auto Show, Certified Transmission, and Snap-on Industries. Offer career guidance and counseling. This may also include guest speakers from industry.

2.1 Goals
Schedule three field trips for the 2021-2022 academic year.

2.1.1 Measures
Took the students to the Chicago Auto Show, and had two guest speakers come in and visit with the second year students.

2.2 Goals
Schedule one instructor to be available every Tuesday and Thursday.

2.3 Goals
Arrange guest speaker from the industry to come and talk to the students about careers and expectations after graduation.
Outcomes
Community Outreach (Program Awareness in Community)
The automotive students actively take in projects from the community. Most of the projects are from families, and students in need of reduced automotive repair work. Refrigerant EPA certification is offered to any technician that is wanting to come to the college for assistance. ASE certifications are offered to technicians in the SRC testing center. The automotive labs and classrooms are used to host NAPA and AC-Delco training seminars.

3.1 Goals
Put notifications out about class projects on Triton Pass.
Program Enrollment Data

Communication

2021-22 Goal Day 1 - 6619.6
2021-22 Goal Day 10 - 6304.4
2021-22 Actual Day 10 - 6347.0
2021-22 Goal End of Semester (EOS) - 5989.2
2021-22 Actual End of Semester (EOS) - 5628.0

Previous Year

Communication

2020-21 Goal Day 1 - 7112.8
2020-21 Goal Day 10 - 6774.1
2020-21 Actual Day 10 - 6242.0
2020-21 Goal End of Semester (EOS) - 6435.4
2020-21 Actual End of Semester (EOS) - 5387.00

1 Outcomes
1. Recruitment Activities (Who, What, Where, When & How)

11 Goals
Rae Larson: Use one-on-one conferences with my earlybird students to build rapport.

12 Goals
Rae Larson: Attend events at local high schools to support my earlybird students.

13 Goals
Rick Pederson: Provide softball/baseball hitting lessons to area high school and individual students.

14 Goals
Tricia Anderson: Plan to be visible at local high school and community events.
I spoke to potential students and their parents at Triton Visit Day on April 22, 2022 and in the fall. I attend football, basketball, and high school dance events at St. Edmond and FDSH.
1.5 **Goals**
Amy Simpson: Assist with LAH breakout session at Stuff the Stadium

1.6 **Goals**
Amy Simpson- Promote Iowa Central events and activities in my community

1.7 **Goals**
Michelle Ramthun--Attend events at local high schools and community activities, wearing Triton blue and talk to students and/or parents about Iowa Central

1.8 **Goals**
Erik Stroner-Attend events in Webster City promoting Iowa Central by talking about the college and what is happening.

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Jessica Butterfield Bailey-Attend events in Webster City promoting Iowa Central by talking about the college, providing updates to our courses, and offering general information about the Communications Department.

1.10 **Goals**
Rick Pederson: Volunteer chaperon for Fort Dodge Senior High School marching band trip to the Liberty Bowl

1.11 **Goals**
Rick Pederson: Attend local high school events (athletic and fine arts) and wear Iowa Central clothing.

2 **Outcomes**
2. Retention Activities (Who, What, Where, When & How)

2.1 **Goals**
Rae Larson: Use one-on-one writing and grading conferences with my Composition 1 lab students to offer support and build rapport.

2.2 **Goals**
Rae Larson: Collaborate with colleagues to build a Composition 1 lab course that will better support student success.

2.3 **Goals**
Rae Larson: Communicate with high school and career academy staff to help keep earlybird students on track.
2.4 **Goals**
Rae Larson: Establish virtual office hours to support students who have to miss class.

2.5 **Goals**
Tricia Anderson: Build rapport with Composition I lab students via one-on-one conferences during lab time.
I met with students throughout the fall and spring semesters, provided rough draft feedback, made recordings to help with problem areas, and I require each student to meet with me for each paper.

2.6 **Goals**
Tricia Anderson: Use timely and detailed feedback to encourage student achievement.
I added detailed comments in Canvas, the Google Docs, and / or the gradebook. My grading turnaround on major papers was never more than one week.

2.7 **Goals**
Amy Simpson- Utilize the Triton Alert system to communicate with advisors and support staff regarding at-risk students

2.8 **Goals**
Amy Simpson- Communicate with students regarding campus services, especially counseling and health services and directly refer students to the appropriate personnel when warranted

2.9 **Goals**
Amy Simpson- Hold virtual office hours via Zoom in addition to F2F hours to more effectively meet students’ needs

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Michelle Ramthun--an hour or more each week office time in Zoom to make it convenient for students to talk with me.

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Erik Stroner-- I have converted my Interpersonal Textbook to audio for my students based on their preference.

2.15 **Goals**
Jessica Butterfield Bailey--I keep my gradebook and attendance updated on a regular basis.

2.16 **Goals**
Jessica Butterfield Bailey--I offer all office hours in person and virtually through a Zoom link that is accessible to all students in all of my sections.

2.17 **Goals**
Rick Pederson: Keep gradebook and attendance current

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Rick Pederson: Provide a virtual office hour every Monday from 9-10am

2.19 **Goals**
Rick Pederson: Send personal emails to students that are falling behind or have not attended class recently.

3 **Outcomes**
3. Community Outreach (Program Awareness in Community)

3.1 **Goals**
Rae Larson: Communicate with high school and career academy staff to establish relationships and support students.

3.2 **Goals**
Tricia Anderson: Volunteer to help with Composition I NACEP visits.
I observed two instructors for Composition I and II, and I helps look at essays to check for academic rigor standards.

3.3 **Goals**
Tricia Anderson: Use details about new online, virtual, and campus Career Academies during calling night.
I sent out emails about Careers Academies, and when I had a chance to speak with students, I shared the information I had available to me.
3.4 **Goals**
Amy Simpson- Participate in NACEP visits for Composition 1 and Composition 2 classes in our region

3.5 **Goals**
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Rick Pederson: Volunteer as 5/6th grade football coach

3.14 **Goals**
Rick Pederson: Volunteer as a mentor to a student at FDSH

Project Attachments (1)
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<tr>
<td>Larson EMP Evidence 2021-2022.pdf</td>
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Program Enrollment Data
This program has a maximum cap of 25 students.

Medical Assistant MA.AAS/MA.DIPL
2021-22 Goal Day 1 - 38
2021-22 Goal Day 10 - 36
2021-22 Actual Day 10 - 16
2021-22 Goal End of Semester (EOS) - 35
2021-22 Actual End of Semester (EOS) - 14

Previous Year
Medical Assistant MA.AAS/MA.DIPL
2020-21 Goal Day 1 - 24
2020-21 Goal Day 10 - 23
2020-21 Actual Day 10 - 36
2020-21 Goal End of Semester (EOS) - 22
2020-21 Actual End of Semester (EOS) - 36

1 Outcomes
Recruitment Activities (Who, What, Where, When & How)
Utilize new marketing material to increase awareness of the profession.

1.1 Goals
Distribute marketing material to admissions representatives and place in key areas on campus.

Supported Initiatives (1)

GENERAL EDUCATION
• Effective Communication: Information, thoughts, feelings, attitudes, or beliefs transferred either verbally or nonverbally through a medium in which the intended meaning is clearly and correctly understood by the recipient with the expectation of feedback.
Action Plan
Select, order, and distribute new marketing materials.

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1.1.1 Measures
Email inquires and enrollment will increase as compared to the same time last year.

1.1.1.1 Targets
TARGET prospective students
FINDINGS Email inquires and enrollment have increased as compared with to the same time last year.
ANALYSIS OF FINDINGS Marketing material is effective in explaining the profession.

2 Outcomes
Retention Activities (Who, What, Where, When & How)
Work with faculty to develop time-management and study strategies for students to increase retention.

2.1 Goals
Develop a PowerPoint with program-specific study suggestions.

Supported Initiatives (1)
STRATEGIC INITIATIVES
- The college will provide services and support to students for them to achieve their goals.

Action Plan
Collaborate with program faculty to determine study skills that would help students be successful in each individual program course. Create a PowerPoint based on collaboration that will be shown at orientation to assist students in developing program specific study skills. (See attachments)

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</table>
2.1.1 Measures
Student feedback will indicate specific suggestions were helpful.

2.1.1.1 Targets

<table>
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<th>TARGET</th>
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FINDINGS
Student feedback indicated students found suggestions helpful. Many utilized mind-mapping and testing suggestions.

ANALYSIS OF FINDINGS
This material will be presented to future students at orientation.

3 Outcomes
Community Outreach (Program Awareness in Community)
Work with students to choose a service learning project during spring semester.

3.1 Goals
Program instructor (Sarah Walker) will assist students in choosing and implementing a service learning project.
Students will help with a fundraiser sponsored by Family Bowling to raise money for the Trinity Cancer Center.

Supported Initiatives (2)

INSTITUTIONAL PRIORITIES
- Increase service learning opportunities and work experiences in class sections, courses, or programs.
- Increase service learning and work-based learning opportunities.

Action Plan
Sarah Walker will reach out to coordinators of the event to determine details and meet with students to plan participation in the event.

<table>
<thead>
<tr>
<th>Budget Source</th>
<th>Amount</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>12/1/2021</td>
<td>Complete</td>
</tr>
</tbody>
</table>
3.1.1 **Measures**
All students will participate in some with the fundraising.

3.1.1.1 **Targets**

**TARGET**
All students will assist in some way with the project.

**FINDINGS**
Students donated food and beverages to sell at the fundraiser event. Some also came to the event to handle the sales and participate. All students participated.

**ANALYSIS OF FINDINGS**
Students enjoyed the activity and could see the benefit of service learning.

---

**Project Attachments (4)**

<table>
<thead>
<tr>
<th>Attachments</th>
<th>File Size</th>
</tr>
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<tbody>
<tr>
<td>👤 Being a Successful Student Presentation.pptx</td>
<td>3MB</td>
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<tr>
<td>📖 service learning brochure.JPG</td>
<td>137KB</td>
</tr>
<tr>
<td>📸 student participation in service learning.JPG</td>
<td>573KB</td>
</tr>
<tr>
<td>📊 total donation for event.JPG</td>
<td>124KB</td>
</tr>
</tbody>
</table>
Program Enrollment Data

1. **Outcomes**
   List High Schools You Plan To Visit
   We plan to visit Eagle Grove, Southeast Valley, Pocahontas, Webster City, Fort Dodge, ST. Edmund, Humboldt, Manson

2. **Outcomes**
   List High Schools a Financial Aid presentation was given
   FAFSA Presentations were given at Greene County High School. We did reach out to all Area HIgh School Counselors and set up Financial aid nights for FAFSA completion. We visited ST. Edmond, Manson, Humboldt, Fort Dodge during the day, Southeast Valley, Alta in the Fall and Southeast Valley, Pocahontas, Eagle Grove St. Edmond and Fort Dodge in the Spring to help with FAFSA completions.

3. **Outcomes**
   Increase the number of FAFSAs completed every year
   Due to new computer I am unable to obtain previous years data 2021-2022 5455 FAFSA so far as of June 3, 2022 2022-2023 3326 FAFSA so far as of June 3, 2022 last year they had only 2498 as this point in the year

4. **Outcomes**
   Number of FAFSA’s selected for verification that were completed?
   During the 21-22 FAFSA year in July 2021 the Federal Student aid decided to waive verification. So if we had not completed it or did not find any conflicting information we were able to waive the verification requirements with the exception of High School Diploma and Statement of Identity so this did reduce the number of students completed. We did however have to go through all of the students selected up to this point and decide if we should waive them or not and mark them completed in Campus Logic and Colleague. Campus logic then from August on waived them as they came in. We completed 1860
files in Campus Logic. We awarded 3843 students as 6/3/2022 this number includes the covid funds only recipients

5 Outcomes
Community Outreach

We held a drawing for current and returning students who completed a FAFSA by December 1st we gave away two $25.00 Gift certificates We held a FAFSA night on campus in the Fall on November 10 in partnership with ICAN we had one parent come Jaci and I spoke at Counselor day to all the school counselors letting them know we would be willing to come to their schools if we had not already Jaci and Erin went to College Orientation classes and spoke with Students about the FAFSA process We participated in the Triton Tour events. In the Fall we went to the centers Webster City, Eagle Grove, Laurens, Jefferson, Storm Lake. In the Spring we went to a few more and some High Schools. We went to the Webster City Center, Eagle Grove Center, Greene County career Academy, Southeast Valley High, Iowa Central Greehey bldg, 716 Main Humboldt, Pizza Ranch Pocahantas, Shoreside in Manson, Lake City Country Club, Storm Lake Academy.

Project Attachments (9)

<table>
<thead>
<tr>
<th>Attachments</th>
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<tbody>
<tr>
<td>FAFSA by Dec 1st event.xlsx</td>
<td>8KB</td>
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<tr>
<td>Fall 21 Triton Tour.xlsx</td>
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<tr>
<td>FAOActivity 21-22.xlsx</td>
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<tr>
<td>HS Visited 21-22.xlsx</td>
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<tr>
<td>RE_ Counselor Day 2022-Agenda.msg</td>
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<tr>
<td>Re_ FAFSA Event.msg</td>
<td>263KB</td>
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<tr>
<td>Triton Tour Dates.xlsx</td>
<td>10KB</td>
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<tr>
<td>Attachments</td>
<td>File Size</td>
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<tr>
<td>-----------------------------</td>
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<tr>
<td>Triton Tour Spring 2022.msg</td>
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</tr>
</tbody>
</table>
ITEMS TO INCLUDE ON AGENDA

IOWA CENTRAL COMMUNITY COLLEGE

Approximately $16,250,000 General Obligation Plant Fund Capital Loan Notes, Series 2022

- Resolution declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the Community College for certain original expenditures paid in connection with specified Projects.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE CHAPTER 21 AND THE LOCAL RULES OF THE COMMUNITY COLLEGE
July 12, 2022

The Board of Directors of Iowa Central Community College, in the Counties of Boone, Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Franklin, Greene, Hamilton, Hancock, Humboldt, Ida, Kossuth, Palo Alto, Pocahontas, Sac, Webster, and Wright, State of Iowa, met in special session, in the Triton Café – Warren Hunt Conference Center, Rooms 100-101, One Triton Circle, Fort Dodge, Iowa, at 5:00 P.M., on the above date. There were present President ______________, in the chair, and the following named Board Members:


Absent: ___________________________________________

Vacant: ___________________________________________


* * * * * * *
Board Member ____________________ introduced the following Resolution entitled "RESOLUTION DECLARING AN OFFICIAL INTENT UNDER TREASURY REGULATION 1.150-2 TO ISSUE DEBT TO REIMBURSE THE COMMUNITY COLLEGE FOR CERTAIN ORIGINAL EXPENDITURES PAID IN CONNECTION WITH SPECIFIED PROJECTS" and moved that it be adopted. Board Member ____________________ seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES: _________________________________________

_____________________________________________

NAYS: _________________________________________

Whereupon, the President declared the Resolution duly adopted as follows:

RESOLUTION DECLARING AN OFFICIAL INTENT UNDER TREASURY REGULATION 1.150-2 TO ISSUE DEBT TO REIMBURSE THE COMMUNITY COLLEGE FOR CERTAIN ORIGINAL EXPENDITURES PAID IN CONNECTION WITH SPECIFIED PROJECTS

WHEREAS, the Community College anticipates making cash expenditures for one or more capital improvement projects generally described below (each of which shall hereinafter be referred to as a "Project"); and

WHEREAS, the Community College reasonably expects to issue debt to reimburse the costs of a Project; and

WHEREAS, the Board believes it is consistent with the Community College's budgetary and financial circumstances to issue this declaration of official intent.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF IOWA CENTRAL COMMUNITY COLLEGE, STATE OF IOWA:

Section 1. That this Resolution be and does hereby serve as a declaration of official intent under Treasury Regulation 1.150-2.

Section 2. That it is reasonably expected that capital expenditures will be made in respect of the following Project(s), from time to time and in such amounts as this Board determines to be necessary or desirable under the circumstances then and there existing.
Section 3. That the Community College reasonably expects to reimburse all or a portion of the following expenditures with the proceeds of bonds, notes or other indebtedness to be issued or incurred by the Community College in the future.

Section 4. That the total estimated costs of the Project(s), the maximum principal amount of the bonds, notes or other indebtedness to be issued for the foregoing Project(s) and the estimated dates of completion of the Project(s) are reasonably expected to be as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Fund from which original expenditures are to be Advanced</th>
<th>Total Estimated Cost</th>
<th>Amount of Borrowing Anticipated</th>
<th>Estimated Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build, furnish and equip an addition to and remodel, repair, and improve the Center for Performing Arts; remodel, repair and improve the Arts and Technology Building; build furnish, and equip the Storm Lake Learning Center</td>
<td>General Fund</td>
<td>$16,250,000</td>
<td>$16,250,000</td>
<td>August, 2025</td>
</tr>
<tr>
<td>建,配备并翻新一个添加到和翻新，修复，并改进的表演艺术中心；翻新，修复和改进的艺术和技术楼；建造，配备，并装备的风暴湖学习中心</td>
<td>Plant Fund</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Section 5. That the Community College reasonably expects to reimburse the above-mentioned Project costs not later than the later of eighteen months after the capital expenditures are paid or eighteen months after the property is placed in service.

Section 6. That this Resolution be maintained by the Secretary of the Board of Directors in an Official Intent File maintained in the office of the Secretary and available at all times for public inspection, subject to such revisions as may be necessary.
PASSED AND APPROVED this 12th day of July, 2022.

President

ATTEST:

Secretary of the Board of Directors
CERTIFICATE

STATE OF IOWA

COUNTY OF WEBSTER

I, the undersigned Secretary of the Board of Directors of Iowa Central Community College, in the Counties of Boone, Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Franklin, Greene, Hamilton, Hancock, Humboldt, Ida, Kossuth, Palo Alto, Pocahontas, Sac, Webster, and Wright, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the Merged Area District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Merged Area District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this __________ day of _______________, 2022.

Secretary of the Board of Directors of Iowa Central Community College
**SYNOPSIS:**

1. **Title**: This publication shall be known as the "Board Policies Manual."

2. **Purpose**: This Manual is a statement of the policies of the Board of Directors relating to the philosophy and governance of Iowa Central Community College. This Manual, together with applicable federal/state laws and federal and state agency regulations/rules, shall constitute the framework for the administration of the College.

3. **Definitions**: The following terms, when used in this Manual, shall have the meanings as defined below, unless the context in which such terms are used clearly indicates another meaning:

   - **BOARD**: The Board of Directors of Iowa Central Community College.
   - **CHAIRMAN**: The President of the Board.
   - **COLLEGE**: The publicly supported school which offers two years of pre-baccalaureate instruction, vocational and technical training, and adult and continuing education.
   - **PRESIDENT**: The chief administrative officer of the College and executive officer of the Board.
   - **PRESIDENT'S CABINET**: The President, the Vice Presidents of 1) Finance and Operations 2) Enrollment Management and Student Development; Student Services 3) External Affairs and Government Relations; and 4) Instruction 5) Operations, and 6) Executive Director of Development and Alumni Relations and 7) Executive Director of Human Resources
   - **MANUAL**: The "Board Policies Manual."

4. **Regulations**: The President shall have full authority to promulgate administrative regulations consistent with and in furtherance of the policies herein contained. Such regulations may be made a part of this Manual.

5. **Interpretation**: In the event that any provision of this Manual shall appear to be vague, indefinite, or in conflict with other provisions, the President or designee shall be responsible for the interpretation thereof.

6. **Amendments and Additions**: Amendments of Board policy shall be made only by the Board. The President or designee shall prepare regulations for the initiation, administrative review and Board consideration of amendments, additions, and deletions to Board policy statements. The Board Secretary is responsible for maintaining the policy manual.

7. **Disclaimer**: In the absence of policy, the President or designee shall initiate the necessary action and report same to the Board.

8. **Legal Name**: The College is organized and known as Merged Area (Education) V. Iowa Central Community College is the name adopted for general use.
### SYNOPSIS:

<table>
<thead>
<tr>
<th>1</th>
<th>Philosophy</th>
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<tbody>
<tr>
<td><strong>Philosophy:</strong> 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.</td>
<td></td>
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</tbody>
</table>

Vice President of Enrollment Management & Student Development, Student Services, Executive Director of Human Resources, Academic Assistance & Accommodation Coordinator, Student Resource Center Director and Accommodations Assistant Director: The Vice President of Enrollment Management & Student Development, Student Services, Executive Director of Human Resources, Academic Assistance & Accommodation Coordinator, Student Resource Center Director and Accommodations Assistant Director, among other duties and responsibilities, are responsible for ensuring that the College is in 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. They will recommend additions, deletions, and/or changes to policies, programs, services, or facilities in existence or those planned by the College to comply with mandates of Section 504 of the Rehabilitation Act of 1973, the ADAAA, Iowa Code 216, and other applicable federal and state laws and regulations. Their recommendations will be submitted to the President for approval and to the Board in accord with directives established by the College. The President and designees, with the assistance of the Vice President of Enrollment Management & Student Development and the Academic Assistance & Accommodation Coordinator, Student Resource Center Director and Accommodations Assistant Director will monitor the implementation of any changes so as to adhere to the objectives and purposes of the College and serve the interest of the students, administration, faculty, and staff. |

| 6 | Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have. |
### SYNOPSIS:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintenance Schedule</td>
</tr>
<tr>
<td>2</td>
<td>Maintenance Staff or Contract Service</td>
</tr>
<tr>
<td>3</td>
<td>Emergency Repairs</td>
</tr>
<tr>
<td>4</td>
<td>Disposition of Obsolete Equipment</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintenance Schedule: The President, in cooperation with administrative, faculty, and maintenance personnel are expected to administer high quality maintenance of buildings and grounds through allocation of the necessary resources.</td>
</tr>
<tr>
<td>2</td>
<td>Maintenance Staff or Contract Service: The President or designee shall use discretion as conditions dictate in the use of College maintenance personnel or contracting for a special service in the maintenance of the College's grounds, buildings, and equipment.</td>
</tr>
</tbody>
</table>
| 3 | Emergency Repairs: When an emergency arises in the maintenance and operation of any College property that directly affects the learning environment and/or the safety and welfare of personnel and students, the following action shall supersede the official maintenance schedule:  
  a. Staff members shall do all in their power to correct and/or control the emergency as need dictates, or  
  b. Report the emergency situation to the maintenance staff as soon as possible for correction.  
  
  When emergency repairs costing more than the competitive bid threshold in Section 26.3, or as established in Section 314.1B, Code of Iowa, are necessary in order to prevent closing all or part of the College, the provisions of the law with reference to advertising for bids shall not apply. |
| 4 | Disposition of Obsolete Equipment: Whenever any furnishings, equipment, and/or supplies have been declared obsolete by the administration, the President or designee shall be authorized to dispose of such furnishings, equipment, and/or supplies as deemed appropriate and in accordance with applicable law and procedures.  
  
  Items on inventory, all licensed vehicles and items whose initial cost was at least five thousand ($5,000) dollars, will require the Fixed Asset Change/Deletion Reporting Form to be completed and submitted to the Business Office. |
## General Policy

The President or designee shall establish procedures which promote adequate security and protection for all property and persons and is authorized to establish regulations which are necessary or which promote an orderly use of the campus.

## Use of Vehicles

For purposes of this policy, a "vehicle" shall include all motor driven objects with wheels. The President or designee is authorized to adopt and enforce procedures to prevent one or more of the following prohibited acts:

- **a. Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus is twenty (20) miles per hour, except where otherwise posted.

- **b. Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.**

- **c. Driving the wrong way on a one-way parking bay or lane.**

- **d. Driving on the wrong side of a roadway.**

- **e. Improper parking so that any portion of a vehicle is outside the marked limits of a parking space.**

- **f. Parking in unauthorized areas, such as handicapped parking, loading zones, or designated crosswalks.**

- **g. Parking trailers or boats on campus, except as authorized.**

- **h. Parking or driving in areas other than those designated for vehicular traffic.**

- **i. Failure to display a parking permit (if required).**

- **j. Collision with another vehicle, a person, sign, or immovable object.**

- **k. Failure to yield the right-of-way to pedestrians.**

- **l. Violation of any state law regulating vehicular traffic.**

- **m. Driving on campus sidewalks except as required by service or authorized vehicle.**

- **n. Leaving vehicle unattended.**

- **o. Failure to adhere to parking regulations during snow removal.**

Motor vehicles shall be operated on the grounds of the College in compliance with rules and regulations established by the President as well as by state, county, and/or municipal laws. The President or designee is authorized to utilize the services of appropriate law enforcement personnel to enforce all regulations and laws.

## Crime Awareness and Campus Security Act

The College is supportive of the Crime Awareness and Campus Security Act and is committed to taking the necessary actions to increase safety on campus. Under the Act, by October 1 of each year, the College will distribute to current and prospective students and employees an annual security report in the student handbook which includes:

- **a. Statistics concerning the occurrence on campus of certain criminal offenses reported to campus officials; and**

- **b. Statements about campus law enforcement authority, campus security education and prevention programs,**
### Campus Security

**DATE ADOPTED:** August 10, 1999  
**NUMBER:** 212  
**Reviewed:**  
- August 11, 2015  
- August 11, 2020

- alcohol and drug policies, sexual assault education and prevention programs, procedures for handling reports of sexual assaults, and prevention and response to domestic or dating violence and stalking reports of sexual assault.

The College will provide a timely warning to the campus community about crimes that are considered to represent a continuing threat to students and employees. This warning must be done in a manner that will aid in the prevention of similar crimes. The College is committed to reviewing these statistics annually and taking the necessary steps to develop and implement additional safety practices or procedures needed to ensure an optimum safe environment for its students and employees.

Any individual who has witnessed or been a victim of criminal activity is responsible for reporting such activity, or potential thereof, to the Vice President of Enrollment Management and Student Development Student Services.

#### 4 Emergency Procedures:

The President or designee is directed to adopt necessary procedures to deal with emergency conditions including health, fire, weather, and disorder. These procedures shall comply with current regulations which are applicable, and necessary steps shall be taken to inform students, employees, and visitors about the procedures.
**SYNOPSIS:**

1. **Introduction:** As an educational institution, Iowa Central Community College strives to provide a respectful, safe, and non-threatening environment for students and employees. The mission of the College is to promote intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, strengthens community, and inspires progress. Harassment and violence against students, faculty, and staff subverts this mission and will not be tolerated. This policy describes prohibited conduct, establishes procedures for reporting and addressing complaints of prohibited conduct, and describes educational programs to be conducted by the College to heighten awareness of prohibited conduct described below.

   The College has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at https://www.iowacentral.edu/about/titleIX.asp or a paper copy may be requested from the Dean of Student Services or the Executive Director of Human Resource Director. For reports or complaints of sexual harassment outside of the College’s Title IX jurisdiction, the College will follow this policy and/or any other applicable College policy, procedure, or handbook provision.

   Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have.

2. **Prohibitions:** It is the policy of the College to maintain a learning and working environment that is free from harassment or violence based on race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

   The College prohibits any form of harassment or violence against an employee or student based on race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

   The College prohibits retaliation against any person who opposes unlawful discrimination and/or makes a report of complaint or discrimination or harassment, or participates in any way in an investigation or complaint under this policy. For purposes of this policy, these prohibitions also apply to College directors, agents, volunteers, contractors, or persons subject to the supervision and control of the College.

   It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee based on sex stereotyping and/or because of that person’s race, color, religion, creed, sex (including pregnancy), sexual...
Harassment and Violence

It is a violation of College policy for any student, faculty member, staff member, administrator or other College employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee based on sex stereotyping and/or because of that person’s race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. Further prohibited conduct applicable to students is described in Board Policy 416, Violence Prevention and Threat Assessment. Also, other prohibited conduct applicable to students, faculty, staff members, administrators, or other College employees is described in Board Policy Number 313, Technology and Board Policy Number 315, Social Media.

This policy covers prohibited conduct occurring both on-campus/center and off-campus:

a. On-campus/center violations: prohibited conduct that occurs on property owned or controlled by the College;

b. Off-campus violations: prohibited conduct that occurs during College sponsored events or during a College affiliated organization's sponsored event (e.g. field trips, social and educational functions, College related travel, athletic related events and travel, and student recruitment activities and travel); and

c. At any location, including through electronic media such as e-mail or social networking websites, and involving any College faculty, staff, or student, provided that:

(1) The incident occurs at a College-sponsored activity or during an event sponsored by an organization affiliated with the College, including a student organization;

(2) The Complainant or Respondent was acting in an official capacity for the College during the incident,

(3) The Complainant or Respondent was conducting College business during the incident;

(4) The conduct has the purpose or reasonably foreseeable effect of substantially interfering with the work or educational performance of College students, faculty, or staff;

(5) The conduct creates an intimidating or hostile environment for anyone who is involved in or seeks to participate in College employment, education, on-campus living, or other College-sponsored activities; or

(6) The conduct demonstrates that the individual poses a reasonable threat to College campus/center safety and security.

Definitions as to Harassment

Harassment is conduct or speech which is offensive or shows malice toward an individual based on sex stereotyping and/or because of a person’s race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

Harassment means any unwelcome conduct that is related to an individual’s membership in a protected class and that is sufficiently severe, pervasive, or persistent that it unreasonably interferes with any aspect of an individual’s educational or employment performance or opportunities.
Harassment and Violence

a. The content consists of those personally abusive epithets which are inherently likely to provoke a violent reaction,

b. The content is a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, or

c. The content is a threat to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.

Conduct that constitutes a protected exercise of an individual's rights under the First Amendment to the United States Constitution (and related principles of academic freedom) shall not be deemed a violation of this policy.

Harassment as it relates to conduct is intentional conduct directed toward an identifiable person or persons based on sex stereotyping and/or because of the person's race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law that is sufficiently severe, pervasive, or persistent that it interferes with work, educational performance, on-campus living, or participation in a College activity on or off campus.

Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining the College's program (academic course) and/or other College sponsored activities;

b. Submission to or rejection of that conduct or communication by an individual is a factor in decisions affecting that individual's employment or education; or

c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or a student's ability to participate in or benefit from a College program (academic course) or activity sponsored by the College or creating an intimidating, hostile, or offensive employment environment or educational or on-campus living environment.

Sexual harassment subverts the mission of the College and threatens the careers, educational experience, and well-being of students, faculty, and staff. The College will not tolerate sexual harassment, nor will it tolerate unwelcomed behavior of a sexual nature toward members of the College community when that behavior creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a College sponsored activity.

Sexual harassment is especially serious when an instructor harasses a student or a supervisor harasses a subordinate. In such situations, sexual harassment unfairly exploits the power inherent in an instructor's or supervisor's position. However, while sexual harassment often takes place in situations where there is an abuse of a power differential between the persons involved, the College recognizes that sexual harassment is not limited to such situations. Sexual harassment can occur when a student harasses an instructor, when a subordinate harasses a supervisor, or between persons of the same status as students or employees.

Sexual harassment may also include, but is not limited to, conduct described below:

- Gender Harassment is generalized sexist statements and behavior that convey insulting or degrading attitudes including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex
or sex-stereotyping or a person’s failure to conform to stereotypical notions of masculinity or femininity even if those acts do not involve conduct of a sexual nature. Examples include suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons, e-mail, voicemail, and social media including but not limited to Facebook and twitter; and sexually explicit jokes or humor focused toward a particular gender.

- **Seductive Behavior** is unwanted, inappropriate and offensive sexual advances. Examples include repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.

- **Sexual Bribery** is solicitation of sexual activity or other sex-linked behavior by promising a reward (a better grade, promotion, etc.) for performing the activity or behavior. The proposition may be either overt or subtle.

- **Sexual Coercion** is sexual activity or other sex-linked behavior by threat of punishment. Examples include negative performance evaluations, withholding promotions, threats of termination, or threats of a failing or lower grade.

- **Sexual Exploitation**: Non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples include, but are not limited to, invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), engaging in voyeurism, knowingly transmitting an STI or HIV to another individual, exposing one’s genitals in non-consensual circumstances, inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

- **Sexual Imposition** includes deliberate assaults or molestation, or unwanted physical contact such as patting, pinching, “friendly” arms around the shoulder or intentionally brushing against another person’s body. This includes any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force such as intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; and any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

- **Other** conduct or behavior of a sexual nature deemed inappropriate by a College employee and/or student.

Additional definitions of sexual harassment exist under Title IX. Please see the College’s Title IX policy and procedures for information about your rights and responsibilities under Title IX, including the College’s formal grievance process. For cases that fall under the College’s Title IX jurisdiction, those procedures will apply. The procedures in this policy will be applied in cases where the College does not have jurisdiction to investigate and remedy the alleged conduct under Title IX.

**Evidence of Sexual Harassment:** Behavior that may constitute, or be evidence of, prohibited sexual harassment includes, but is not limited to, the following:

a. Physical assault
b. Direct or implied threats that submission to sexual advances will be a condition of, or that failure to submit to such advances will adversely affect, employment, work status, promotion, grades, letters of recommendation, or participation in a College sponsored activity;

c. Direct propositions of a sexual nature or persistent unwelcomed efforts to pursue a romantic or sexual relationship, including subtle pressure for sexual activity, an element of which may be repeated staring;

d. A pattern of unwelcomed sexually explicit gestures, statements, questions, jokes, or anecdotes, whether made physically, orally, in writing, or through electronic media (see Board Policy Number 313 Technology and Board Policy Number 315 Social Media Policy);

e. A pattern of unwelcomed conduct involving:

(1) Unnecessary touching;

(2) Remarks of a sexual nature about a person's clothing or body;

(3) Remarks relating to sexual activity or speculations concerning previous sexual experience; or

(4) Stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship, and stalking of a sexual nature that is directed at a specific person that would cause a reasonable person to feel fear; or

f. A display of graphic sexual material (not legitimately related to the subject matter of an academic course, if one is involved, or to job requirements) in a context where others are not free to avoid the display because of an employment or educational requirement or without surrendering a privilege or opportunity that others may reasonably expect to enjoy in that location.

In determining whether alleged conduct constitutes sexual harassment, the College will consider all available information and will review the totality of the evidence, including the context in which the alleged incident(s) occurred, to determine whether it is more probably likely than not that the harassment in violation of this policy occurred. Although repeated incidents generally create a stronger claim of sexual harassment, a single serious incident can be sufficient. Determinations will be made on a case-by-case basis.

Expression that constitutes a protected exercise of an individual's free speech rights under the First and Fourteenth Amendments to the United States Constitution shall not be deemed a violation of this policy. Isolated behavior of the kind described above that does not rise to the level of sexual harassment but that, if repeated, could rise to that level, demonstrates insensitivity that may warrant remedial measures. Academic or administrative personnel who become aware of such behavior in the College environment should counsel those who have engaged in the behavior. Such counsel should include a clear statement that the behavior is not acceptable and should cease, information about the potential consequences if such behavior persists, and a recommendation, as appropriate, to undertake an educational program designed to help the person(s) understand the harm caused by the behavior.

5 Reporting Sexual Harassment:

a. Students who feel that they have been the subjects of sexual harassment should advise the College’s Executive Director of Human Resources Director/Equal Employment Opportunity (EEO) Coordinator.

b. Staff members should advise the College’s Executive Director of Human Resources Director/EEO Coordinator.

c. When the College is informed or made aware of a possible harassment situation, an investigation will be conducted as described in the procedure for a Formal Complaint in this policy.
**Definitions as to Sexual Violence**

- **Consent**: means knowing and voluntary agreement to engage in conduct or an activity with another individual. Silence or an absence of resistance does not imply consent. Past consent to engage in conduct or an activity does not imply future consent; consent can be revoked at any time. An individual who is incapacitated (e.g., when a person is asleep, unconsciousness, under the influence of drugs or alcohol, or disability) cannot give consent. Coercion, force, or the threat of either invalidates consent. Under no circumstances can a student give consent to engage in any sexual conduct or activity with an employee of the College.

Iowa Code provides that the following persons are unable to give consent:

- Persons who are asleep or unconscious (Iowa Code Section 709.1A);
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication (Iowa Code Section 709.1A);
- Persons who are unable to communicate consent due to a mental or physical condition (Iowa Code Section 709.1A); or
- Generally, minors under the age of 16 (Iowa Code Section 709.4).

- **Domestic Violence**: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Iowa.

- **Dating Violence**: Violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship is determined based on a consideration of the following factors:
    - The length of the relationship,
    - The type of relationship,
    - The frequency of interaction between the persons involved in the relationship; and
  - May occur any time even if first and only date.

- **Non-Consensual Sexual Intercourse**: Any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, which is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

- **Sexual Assault**: Subjecting another person to sexual touching that is unwanted.

- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
Reporting Sexual Violence: The College strongly encourages all members of the College community to report incidents of sexual violence to any of the following resources:

a. In the event of an immediate threat, danger, or injury, the reporting person should contact the local authorities by dialing 911 and then contact Campus Security by dialing 515-574-1000. For non-emergencies, the reporting person is encouraged to contact College Campus Security by telephone at 515-574-1000 or by e-mail at security@iowacentral.edu or to contact the College’s Student Title IX Coordinator, Stacy Ihrig, Human Resources Director, Samantha Reeves, Dean of Student Services, One Triton Circle, Fort Dodge, IA, 50501, 515-574-1138, 515-574-1045, reeves@iowacentral.edu or the Employee Title IX Coordinator, Stacy Ihrig, Executive Director of Human Resources ihrig@iowacentral.edu, 515-574-1138. This notification does not require that the reporting person file a formal complaint.

b. Students may also speak to any member of the College’s full-time faculty, the Campus nurse whose telephone number is 515-574-1047, or to the College mental health counselor whose telephone number is 515-574-1051. The faculty member or other professional staff member (excluding the College’s mental health counselor) receiving the report must immediately notify the Title IX Coordinator, Stacy Ihrig, Executive Director of Human Resources Ihrig@iowacentral.edu, 515-574-1138.

c. Confidentiality:

Certain College officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (such as pursuant to the Clery Act, 20 U.S.C. § 1092). All personally identifiable information is kept confidential, but statistical information must be reported to College Campus Security regarding the type of incident, date, and the location of the incident (using Clery Act location categories and crime category as described in the College’s Annual Campus Security Report).

As is a function of any educational institution the College must balance the needs of the individual student or the individual employee with the obligation to strive to protect the safety and well-being of the college community at large. Therefore, depending on the seriousness of the reported incident, further action may be necessary, including a campus security alert concerning a reported incident confirmed to pose a substantial threat to members of the campus community. The College will make every effort to ensure that a victim or the reporting person’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

To Report Confidentially: If an individual desires that details of an incident of sexual harassment or sexual violence be kept confidential, they should speak with the on-campus mental health counselor, campus health service provider or off-campus rape crisis resources who can maintain confidentiality. The College mental health counselor is available to help you free of charge and can be seen on an emergency basis. In addition, you may speak off-campus with members of the clergy, who will also keep reports made to them confidential.

Non-confidential reporting options: You are encouraged to speak to the College’s Title IX Coordinator to make formal reports of sexual harassment and/or sexual violence. You have the right and can expect to have incidents of sexual harassment and/or sexual violence to be taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.
Racial, religious, national origin, socioeconomic status, military service, age, and disability harassment:

Physical or verbal conduct relating to an individual's race, color, creed, religion, national origin, socioeconomic status, military service, age, and/or disability when the conduct:

a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or

b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or

c. Otherwise unlawfully and adversely effects an individual’s employment or ability to participate in or benefits from the College's programs (academic courses) and/or College sponsored activities.

The use of alcohol and/or drugs will not excuse any behavior that violates this policy

Procedure for Reporting and Investigation Complaint of Harassment

a. Any person who believes they have been the victim of, or has witnessed or otherwise learned of, harassment by a student, faculty member, administrator, or other College personnel because of race, color, creed, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, and/or sex stereotyping, marital status, socioeconomic status, military service, age, and/or disability or any other status protected by federal, state, or local law (except as to complaints of sexual harassment under Title IX, which shall be handled in accordance with the College’s Title IX policy and procedures) should report the conduct to the Vice President of Enrollment Management & Student Development, Dean of Student Services, Dean or Student Services or to the Executive Director of Human Resources. Complaints or reports involving sexual harassment should be reported to the College’s Title IX Coordinator.

b. Persons wishing to file a complaint under this policy 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 Vice President of Enrollment Management & Student Development, Dean or Student Services or to the Executive Director of Human Resources at any time for advice.

c. Informal Complaint Procedure

Any student who wishes to utilize the informal complaint procedure to resolve a complaint of discrimination or harassment made by that employee may do so by contacting the Vice President of Enrollment Management & Student Development, Dean of Student Services or the Vice President of Student Services. Any employee may do so by contacting their immediate supervisor. If the immediate supervisor is the Respondent the employee should contact the Executive Director of Human Resource Director. Students and employees are encouraged to seek informal resolution as soon as possible after an incident of alleged discrimination or harassment. This informal discussion will be held within ten (10) calendar days (excluding weekend and College approved holidays and closings) of the student or employee’s initial request for informal resolution provided the discovery is within six (6) months of the occurrence of the matter. At this informal discussion the individual and the supervisor or the Vice President of Enrollment Management & Student Development, Dean of Student Services 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 (excluding weekends and College approved holidays and closings), through the Formal Complaint Procedure described below.
An informal resolution can be achieved at any time in this process if all parties are satisfied with the adjustment of the complaint.

d. Formal Complaint Procedure

Individuals who are subjected to discrimination or harassment are encouraged to report the incident(s) to the Dean of Student Services or Vice President of Enrollment Management & Student Development Student Services (for students) or to the Executive Director of Human Resources Director (for employees) as soon as possible. If the student or employee wishes, they may initiate the formal complaint procedure by filing a written complaint.

After the receipt of the written complaint, the Dean of Student Services, Vice President of Enrollment Management & Student Development Student Services or to the Executive Director of Human Resources Director shall designate an officer of the College, or other appropriate internal or external investigator, who shall be responsible for investigating the complaint (such officer shall not be the party reported to have committed the alleged harassment).

A written statement from the Complainant shall be obtained by the designated investigator of their designee. The investigator will then immediately contact the Respondent inform the Respondent of the basis of the complaint, and provide the Respondent an opportunity to respond. The investigator may issue a mutual no-contact directive to the parties pending the completion of the investigation. The Respondent will then provide a written response to the investigator. Both parties will have equivalent opportunities to provide witnesses and evidence to the investigator for consideration.

Any party may be accompanied by support person or an advisor of their choice and at their expense. In no event may the support person or advisor interfere with the interview or disrupt the complaint procedure process provided herein.

Complainants also have the right to file complaints of discriminatory harassment with the following agencies:

Office for Civil Rights (OCR) – Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)
Reuss Federal Plaza
310 W. Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
Phone: (800) 669-4000
www.eeoc.gov/

Iowa Civil Rights Commission (ICRC)
Grimes State Office Building
400 E. 14th Street
Upon receipt of the response, the investigator shall report in writing to the Human Resources Director the findings of the investigation, and shall notify the Complainant and Respondent of said findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment. The Dean of Student Services or the Executive Director of Human Resources Director shall review the written findings to determine if harassment in violation of this Policy has occurred. The College shall make an appropriate determination, in light of the circumstances presented, of whether a respondent should be removed from campus or placed on administrative leave pending the outcome of these grievance procedures.

Upon completion of the review and determination by the Dean of Student Services or the Executive Director of Human Resources Director, both the Complainant and Respondent shall be notified separately in person and in writing by the Dean of Student Services or the Executive Director of Human Resources Director of their decision within seven (7) calendar days (excluding weekends and College approved holidays and closings) of receiving the report. The Complainant and Respondent shall be notified if the Dean of Student Services of the Executive Director of Human Resources Director is unable to meet with them in person within seven (7) calendar days (excluding weekends and College approved holidays and closings) and a meeting will be scheduled as soon as possible. The Dean of Student Services or the Executive Director of Human Resources Director will meet separately with the individuals and will address any questions concerning the determination or resolution with the individuals during this meeting.

e. The College reserves the right to take whatever measures it deems appropriate in response to a complaint of harassment under this policy. Such measures include but are not limited to discipline up to and including recommending termination of employment for employees or modification of academic, on-campus housing or work arrangements, probation and suspension or expulsion for students. Not all forms of harassment will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the Complainant and Respondent.

f. The Respondent in accordance with College policy, the Master Agreement, the Collective Bargaining Agreement, the Student Handbook, or the Employee Handbook, whichever applies, may appeal any disciplinary action resulting from this procedure.

g. In the event the Complainant is dissatisfied with the Dean of Students of the Executive Director of Human Resource’s Director’s decision, the Complainant may appeal in writing to the President of the College within five (5) calendar days (excluding weekends and College approved holidays and closings) of the receipt of the Dean of Student Services or the Executive Director of Human Resources Director’s decision.

h. As this procedure is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect the confidentiality of the Complainant, the Respondent, and all those involved in the investigation. The College will respect the privacy of the Complainant, the Respondent, and all those involved in the investigation as much as possible, consistent with the College’s legal obligations to investigate and to take appropriate action. Only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

i. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Dean of Student Services of the Executive Director of Human Resources, and processing of any appeal within sixty (60) calendar days (excluding weekends and College approved holidays and closings) from its
receipt of a complaint. The time periods specified in this procedure are institutional expectations. The Dean of Student Services or the Executive Director of Human Resources Director will document the reason for extending any specified time period and will provide to the Complainant and Respondent periodic written notice of any extension of a specified time period and of the status of the investigation.

### Retaliation Prohibited

Retaliation against a person who makes a report or complaint of harassment, or who assists, or participates in any manner in an investigation or resolution of a harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the College's Dean of Student Services or the Executive Director of Human Resources.

This Policy's anti-retaliation protections do not apply to any individual who makes a materially false statement in bad faith in the course of any complaint, investigation, or other proceeding under this Policy. However, a determination that an individual made a materially false statement in bad faith must be supported by some evidence other than the determination of whether the Respondent violated this Policy alone. An individual who makes a materially false statement in bad faith may be subject to discipline up to and including suspension or expulsion of a student or termination of an employee's employment.

### Education Programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking

The College will conduct education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include:

a. Primary prevention and awareness programs for all incoming students and new employees, which will include:

   (1) A discussion of this policy;

   (2) Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;

   (3) Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

   (4) The procedures set forth in this policy for handling a complaint;

   (5) Possible sanctions or protective measures the College may impose following a final determination after a College investigation of reported incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;

   (6) Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:

      (a) The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
(b) To whom the alleged offense should be reported;

(c) Options regarding law enforcement and campus authorities, including the victim's option to:

   (i) Notify proper law enforcement authorities, including College Campus Security and local police;

   (ii) Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and

   (iii) Decline to notify such authorities; and

(d) The rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal and/or civil court;

(7) Notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and

(8) Information concerning options victims have for available assistance, if applicable, in changing academic classes, on-campus living, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to College Campus Security or to local law enforcement, and

b. Ongoing prevention and awareness campaigns for students and faculty that will include the above information.
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**SYNOPSIS:**

1. **Introduction:** In accordance with Title IX of the Education Amendments Act of 1972, Iowa Central Community College prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the College. This prohibition on discrimination applies to students, employees, and applicants for admission or employment.

2. **General Policy:** The College’s Board of Directors authorizes College administration to adopt procedures for any individual to report sexual harassment to the College’s Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the College may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

3. **Reporting:** Any individual with questions about the College’s Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the College’s designated Student Title IX Coordinator, Samantha Reeves, Dean of Student Services, address One Triton Circle, Fort Dodge, IA, phone number 515-574-1045, email reeves@iowacentral.edu, or the Employee Title IX Coordinator, Stacy Ihrig, Executive Director of Human Resources Director, address One Triton Circle, Fort Dodge, IA 50501, phone number 515-574-1138, email ihrig@iowacentral.edu.

   Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the College’s Title IX Coordinator.

4. Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have.
1 Philosophy: The quality of any educational institution’s program is dependent on the skills, commitment, and enthusiasm of its employees. The Board seeks to employ the most outstanding personnel available. In return, the Board expects all of its employees to accept and support the institution’s philosophy and purposes. All employees are expected to be aware of the policies, procedures, and programs of the College, to devote their professional services and individual skills to the realization of the institution’s goals, and to discharge their duties in such a way as to reflect credit upon the College and themselves.

2 Administrative Responsibilities:

a. Administration: The President or designee shall coordinate employment procedures and practices concerning all College personnel. The President or designee shall keep on file a current organizational chart and job descriptions for all regular employees according to state and federal regulations.

b. Classification of Employees: The President or designee shall provide for the classification of all employees of the College according to their duties.

3 Employee Classification: In administering policies pertaining to employees, the following definitions shall apply in the classification of employees:

a. Administrator: For purposes of the policy manual, administrator positions are identified as President and Vice Presidents, and Executive Directors.

b. Instructional:

(1) Full-time Instructor. An instructor is considered to be full-time if the Board designates the instructor full-time. The full-time teaching load for an instructor in college parallel courses/programs shall not exceed a maximum of sixteen (16) credit hours (credit courses that meet requirements specified in Iowa Administrative Code 281-21.2(260C)(13) per semester or the equivalent and an aggregate of a minimum of 28 clock hours per week. An instructor may have additional teaching assignment(s) provided the instructor consents to the additional assignment(s) and the total workload does not exceed the equivalent of 22 credit hours per semester. Arts and Science instructors’ work week shall be 28 hours.

The term “college parallel courses/programs” shall mean courses that are the equivalent of the first two years of a baccalaureate program and may 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 within the college parallel program. The term “career education courses/programs” shall mean courses that are offered as vocational education and career education in different occupational fields as defined by the state department of education that are not included in the above definition of “college parallel courses/programs”.

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CHAPTER: Guiding Principles

DATE ADOPTED: August 10, 1999

NUMBER 301

EMPLOYEES

Reviewed:

Revised: November 15, 2005
July 11, 2006
August 11, 2020

An Instructor in the subject area of Arts and Sciences shall meet either of the following qualifications:

(a) Possess a master’s degree from a regionally accredited graduate school, and has successfully completed a minimum of eighteen credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes.

(b) Has two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary for practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine.

An Instructor in the subject area of career and technical education shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification, or licensure, and shall hold the appropriate registration, certificate, or license for the occupational area in which the instructor is teaching, and shall meet either of the following qualifications:

(i) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes; or

(ii) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.

The Quality Faculty Plan adopted by the Board will apply to full-time instructors.

(2) Adjunct instructor. An employee employed by the college without a continuing contract with a teaching load that does not exceed one-half time for two full semesters for the calendar year. The determination of whether a teaching load exceeds one-half time shall be based on the number of credits hours (credit courses that meet the requirements specified in Iowa Administrative Code 281-21.2(260C) (13) or non-credit hours that the college considers to be full-time teaching load for a regular full semester. Teaching periods of shorter duration than a regular semester, regardless of the number of credit or contact hours assigned to that period, are not credited in the load determination.

c. Support Staff: Full Time Employees who are salaried and not ordinarily eligible for overtime wages. An employee whose position is considered of a professional classification other than that of an instructor— who are not recognized under the Master Agreement (Instructional) nor Classified Employee Agreement (Classified)

d. Classified Staff: Employees who are paid at an hourly rate and who are eligible for overtime wages. Classified staff positions are identified as secretaries and custodians.

4 Nature of Appointment: At the time of authorization, each position shall be determined to be:

a. Certificated or Non-Certificated: in which certificated means that certification by the State Board of Licensure is a requirement for the position held, and non-certificated means that no such certification is required.

b. Temporary, Regular, or Seasonal: in which temporary means an appointment, the length of which will generally be for less than one year. Conversely, a regular appointment is one which is expected to continue beyond its initial term. Regular employee is defined as an employee whose appointment is expected to continue beyond its initial term and the employee is covered under the group insurance program of the College. Seasonal employee is defined as an employee who is employed for a specific period or time during a specific season, for no more than six months, and can work full time hours during that season.

c. Full-time or part-time:
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(1) Full-time instructor: an instructor employed with a teaching load defined in paragraph 3b(1) above:

(2) Full-time Support Staff positions shall consist of an appointment of at least ten (10) months with a clock-hour equivalency of forty (40) hours per week with additional time as required by the position;

(3) Full-time and part-time Classified Staff positions shall be as defined in the master agreement.

(4) Part-time Support Staff positions shall consist of an appointment for less than the criteria described above in Number 2.

d. Adjunct: in which adjunct means an instructor employed without a continuing contract and with a teaching load defined in paragraph 3b(2) above.

5 Probation: The Vice President of Instruction, Deans, and Instructional employees covered by Chapter 279 shall be on probation according to state statute. All other Support Staff and Classified employees shall be on probation during the first 180 days of employment.
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### Purpose

The following policy is to comply with Iowa Code 232.69, Iowa Code 232.70, and Iowa Code 260C.14 (23). All instructors and coaches employed by Iowa Central and all other employees employed by Iowa Central who in the scope of their employment responsibilities examine, attend, counsel, or treat a child who reasonably believe that a child has suffered child abuse (as defined below in section 3) are required to report said child abuse. In that setting, said described employees are considered to be Mandatory Reporters. Any other person employed by Iowa Central who believes that a child has suffered child abuse (as defined below in section 3) is encouraged to make a report as described in Iowa Code 232.70. Nothing in this policy shall prohibit an employee from reporting suspected child abuse in good faith to law enforcement.

Any uncertainty about whether reporting is required should be resolved in favor of making a report. All employees of Iowa Central are encouraged to report all forms of child abuse as defined under this policy.

### Who Must Report

All instructors and coaches employed by Iowa Central and all other employees employed by Iowa Central who in the scope of their employment responsibilities examine, attend, counsel, or treat a child who reasonably believe that a child has suffered child abuse (as defined below in section 3) are required to report said abuse. Iowa Central Strives to protect the welfare of minors on its campuses. To comply with Iowa Code 232.69 and Iowa Code 232.70, Iowa Central requires anyone who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child, to report suspected physical or sexual abuse. This include all employees including, but not limited to instructors, coaches, administrators, student employees, and staff. Retaliatory action against an employee for participation in making a good faith report of child abuse or adding and assisting in the assessment of a child abuse report is prohibited.

If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report.

### When to Report

Mandatory Reporters must report, both orally and in writing, child abuse to the Iowa Department of Human Services when they reasonably believe that a child has suffered abuse. An oral report must be made within twenty-four (24) hours after acquiring the information that causes the reasonable belief, and a written report must be made within forty-eight (48) hours after the oral report is given. The types of abuse that are required to be reported under this policy include any physical, mental, or sexual abuse of a child. This includes any person under the age of eighteen (18) years who is on Iowa Central’s campus or participating in off-campus College-sponsored programs.

a. “Child” means any person under the age of eighteen (18) years.

b. “Child abuse” or "Abuse" means:

1. Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omission of a person responsible for the care of the child;
(2) Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional;

(3) The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child, including any sexual offense with or to a person under the age of eighteen years;

(4) The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so;

(5) The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts of prostitution;

(6) The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, as defined in Iowa Code, or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to dangerous substances;

(7) An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child;

(8) The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child;

(9) Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry under Iowa Code; and

(10) The person responsible for the care of the child has knowingly allowed the child access to obscene material as defined in Iowa Code or has knowingly disseminated or exhibited such material to the child.

4 Reporting Procedures: Each report made by a mandatory reporter must be made both orally and in writing. Each report made by a permissive reporter may be oral, written, or both.

a. As to Mandatory Reporters, the oral report must be made within twenty-four (24) hours after acquiring the information that causes the reasonable belief that a child has suffered child abuse. The oral report must be made by telephone or otherwise to the Iowa Department of Human Services. The telephone number for the Iowa Department of Human Services, Child Abuse Hotline is 1-800-362-2178. If the person making the report has reason to believe that immediate protection for the child is advisable, that person must also make an oral report to the Fort Dodge Police Department or
b. As to Mandatory Reporters, a written report must be made to the Iowa Department of Human Services within forty-eight (48) hours after the oral report is given. A copy of the Iowa Department of Human Services Report of Suspected Child Abuse form can be found online at: https://dhs.iowa.gov/sites/default/files/Comm164.pdf?100520211926. The oral and written reports must contain the following information, or as much thereof as the person making the report is able to furnish:

(1) The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care;

(2) The child's present whereabouts if not the same as the parent's or other person's home address;

(3) The child's age;

(4) The nature and extent of the child's injuries (abuse), including any evidence of previous injuries (abuse);

(5) The name, age and condition of other children in the same home;

(6) Any other information which the person making the report believes might be helpful in establishing the cause of the injury (abuse) to the child, the identity of the person or persons responsible for the injury (abuse), or in providing assistance to the child; and

(7) The name and address of the person making the report.

Iowa Central or any supervisor of an employee who is a mandatory or permissive reporter will not apply a policy, work rule, or other requirement that interferes with the person making a report of child abuse.

5 Training: Within one month of initial employment, all employees including, but not limited to instructors, coaches, administrators, student employees, and staff all faculty and coaches employed by Iowa Central and all other employees employed by Iowa Central who in the scope of their employment responsibilities examine, attend, counsel, or treat a child will be provided this policy outlining the child abuse reporting requirements. All faculty and coaches and all other employees employed by Iowa Central all employees including, but not limited to instructors, coaches, administrators, student employees, and staff who in the scope of their employment responsibilities examine, attend, counsel, or treat a child will complete 2 hours of training during the first 6 months of employment provided by the Iowa Department of Human Services. 1 hour of training must be completed every 3 years thereafter, so long as the training is completed prior to the 3 year expiration. If additional training is beyond the 3 year expiration, the full 2 hour training will be required. Training records will be maintained in the Human Resources Department.
SYNOPSIS:

1. **General Policies:** Students of the College are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

   The College expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent. There are two basic standards of behavior required of all students: (a) They shall not knowingly violate any Board policy, municipal, state, or federal law; (b) nor shall they interfere with or disrupt the orderly educational processes of the College. Students are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens.

2. **Entrance Requirements:** It is the policy of the College to accept for admission into the College all individuals.

   Admission to the College does not, however, ensure admission to all programs and courses offered. The College places students on the basis of assessment, pre-enrollment interviews, and past academic achievement.

   The President or designee shall have developed admission requirements and procedures which shall be published as a part of the College catalog.

3. **Residency Policy:** Guidelines for determining residency are those approved at the state level for all Iowa area community colleges. These guidelines shall be published in the College catalog and shall become a part of the admissions requirements and procedures.

4. **NONDISCRIMINATION STATEMENT:** It is the policy of the Iowa Central Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status.

   If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Human Resources, 515-574-1138, ihrig@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov. If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Executive Director of Human Resources, One Triton Circle, Fort Dodge, Iowa, 50501, Telephone: (515)-574-1138, Email: concerns@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.
### Access to Educational Records

**CHAPTER:** Access to Educational Records  
**DATE ADOPTED:** August 10, 1999  
**NUMBER:** 404  
**STUDENTS Reviewed:** Revised: January 14, 2003  
March 11, 2003  
August 11, 2015  
February 11, 2020  

### SYNOPSIS:

1. **General Policy:** The College shall comply with the Family Educational Rights and Privacy Acts of 1974. Any student who wishes to review the law can do so in the Student Records Office. This office has been designated to coordinate the inspection and review procedure of student records.

2. **Requests for Information:** Requests for information and records of access will be processed by the Student Records Office.
   
   a. **By Students:** Requests for review must be in writing or online at [http://www.iowacentral.edu/student_records/transcript_request.asp](http://www.iowacentral.edu/student_records/transcript_request.asp). A student may request and receive all or parts of their records with limited exceptions (e.g., a copy of the academic record for which a "hold" exists, or a transcript or source document which exists elsewhere). A minimal charge will be made for each sheet copied.

   Requests via the telephone will be honored only when an emergency situation exists.

   Requests via personal visits shall be honored when the inquirer is properly identified, their purpose is clearly stated, and a staff member is present during the visit.

   b. **By Others:** Except as provided for within the Act, personally identifiable information about the student will not be released without the student’s written permission. Iowa Central Community College considers the transcripts of deceased students confidential. These transcripts will be released only under court subpoena.

3. **Grievance Procedure:** Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Director of Student Records. If the decisions are in agreement with the student’s request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed by the Director of Student Records of his right to a formal hearing.

   Student requests for a formal hearing must be made in writing to the Vice President of Enrollment Management and Student Development Student Services who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student’s expense. The hearing panels which will adjudicate such challenges will contain five members from the staff of the College appointed by the Vice President of Enrollment Management and Student Development Student Services. The appointed panel members will have no previous direct involvement in the aggrieved matter.

   Decisions of the hearing panels will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered, in writing, to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel.
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If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education records and released whenever the records in question are disclosed.

A student who believes that the adjudication of his challenge was unfair or not in keeping with the provisions of the Act, may request, in writing, assistance from the President. Further, students who believe their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C. 20201, concerning the alleged failure of the College to comply with the Act.

4 Confidential Information: Students may not inspect and review the following: Financial information submitted by their parents; confidential letters and recommendations associated with admission, employment, or job placement; honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.

5 Employee Responsibility: Any employee that does not comply with the Family Educational Rights and Privacy Act of 1974 shall be subject to disciplinary action which may include dismissal. Student records by both Federal and State law are private records. Except, as provided in the Act, no employee shall release personally identifiable information about the student, including student grades, without the student’s written permission. Only the Student Records Office may release transcripts based on the student’s request.
SYNOPSIS:

1. **Student Senate Coordination**: A student organization may be organized to provide a voice for students to the administration and to facilitate the student activities program. A full-time employee of the College shall serve as advisor to the group.

2. **Student Activity Fee**: A fee may be charged to students to support student-oriented activities.

3. **Student Organizations**: Sanctioned student organizations should be formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of the College. Club members must adhere to the policies and purposes of the College and should, at all times, be mindful of how they are viewed by the community. All organizations are expected to uphold the goals of their constitutions. In order to be recognized as a student organization and function as such on College property, the organization must be an approved organization.

Student groups may be sanctioned upon approval of their constitution by the Student Organization Review Team comprised of the Vice President of Enrollment Management and Student Development, **Student Services** (Chair), Vice President of Instruction, Director of Student Life and Activities, student government president, and one faculty member. Recommendation to become sanctioned will be forwarded to the President and Board for approval and Charter. The official Charter will be recorded and issued to the newly formed organization. Denied requests to organize may appeal to the Vice President of Enrollment Management and Student Development.

Constitutional amendments are subject to the approval of the Student Organization Review Team. The Team can make recommendation to the President for discontinuance of program based on information received and/or review. Failure to comply with the regulations may result in disbanding the organization by action of the Vice President of Enrollment Management and Student Development, **Student Services** or President. If deemed necessary, a review can be conducted at any time by the Vice President of Enrollment Management and Student Development, **Student Services** or the Director of Student Life and Activities. Evaluations of all sanctioned organizations will be conducted every three (3) years to determine intent, compliance, and viability of the organization.

Social events and functions sponsored by the organization are subject to the rules and regulations of the College. Good judgment, ethical behavior, and excellent conduct are expected at all functions involving leadership of the College. The President or designee may use prudent judgment in deciding in appropriate conduct on the part of organization sponsors or its leaders.

a. **Minimum Criteria to be sanctioned as an Organization**:
### STUDENTS

**Student Activities**

- **Chapter:** Student Activities
- **Date Adopted:** August 10, 1999
- **Number:** 405

1. A full-time faculty member is willing to serve as an active sponsor or professional support staff;

2. A minimum of ten (10) students have indicated an interest and have documentation that the organization will benefit the student body;

3. The intent of the group demonstrates inclusiveness and is free from bias of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service;

4. Supports the instructional areas of the College; and

5. Supports the mission and objectives of the College.

#### b. Standards:

1. Ensure that all legal and financial obligations incurred by the organization must be met;

2. Ensure that all fundraising activities obtain prior approval from the Coordinator of Student Activities and Executive Director of Development and Alumni Relations, Vice President of Development and Alumni Relations;

3. Forward constitution for forming a new group by March 15.

#### c. Process for Approval:

1. Complete an application to become a sanctioned organization;

2. Receive approval from student government; and

3. Receive approval from the Student Organization Review Team.

#### d. Active Charters Must Comply with the Following:

1. Provide an updated constitution;

2. Serve a minimum of ten (10) hours per semester towards Student Life Activities;

3. Submit a membership form each year, including previously approved groups, to the Director of Student Life and Activities; and

4. Provide an annual report to review intent, goals, objectives, and extent of student involvement.

4. **Social Events:** All College-sponsored social events shall be under the control of College administration.

5. **Intercollegiate Athletics:** The following sports are authorized for intercollegiate competition: men's baseball, basketball, bowling, cheerleading, cross country, football, golf, marching band, rodeo, soccer, swimming, track & field, sport shooting, tennis, Esports, Rugby, and men’s and women’s wrestling; women's basketball, bowling, cheerleading, cross country, dance line, golf, marching band, rodeo,
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soccer, softball, swimming, track & field, volleyball, sport shooting, tennis, and Esports.

a. The College shall comply with all rules of the State Executive Committee on Area School Athletics, shall be a member of the National Junior College Athletic Association, Iowa Community College Athletic Conference, the National Intercollegiate Rodeo Association, Rugby Association, and ACUI and SCTP for sport shooting.

b. The College understands the importance of academic achievement of all students. However, to participate in intercollegiate athletics is a privilege. Student athletes are required to adhere to the attendance and study policy established by the athletic department. A grade report will be completed every three weeks to track the academic progress of each student athlete. The classroom attendance of our student athletes is monitored weekly by our coaches using colleague or gradebook. Student athletes will have face to face grade check meetings with their instructors twice a semester.

c. The Athletic Director is responsible to conduct random drug testing for the use of illegal substances. Detection of the use of illegal drugs will result in suspension and evaluation or dismissal, at the player's expense. No player will be admitted back to play until the suspension has been served and the evaluation is completed. Any student athlete who tests positive will have mandated meetings with the College's Mental Health Counselor/Resource Officer. Student athletes who test positive may be referred by the Mental Health Counselor/Resource Officer to an outside agency for further treatment.

d. Before a student athlete can make a request to be entered onto a class roster after the Add/Drop period set by the Director of Student Records, of any semester, their coach must first contact the Athletic Director and Conference Commissioner.

e. A faculty review committee, made up of several College employees, including the compliance coordinator, Registrar, Athletic Director, and head coaches will review all eligibility reports sent to the NJCAA. The Athletic Director will report directly to this committee on all eligibility requirements and compliance coordinator update the Registrar and all coaching staff of eligibility requirements.

6 Co-Curricular Programs: The following co-curricular programs are sanctioned by the College: vocal music, instrumental music, theater, visual arts, and the student newspaper.

7 Intramural Program: A comprehensive intramural program shall be authorized.

8 Attendance at Off-Campus Events: College-sponsored events in which students participate in places other than on the College campus must be sponsored and supervised by professional personnel.

9 College Colors: The colors of Columbian navy blue and white are designated as the official College colors. These colors are to be used whenever appropriate in ceremonies, publications, and student activities.

10 Title: The College athletic teams shall be known as the "Tritons".
SYNOPSIS:

1 Statement of General Expectations
   Iowa Central Community College seeks to provide a living and learning environment in which the student can meet their academic goals. The College has the responsibility of providing the student with a clear understanding of its academic requirements and conduct expectations, which are generally set forth in the College catalog and the College website.

   The College has the right to determine when its policies are violated and to determine the appropriate course of action. By enrolling at Iowa Central Community College, the student accepts the responsibility to comply with the College’s authority, to respect the rights of others, and to protect private and public property.

   Every student (any person enrolled in credit or non-credit courses) has the right to all the advantages, prestige, and honors accruing to a student of the College. The student retains the rights guaranteed under the Constitution of the United States, the right of freedom from control by any persons except as may be in accord with College policies and/or local, state, or federal law, and the right to pursue an education and to receive a degree or certificate for the successful completion of its requirements.

2 Institutional Regulations: The Board of Directors of Iowa Central Community College confers upon the faculty and staff the powers:
   a. To invoke sanctions to protect the educational processes and the rights of students, faculty, and staff; and
   b. To provide procedures that will clearly inform Iowa Central Community College students of the regulations that govern their behavior while on College property, at cooperating agencies, or while in attendance at College sponsored activities or events.

3 Student Responsibilities and Rights: Iowa Central Community College offers each student the freedom to learn and the freedom to enjoy College life in an orderly and lawful manner. In return, the College expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at the College, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Iowa Central Community College and its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the College. Students are guaranteed their constitutional right to due process in certain circumstances in which due process rights are triggered. The College forbids unlawful discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service.

   Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have.

4 Jurisdiction of Student Conduct Policy: The Student Conduct, Discipline, and Appeals Procedure applies to conduct that occurs on Iowa Central Community College property, at College sponsored activities at clinical sites, attendance centers, or any College facility, while enrolled in any online courses, and off-campus conduct that adversely affects Iowa Central Community College and/or the pursuit of its educational mission. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms and actual enrollment, and conduct discovered by the College after a student has completed a course and/or after a student has been awarded a degree. The Student Conduct Policy shall apply to a student’s conduct even if the student
withdraws from school while a disciplinary matter is pending. The President and Vice President of Enrollment Management and Student Development Student Services shall decide whether the Student Conduct Policy shall be applied to conduct occurring off-campus on a case by case basis.

5

Student Conduct Subject to Sanctions: Conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation.

a. Scholastic Dishonesty - In order to maintain its credibility as an institution of higher education, the College must establish and maintain standards of academic honesty. Upon enrolling in the College, each student assumes an obligation to conduct their academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, through the normal procedures of course work evaluation, students' course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the College's standards of academic honesty.

(1) Plagiarism - The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:
   (a) Turning in a written essay produced by someone else;
   (b) Collaborating on a written assignment without the specific approval of the instructor;
   (c) Borrowing materials from any source (professional or amateur) and turning them in as original; or
   (d) Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

(2) Cheating - Dishonest acts committed while being tested or evaluated:
   (a) Copying from another person’s tests or assignments;
   (b) Using unauthorized test aids such as notes, drawings, books, etc., during an examination;
   (c) Submitting a paper which was turned in to another instructor in another class to fulfill part of that course’s required work-unless agreed upon ahead of time by the instructors of the second course;
   (d) Aiding another student in dishonesty such as producing written work or sharing information during a test period;
   (e) Fabricating research or source materials; or
   (f) Stealing, buying, or somehow obtaining a test from an instructor’s work or computer files.

b. Computer Misuse - The following information sets forth the Computer Use Policy for Iowa Central Community College. Each individual who obtains a network/email count, or uses the computers and network resources made available by Iowa Central Community College, must understand that they are accountable for the policies set forth in this document. In addition, users assume responsibility for:
   - Protection of their passwords;
   - Reporting any breech of system security;
   - Reporting unauthorized use of their accounts;
   - Changing their passwords on a regular basis;
   - Frequently making backup copies of your work to ensure against loss; and
   - Clearly labeling works and opinions as their own before they are widely distributed.

Iowa Central Community College’s computer facilities and services are offered in support of teaching, learning, and research. Access to the computer systems and networks owned and operated by Iowa Central Community College impose certain responsibilities upon users, in accordance with College policy and local, state, and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.
The following constitute violations of the computer conduct policy:

1. Intentionally disrupting access of other students, faculty, or staff members to College computer and other technological resources;
2. Knowingly obtaining without authorization access to a computer account assigned to another person;
3. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner;
4. Intentionally using any unauthorized account;
5. Using College computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully;
6. Using computer or network services for commercial purposes;
7. Excessive game playing which impairs the academic work of other students;
8. Excessive WEB surfing not related to College course work and/or assignments;
9. Sending excessive email or messages locally or over the network such as chain letters, advertisements or solicitations;
10. Knowingly installing or running a program that will damage or place an undue burden on the system;
11. Knowingly acting in a manner that will disrupt normal operations of computers of the network;
12. Using computer or network services in a way that violates copyrights, patent protections or license agreements;
13. Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright;
14. Gaining unauthorized access to information that is private or protected, or attempting to do so;
15. Running programs that attempt to identify passwords or codes;
16. Interrupting programs that protect data or secure systems, or attempting to do so;
17. Monitoring or tampering with another person’s email;
18. Copying, changing, or deleting another person’s work;
19. Using another person’s password or allowing others to use yours;
20. Attempting to gain network privileges to which you are not entitled;
21. Using outside software programs in any lab or office. This includes, but is not limited to programs known as computer viruses, Trojan Horses, worms and personal software from home;
22. Personally installing hardware or software on any college-owned computer;
23. Changing computer CMOS settings;
24. Using a computer that would in any way be disruptive to the academic environment;
25. Removing computer equipment, software, or peripherals that are owned by Iowa Central Community College;
26. Food, beverage and tobacco products; and
27. Using the computer or computer systems to engage in the following forms of prohibited communication:
   a. Obscene, lewd, or sexually explicit images or text;
   b. Defamation;
   c. Advocacy directed to incite or produce lawless action;
   d. Threats of violence;
   e. Harassment based on sex, race, disability, or any other protected status; or
   f. Anonymous or repeated messages designed to annoy, abuse, or torment.

c. Discrimination and/or Harassment - Engaging in behavior which is discriminatory of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service will not be tolerated. Behavior may take the form of name calling, taunting, undesired statements regarding the person, graffiti, or other outward actions which are interpreted as discriminating to others. Behavior of this nature will not be tolerated and will be dealt with in accordance
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with the Discrimination Complaint Procedure. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

d. Use or Presence of Alcohol or Controlled Substances on Campuses - The presence or use of alcohol or other controlled substances on all campuses, in all facilities of Iowa Central Community College, and at all College sponsored events is strictly prohibited. This regulation pertains to all Iowa Central Community College student housing facilities and surrounding grounds and at activities or athletic events, on and off campus. The College enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age. Iowa Central Community College enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia.

The following actions constitute violations of the Substance Abuse Regulations:

1. Being personally present at a gathering where alcohol or other controlled substances are being consumed;
2. Being personally present in an area containing full or empty alcohol containers or drug paraphernalia;
3. Being under the influence of alcohol or another controlled substance in class, on campus, or at an off-campus College sponsored activity; or
4. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other illegal controlled substance, and/or drug related paraphernalia on College property.

Violators of the Use or Presence of Alcohol or Controlled Substances regulations may be reported to proper authorities for legal action or possible arrest by law enforcement officials for apparent violation of local, state, or federal laws pertaining to illegal use or possession of alcohol or other controlled substances. Violators may also be required to participate in an alcohol or drug education program.

e. Other Conduct Subject to Sanctions -
1. Acting or failing to act in a manner which causes concern for the health and safety of oneself or others. Assaulting, threatening, verbally or physically abusing, or endangering in any other manner the health or safety of; 1) a College student, staff, or instructor; or 2) any person on the campus or at a College-sponsored or supervised activity or event;
2. Misusing or misappropriating College property or private property on campus or at off-campus College activities, including, but not limited to: theft; burglary; willful possession of stolen property; and willful destruction, damage, defacement, or mutilation of property belonging to, or in the custody of, the College or member of the College community;
3. Using or possessing weapons, firearms, BB guns, tasers, knives, ammunition, explosives, fireworks, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, air soft gun, laser pointer, and etc.) and other dangerous articles within College buildings, on campus (including parking lots), or at College-sponsored or supervised functions, except in authorized facilities and by students who are law enforcement officers required to carry such weapons at all times. A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal;
4. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one or by tampering with an alarm system or safety equipment;
5. Engaging in the intentional setting of fires or explosions within College buildings or on the campus without proper authority;
6. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a College-sponsored activity;
7. Willfully failing to identify oneself by name and/or comply with a proper order of any faculty member or other College official, including employed security personnel, properly identified (by stating their name and title if requested by a student) and acting within the scope of their authority;
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1. Intentionally disrupting the orderly process of the College or intentionally obstructing or defying access to services or facilities by those entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above;
2. Operating a motor vehicle recklessly so as to pose a threat to the safety of others or to property, on campus, or at College-sponsored activities off campus. Failing to abide by the Iowa Central Community College traffic and parking regulations;
3. Making a disruptive noise in the vicinity of the College or at College-sponsored activities which disrupts the orderly, efficient, and disciplined atmosphere of the College or College-sponsored activity;
4. Engaging in willful misrepresentation of any material fact to faculty, College staff or others about one’s status, academic performance within the College or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization;
5. Falsifying any document used to conduct academic, employment, housing, or other business of the College. This includes, but is not limited to, falsely reporting hours of employment, forging a signature, falsely reporting an incident, or in any other manner reporting false information to any College office;
6. Communicating any confidential information gained through student employment;
7. Any other willful or intentional inappropriate conduct for which the College can demonstrate a clear and distinct interest as an academic institution and which seriously threatens; 1) any educational process, operation or other function of the College; or 2) the health or safety of any member of the academic community;
8. Engaging in forgery, alteration, or misuse of any College records or documents, College keys or keycards, or student or staff identification cards;
9. Disorderly, lewd, indecent or obscene conduct; or
10. Violation of Iowa Central Residence Life and Student Housing rules, guidelines, policies, and procedures.

Sanctions: Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions and will be notified of the right to appeal.

- **Reprimand** - Written censure by the College. This written warning serves to remind the student that further violation of the regulations governing student conduct may result in more serious sanctions including but not limited to suspension. A record of disciplinary action is kept in the student’s file;
- **Restitution** - Reimbursement for damage to or misappropriation of Iowa Central Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Iowa Central Community College property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages;
- **Disciplinary Probation** - A warning indicating that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one year and the student shall be automatically removed from probation when the imposed period expires;
- **Suspension of Rights or Privileges** - An elastic penalty which may impose limitations or restrictions to fit the particular case;
- **Hold on Records and Registration** - Imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case;
- **Suspension from the College** - Suspension can be imposed in such a manner that a student can be dismissed from a class, specific number of classes, program, student organization, activity, or the College.
| STUDENTS |
| Code of Conduct and Discipline |
| DATE ADOPTED: August 10, 1999 | REVIEWED: |
| NUMBER |
| Revised: November 13, 2012 |
| June 11, 2013 |
| June 13, 2017 |
| August 11, 2020 |
| June 8, 2021 |
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privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College;

g. Eviction - Eviction from the privilege of living in campus housing facilities may also include restrictions or denial of visiting privileges;

h. Expulsion from the College - Expulsion can be imposed in such a manner that a student can be dismissed from the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program and completed thru the Office of the Vice President of Enrollment Management & Student Development, Student Services. An expelled student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College; or

i. Reducing the student's grade in a course and/or revocation of awarded decree: student conduct subject to sanctions discovered by the College after a student has completed a course and/or after a student has been awarded a degree may result in reducing the student's grade for the course, assigning an "F" for the course, or may result in revocation of an awarded degree.

Disciplinary Procedures: Procedures are designed to cover charges against students based on alleged violations of the above student conduct subject to sanctions. The Board of Directors of Iowa Central Community College confers upon the faculty and staff the power to invoke sanctions to protect the educational processes and the rights of students, faculty, and staff. Any person may bring a complaint against a student under these procedures based on the student’s alleged violation of one or more of the regulations. All such complaints shall be in writing.

a. Notice to Appear - A student may be ordered to appear before a Department Head, Director, Dean, Vice President, President, or designee, in connection with an alleged violation by a written or verbal notice.
   - The notice shall direct the student to appear at a specified time and place and provide the student a description of the student conduct subject to sanctions alleged to be violated; and
   - Failure to comply with a Notice to Appear constitutes a violation of the Student Code of Conduct and may result in additional disciplinary sanctions. If the student has not contacted the President, Vice President, or designee, and/or does not appear at the hearing, the President, Vice President, or designee, may make a decision of responsibility or non-responsibility and the sanction.

b. Informal Hearing - When the student appears before a Department Head, Director, Dean, Vice President, or designee, the College official shall advise the student of their rights as set forth in this Student Code of Conduct. After completing discussion and investigation of the charge, the designated College official shall provide the student with a written statement within five (5) full College class days from meeting date, which states the following:
   - The nature of the violation;
   - The sanction that will be imposed and its implications; and
   - The right to appeal the decision of the Vice President, or designee, according to the procedures listed in the Student Code of Conduct.

c. Interim Suspension - The Vice President of Enrollment Management & Student Development, Student Services, Vice President of Instruction, or designees, shall have the authority to immediately and summarily suspend any student, when in the opinion of any of these officials: 1) such student is alleged to have violated any student conduct subject to sanctions as provided in this Student Code of Conduct; and 2) whose presence poses a continuing danger to persons and/or property, and/or who is an ongoing threat of disrupting the academic process, is subject to an immediate temporary suspension from a class, a specific number of classes, a program, an activity, athletic participation, housing and Residence Life, or the College. A temporary suspension shall be followed by appropriate notice and an informal hearing before the
appropriate Vice President/Dean as soon as possible. Depending upon the circumstances, the temporary suspension may be continued until the completion of these procedures. This Interim Suspension process includes the authority of the Vice President of Enrollment Management & Student Development Student Services, Vice President of Instruction, or designees, to immediately and summarily evict the student from a College housing facility.

d. Disciplinary Removal - A faculty or staff member may enact immediate temporary removal of a student from a class, office, attendance center, clinical site, or other Iowa Central related facility for disciplinary reasons. These include, but are not limited to:

   (1) Any attempt to threaten by words or actions which causes concern for the health and safety of others;
   (2) Possession, use, sale, or purchase of illegal drugs or intoxicating beverages on campus;
   (3) Destruction or theft of College property or another person’s personal property; or
   (4) Any activities causing a major disruption or disturbance.

e. Appeal Procedures - A student who receives a written notice of sanction under this Student Code of Conduct may request in writing to the President, Vice President, or designees, within three (3) full College class days of the student’s receipt of the written notice of sanction that the charge be pursued through an appeal.

The President, Vice President, or designees, shall initiate discussions within three (3) full College class days from receiving the student’s written appeal request.

Within five (5) full College class days after the investigation, the President, Vice President, or designee, may either:

   • Dismiss the allegation as unfounded, either before or after conferring with the student;
   • Modify the sanction given; or
   • Agree with the sanction imposed.

The President, Vice President, or designee, will determine if any one of the following constitutes reason for dismissing the allegation or modify sanctions:

   • The student’s due process rights were substantially violated in the hearing process;
   • There was not substantial evidence to support the decisions reached;
   • There is new material evidence that could not have been discovered at the time of the hearing; or
   • The sanctions imposed were too severe or not appropriate for the violation.

The President, Vice President, or designee will send their decision in writing to the student by means of the email address provided by the College to the student or to a different email address if the student has requested in writing that the College use an alternate email address.

f. Appeal to the Board of Directors - If the student still feels their side was not heard or disagrees with the President, Vice President, or designee’s written decision, the student has five (5) full College class days from the student’s receipt of the written decision of the President, Vice President, or designee to submit a written appeal and request for a formal hearing with the College Board of Directors.

The student must deliver their written appeal and request for a formal hearing with the College Board of Directors by letter mailed by United States Postal Service, email, or in person to the Secretary of the College Board of Directors.

An appeal hearing may be conducted before the College Board of Directors or a subgroup thereof consisting of at least three (3) members of the Board to be appointed by the Chairman of the Board of Directors. The hearing shall be informal to the extent that each side is afforded the maximum opportunity to present information to support or dispute the recommendation by the President without legal technicality. Hearsay is admissible. The President or their designated representative will present.
information in support of the recommendation to indefinitely suspend or expel. The student or their representative or advisor will present information to oppose the recommendation of the President. Either side may call witnesses and/or confront witnesses called in support or in opposition to the recommendation.

The hearing will be conducted in a session closed to the public except for those parties participating in the hearing. Witnesses may be sequestered.

The hearing will be recorded by tape or any other fashion as to provide an adequate record. The decision of the appeal to indefinitely suspend or expel a student will be based solely on evidence introduced at the hearing. The decision will be mailed in writing to the student or personally delivered to the student within three (3) days from the date of the hearing. The decision of the appeal will state concisely the findings and conclusions of the decision makers.

The Board, or subgroup thereof, may be represented by counsel throughout the aforementioned procedures. No counsel hired by the Board may advocate or present evidence on behalf of either party in support of or in opposition to the recommendation.

g. Rights at Hearing - The student who has appealed a decision has the following rights at a hearing: 1) to present their side of the story; 2) to present witnesses and evidence on their behalf; 3) to cross-examine witnesses presenting evidence against the student; and 4) to be represented by an advisor at the student’s expense. Throughout the process, the student should work with the Board Secretary or designee who will assure that the student understands their rights and the procedures involved.

h. Advisors or Legal Counsel Representing Students in Academic or Disciplinary Hearings - Iowa Central Community College is making this statement available to advisors/attorneys that have been retained by students charged with violations of the academic or disciplinary procedures of the College so that the roles and purposes of these proceedings will be clear to all participants. Please note an advisor is permitted for the charged party. The hearings conducted by the College Board of Directors are not quasi-judicial proceedings. Therefore, advisors/counsel may be present to advise clients but may not actively participate by questioning witnesses, cross-examining witnesses, or other participants not formally addressing the Board. The role of the attorney is to advise clients and assist them in performing such questioning. The presiding officer of the Board will determine whether offered evidence is admissible, but the Rules of Evidence will not be applied. Both written and oral testimony may be used. The standard for admission of evidence is that “which reasonable prudent persons are accustomed to rely on in the conduct of their serious affairs.” Determination standard is preponderance of the evidence. Students who are involved in these hearings will be provided with the complete policy and procedure statement of the College.

Disciplinary Records: If disciplinary action is taken against a student under the procedures outlined above and a sanction imposed, a record of the action will be kept by the Vice President of Enrollment Management & Student Development, Student Services. Record of nonacademic disciplinary sanctions will not, however, appear on the charged student’s transcript but a copy may be maintained in the student’s file. Disciplinary actions are part of the education records of the student and consequently are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student’s nonacademic disciplinary record, except as allowed by law or when prior written permission from the student has been received.
### Philosophy
Students participating in the postsecondary education experience are entitled to certain statutory rights including those provided by Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, as amended, and Iowa Code Chapter 216, Section 9. Iowa Central Community College ("Iowa Central" or "College") is committed to complying with applicable statutes, codes, and regulations.

### College Responsibility
Unlike a secondary school, Iowa Central is not required to provide a free appropriate public education (FAPE) to each student. Iowa Central will provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability. Also, the College will provide accommodation to the known physical, mental or learning disability of a student to afford the student an equal opportunity to gain the same academic benefit and services as nondisabled peers, unless the accommodation would pose an undue hardship on the college. Further, Iowa Central will provide comparable, convenient and accessible student housing to students with disabilities at the same cost and in the same manner as to non-disabled students.

The College’s Academic Assistance and Accommodations Coordinator, Assistant Director administrates Iowa Central’s response to requests for academic adjustments and/or services.

### Student’s Responsibility
Postsecondary students have responsibilities that they did not have as high school students. A student with a qualified disability who wants Iowa Central Community College to provide academic adjustments, services, and/or accessible housing must identify themselves as having a qualified disability. To make a request a student should follow the procedures described in the College’s website on the Academic Resource Center page in the Accommodations link. Requests can be made at any time; however, the College encourages students to make their requests as early as possible to ensure that enough time is available to review the request and provide the appropriate academic adjustment and/or service.

A student with a qualified disability who is taking Iowa Central contracted course(s) in a high school setting and who desires an academic adjustment and/or service should follow the procedures described in the College’s website on the Academic Resource Center page in the Accommodations link to make the request.

If a student is dissatisfied with the accommodation provided the College and/or if a student’s concern is one of perceived discrimination because of a disability, the student may use the informal or formal complaint procedure described in the Student Discrimination Complaint Process in the College’s Student Handbook located on the College website.

### Appropriate Academic Benefit and Services Accommodation
The College will determine an appropriate academic accommodation taking into consideration the student’s qualified disability, their academic field, and their career goal.

a. In providing academic adjustment, the College is not required to lower standards or modify essential requirements in an academic field. Accommodations should not fundamentally alter the nature of a service, program, or activity or result in undue financial or administrative burdens to the College. If the student requests a specific academic adjustment, Iowa Central may offer that academic...
adjustment or an alternative one if the alternative also would be effective to afford the student an equal opportunity to gain the same academic benefit and services as nondisabled peers. Iowa Central may also conduct its own evaluation of the student’s disability at the College’s expense.

b. Iowa Central will make available to a student reasonable accommodation including auxiliary aids and services to afford the student an equal opportunity to gain the same academic benefit and services as nondisabled peers. In making reasonable accommodation, the College does not have to provide personal attendants or individually prescribed devices or services of a personal nature, such as someone to key materials or someone to read during study time. An otherwise qualified applicant for admission or student with a qualified disability who requests attendant care services must make arrangements to provide their own attendant care services as their cost.

c. In determining the College’s ability to offer reasonable accommodation to an otherwise qualified applicant or student with a qualified disability, each request for accommodation will be evaluated by the College on a case-by-case basis.
### CHAPTER: Discrimination

**DATE ADOPTED:** July 11, 2006  
**NUMBER:** 414  
**REVISED:** November 13, 2012, August 11, 2020, June 8, 2021

### SYNOPSIS:

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<td>Student Discrimination Complaint Process</td>
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If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Executive Director of Human Resources, phone number 515-574-1138, ihrig@iowacentral.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576. If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Executive Director of Human Resources, One Triton Circle, Fort Dodge, Iowa, 50501, Telephone: (515)-574-1138, Email: concerns@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

Student Discrimination Complaint Process: If the student’s concern is one of perceived as discrimination on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices the student may use the informal or formal complaint procedure described below:

Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have.

2. Informal Complaint Procedures:

   a. An informal complaint regarding perceived discrimination, abuse, and/or harassment may be presented by the student to the Vice President of Instruction or their designee. This informal discussion shall occur within 14 calendar days after the concern causing the student to believe discrimination has occurred or within 14 calendar days after he/she has discovered the concern, provided the discovery is within six months of the occurrence. At this informal discussion, the student and the Vice President of Instruction may each request the presence of the College EEO Officer.

   b. Within three calendar days of receipt of the student’s informal complaint, the Vice President of Instruction and/or their designee shall investigate the complaint in accordance with Iowa Central policy and take corrective action as warranted.

3. Formal Complaint Procedures:

   a. A formal (written) complaint regarding perceived discrimination, abuse, and/or harassment may be
presented by the student to the College’s EEO Officer. The student’s written complaint must be delivered to the EEO Officer’s office within 30 calendar days following the occurrence of the concern which causes the student to believe discrimination, abuse, and/or harassment has occurred, or within 30 calendar days after they discovered the concern. The written complaint should contain the date of occurrence of the concern, location, party or parties involved, names of witnesses, and the facts forming the basis of the complaint.

b. The student will have an interview with the EEO Officer to discuss the complaint. The EEO Officer shall advise the student as appropriate of the following rights:

(1) The student may, at any time within the complaint procedure, but within 90 days of the occurrence of the concern, file a complaint with the Human Rights Commission in Fort Dodge;

(2) The student may file a complaint with the Iowa Civil Rights Commission in Des Moines within 180 days of the occurrence of the concern, and with the U.S. Equal Employment Opportunity Commission in Kansas City within 360 days of said occurrence; and

(3) The student may file a complaint with any other appropriate agency(ies).

c. The EEO Officer, within 21 calendar days after the first meeting with the student and review of the written complaint, shall conduct a complete investigation into the complaint. The EEO Officer may conduct an investigation personally or through the use of a qualified fact-finder selected from a list of College employees trained by the EEO Officer or an appropriate agency for this purpose. This inquiry will include a thorough and documented review of the circumstances under which the alleged complaint occurred. The inquirer shall be permitted access to relevant data and to all individuals identified by the student as having knowledge of the alleged complaint and all individuals who may be identified by the instructor to be interviewed.

d. The EEO Officer will contact the student within 10 calendar days after the completion of the investigation and provide to the student a written finding of the investigation. The EEO officer will thereafter recommend to the appropriate College official corrective action as warranted.

e. If the complaint is not resolved to the student’s satisfaction, the student may, within 10 calendar days of receipt of the EEO officer’s findings, request, in writing, that the College’s President review the complaint. The President will review the complaint and take such action as they deem appropriate including, but not limited to, the recommendation of action to the Board of Directors.

Minimum Standards: These procedures will be regarded as minimum standards for furnishing any person an opportunity to be heard on complaints regarding suspected acts of discrimination, abuse, and/or harassment.

Confidentiality: At every level of the informal or formal complaint procedure, the College personnel involved in the investigation and attempted resolution of the complaint, recognize and respect the student’s need for confidentiality as to these type of concerns and will honor a student’s request for confidentiality to the extent permissible recognizing also the rights of the person whose conduct is the subject of the complaint. The student may withdraw their complaint at any time during the informal or formal complaint procedures.
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 Student Services.

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 sole function is to provide comfort or emotional support do not qualify as a service animal under the
**ADA.**

**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. Accommodations Assistant Director.**

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.
Requirements for Faculty, Staff, and Students

Faculty, staff, and students are required to abide by the following practices:

A. They are not to touch or pet a service or assistance animal unless invited to do so.
B. They are not to feed a service or assistance animal.
C. They are not to deliberately startle a service or assistance animal.
D. They are not to separate or to attempt to separate an Owner from his or her service or assistance animal.
E. They are not to inquire about the Owner’s disabilities. The nature of a person's disability is a private matter.

Violation of these requirements may result in discipline in accordance with applicable student, employee, or faculty policies and procedures.

Conflicts and Concerns

A person with a medical condition(s) should contact the Academic Assistance & Accommodations Coordinator Accommodations Assistant Director 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.

Damage or Injury

Owners or handlers of approved animals are solely responsible for any damage to persons or property that the animal may cause on campus.

Faculty and Staff

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.

Appeal Procedure

An affected person may appeal a decision made under this policy by presenting a written appeal to the Vice-President of Enrollment Management & Student Development Student Services 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 & Student Development Student Services will form an ad hoc committee (composed of the Vice-President of Enrollment Management & Student Development Student Services and four (4) other administrators selected by the Vice-President of Enrollment Management & Student Development Student Services) 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.
### Purpose

The purpose of this policy is to provide guidelines for the prevention of general campus violence, for the promotion of a productive environment for learning that is free from threats of harm, intimidation, and violence, and for assessment of threats and acts of violence on the Iowa Central Community College campus. This policy applies to all students who also have the responsibility to comply with the policies in the Iowa Central Student Handbook.

### General

Iowa Central prohibits threats of harm and acts of violence on Iowa Central property (including but not limited to within offices, classrooms, on campus grounds, in campus buildings, and/or in residence facilities), at any Iowa Central-sponsored event, while engaged in Iowa Central business, educational activities, and/or athletic activities, while travelling in Iowa Central owned vehicles, and on any electronic or email communications.

### Prohibited Conduct

Violence, threats of harm, or threatening behavior prohibited by this policy includes, but is not limited to, intimidation, harassment, assault, battery, stalking, attempted destruction or destruction of property, or any other conduct that causes a person to believe that they are under threat of any physical harm or injury to themselves or property.

A “threat” includes any action, conduct or course of conduct, or verbal, written, or electronic statement indicating a present or future risk of violent or harmful action against another person or property.

All alleged violations of this policy will be taken seriously and immediately investigated to determine whether corrective action is warranted.

Student conduct that violates this policy may result in discipline as described in the Iowa Central Student Handbook with due process as set forth therein. Conduct that constitutes a violation of Title IX will be handled in accordance with the College’s Title IX policy and grievance procedures.

### Reporting Threats or Incidents of Violence

All students and staff must report incidents or threat of violence to campus security, the Director of Residence Life, the Vice President of Enrollment Management and Student Development Student Services, Dean of Student Services, or by using the Iowa Central Report It Form. The report of incidents or threats of violence will be recorded in a written incident report. The Iowa Central Report It Form is available on the Iowa Central website. Copies of all written incident reports involving actual or alleged violence or threats will be provided to the Vice President of Enrollment Management and Student Development Student Services and Dean of Student Services.

The Federal Educational Rights and Privacy Act (FERPA) does not prohibit the communication and/or reporting of verbal expressions and observable behavior a student may display and/or express on campus, or to disclose personally identifiable information from a student’s education records to appropriate parties in order to address an imminent health or safety emergency.

Retaliation against any individual who reports a violation of this policy in good faith is strictly prohibited and will result in disciplinary action, up to and including suspension or expulsion of a student or termination of an employee’s employment. Any acts of retaliation should be immediately
Investigation of Incidents and Threats: All reports of actual or alleged violence and threats will be investigated by the proper authority, including the Vice President of Enrollment Management and Student Development or Dean of Student Services. Students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation by a mental health professional as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a direct threat to others.

In determining whether an individual student poses a threat to the health or safety of others and/or is disruptive to the campus residential environment and/or learning environment of other students, the Vice President of Enrollment Management and Student Development or Dean of Student Services, and two individuals selected by the Vice President of Enrollment Management and Student Development from the Iowa Central Threat Assessment Behavioral Intervention Team (BIT) will make an individualized assessment based on reasonable judgment that relies on current medical knowledge (mental health evaluation by a mental health professional) and information and/or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of Iowa Central policies, practices or the provision of auxiliary aids or services will mitigate the risk.

The individualized assessment will also include a recommendation whether:

(1) The student's behavior rises to the level, based on best available objective evidence, of severe or extreme risk to justify immediate suspension of the student; and

(2) The student should continue in their enrollment at Iowa Central.

Iowa Central Behavioral Intervention Team (BIT): In addition to responsibilities as described above, the BIT provides guidance to the campus community regarding the recognition of behavior that may represent a threat to the community, how such behavior should be reported, and policies and procedures for assessment, intervention, and other actions to resolve potential threats.

Communication: This policy shall be posted on the College website and shall be included as part of student orientation.
### SYNOPSIS:

1. **Philosophy:** Title IX prohibits discrimination in educational programs and activities on the basis of pregnancy, childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery from any of these conditions.

2. **College Responsibility:** Upon receiving information from a student regarding a request for accommodation in academic benefits and services, including excused absence, due to pregnancy, childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery from any of these conditions, Iowa Central Community College will determine reasonable accommodation to be provided to the student. Any special services provided to students who have temporary medical conditions will also be provided to a pregnant student as applicable based on need as determined by the College’s Academic Assistance and Accommodations Coordinator, Accommodations Assistant Director. The College will excuse a student’s absence from class due to pregnancy or related conditions, including recovery from childbirth, for as long as the student’s health care professional deems the absence to be medically necessary. When a student returns to class from the medical leave, they will return to the same academic and extracurricular status they held when the leave began.

3. **Student Responsibility:** A student who is pregnant and or is experiencing related conditions such as childbirth, false pregnancy, miscarriage, abortion, or related conditions, including recovery from any of these conditions, and desires that the College provide academic adjustments, services, accessibility accommodation, and or excused absence from classes in which the student is enrolled, should make a request for such needs. To make a request, a student should follow instructions in the College’s website on the Academic Resource Center page in the Pregnancy and Related Leave and Accommodation section to complete and submit a Pregnancy Leave and or Accommodation Request, including providing documentation from a health care professional regarding medical necessity. The student is encouraged to make the request as early as possible to ensure enough time is available to provide reasonable accommodation.

4. **Academic Benefit and Services Accommodation:** To ensure a pregnant student’s access to the College’s educational program, the College will provided appropriate accessibility accommodation responsive to the student’s temporary pregnancy status based on information from the student, the student’s health care professional, and the academic requirements of the classes in which the student is enrolled. Also, when the student returns to class from the medical leave, they will be reinstated to the same academic and extracurricular status they held when the leave began. The College will determine a reasonable academic accommodation that does not fundamentally alter the nature of the course and program in which the student is enrolled. This may include providing the student the opportunity to make up class work missed or offering the student alternatives to making up missed class work (for example retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date). A student will be permitted to submit class work after a deadline that they missed because of absences due to pregnancy or childbirth. Additionally, if a class grade or portion thereof is based in part on class attendance or participation, the student will be allowed to earn the credits they missed while on medical leave so that they can be reinstated to the status they held when the leave began.

5. **Grievance Procedure:** If the student is dissatisfied with the accommodation provided by the College, the student may use the formal complaint procedure described in the Student Handbook located on Iowa Central’s website and as described in Board Policy No. 414.
| 6 | Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have. |
Thank you for thinking of us, and for the beautiful plant, Megan & Parker Kruse appreciated your thoughtfulness.

For all the kindness you have shown, we thank you very much.
For sympathy in sorrowing days,
For friendship's healing touch
With gratitude our hearts are full,
Though words cannot convey
The tender thoughts and thankfulness
We hold for you today

By the family of
Gary Kruse
Thank you very much for the beautiful plant sent for Jim. We are going to miss him, but happy he is at peace.

We have lost someone very special...
Thank you for sharing our grief.

Ruth & Dave Hanson
& Family
Thank you sincerely for sharing our sorrow. Your kindness is deeply appreciated and will always be remembered.

Alethea Stubbe
November 6, 1957
June 29, 2022
Thank you so much for thinking of me during this difficult time.

Marzen Boerner

For all the kindness you have shown,
We thank you very much,
For sympathy in sorrowing days,
For friendship's healing touch
With gratitude our hearts are full,
Though words cannot convey
The tender thoughts and thankfulness
We hold for you today

By the family of

Paul W.

Paul W.