

MERGED AREA (EDUCATION) V COMMUNITY COLLEGE DISTRICT
IOWA CENTRAL COMMUNITY COLLEGE
ONE TRITON CIRCLE
FORT DODGE, IA 50501

AGENDA FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Via Zoom
January 12, 2021
5:00 PM

- I. Call to Order
- II. Approve Agenda
- III. Consent Agenda
 1. Minutes pgs. 4-9
December 8, 2020 regular meeting minutes.
 2. Bills and Claims for Payment pgs. 10-18
Accounts payable for the month ending December 31, 2020.
 3. Communications
Hires:
Dana A. Becker:
Public Information Coordinator; effective January 1, 2021; with salary at the annual rate of \$31,545.00.
Miracle S. Holder:
Enrollment Management and Student Development Secretary; effective January 1, 2021; with salary at the annual rate of \$25,688.00.
Resignations:
Alex K. Boyce:
Housing Coordinator and Assistant Softball Coach; effective February 1, 2021.
Donald J. Hagar:
Custodian; effective December 11, 2020.
John T. Horton Jr.:
Housing Coordinator, Assistant Men's Track and Field Coach, and Assistant Women's Track and Field Coach; effective January 8, 2021.
Timothy W. Trenkle:
Associate Professor, Education and Psychology Department; effective December 11, 2020.
Adriana Valeriano:
Corrections Education Associate; effective February 5, 2021.

4. Secretary Reports
Financial Reports: pgs. 19-40
Attached are the General, Auxiliary, Plant, Agency, Scholarship, and Loan fund reports for the month ending December 31, 2020.

IV. President's Reports

1. Board Policies: pgs. 41-58
The Board will be asked to approve updated Board Policies 223, 313, and 315, attached.
2. Program/Department Reviews for Approval:
The Board is asked to approve the following program reviews for 2021-2022.
 - A. Medical Assisting
 - B. Education and Psychology/Social Science Department
 - C. Automotive Technology
 - D. Engineering and Design Technology
 - E. Accounting
 - F. Computer Networking
 - G. Automotive Collision
 - H. Fire Science
 - I. Health and Beauty Management
3. Curriculum Changes for Approval: pgs. 59-148
The Board will be asked to approve the attached curriculum changes for the 2021-2022 year.
4. Strategic Enrollment Plan: pgs. 149-160
The Board will be asked to approve the attached Strategic Enrollment Plan.
5. Accreditation Update:
The Board will receive an update on plans for the upcoming Accreditation visit.
6. Covid-19 Update: pgs. 161-167
The Board will receive an update on how Cabinet is handling Covid on campus.
7. Graduation Spring 2021:
The Board will be updated on the Graduation plans for Spring 2021.
8. Upcoming Meetings:
The Board will discuss how upcoming meetings will take place; zoom or in person.
9. Possible Closed Session on Litigation:
A closed session may be necessary to discuss litigation.
10. Possible Closed Session on Negotiations Strategy:
A closed session may be necessary to discuss negotiations strategy.

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

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

V. Board Communication
A. Events, Notes, Etc. pgs. 168-172

VI. Unfinished Business

VII. New Business

VIII. Adjournment

The next regular meeting of the Board is scheduled for Tuesday February 9, 2021.

**MERGED AREA (EDUCATION) V COMMUNITY COLLEGE DISTRICT
IOWA CENTRAL COMMUNITY COLLEGE
ONE TRITON CIRCLE
FORT DODGE, IOWA 50501**

**MINUTES FOR THE REGULAR AND ORGANIZATIONAL MEETINGS OF THE BOARD OF
DIRECTORS**

December 8, 2020

The Board of Directors of Merged Area (Education) V Community College District (IOWA CENTRAL COMMUNITY COLLEGE) met in regular session at 5:00 p.m., Tuesday, December 8, 2020, via Zoom.

I. Call to Order

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

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

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

II. Approve Agenda

Board Policies 313 and 315 were removed from the agenda. Moved by Larry Hecht and seconded by Darrell Determann to approve, with Board policies 313 and 315 removed. Motion carried unanimously.

III. Approve Consent Agenda

Moved by Darrell Determann and seconded by Tom Chelesvig to approve. Motion carried unanimously.

VIII. Adjournment of Outgoing Board

Moved by Larry Hecht and seconded by Tom Chelesvig to approve. Motion carried unanimously.

Allyson P. Walter

Allyson Walter
Secretary

ATTEST:

Mark R. Crimmins

Mark R. Crimmins
President

IX. Call to order of new Board and determination of a quorum

The Board of Directors of Merged Area (Education) V Community College District (IOWA CENTRAL COMMUNITY COLLEGE) held the organizational meeting required by law, meeting in regular session at approximately 5:04 p.m., December 8, 2020, via Zoom.

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

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

X. Oath of Office filed by newly elected Board members

- A. Brandon Wessels; filled the District 2 seat by nomination, which was left vacant by Terri Wessels.

XI. New Board Organization

- A. Elect President

The Secretary called for nominations for the office of President.

Moved by Tom Chelesvig and seconded by Bennett Mark Crimmins as President. Nominations ceased and a unanimous vote was cast and Mark Crimmins was elected President.

- B. Elect Vice President

President, Mark Crimmins called for nominations for the office of Vice President.

Moved by Bennett O'Connor and seconded by Brandon Larry Hecht. Nominations ceased and a unanimous vote was cast and Larry Hecht was elected Vice President.

*Note that Connie Smith is present at 5:08 p.m.

- C. Appoint Representative to the Iowa Association of Community College Trustees

President Mark Crimmins appointed Darrell Determann to serve as representative to the Iowa Association of Community College Trustees.

- D. Appoint Alternate Representative to the Iowa Association of Community College Trustees

President Mark Crimmins appointed Bennett O'Connor to serve as alternate representative to the Iowa Association of Community College Trustees.

- E. Appoint Representative to the Iowa Central Community College Foundation

President Mark Crimmins appointed Larry Hecht as representative to the Iowa Central Community College Foundation.

- F. Appoint Secretary-Treasurer and Establish Bond for Secretary-Treasurer

President Mark Crimmins appointed Allyson Walter as Secretary/Treasurer for the 2021-2022 college year, with bond established in the amount of \$500,000.00.

- G. Receive Oath of Office for Secretary-Treasurer

The Oath of Office for the Secretary/Treasurer was filed with the Board after the appointment was made.

- H. Establish a Date and Time for Regular Board Meetings

Set the second Tuesday of each month as the regular meeting of the Board at 5:00 p.m.

XII. President

- A. Dental Assistant Program:

The Board will be asked to approve the new Dental Assistant Program.

Moved by Larry Hecht and seconded by Darrell Determann to approve. Motion carried unanimously.

- B. Board Policies:

The Board will be asked to approve updated Board policies.

Moved by Tom Chelesvig and seconded by Larry Hecht to approve Board policy 107. Motion carried unanimously.

Moved by Darrell Determann and seconded by Connie Smith to approve Board policy 605. Motion carried unanimously.

- C. Resolution on Determination and Notification on Contract Terminations:
It may be necessary to have staff changes and possible cut backs for the 2021-2022 year. A resolution must be in Board minutes permitting the necessary consideration and notifications.

Moved by Darrell Determann and seconded by Brandon Wessels to approve. Motion carried unanimously.

- D. Foundation Update:
Updated.

- E. IACCT Update:
Updated.

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

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

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

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

- XIII. Board Communication

- A. Events, notes, etc.
Presented.

- XIV. Unfinished Business
None.

- XV. New Business
None.

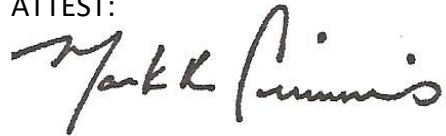
- XVI. Adjournment

Moved by Brandon Wessels and seconded by Bennett O'Connor to approve. Motion carried unanimously.



Allyson Walter
Secretary

ATTEST:



Mark R. Crimmins
President

Next Meeting

The next regular meeting of the Board is scheduled for Tuesday, January 12, 2020, at 5:00 p.m.



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
A Plus Auto Glass	144.13
ALPHAMEDIA USA LLC	2390.55
AML Riverside	35132.50
AP Air Inc	791.65
AT&T	222.02
ATR	1200.00
Adams, Neale	52.00
Ahlers & Cooney Pc Attorneys At Law	1540.50
Airgas USA LLC	1929.06
Alliant Energy	1828.06
Amazon.com	6038.50
American Institute of Professional Bookkeepers	4039.85
Andrews, John	450.00
Aramark Uniform Services	278.02
Ark Financial LLC	1875.00
Arnold Motor Supply	1761.97
Arnold Motor Supply LLP	1185.84
Asics America	175.90
Assessment Technologies Institute LLC	655.00
Astor, Jacob	134.84
Automatic Door Group Inc	1455.95
B&H Photo Video	244.56
BNI Publications Inc	209.60
Bear Graphics Inc	3311.73
Becker Florist, Inc.	505.00
Beissers Inc	1035.49
Best Co LLC	2059.24
Bidleman, Julaine	159.29
Black Hills Energy	1108.24
Blunk, Shelly	96.00
Boelter, Douglas	218.00
Bomgaars	935.29
C & J Bus Repair Inc	55.48
CDW G	79485.82
CENGAGE Learning	2490.00
CNH Industrial Capital Productivity Plus Account	670.47
CNOS, PC	3125.00
Campus Stop LLC	7237.12
Casady Bros Implement Inc	19.95
Castle Branch Inc	370.00



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Central Iowa Building Supply Inc	79.53
Central Iowa Distributing	10710.03
CenturyLink - Business	379.30
CenturyLink - Residential	43.15
Certified Transmission	3017.60
Chelesvig, Tom	120.00
China Iowa Group LLC	17795.00
Choice Printing	1927.20
City Directory	68.00
City Laundering Co	720.80
City of Fort Dodge	4147.50
City of Storm Lake	202.56
City of Webster City	2701.42
Clarion Chamber & Development	300.00
Cleveland, Christopher	54.40
Coe College	250.00
Coleman, Terry	121.60
Colorado Department of Labor and Employment	248.00
Colorize	134.40
Community First Broadcasting	499.80
Community Orchard	136.29
Community and Family Resources	480.00
Consulting & Marketing Assn	1450.00
Cornhusker International Trucks, Inc.	1127.14
Corpman, Heidi	400.00
Crescent Electric Supply Co	374.09
Crimmins Welding & Fabrication Inc	2850.00
Cummins Sales and Service	2310.00
DK Diesel of Fort Dodge	7802.08
Daily Freeman Journal	70.00
Daniel Tire Company	1226.00
Danielson, Cynthia	582.40
DeCoursey, Paul	87.60
Dennis Supply Co	1074.49
Dept. of Veteran Affairs	1764.00
Des Moines Area Comm College	140.00
Determann, Darrell	242.40
Diamond Vogel Paints	18.59
Dickerson, Saba	46.00
Doolittle Oil Co.	313.04



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Doyle Diesel	905.00
Duet Resource Group	279477.93
EAB Global Inc	43957.00
Eagle Grove Mun. Utilities	131.24
Eagle Impact Rugby Academy	700.00
Echo Group	2852.13
Ecolab	100.00
Educational Testing Services (ETS)	118.25
EliteFTS.com	283.70
Ellsworth, Shelbey	59.25
Elsevier Inc	3616.38
Europa Sports Products	606.47
Examity	120.00
FBG Service Corporation	229.00
FRSecure LLC	5700.00
Family Bowling Center	1122.00
Farm News	400.00
Farrington, Rusty	64.33
Fastenal Company	1095.21
Federal Express Corporation	77.75
Fidelity Security Life	2848.22
Fire Service Training Bureau	200.00
First to Last, Coat and Blast	150.00
Fjetland, Candace	94.00
Florida State Disbursement Unit	912.00
For Sure Roofing LLC	1859.19
Force America	1.50
Forecast 5 Analytics, Inc	11000.00
Fort Dodge Asphalt Co	45282.81
Fort Dodge Ford Lincoln Toyota	378.25
Fort Dodge Soccer Association	6500.00
Fort Dodge Water Department	12872.41
Frontier Communications	1777.00
GATR Truck Center	4560.79
GFC Leasing - WI	94.90
Garbage Hauling Service	248.25
Goff Rugby Report/Goff Communications	250.00
Golden Eagles Invite	180.00
Goldfield Access Network	99.85
Goodheart Willcox Publisher	3548.28



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Gordon Flesch Company Inc	5158.58
Gordon Flesch Company Inc	2928.00
Graewin, Kristopher	344.00
Grainger	627.68
Graves, Amber	15.00
Great Western Dining Services	69117.34
Greater Fort Dodge Growth Alliance	35.00
Guddall, Erin	500.80
Gustoff Productions	230.00
Haila Architecture Structure Planning	674.03
Haley Equipment Inc	144.00
Hauge Associates	2746.84
Hawkes Learning Systems	3265.00
Hawley, MaKenzie	20.32
Heartland Business Systems LLC	41100.00
Hecht, Larry	154.40
Heffernan, Lindsay	698.01
Hennigar's Wrecker Service	375.00
Henry Schein	3305.62
Hewitt, Tara	459.00
Hiway Truck Equipment	1417.77
Holden, Susan	201.60
Holmes Murphy	225000.00
Humboldt Motor Sales	96.28
Humphrey, Larry	9.99
Hy Vee	367.50
Image Sells	4812.71
Information Technology for People, Inc	2059.00
Inland Truck Parks & Service	242.56
Interstate Chemical Company Inc	1461.75
Iowa Biodiesel Board	2000.00
Iowa Central Bookstore	10243.90
Iowa Central Comm Col Foundation	3134.73
Iowa Central Community College	76919.19
Iowa Communications Network	13001.66
Iowa Department of Education	550.00
Iowa Independent Auto Dealers	1625.00
Iowa Individual Health Benefit Reinsurance Association	5653.00
Iowa Radio Plus	34.20
Iowa Renewable Fuels Association	1500.00



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Iowa Sportsman	375.00
J J Keller & Associates, Inc	3282.94
J P Byson Oil Company	125.00
JRG Veterinary Supply	168.05
Janssen Pest Solutions	5149.26
Jefferson Telecom	72.90
Johnston Autostores	907.28
Johnstone Supply	1012.80
Joint Review Committee on Education In Radiologic Technology	2270.00
Julius Cleaners	42.50
Kanopy LLC	3000.00
Kendall Hunt Publishing Company	783.13
Kersten Brownlee Hendricks LLP	990.00
Keystone Automotive Industries Inc	155.10
Keystone Materials Testing	75.00
Kimball Midwest	1668.79
Kinney, Jennifer	20.00
Knapps Piano Service	100.00
Kraft, Matthew	105.60
Kruse, Megan	8.00
Kuhlman, Richard	400.00
La James College	12400.00
Labyrinth Learning	5150.00
Landus Cooperative	75.00
Larson, Donn	100.00
Laurens Marathon Comm School	6000.00
Laurens Municipal Utilities	277.52
Lidderdale Country Store	790.00
Linn County Sheriff	9.70
Loerch, Deborah	50.00
Long Lines Broadband	654.65
Long, Francis	700.00
MCI Residential Service	15.18
MPS Customer Service	792.58
MSC Industrial Supply Co	159.95
Mac Tools	2395.27
Marco	234.82
Martin, Joseph	4281.86
Matthews Book Company	20638.72
Maxient LLC	6000.00



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

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December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
McCoy	287.75
McDermott, Douglas	100.00
McDonald Supply	6985.88
McGraw Hill Education Inc	11954.19
McGuire, Joe	1322.00
McMaster Carr	400.48
Mediacom	1867.41
Medical Enterprises Inc.	3025.00
Menards	414.57
Mer Engineering, Inc	1610.45
Mid States Championships	450.00
Mid West 3D Solutions LLC	65044.00
MidAmerican Energy	77533.60
Midstate Plumbing & Htg	967.20
Midwest Alarm Services	217.50
MioTech	977.05
Mizell, Jacob	200.00
Modern Sound Engineering Inc	2922.48
Moffitt, Lucas	1190.92
Moody's Investors Service	18000.00
Morton Publishing Company	2690.81
Mount Mercy University	350.00
NAPA Auto Supply	3111.10
National Junior College Athletic Assn	3444.96
Nelson Electric	44.97
Nichols, Jim	400.00
North Central IA Regional Solid Waste Agency	55.00
Northwestern Area Training Ac	928.20
O'Connor, Bennett	152.40
O'Halloran International	1370.90
O'Reilly Automotive Inc	2634.14
Optic Ink LLC	1050.00
Overhead Door Company	1616.27
PartnerShip	477.45
Paul Electric Supply Co	92.95
Pearson Education	5302.96
Pederson Sanitation	1791.00
Pepsi Beverages Company	262.32
Performance Foodservice	2527.00
Perry, Floyd	475.20



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

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December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Phi Theta Kappa	130.00
Pilot Tribune	100.00
Pitney Bowes	25000.00
Pitney Bowes-Q	2026.53
Plumb Supply Company	3536.23
Pocahontas Record-Dem.	932.00
Pocket Nurse Enterprises Inc	10860.67
Postmaster - Fort Dodge	2500.00
Praxair Distribution	1321.92
Protection Specialists	650.00
Quill.com	104.22
R & J Material Handling	311.51
Raccoon Valley Radio	348.90
Radio Programming and Management	593.40
Ramthun, Michelle	95.20
Reach Network, Inc	7425.00
RealityWorks	3180.60
Redwood Toxicology Laboratory	113.88
Rees Truck & Trailer Inc	3504.65
Reimers Distributing	143.06
Reliable Machine Inc	2822.27
Renteria, Angie	140.00
Richards, Michael	740.00
Rockwell City Chamber & Development	75.00
Ross' Appliance Center	21.99
Rouse, Althea	374.40
Safety Kleen Systems, Inc	290.18
Sanders, Lenny	99.20
Schnurr & Company, LLP	3500.00
School Datebooks	9259.22
Schumacher Elevator Company	5221.23
Sesac Inc	713.74
Sestak Builders	8640.00
Shimkat Motor Company	99.29
ShineOn designs ShineOn Designs	1980.00
SilverStone Group Inc	3650.00
Siouxland Trailer Sales	21000.00
Smith, Connie	100.00
Snap on Industrial	260.07
Snap on Tools	92.50



IOWA CENTRAL COMMUNITY COLLEGE ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Southwest Research Institute	2689.50
Sports Health	730.51
St Edmond High School	250.00
St Mary's High School	100.00
Stewart, Darla	125.00
Stipes Publishing LLC	223.50
Stoeber, Keith	550.00
Storey Kenworthy/Workspace Inc	719.59
Storm Lake Garage Door Service	45.00
Storm Lake United	900.00
StreamGuys	648.00
Stroner, Noel	77.00
Taylor & Francis Group	288.97
The Graphic Edge	34019.55
The Iowa Outdoors Store	10.99
The Messenger	4059.27
The Storm Lake Times	678.00
The Trash Man	233.55
The Uniform Shop	769.00
Think Great LLC	9277.44
Thomas, Tim	400.00
Thomsen, Katy	1750.00
Toot, Joe	300.00
Trane US, INC	2428.25
Trinity Regional Medical Center	44.00
Trophies Unlimited	415.00
ULINE	540.82
UMB Bank N.A.	4100.00
UPS Supply Chain Solutions Inc	83.85
United Extreme Bling	671.00
United Parcel Service	2362.64
UnityPoint Health	6313.71
UnityPoint Health Trinity Regional Medical Center	67.00
Urness Do-It Best Hdwe & Appliance	12.98
Van Meter Industrial, Inc.	696.19
Verizon Wireless	4522.47
Vista Higher Learning	5063.54
WI SCTF	246.12
Waggoners Radiator Shop	115.00
Walker, Charlie	550.00



IOWA CENTRAL COMMUNITY COLLEGE
 ACCOUNTS PAYABLE TRANSACTIONS

1/8/2021 8:33:53 AM

December 2020

<u>VENDOR NAME</u>	<u>TOTAL AMT</u>
Wall Lake Community Center	495.60
Walsh Door & Security	33332.00
Walters Sanitary Service Inc	4791.96
Webster Calhoun Coop Telephone Assn	253.00
Webster City True Value	114.22
Wells Fargo Card Services	599.20
Wessels Oil Co Inc	8113.71
Wessels, Brandon	100.00
Western Iowa Equipment	587.76
Wilson Restaurant Supply Inc	5629.54
Winger Companies	60568.85
WnB Services, LLC	3712.00
Woodman Controls	2550.00
Ziegler Cat	1579.81
eTeamSponsor	10194.00
GRAND TOTAL	\$1,796,675.24

Allyson Walter
 Board Secretary

Dr. Dan Kinney
 President

Iowa Central Community College

Financial Report for the Period Ended December 31, 2019

General Ledger Classification	General Fund	General Restricted Fund	Auxiliary Fund	Agency Fund	Scholarship Fund	Loan Fund	Plant Fund	Total All Funds
Assets								
Checking Account	3,280,817.77							3,280,817.77
Savings Accounts/Investments	13,728,502.64	14,332,363.57	1,141,236.32	612,911.25		562.28	16,266,806.64	46,082,382.70
Contingency Funds	3,850.00		4,468.50					8,318.50
Accounts Receivable-Current	12,537,522.51							12,537,522.51
Accounts Receivable-Long Term		6,659,927.13						6,659,927.13
Prepaid Expenses								0.00
Inventories/Work in Process			675,538.60				1,944,100.86	2,619,639.46
Due To/From Other Funds	(15,275,698.38)	3,114,178.98	14,610,672.25	388,606.32	(442,930.84)		(2,390,018.33)	4,810.00
Capitalized Fixed Assets							107,430,506.19	107,430,506.19
Fixed Asset Depreciation							(40,603,601.29)	(40,603,601.29)
Total Assets	14,274,994.54	24,106,469.68	16,431,915.67	1,001,517.57	(442,930.84)	562.28	82,647,794.07	138,020,322.97
Liabilities & Fund Balance								
Accounts Payable	890.38		1,604.25					2,494.63
Salaries Payable								0.00
Employee Compensation Payable								0.00
Payroll W/H Payable	21,479.65							21,479.65
Bonds/Notes Payable - Current		1,340,000.00					3,610,000.00	4,950,000.00
Bonds/Notes Payable - Long Term		9,590,000.00					37,780,000.00	47,370,000.00
Interest Payable								0.00
Deferred Income		7,944,638.76	24,670.26					7,969,309.02
Funds Held in Trust for Others				4,922.00				4,922.00
Unadjusted Fund Balance	4,960,798.78	4,011,308.83	12,938,425.36	642,911.02	38,020.42	562.28	16,514,156.39	39,106,183.08
Revenue - Current Month	2,317,114.50	1,222,541.39	632,956.08	45,222.36	1,739,416.56	0.00	105,922.05	
Total Revenue for Fiscal Year	24,762,718.23	6,989,311.48	14,284,988.40	585,914.88	12,153,742.81	0.00	2,260,352.74	61,037,028.54
Expense - Current Month	2,828,229.45	503,238.79	1,197,987.65	30,038.24	351,443.05	0.00	1,033,277.47	
Total Expense for Fiscal Year	15,470,892.50	5,768,789.39	10,817,772.60	232,230.33	12,634,694.07	0.00	4,897,720.82	49,822,099.71
Adjusted Fund Balance	14,252,624.51	5,231,830.92	16,405,641.16	996,595.57	(442,930.84)	562.28	13,876,788.31	50,321,111.91
Fund Balance for Fixed Assets							27,381,005.76	27,381,005.76
Total Liabilities and Fund Balance	14,274,994.54	24,106,469.68	16,431,915.67	1,001,517.57	(442,930.84)	562.28	82,647,794.07	138,020,322.97

Secretary's Balance +	Outstanding Checks =	Treasurer's Balance
49,363,200.47	135,308.58	49,498,509.05

Allyson Walter

Allyson Walter
Secretary
Board of Directors

Iowa Central Community College

Financial Report for the Period Ended December 31, 2020

General Ledger Classification	General Fund	General Restricted Fund	Auxiliary Fund	Agency Fund	Scholarship Fund	Loan Fund	Plant Fund	Total All Funds
Assets								
Checking Account	16,798,731.55							16,798,731.55
Savings Accounts/Investments	17,000,604.85	14,390,575.55	1,341,662.00	865,810.78			6,169,117.88	39,767,771.06
Contingency Funds	3,850.00		4,468.50					8,318.50
Accounts Receivable-Current	13,153,007.37							13,153,007.37
Accounts Receivable-Long Term		4,109,165.84						4,109,165.84
Prepaid Expenses								0.00
Inventories/Work in Process			512,586.07				10,398,300.83	10,910,886.90
Due To/From Other Funds	(30,265,318.99)	3,261,743.69	16,829,750.36	286,469.99	(487,949.11)		10,376,087.06	783.00
Capitalized Fixed Assets							108,776,592.73	108,776,592.73
Fixed Asset Depreciation							(43,331,383.30)	(43,331,383.30)
Total Assets	16,690,874.78	21,761,485.08	18,688,466.93	1,152,280.77	(487,949.11)	0.00	92,388,715.20	150,193,873.65
Liabilities & Fund Balance								
Accounts Payable	171,053.49		(19.51)					171,033.98
Salaries Payable								0.00
Employee Compensation Payable								0.00
Payroll W/H Payable	22,355.81							22,355.81
Bonds/Notes Payable - Current		1,395,000.00					3,270,000.00	4,665,000.00
Bonds/Notes Payable - Long Term		8,195,000.00					42,674,845.15	50,869,845.15
Premium/Discount Bonds/Notes							1,142,058.66	1,142,058.66
Interest Payable								0.00
Deferred Income		6,811,910.99	230,174.59					7,042,085.58
Funds Held in Trust for Others								0.00
Unadjusted Fund Balance	5,363,280.06	6,381,432.96	12,500,709.97	826,339.35	29,308.42	0.00	8,263,838.31	33,364,909.07
Revenue - Current Month	2,270,482.20	621,513.99	984,712.13	23,084.23	16,998.00	0.00	150,764.29	
Total Revenue for Fiscal Year	25,001,578.61	5,828,485.89	14,115,478.16	516,191.97	10,459,494.39	0.00	3,448,471.42	59,369,700.44
Expense - Current Month	2,883,028.80	862,495.37	1,021,849.99	41,034.42	115,439.93	0.00	489,409.72	
Total Expense for Fiscal Year	13,867,393.19	6,850,344.76	8,157,876.28	190,250.55	10,976,751.92	0.00	4,171,949.94	44,214,566.64
Adjusted Fund Balance	16,497,465.48	5,359,574.09	18,458,311.85	1,152,280.77	(487,949.11)	0.00	7,540,359.79	48,520,042.87
Fund Balance for Fixed Assets							37,761,451.60	37,761,451.60
Total Liabilities and Fund Balance	16,690,874.78	21,761,485.08	18,688,466.93	1,152,280.77	(487,949.11)	0.00	92,388,715.20	150,193,873.65
	Secretary's Balance +	Outstanding Checks =	Treasurer's Balance					
	56,566,502.61	218,896.11	56,785,398.72					

Allyson Walter

Allyson Walter
Secretary
Board of Directors

Return to Agenda



Iowa Central Community College Revenue

Year To Date Fiscal Year 2019 - 2020
December 2019

Report Name: F001REV

Fund: 1 Unrestricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
401 Laboratory Fees	76,950	180,856	23,200	0	0	0	0	0	0	281,006
406 Other Student Fees	633,028	452,272	27,528	0	0	7,470	0	0	277,521	1,397,820
Group Total	709,978	633,128	50,728	0	0	7,470	0	0	277,521	1,678,826
411 Resident Tuition	6,950,778	4,143,960	571,244	0	0	0	0	0	0	11,665,983
412 Non-Resident Tuition	3,361,268	567,064	0	0	0	0	0	0	0	3,928,332
413 Secondary Tuition	0	278,597	0	0	0	0	0	0	0	278,597
Group Total	10,312,046	4,989,621	571,244	0	0	0	0	0	0	15,872,912
416 Prop.Tax, Oper/Plant/Early Ret	0	0	0	0	773,213	0	0	0	0	773,213
Group Total	0	0	0	0	773,213	0	0	0	0	773,213
421 General Aid	3,346,812	2,028,192	538,092	0	0	0	0	0	0	5,913,096
429 Other State Support	0	0	0	0	17,786	0	0	0	0	17,786
Group Total	3,346,812	2,028,192	538,092	0	17,786	0	0	0	0	5,930,882
446 Adult Basic Education	0	0	0	0	0	0	0	0	0	0
449 Other Federal Support	0	0	0	0	0	1,475	0	0	0	1,475
Group Total	0	0	0	0	0	1,475	0	0	0	1,475
453 Rental Of College Facilities	0	0	0	0	0	0	0	42,451	38,149	80,600
454 Other Sales & Services	9,239	11,035	73,249	0	(4,517)	12,026	704	3,674	73,999	179,408
Group Total	9,239	11,035	73,249	0	(4,517)	12,026	704	46,125	112,148	260,008
471 Interest	0	0	0	0	185,848	0	0	0	0	185,848
473 Gifts & Grants	0	0	0	0	0	310	0	3,000	0	3,310
477 Fines & Penalties	0	0	0	0	25,500	70	0	0	0	25,570
485 Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0
488 Withholding Tax Revenue	0	6,204	0	0	0	0	0	0	0	6,204
490 Transfers	0	0	0	0	0	17,122	0	7,349	0	24,471
Group Total	0	6,204	0	0	211,348	17,502	0	10,349	0	245,403
Total: 1 Unrestricted General Fund	14,378,075	7,668,180	1,233,313	0	997,830	38,473	704	56,474	389,669	24,762,718



Iowa Central Community College Revenue

Report Name: F001REV

Year To Date Fiscal Year 2020 - 2021
December 2020

Fund: 1 Unrestricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
401 Laboratory Fees	52,445	169,195	25,775	0	0	0	0	0	0	247,415
406 Other Student Fees	658,605	525,008	27,492	0	0	10,255	0	0	265,069	1,486,429
Group Total	711,050	694,203	53,267	0	0	10,255	0	0	265,069	1,733,844
411 Resident Tuition	6,970,247	4,335,892	647,978	0	0	0	0	0	0	11,954,117
412 Non-Resident Tuition	3,147,065	624,360	0	0	0	0	0	0	0	3,771,426
413 Secondary Tuition	0	232,735	0	0	0	0	0	0	0	232,735
Group Total	10,117,313	5,192,987	647,978	0	0	0	0	0	0	15,958,278
416 Prop. Tax, Oper/Plant/Early Ret	0	0	0	0	1,066,581	0	0	0	0	1,066,581
Group Total	0	0	0	0	1,066,581	0	0	0	0	1,066,581
421 General Aid	3,476,900	1,927,669	508,526	0	0	0	0	0	0	5,913,096
429 Other State Support	0	0	0	0	19,110	0	0	0	0	19,110
Group Total	3,476,900	1,927,669	508,526	0	19,110	0	0	0	0	5,932,206
446 Adult Basic Education	0	0	0	0	0	0	0	0	0	0
449 Other Federal Support	0	0	0	0	0	760	0	0	0	760
Group Total	0	0	0	0	0	760	0	0	0	760
453 Rental Of College Facilities	0	0	0	0	0	0	0	32,868	37,469	70,336
454 Other Sales & Services	9,396	10,533	35,233	0	105	2,848	0	4,055	51,992	114,162
Group Total	9,396	10,533	35,233	0	105	2,848	0	36,923	89,461	184,498
471 Interest	0	0	0	0	13,897	0	0	0	0	13,897
473 Gifts & Grants	0	600	0	0	0	0	0	0	0	600
477 Fines & Penalties	0	0	0	0	28,100	25	0	0	0	28,125
485 Miscellaneous Revenue	0	0	0	0	0	0	0	0	0	0
488 Withholding Tax Revenue	0	6,204	60,000	0	0	0	0	0	0	66,204
490 Transfers	0	0	0	0	0	16,251	0	159	175	16,585
Group Total	0	6,804	60,000	0	41,997	16,276	0	159	175	125,412
Total: 1 Unrestricted General Fund	14,314,659	7,832,197	1,305,003	0	1,127,794	30,139	0	37,082	354,705	25,001,579



Iowa Central Community College Revenue

Year To Date Fiscal Year 2019 - 2020
December 2019

Report Name: F001REV

Fund: 2 Restricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
406 Other Student Fees	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	0	0	0
415 Property Tax, Equip. Repl.	0	0	0	0	0	0	0	0	343,707	343,707
416 Prop. Tax, Oper/Plant/Early Ret	0	0	0	0	0	0	0	0	1,490,247	1,490,247
417 Property Tax, Unempl. Comp.	0	0	0	0	0	0	0	0	13,789	13,789
419 Prop. Tax, Tort Liab/Insurance	0	0	0	0	0	0	0	652,175	260,972	913,147
Group Total	0	0	0	0	0	0	0	652,175	2,108,715	2,760,890
429 Other State Support	0	113,568	857,229	93,707	0	0	0	16,575	603,891	1,684,971
Group Total	0	113,568	857,229	93,707	0	0	0	16,575	603,891	1,684,971
434 Title IV, Workstudy	0	0	0	0	0	0	0	0	41,177	41,177
441 Special Needs	0	17,963	0	0	0	0	0	0	0	17,963
443 WIA	0	0	0	0	0	0	0	0	0	0
446 Adult Basic Education	0	0	47,657	0	0	0	0	0	0	47,657
449 Other Federal Support	0	21,103	33,228	75,039	0	0	0	0	118,422	247,793
Group Total	0	39,066	80,885	75,039	0	0	0	0	159,599	354,590
454 Other Sales & Services	0	0	7,782	0	188,260	0	0	0	0	196,042
Group Total	0	0	7,782	0	188,260	0	0	0	0	196,042
471 Interest	0	0	0	0	112,833	0	0	0	0	112,833
481 NJTP Long - Term	0	0	0	257,205	0	0	0	0	0	257,205
488 Withholding Tax Revenue	0	0	0	1,622,782	0	0	0	0	0	1,622,782
490 Transfers	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	1,879,987	112,833	0	0	0	0	1,992,820
Total: 2 Restricted General Fund	0	152,635	945,896	2,048,733	301,092	0	0	668,750	2,872,205	6,989,311



Iowa Central Community College Revenue

Year To Date Fiscal Year 2020 - 2021
December 2020

Report Name: F001REV

Fund: 2 Restricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
406 Other Student Fees	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	0	0	0
415 Property Tax, Equip. Repl.	0	0	0	0	0	0	0	0	473,777	473,777
416 Prop. Tax, Oper/Plant/Early Ret	0	0	0	0	0	0	0	0	236,179	236,179
417 Property Tax, Unempl. Comp.	0	0	0	0	0	0	0	0	6,149	6,149
419 Prop. Tax, Tort Liab/Insurance	0	0	0	0	0	0	0	881,520	393,092	1,274,612
Group Total	0	0	0	0	0	0	0	881,520	1,109,196	1,990,716
429 Other State Support	0	143,226	889,234	118,641	0	0	0	17,809	712,137	1,881,048
Group Total	0	143,226	889,234	118,641	0	0	0	17,809	712,137	1,881,048
434 Title IV, Workstudy	0	0	0	0	0	0	0	0	32,604	32,604
441 Special Needs	0	10,433	0	0	0	0	0	0	0	10,433
443 WIA	0	0	0	0	0	0	0	0	0	0
446 Adult Basic Education	0	0	25,868	0	0	0	0	0	0	25,868
449 Other Federal Support	0	10,622	26,611	37	0	0	0	0	127,260	164,530
Group Total	0	21,055	52,479	37	0	0	0	0	159,864	233,436
454 Other Sales & Services	0	0	160	0	226,077	0	0	0	37,668	263,905
Group Total	0	0	160	0	226,077	0	0	0	37,668	263,905
471 Interest	0	0	0	0	6,444	0	0	0	0	6,444
481 NJTP Long - Term	0	0	0	441,793	0	0	0	0	0	441,793
488 Withholding Tax Revenue	0	0	0	961,414	0	0	0	0	0	961,414
490 Transfers	0	0	0	0	0	0	0	0	49,730	49,730
Group Total	0	0	0	1,403,207	6,444	0	0	0	49,730	1,459,381
Total: 2 Restricted General Fund	0	164,282	941,873	1,521,885	232,521	0	0	899,329	2,068,596	5,828,486



Iowa Central Community College Revenue

Year To Date Fiscal Year 2019 - 2020
December 2019

Report Name: F001REV

Fund: 7 Plant Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	COOP Program	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
416 Prop.Tax, Oper/Plant/Early Ret	0	0	0	0	0	0	0	773,213	0	773,213
418 Prop.Tax, Debt Serv/Standby	0	0	0	0	799,769	0	0	0	0	799,769
Group Total	0	0	0	0	799,769	0	0	773,213	0	1,572,982
429 Other State Support	0	0	0	400,000	12,144	0	0	17,786	0	429,931
Group Total	0	0	0	400,000	12,144	0	0	17,786	0	429,931
453 Rental Of College Facilities	0	0	0	0	0	0	0	97,113	0	97,113
454 Other Sales & Services	0	0	0	0	0	0	0	7,700	0	7,700
Group Total	0	0	0	0	0	0	0	104,813	0	104,813
471 Interest	0	0	0	0	0	0	0	152,628	0	152,628
473 Gifts & Grants	0	0	0	0	0	0	0	0	0	0
490 Transfers	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	152,628	0	152,628
Total: 7 Plant Fund	0	0	0	400,000	811,914	0	0	1,048,439	0	2,260,353



Iowa Central Community College Revenue

Year To Date Fiscal Year 2020 - 2021
December 2020

Report Name: F001REV

Fund: 7 Plant Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	COOP Program	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
416 Prop.Tax, Oper/Plant/Early Ret	0	0	0	0	0	0	0	1,066,581	0	1,066,581
418 Prop.Tax, Debt Serv/Standby	0	0	0	0	1,821,316	0	0	0	0	1,821,316
Group Total	0	0	0	0	1,821,316	0	0	1,066,581	0	2,887,897
429 Other State Support	0	0	0	400,000	13,048	0	0	19,110	0	432,159
Group Total	0	0	0	400,000	13,048	0	0	19,110	0	432,159
453 Rental Of College Facilities	0	0	0	0	0	0	0	101,925	0	101,925
454 Other Sales & Services	0	0	0	0	0	0	0	22,213	0	22,213
Group Total	0	0	0	0	0	0	0	124,138	0	124,138
471 Interest	0	0	0	0	0	0	0	4,278	0	4,278
473 Gifts & Grants	0	0	0	0	0	0	0	0	0	0
490 Transfers	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	4,278	0	4,278
Total: 7 Plant Fund	0	0	0	400,000	1,834,364	0	0	1,214,107	0	3,448,471



Iowa Central Community College Expenditures

Year To Date Fiscal Year 2019 - 2020
December 2019

Report Name: F001EXP

Fund: 1 Unrestricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
510 Administrative, Prof, F-T	0	0	0	0	190,470	77,911	0	0	103,563	371,943
511 Administrative, Prof, P-T	0	0	0	0	1,200	600	0	0	8,200	10,000
520 Instructional Pay, Full-Time	927,426	1,186,996	0	0	0	0	0	0	0	2,114,422
522 Instructional Pay, Adjunct	278,433	264,892	146,452	0	0	130,341	0	0	520	820,637
524 Instructional, F-T, Internet	32,478	6,050	0	0	0	0	0	0	0	38,528
525 Instructional, P-T, Internet	506,848	100,329	0	0	0	0	0	0	0	607,177
528 Inst, FT Extra Pay	119,084	53,190	8,092	0	0	0	0	0	600	180,966
530 Professional Support Staff	197,648	423,619	371,133	0	170,416	1,612,726	16,851	387,795	785,835	3,966,021
531 Support Staff-Part Time	12,250	8,639	19,238	0	31,883	222,216	10,453	100,657	84,660	489,995
540 Secretarial & Clerical	12,896	46,208	17,410	0	0	60,622	0	0	0	137,135
541 Secretarial-Part Time	33	5,502	1,953	0	0	3,538	0	0	0	11,026
550 Service Staff	0	0	0	0	0	0	0	326,060	0	326,060
551 Service Staff-Part Time	0	0	0	0	0	0	0	45,570	0	45,570
572 Student Wages, Other	5,399	273	0	0	5,295	17,159	6,168	51,319	1,125	86,737
585 SUI - Employer Share	(24)	0	0	0	0	0	0	0	0	(24)
587 SDI - Employer Share	0	0	0	0	0	0	0	0	0	0
589 Taxable Tip Expense	0	250	0	0	0	0	0	0	0	250
590 Fringe Benefits (Ins.)	303,004	413,267	84,448	0	78,006	435,404	3,480	237,360	201,448	1,756,417
592 FICA Employers Share	151,211	149,390	41,826	0	21,812	151,550	1,920	61,159	71,637	650,505
593 Retirement Plan Employer Share	124,719	162,828	39,676	0	35,196	179,980	2,263	74,283	91,135	710,079
595 Early Retirement	0	0	0	0	0	0	0	0	0	0
598 Accrued Vacation	(25,252)	(51,942)	(51,373)	0	(49,446)	(189,730)	(2,524)	(75,108)	(109,484)	(554,859)
Group Total	2,646,152	2,769,490	678,854	0	484,831	2,702,315	38,611	1,209,097	1,239,237	11,768,586
601 Professional Services	81,034	29,841	98,380	0	125,044	61,380	3,000	434,651	428,841	1,262,170
602 Election Costs	0	0	0	0	8,259	0	0	0	0	8,259
604 Membership Dues	1,584	10,722	1,635	0	71,808	8,096	127	6,255	8,096	108,324
605 Legal Publications	0	0	0	0	2,499	0	0	0	0	2,499
606 Equipment Maintenance & Repair	4,930	8,789	18,516	0	0	0	0	7,949	316	40,501
609 Building Maintenance & Repair	0	0	0	0	0	0	0	115,000	0	115,000
610 Maintenance Of Grounds	0	0	0	0	0	0	0	0	0	0



Iowa Central Community College Expenditures

Year To Date Fiscal Year 2019 - 2020
December 2019

Report Name: F001EXP

611 Information Services	0	0	13,161	0	0	0	0	0	227,487	240,648
612 Printing & Reproduction Svcs.	29	173	2,654	0	722	986	0	0	53,571	58,134
615 Communications	0	(5)	0	0	0	0	0	0	120,856	120,851
619 Utilities	0	0	457	0	0	0	0	0	0	457
621 Rental Of Buildings	0	0	27,866	0	0	0	0	12	0	27,878
622 Rental Of Equipment	0	0	4,071	0	0	526	0	792	57,792	63,181
623 Postage	0	0	0	0	4	0	0	0	43,410	43,414
624 Group Meeting/workshop Expense	4,607	3,043	6,361	0	4,299	31,869	0	52	9,953	60,184
626 Other Contractual Services	0	0	0	0	0	0	0	0	0	0
Group Total	92,183	52,563	173,101	0	212,636	102,857	3,127	564,711	950,323	2,151,502
631 Library Books	0	0	0	0	0	0	1,389	0	0	1,389
632 Materials And Supplies	21,646	217,929	37,484	0	4,290	81,774	1,257	76,969	159,827	601,176
633 Minor Computer Equipment	0	0	0	0	0	0	0	0	61,583	61,583
634 Periodicals	0	0	1,998	0	0	70	351	0	3,369	5,788
637 Bldg. & Contr. Materials & Sup	0	(4,166)	0	0	0	0	0	2,132	0	(2,034)
641 Custodial Materials & Supplies	0	0	0	0	0	0	0	56,347	0	56,347
642 Vehicle Materials & Supplies	0	0	36,999	0	0	0	0	108,196	0	145,195
643 Staff Dev, Out-of-State Travel	0	1,440	917	0	2,475	2,265	220	0	0	7,318
644 Landscaping Materials & Suppl.	0	0	0	0	0	0	0	33,576	0	33,576
645 Staff Dev., In-State Travel	1,774	505	318	0	2,350	481	0	105	8,808	14,341
646 Other Materials	55,183	309,972	0	0	0	0	0	0	0	365,155
647 Travel Expense, Out-of-State	0	10	2,713	0	15,900	3,065	520	35	1,606	23,849
648 Travel Expense, In-State	3,148	6,372	3,706	0	4,685	8,995	0	75	4,118	31,100
649 Travel Expense, Taxable	0	0	0	0	1,750	0	0	0	0	1,750
Group Total	81,751	532,062	84,136	0	31,451	96,650	3,736	277,435	239,312	1,346,533
651 Purchases For Resale, Misc.	0	0	0	0	0	0	0	0	0	0
675 Scholarships	0	0	0	0	0	0	0	0	95,199	95,199
678 Collection Agency Expense	0	0	0	0	460	0	0	0	0	460
680 Transfers	0	0	0	0	0	0	0	0	0	0
686 Property Tax	0	0	0	0	0	0	0	0	125	125
693 Other Current Expenses	0	0	0	0	0	0	0	0	24,453	24,453
694 Bad Debts	0	0	0	0	18,142	0	0	0	0	18,142



Iowa Central Community College Expenditures

Year To Date Fiscal Year 2019 - 2020

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Report Name: F001EXP

Group Total	0	0	0	0	18,602	0	0	0	119,777	138,379
710 Furniture, Machinery & Equip.	0	32,993	32,900	0	0	0	0	0	0	65,893
730 Maintenance Equipment	0	0	0	0	0	0	0	0	0	0
740 Vehicles	0	0	0	0	0	0	0	0	0	0
Group Total	0	32,993	32,900	0	0	0	0	0	0	65,893
Total: 1 Unrestricted General Fund	2,820,086	3,387,108	968,991	0	747,520	2,901,822	45,474	2,051,243	2,548,649	15,470,893



Iowa Central Community College Expenditures

Year To Date Fiscal Year 2020 - 2021
December 2020

Report Name: F001EXP

Fund: 1 Unrestricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
510 Administrative, Prof, F-T	0	0	0	0	219,719	77,911	0	0	103,563	401,192
511 Administrative, Prof, P-T	0	0	0	0	1,200	600	0	0	8,200	10,000
520 Instructional Pay, Full-Time	949,324	1,054,470	0	0	0	0	0	0	0	2,003,794
522 Instructional Pay, Adjunct	273,740	250,771	93,508	0	0	76,766	0	0	920	695,705
524 Instructional, F-T, Internet	38,083	0	0	0	0	0	0	0	0	38,083
525 Instructional, P-T, Internet	551,518	50,333	0	0	0	0	0	0	0	601,851
528 Inst, FT Extra Pay	119,095	94,117	5,400	0	0	0	0	0	0	218,612
530 Professional Support Staff	191,998	364,173	313,882	0	186,612	1,624,142	0	389,294	777,308	3,847,408
531 Support Staff-Part Time	12,250	7,658	7,139	0	17,098	183,774	14,238	83,504	62,334	387,995
540 Secretarial & Clerical	0	22,395	14,634	0	0	57,205	0	0	0	94,233
541 Secretarial-Part Time	2,598	0	19	0	0	4,689	0	0	0	7,306
550 Service Staff	0	0	0	0	0	0	0	340,116	0	340,116
551 Service Staff-Part Time	0	0	0	0	0	0	0	44,888	0	44,888
572 Student Wages, Other	2,539	1,728	0	0	0	14,068	7,220	16,436	0	41,991
585 SUI - Employer Share	294	1	0	0	0	0	0	0	0	295
587 SDI - Employer Share	0	0	0	0	0	0	0	0	0	0
589 Taxable Tip Expense	0	0	0	0	0	0	0	0	0	0
590 Fringe Benefits (Ins.)	302,357	391,496	74,143	0	95,249	439,063	0	242,607	197,071	1,741,986
592 FICA Employers Share	154,848	130,033	32,775	0	22,600	145,257	1,089	61,042	69,271	616,915
593 Retirement Plan Employer Share	125,150	145,689	32,529	0	35,341	180,589	675	72,617	88,277	680,867
598 Accrued Vacation	(26,865)	(39,379)	(46,275)	0	(62,700)	(245,441)	0	(84,113)	(131,169)	(635,942)
Group Total	2,696,929	2,473,486	527,753	0	515,118	2,558,623	23,222	1,166,390	1,175,773	11,137,294
601 Professional Services	0	23,854	120,339	0	69,876	79,067	2,640	45,149	208,541	549,467
602 Election Costs	0	0	0	0	0	0	0	0	0	0
604 Membership Dues	1,184	10,356	1,807	0	70,511	5,823	0	0	1,292	90,974
605 Legal Publications	0	0	0	0	3,449	0	0	0	0	3,449
606 Equipment Maintenance & Repair	0	9,204	16,917	0	0	0	0	3,836	0	29,957
609 Building Maintenance & Repair	0	0	0	0	0	0	0	55,860	0	55,860
610 Maintenance Of Grounds	0	0	0	0	0	0	0	0	0	0
611 Information Services	0	0	2,099	0	0	0	0	0	188,391	190,490



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Report Name: F001EXP

612 Printing & Reproduction Svcs.	0	0	2,433	0	722	0	0	0	48,540	51,695
615 Communications	0	0	0	0	0	0	0	0	140,840	140,840
618 Insurance	0	0	0	0	0	0	0	0	0	0
619 Utilities	0	0	622	0	0	0	0	0	0	622
621 Rental Of Buildings	0	6,000	16,331	0	0	0	0	17	0	22,348
622 Rental Of Equipment	0	0	0	0	0	475	0	2,540	55,877	58,893
623 Postage	59	0	0	0	0	0	0	0	64,743	64,803
624 Group Meeting/workshop Expense	0	732	332	0	881	5,722	0	0	535	8,202
626 Other Contractual Services	0	0	0	0	0	0	0	0	0	0
Group Total	1,243	50,146	160,880	0	145,440	91,087	2,640	107,403	708,761	1,267,600
631 Library Books	0	0	0	0	0	0	86	0	0	86
632 Materials And Supplies	8,099	167,763	42,751	0	5,228	22,416	167	77,671	118,517	442,614
633 Minor Computer Equipment	0	0	0	0	0	0	0	0	118,075	118,075
634 Periodicals	0	0	1,520	0	0	72	119	0	476	2,188
637 Bldg. & Contr. Materials & Sup	0	2,582	0	0	0	0	0	11,689	0	14,271
641 Custodial Materials & Supplies	0	0	0	0	0	0	0	46,419	6,443	52,862
642 Vehicle Materials & Supplies	0	0	23,172	0	0	0	0	43,630	0	66,801
643 Staff Dev, Out-of-State Travel	0	0	0	0	0	0	0	0	0	0
644 Landscaping Materials & Suppl.	0	0	0	0	0	0	0	27,936	0	27,936
645 Staff Dev., In-State Travel	79	104	328	0	1,496	456	0	0	11,984	14,447
646 Other Materials	66,108	326,374	0	0	0	0	0	0	(109)	392,372
647 Travel Expense, Out-of-State	0	0	0	0	0	0	0	0	0	0
648 Travel Expense, In-State	224	5,971	1,756	0	1,321	13,457	0	0	1,826	24,555
649 Travel Expense, Taxable	0	0	0	0	2,400	0	0	0	0	2,400
Group Total	74,510	502,795	69,528	0	10,445	36,401	373	207,345	257,211	1,158,608
651 Purchases For Resale, Misc.	0	0	0	0	0	0	0	0	0	0
675 Scholarships	0	0	0	0	0	0	0	0	118,856	118,856
678 Collection Agency Expense	0	0	0	0	3,585	0	0	0	0	3,585
680 Transfers	0	0	0	0	0	0	0	0	0	0
686 Property Tax	0	0	0	0	0	0	0	0	17	17
693 Other Current Expenses	0	600	0	0	0	500	0	0	23,874	24,974
694 Bad Debts	0	0	4,191	0	148,494	0	0	0	0	152,685



Iowa Central Community College Expenditures

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Group Total	0	600	4,191	0	152,080	500	0	0	142,747	300,117
710 Furniture, Machinery & Equip.	0	0	0	0	0	0	0	0	3,775	3,775
730 Maintenance Equipment	0	0	0	0	0	0	0	0	0	0
740 Vehicles	0	0	0	0	0	0	0	0	0	0
750 Software	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	0	3,775	3,775
Total: 1 Unrestricted General Fund	2,772,682	3,027,026	762,351	0	823,083	2,686,611	26,235	1,481,138	2,288,267	13,867,393



Iowa Central Community College Expenditures

Year To Date Fiscal Year 2019 - 2020
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Report Name: F001EXP

Fund: 2 Restricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
520 Instructional Pay, Full-Time	0	0	0	0	0	0	0	0	128,489	128,489
522 Instructional Pay, Adjunct	0	0	74,876	0	0	0	0	0	0	74,876
528 Inst, FT Extra Pay	0	4,225	0	0	0	0	0	0	0	4,225
530 Professional Support Staff	0	107,998	272,024	35,994	109,819	0	0	0	277,668	803,503
531 Support Staff-Part Time	0	7,125	1,407	0	3,455	0	0	0	0	11,987
540 Secretarial & Clerical	0	0	15,132	0	0	0	0	0	0	15,132
541 Secretarial-Part Time	0	0	0	0	0	0	0	0	0	0
570 Student Wages, Federal CWS	0	0	0	0	0	0	0	0	67,189	67,189
572 Student Wages, Other	0	0	0	0	0	0	0	0	670	670
590 Fringe Benefits (Ins.)	0	29,462	83,002	9,249	25,911	0	0	0	366,254	513,878
592 FICA Employers Share	0	8,608	25,465	2,485	7,541	0	0	0	28,566	72,665
593 Retirement Plan Employer Share	0	10,912	27,434	3,398	10,693	0	0	0	38,224	90,661
595 Early Retirement	0	0	0	0	0	0	0	0	0	0
597 Unemployment Compensation	0	0	0	0	0	0	0	0	10,010	10,010
Group Total	0	168,330	499,341	51,126	157,419	0	0	0	917,071	1,793,287
601 Professional Services	0	4,400	247	0	1,740	0	0	1,522,500	15,000	1,543,887
604 Membership Dues	0	0	0	2,000	7,965	0	0	0	3,250	13,215
606 Equipment Maintenance & Repair	0	217	932	0	0	0	0	0	21,198	22,347
609 Building Maintenance & Repair	0	0	0	0	0	0	0	0	0	0
610 Maintenance Of Grounds	0	0	0	0	0	0	0	0	0	0
611 Information Services	0	0	21,331	0	0	0	0	0	0	21,331
612 Printing & Reproduction Svcs.	0	0	5,348	923	59	0	0	0	716	7,046
615 Communications	0	0	317	0	0	0	0	0	0	317
618 Insurance	0	0	0	0	0	0	0	495,096	626,542	1,121,638
621 Rental Of Buildings	0	0	7,655	0	0	0	0	0	0	7,655
622 Rental Of Equipment	0	0	0	0	0	0	0	0	0	0
623 Postage	0	0	0	0	0	0	0	0	337	337
624 Group Meeting/workshop Expense	0	3,840	8,064	0	24	0	0	0	130	12,058
626 Other Contractual Services	0	0	0	339,780	0	0	0	0	0	339,780
Group Total	0	8,457	43,892	342,703	9,788	0	0	2,017,596	667,172	3,089,609



Iowa Central Community College Expenditures

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632 Materials And Supplies	0	156,471	12,644	226	30,437	0	0	0	146,530	346,308
633 Minor Computer Equipment	0	0	0	0	0	0	0	0	0	0
643 Staff Dev, Out-of-State Travel	0	6,121	0	0	0	0	0	0	0	6,121
645 Staff Dev., In-State Travel	0	0	0	0	1,758	0	0	0	1,575	3,333
646 Other Materials	0	0	0	0	0	0	0	0	0	0
647 Travel Expense, Out-of-State	0	0	711	0	0	0	0	0	1,628	2,339
648 Travel Expense, In-State	0	906	7,150	732	1,068	0	0	0	80	9,936
Group Total	0	163,498	20,506	958	33,263	0	0	0	149,812	368,037
670 Interest On Debt	0	0	0	137,507	0	0	0	0	0	137,507
675 Scholarships	0	17,954	111	0	0	0	0	0	0	18,064
680 Transfers	0	0	0	0	0	0	0	0	0	0
691 Student Services	0	0	2,403	0	0	0	0	0	0	2,403
693 Other Current Expenses	0	3,899	5,165	16,814	0	0	0	0	10,658	36,535
Group Total	0	21,853	7,678	154,320	0	0	0	0	10,658	194,509
710 Furniture, Machinery & Equip.	0	158,236	0	0	0	0	0	0	11,452	169,688
740 Vehicles	0	0	0	0	0	0	0	0	0	0
750 Software	0	0	0	0	0	0	0	0	0	0
760 Buildings & Fixed Equipment	0	0	0	0	0	0	0	0	0	0
Group Total	0	158,236	0	0	0	0	0	0	11,452	169,688
802 Educational Testing Fees (EDT)	0	0	1,189	398	0	0	0	0	0	1,587
803 EST Books	0	0	7,008	2,979	0	0	0	0	0	9,986
804 EST Required	0	0	65	25	0	0	0	0	0	90
805 Student & Assessment Fees SAF	0	0	12,018	6,562	0	0	0	0	0	18,580
809 CHG	0	0	288	309	0	0	0	0	0	597
811 Transportation	0	0	11,384	7,120	0	0	0	0	0	18,504
812 Dependent Care	0	0	0	0	0	0	0	0	0	0
813 Miscellaneous Services	0	0	55	80	0	0	0	0	0	135
815 Financial Assistance	0	0	0	2,170	0	0	0	0	0	2,170
821 Occupational Skills Training	0	0	55,242	43,120	0	0	0	0	0	98,362
823 On The Job Training (OJT)	0	0	0	0	0	0	0	0	0	0
838 Secondary Certification	0	0	0	0	0	0	0	0	0	0
862 Pre-Employment Training/Worksh	0	0	3,650	0	0	0	0	0	0	3,650



Iowa Central Community College Expenditures

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Report Name: F001EXP

864 Staff-Assisted Job Development	0	0	0	0	0	0	0	0	0	0
873 Skill Upgrading (Certificates)	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	90,898	62,761	0	0	0	0	0	153,660
Total: 2 Restricted General Fund	0	520,374	662,315	611,868	200,470	0	0	2,017,596	1,756,166	5,768,789



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Report Name: F001EXP

Fund: 2 Restricted General Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	260E	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
520 Instructional Pay, Full-Time	0	0	0	0	0	0	0	0	87,189	87,189
522 Instructional Pay, Adjunct	0	0	49,232	0	0	0	0	0	0	49,232
528 Inst, FT Extra Pay	0	0	0	0	0	0	0	0	0	0
530 Professional Support Staff	0	94,809	295,371	0	111,467	0	0	0	279,885	781,531
531 Support Staff-Part Time	0	0	1,800	0	2,643	0	0	0	4,414	8,857
540 Secretarial & Clerical	0	0	15,631	0	0	0	0	0	0	15,631
541 Secretarial-Part Time	0	0	0	0	0	0	0	0	0	0
570 Student Wages, Federal CWS	0	0	0	0	0	0	0	0	55,819	55,819
572 Student Wages, Other	0	0	700	0	0	0	0	0	581	1,282
590 Fringe Benefits (Ins.)	0	26,069	90,796	0	26,591	0	0	0	325,120	468,575
592 FICA Employers Share	0	6,916	25,223	0	7,569	0	0	0	25,629	65,337
593 Retirement Plan Employer Share	0	8,942	29,616	0	10,772	0	0	0	34,652	83,982
595 Early Retirement	0	0	0	0	0	0	0	0	0	0
597 Unemployment Compensation	0	0	0	0	0	0	0	0	29,045	29,045
Group Total	0	136,736	508,369	0	159,042	0	0	0	842,334	1,646,481
601 Professional Services	0	3,200	106	0	54,453	0	0	1,384,571	7,677	1,450,007
604 Membership Dues	0	0	0	0	12,615	0	0	0	0	12,615
606 Equipment Maintenance & Repair	0	490	1,239	0	0	0	0	0	0	1,728
609 Building Maintenance & Repair	0	0	0	0	0	0	0	0	0	0
611 Information Services	0	0	1,484	0	0	0	0	0	0	1,484
612 Printing & Reproduction Svcs.	0	0	4,190	0	0	0	0	0	611	4,801
615 Communications	0	0	313	0	0	0	0	0	0	313
618 Insurance	0	0	0	0	0	0	0	509,796	727,629	1,237,426
621 Rental Of Buildings	0	0	7,655	0	0	0	0	0	87,900	95,555
622 Rental Of Equipment	0	0	0	0	0	0	0	0	0	0
623 Postage	0	0	0	0	0	0	0	0	1,017	1,017
624 Group Meeting/workshop Expense	0	0	143	0	50	0	0	0	402	595
626 Other Contractual Services	0	0	0	523,548	0	0	0	0	0	523,548
Group Total	0	3,690	15,129	523,548	67,118	0	0	1,894,367	825,236	3,329,087
632 Materials And Supplies	0	78,101	44,174	0	105	0	0	0	318,883	441,263



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633 Minor Computer Equipment	0	7,824	0	0	0	0	0	0	28,699	36,523
641 Custodial Materials & Supplies	0	0	0	0	0	0	0	0	17,298	17,298
642 Vehicle Materials & Supplies	0	0	0	0	0	0	0	0	0	0
643 Staff Dev, Out-of-State Travel	0	0	0	0	0	0	0	0	0	0
645 Staff Dev., In-State Travel	0	1,043	19	0	0	0	0	0	20	1,082
646 Other Materials	0	0	0	0	0	0	0	0	149,859	149,859
647 Travel Expense, Out-of-State	0	0	0	0	0	0	0	0	0	0
648 Travel Expense, In-State	0	419	1,705	0	400	0	0	0	75	2,599
Group Total	0	87,388	45,898	0	505	0	0	0	514,834	648,625
670 Interest On Debt	0	0	0	123,146	0	0	0	0	0	123,146
675 Scholarships	0	297	0	0	0	0	0	0	557,989	558,286
680 Transfers	0	0	0	0	0	0	0	0	49,730	49,730
691 Student Services	0	7,000	1,285	0	0	0	0	0	0	8,285
693 Other Current Expenses	0	3,751	5,113	0	0	0	0	0	6,490	15,353
Group Total	0	11,048	6,398	123,146	0	0	0	0	614,209	754,801
710 Furniture, Machinery & Equip.	0	84,216	0	0	0	0	0	0	262,743	346,959
740 Vehicles	0	0	0	0	0	0	0	0	21,000	21,000
750 Software	0	0	0	0	0	0	0	0	0	0
760 Buildings & Fixed Equipment	0	0	0	0	0	0	0	0	0	0
Group Total	0	84,216	0	0	0	0	0	0	283,743	367,959
802 Educational Testing Fees (EDT)	0	0	1,243	0	0	0	0	0	0	1,243
803 EST Books	0	0	5,665	0	0	0	0	0	0	5,665
804 EST Required	0	0	574	0	0	0	0	0	0	574
805 Student & Assessment Fees SAF	0	0	12,860	0	0	0	0	0	0	12,860
809 CHG	0	0	0	0	0	0	0	0	0	0
811 Transportation	0	0	4,708	0	0	0	0	0	0	4,708
812 Dependent Care	0	0	2,446	0	0	0	0	0	0	2,446
813 Miscellaneous Services	0	0	55	0	0	0	0	0	0	55
815 Financial Assistance	0	0	0	0	0	0	0	0	0	0
821 Occupational Skills Training	0	0	71,406	0	0	0	0	0	0	71,406
823 On The Job Training (OJT)	0	0	0	0	0	0	0	0	0	0
838 Secondary Certification	0	0	0	0	0	0	0	0	0	0



Iowa Central Community College Expenditures

Report Name: F001EXP

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862 Pre-Employment Training/Worksh	0	0	4,435	0	0	0	0	0	0	4,435
864 Staff-Assisted Job Development	0	0	0	0	0	0	0	0	0	0
873 Skill Upgrading (Certificates)	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	103,392	0	0	0	0	0	0	103,392
Total: 2 Restricted General Fund	0	323,077	679,186	646,694	226,665	0	0	1,894,367	3,080,357	6,850,345



Iowa Central Community College Expenditures

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Report Name: F001EXP

Fund: 7 Plant Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	COOP Program	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
601 Professional Services	0	18,779	0	0	38,004	0	0	212,846	0	269,629
609 Building Maintenance & Repair	0	0	0	0	0	0	0	0	0	0
610 Maintenance Of Grounds	0	0	0	0	0	0	0	0	0	0
619 Utilities	0	52	0	0	0	0	0	555,120	0	555,172
621 Rental Of Buildings	0	0	0	0	0	0	0	30,000	0	30,000
622 Rental Of Equipment	0	0	0	0	0	0	0	3,994	0	3,994
Group Total	0	18,831	0	0	38,004	0	0	801,959	0	858,794
632 Materials And Supplies	0	335	0	0	0	0	0	144,265	0	144,599
637 Bldg. & Contr. Materials & Sup	0	8,658	0	0	0	0	0	3,492,744	0	3,501,402
643 Staff Dev, Out-of-State Travel	0	0	0	0	0	0	0	0	0	0
644 Landscaping Materials & Suppl.	0	0	0	0	0	0	0	0	0	0
647 Travel Expense, Out-of-State	0	0	0	0	0	0	0	0	0	0
Group Total	0	8,993	0	0	0	0	0	3,637,009	0	3,646,002
670 Interest On Debt	0	0	0	0	391,175	0	0	0	0	391,175
693 Other Current Expenses	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	391,175	0	0	0	0	391,175
710 Furniture, Machinery & Equip.	0	0	0	0	0	0	0	1,750	0	1,750
760 Buildings & Fixed Equipment	0	0	0	0	0	0	0	0	0	0
770 Land	0	0	0	0	0	0	0	0	0	0
780 Other Structures & Improvement	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	1,750	0	1,750
Total: 7 Plant Fund	0	27,824	0	0	429,179	0	0	4,440,718	0	4,897,721



Iowa Central Community College Expenditures

Year To Date Fiscal Year 2020 - 2021
December 2020

Report Name: F001EXP

Fund: 7 Plant Fund

Object ID and Name	Art-Sci	Voc-Tech	Cont Ed	COOP Program	Admin	Student Services	Learning Resources	Physical Facilities	Gen Inst	Total
601 Professional Services	0	0	0	0	18,600	0	0	118,182	0	136,782
609 Building Maintenance & Repair	0	0	0	0	0	0	0	0	0	0
610 Maintenance Of Grounds	0	0	0	0	0	0	0	0	0	0
619 Utilities	0	0	0	0	0	0	0	554,412	0	554,412
621 Rental Of Buildings	0	0	0	0	0	0	0	30,000	0	30,000
622 Rental Of Equipment	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	18,600	0	0	702,594	0	721,194
632 Materials And Supplies	0	263	0	0	0	0	0	973,831	0	974,093
637 Bldg. & Contr. Materials & Sup	0	0	0	0	0	0	0	2,069,278	0	2,069,278
Group Total	0	263	0	0	0	0	0	3,043,109	0	3,043,371
670 Interest On Debt	0	0	0	0	407,384	0	0	0	0	407,384
693 Other Current Expenses	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	407,384	0	0	0	0	407,384
710 Furniture, Machinery & Equip.	0	0	0	0	0	0	0	0	0	0
760 Buildings & Fixed Equipment	0	0	0	0	0	0	0	0	0	0
770 Land	0	0	0	0	0	0	0	0	0	0
780 Other Structures & Improvement	0	0	0	0	0	0	0	0	0	0
Group Total	0	0	0	0	0	0	0	0	0	0
Total: 7 Plant Fund	0	263	0	0	425,984	0	0	3,745,703	0	4,171,950

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SYNOPSIS:			
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2	Prohibitions		
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7	Definitions as to Sexual Violence		
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9	Racial, Religious, National Origin, Socioeconomic Status, Military Service, Age, and/or Disability Harassment		
10	Use of Alcohol and/or Drugs Does Not Excuse Behavior That Violates Policy		
11	Procedure for Reporting and Investigating Complaints of Harassment		
12	Retaliation Prohibited		
13	Education Programs To Promote the Awareness of Rape, Acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault, and Stalking		
1	<p>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.</p> <p>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 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.</p>		
2	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 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.</p> <p>It is a violation of College policy for any student, faculty member, staff member, or administrator or other College employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any</p>		

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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.

3

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.

- 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

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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.

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- **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.

- 4 **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:

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(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 Human Resources Director/Equal Employment Opportunity (EEO) Coordinator.

b. Staff members should advise the College's 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.

6 **Sexual violence** is prohibited and as specifically addressed in the Violence Against Women Reauthorization Act of 2013, Section 304, Campus Sexual Violence Act provisions amending Section 485(f) of the Higher Education Act of 1965 (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). Sexual violence refers to physical sexual acts perpetrated against a person's consent or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and acts as defined below, as well as aiding acts of sexual violence.

7 **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

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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 it 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:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

- **Substantial Threat:** reported conduct that by its nature causes a person to reasonably believe that a high risk exist that violent acts and physical harm against another person or persons may occur.

8

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 Title IX Coordinator, Stacy Ihrig, Human Resources Director, One Triton Circle, Fort Dodge, IA, 50501, 515-574-1138, ihrig@iowacentral.edu. This notification does not require that the reporting person file a formal complaint.

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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, Human Resources Director, One Triton Circle, Fort Dodge, IA, 50501, 515-574-1138, ihrig@iowacentral.edu.

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 at large 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.

9 **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.

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

11 **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,

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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 or to the Director, 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 or to the Director, 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. Any employee may do so by contacting their immediate supervisor. If the immediate supervisor is the Respondent the employee should contact the 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 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 Vice President of Enrollment Management & Student Development (for students) or to the 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 Vice President of Enrollment Management & Student Development or to the 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.

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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
 Des Moines, IA 50319
 Toll free: (800) 457-4416
 Phone: (515) 281-4121
<https://icrc.iowa.gov/>

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 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 Human Resources Director, both the Complainant and Respondent shall be notified separately in person and in writing by the 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 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 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

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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 Human Resources 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 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 Director, 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 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.

12 **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 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.

13 **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;

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<p>(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;</p> <p>(3) Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;</p> <p>(4) The procedures set forth in this policy for handling a complaint;</p> <p>(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;</p> <p>(6) Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (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; <p>(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</p> <p>(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</p> <p>b. Ongoing prevention and awareness campaigns for students and faculty that will include the above information.</p>			

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SYNOPSIS:

1	Purpose
2	Computer User Names and Passwords
3	Copyright
4	Computer System Resources
5	Harassment
6	Confidentiality
7	Ownership
8	Violations
9	Disclaimer
1	<p>Purpose: The following policy relates to users of Iowa Central’s technology resources — defined as any equipment, device, computer, computer system, computer network (including an outside network accessible through Iowa Central such as the Internet), computer software, computer program, database, services, or any part thereof — owned, leased, and/or operated by Iowa Central and provided as part of the mission of the College. Users include Iowa Central students, employees, and approved guests. Users of Iowa Central’s technology resources have the responsibility to abide by the procedures and policies of Iowa Central and all applicable state and federal laws. It is not the intent of the College to provide access to technology resources for alumni, the general public, or for private use.</p> <p>All members of the College community who use Iowa Central’s technology resources accept the responsibility for using that said resources are used in an effective, efficient, ethical, and lawful manner and with respect for others who share these resources. Outlined in this policy are expected standards of conduct on the use of Iowa Central’s technology resources and disciplinary actions that may be taken for not adhering to these standards.</p>
2	<p>Computer User Names and Passwords: It is the responsibility of all users of Iowa Central’s technology resources to maintain and protect their user names and passwords. Iowa Central users are solely responsible for all computing operations executed under their names. Sharing a user name and/or password is prohibited. Disguising an identity to acquire a user name falsely is prohibited. Users may not, under any circumstances (except for network administrators) transfer or confer computer information privileges to other individuals.</p>
3	<p>Copyright: The College recognizes and adheres to U.S. and International copyright laws, software licenses, and intellectual property rights associated with both print and non-print materials.</p> <p>Software use must conform to copyright laws and licensing agreements. Software is protected by law whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to install, download, distribute, or make duplicate copies of a software, audio, or video products unless authorized by the author or publisher of the product.</p> <p>All users of Iowa Central technology resources have the responsibility to report to the College’s Institutional Technology Director network administrator any observed or digital known copyright infringement.</p>
4	<p>Computer System Resources: Computer system resources are internal and external electronic sources intended for the purpose of communication, research, and data/information collection and dissemination.</p> <p>a. Institutional Data: Permission to view or query institutional data will be granted to all authorized eligible employees of the College for legitimate College purposes.</p>

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Data users will be expected to access institutional data only in **performing** their conduct of College business, to respect the confidentiality and privacy of the individual whose records they may access, to observe any restrictions that may apply to data to which they have access, and to abide by applicable laws and policies with respect to access, use, or disclosure of data and/or other information.

b. Electronic Communications: The servers and accounts in which the electronic communications of employees and students are sent and received are College property. Appropriate use of electronic communications for college related business, activities, and promotion of the College community is expected. Being the property of the College, College officials have access to such correspondence. All Family Educational Right to Privacy Act (FERPA) Laws and Regulations apply to the dissemination of information regarding students via the electronic communication. Electronic Communication regarding personnel matters is considered confidential. The College will not be held liable for individual use of electronic communications.

~~Student email accounts will be automatically created upon enrollment and activated at the start of that term. Student email accounts will be automatically deleted when student is no longer enrolled.~~

~~Employee email accounts will be created upon employment with the College and are subject to size restrictions based on current storage space requirements. When the employee ceases to be employed by the College, access to all of their accounts will be removed.~~

c. Internet: ~~The World Wide Web (WWW or Web) provides an opportunity for the College to have a presence in the Internet community for public relations, to provide information, and for educational purposes. The College's web presence represents "Home Page" (or pages) on the Web represents the College's **the College**, programs, policies, and image to the world. The College will recommend standards for College Web pages on the Internet. ,but will not be liable for the content of personal web pages.~~

The purpose of allowing or providing internet access through Iowa Central's computer system is to facilitate communications and research in support of the public purpose and mission of the College. Users have the responsibility to act consistent with and to enhance the public purpose of Iowa Central including the mission and polices of the College.

Users must comply with the following guidelines: ~~for using these resources through the College's computer system:~~

- (1) Users accessing these resources are representing the College. All communications should be for or related to the purposes and mission of Iowa Central;
- (2) Users are responsible for ensuring that these resources are used in an effective, ethical, and lawful manner;
- (3) Users are responsible for the content of all text, audio, or images placed or sent over the internet. Messages that are inconsistent with the Iowa Central Technology Use Policy are prohibited, including but not limited to, fraudulent, harassing, or obscene messages;

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- ~~(4) All messages communicated on the Iowa Central computer system should have the user's name attached. No messages will be transmitted under an assumed name;~~
- (4)** Information published on the internet through the Iowa Central computer system should not violate or infringe upon the rights of others;
- (5)** Unacceptable uses:
- (a) Uses that violate any local, state, or federal statute;
 - (b) Uses that interfere with the **employee's** user's duties and responsibilities to the College, including but not limited to excessive game playing which impairs the academic work of other students and/or employee productivity and excessive web surfing which is not related to course work or College business which impairs another ~~other~~ person's productivity;
 - (c) ~~Downloading software without the approval of the College's network administrator, including but not limited to~~ Unauthorized **installation** physical or electronic installation of devices such as wireless equipment, personal computers, printers, game consoles, ~~Personal Digital Assistant~~, music players, and other peripheral devices;
 - (d) **Knowingly** accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature;
 - (e) ~~Using the network to conduct~~ **Conducting** unauthorized business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects;
 - ~~(f) Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is for personal gain or personal entertainment, including, but not limited to, game playing and gambling;~~
 - (f) Uses that interfere with or disrupt any network services ~~disruptions include~~ **including** but are not limited to, introducing or launching computer viruses, worms, Trojans, and **malware** ~~other rogue programs, and~~ **that may allow** unauthorized entry **access** into any other machine or system ~~(hacking)~~;
 - ~~(h) Responding to solicitations, surveys, or other requests that affect current or future services available via electronic media without prior approval from the College's network administrator;~~
 - (g) Attempting or gaining access to information that is private or protected, such as network privileges to which the user is not **authorized**; entitled;
 - (h) Unauthorized software installation;

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(i) Excessive storage of personal documents, pictures, etc. on network servers (H drives)—excessive storage is defined as storage not in compliance with the College’s technology procedures for size limitations;

~~(i) Network storage of personal media files (mp3, video);~~

(j) Unauthorized alteration of system configuration, including but not limited to: Interrupting programs that protect data or secure systems, BIOS settings, and Operating system settings;

(k) Uses that violate any other provisions of the College’s Technology Use Policy; ~~or~~

(l) The College prohibits the misuse of electronic communications such as:

(i) Sending unsolicited emails not **following the College’s Mission**; ~~contributing to the College community;~~

(ii) Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in anyway, ~~including by “resource hogging,” misusing mailing lists, propagating “chain letters” or virus hoaxes, “spamming” (spreading email or postings widely and without good purpose), or “bombing” (flooding an individual, group, or system with numerous or large electronic communications).~~ Knowing or reckless distribution of unwanted mail or other unwanted messages; ~~and~~

(iii) Any form of harassment.

5 Harassment: Iowa Central’s Harassment Policy applies with full force and effect to any use of the College’s computer system. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual or group’s ~~race, color, national origin, sex (including pregnancy), disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service~~ **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** will be transmitted. A user who violates this policy shall bear full responsibility for his or her actions. Further, by their use of Iowa Central’s computer system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.

All users have the right to be free from any conduct connected with the use of Iowa Central’s computing systems that discriminates against any person on the basis of ~~race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service.~~ **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.** Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies both the following conditions:

Harasses, denigrates, or shows hostility or aversion toward an individual or group based on that person’s ~~race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service~~ **race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic**

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	<p>status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.</p> <p>a. ; and</p> <p>b. Has the purpose or effect of creating a hostile, intimidating, or offensive environment.</p> <p>*For additional information regarding the College’s anti-harassment policy and complaint procedure, please refer to Board Policy 223.</p>		
6	<p>Confidentiality: Programs, files, and electronic storage devices are College property. Appropriate use of users’ programs, files, and electronic storage devices is expected. Being the property of the College, College officials have access to such correspondence. All Family Educational Right to Privacy Act (FERPA) Laws and Regulations apply to the dissemination of information regarding students via the electronic communication. Any information written or stored electronically regarding personnel is considered confidential.</p>		
7	<p>Ownership: Technology resources and accounts are owned by the College and are to be used only for College-related activities. Data that is created on College technology resources is the property of the College, and will remain the College’s property. Copying data for use elsewhere will fall under copyright acts. (Example: Online course development, Instructional materials developed at the College)</p> <p>Authorized College employees have access to monitor electronic communications and data on the College’s technology resources.</p>		
8	<p>Violations: Violation of this policy may result in suspension of technology resource privileges, disciplinary review, suspension or expulsion from the College, termination of employment, and/or other legal action.</p> <p>Any user’s privileges may be suspended immediately upon the discovery of a possible violation of this policy. Such suspected violations will be confidentially reported to the appropriate College official(s).</p> <p>The Vice President of Enrollment Management and Student Development will conduct disciplinary reviews concerning student user violations.</p> <p>The College reserves the right to disable user’s access to technology resources at any time. anytime.</p>		
9	<p>Disclaimer: The College accepts no responsibility for any loss of data or damage to data or services arising directly or indirectly from the use of College technology-related facilities. The College makes no warranty, expressed or implied, regarding the services offered.</p>		

CHAPTER:	Social Media	DATE ADOPTED: June 12, 2012	NUMBER
EMPLOYEES		Revised:	315
Reviewed:			
SYNOPSIS:			
1	College Networking		
2	Social Networking		
1	<p>College Networking: The goal of College networking sites is to convey information about the College's services, promote and raise awareness of Iowa Central Community College, search for potential new students and partners, partnerships, communicate with employees and students, issue or respond to breaking news or publicity, and discuss college activities and events.</p> <p>Guidelines - The following guidelines apply to all College-related social networking:</p> <p>a. Employees are prohibited from posting cannot post any confidential or legally protected information about the College, students, employees, alumni, or other partners. Employees must follow the applicable federal requirements, such as FERPA and HIPPA, as well as NJCAA regulations.</p> <p>b. Only authorized employees can prepare and modify content for Iowa Central Community College social networking sites. Content must be relevant, add value, and meet at least one of the specified outcomes of the program, department, division, and/or college.</p> <p>c. Employees are prohibited from posting cannot post content that might be embarrassing to an individual or that might reflect negatively on an individual or that reflects negatively on the Iowa Central Community College.</p> <p>d. Employees are prohibited from uploading, posting, transmitting, sharing, storing, or otherwise making cannot upload, post, transmit, share, store or otherwise make publicly available:</p> <ol style="list-style-type: none"> (1) personally identifiable information, including information relating to students, faculty, staff, or any individual not affiliated with the College, unless you have express permission from the person being identified; (2) private information, including but not limited to social security numbers, student IDs, student records, addresses, or phone numbers (other than authorized business contact information); (3) content that could create a security risk for the College, including but not limited to images of child-care facilities and information technology facilities; (4) content depicting a dangerous activity; (5) content depicting someone getting hurt, attacked or humiliated, or which might be considered discriminatory, racist, bigoted or demeaning, or which depicts activity that is, or may be perceived, to be illegal (e.g. drug use), or content that otherwise misrepresents the College; and/or; (6) content that might cause someone to believe that his/her name, image, likeness or other identifying aspect of his/her identity is being used for commercial purposes without permission. <p>e. Copyrighted information for which written reprint permission has not been obtained in advance cannot be posted on Iowa Central sites.</p> <p>f. Divisions, departments, and programs are responsible for ensuring all blogging and social networking information complies with Iowa Central's written policies. The Director of Public Information Public Information Director is authorized to remove any content that does not meet the rules and guidelines</p>		

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	<p>of this policy or that may be illegal harassing. Removal of such content will be done without permission of the blogger or advance warning.</p> <p>g. Divisions, departments, and programs cannot use social media sites to collect personal information about users. Terms and conditions of use on social media sites, as well as state and federal laws, impose significant requirements and restrictions on the collection of personal information. In the case of minors, significant additional penalties can apply to violations.</p>
2	<p>Social Networking: Blogging or other forms of social media or technology include but are not limited to video or wiki postings; sites such as MySpace, Instagram, Facebook, and Twitter; chat rooms; personal blogs; or other similar forms of online journals, diaries, or personal newsletters not affiliated with Iowa Central Community College.</p> <p>Guidelines - The following guidelines apply to all non-college-related social networking:</p> <p>a. Iowa Central Community College respects the right of employees to create blogs and use social networking sites. Iowa Central does not want to discourage employee’s self-expression and does not discriminate against employees who use these media for personal interests, affiliations, or other lawful purposes.</p> <p>b. The College encourages employees to try to add value and provide worthwhile information and perspective. Iowa Central is best represented by its employees, and what they publish may reflect on the College.</p> <p>c. If contacted by the media or press about posts that relate to Iowa Central Community College, employees are required to speak with the Director of Public Information Public Information Director before responding.</p> <p>d. Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party.</p> <p>e. An individual is expected to provide a clear distinction between themselves as the individual and themselves as an employee. If an individual chooses to identify themselves as an Iowa Central Community College employee, the employee must understand that some readers may view them as a spokesperson for the College. Because of this possibility, the College asks that individuals state that their views expressed in a blog or social networking areas are their own and not those of the College. If an individual identifies themselves as an Iowa Central employee, they must use a disclaimer such as this example: “The postings on this site are my own and don’t necessarily represent Iowa Central Community College’s positions, strategies, or opinions.”</p> <p>f. Employees must comply with the College’s Technology Use Policy.</p> <p>g. Employees shall not use blogs or social networking sites to harass, threaten, discriminate, or disparage employees, students, or anyone associated with Iowa Central Community College.</p> <p>h. Employees shall not use Iowa Central’s name, logo, website address, email address, or other Iowa Central images to promote a product, cause, or political party or candidate.</p> <p>i. Employees should be guided by applicable laws, College policies, and sound professional judgment when using social media.</p>

January 12, 2021

Summary of requested curriculum changes sent in the packet:

Culinary Arts AAS – To build off the current diploma program and allow students to continue on for an additional year if they choose. Addition of 31 credits to make the AAS total 65 credits.

Baking and Pastry Arts Diploma – Add the HCM 298 -Knife skills class – it is apparent that students in this program need knife skills to minimize the risk for injury.

Graphics Technology – Drop CIS 256 Dreamweaver I (AAS and Diploma) – 3 credits, Add ART 193 - Photography IV – 3 credits to the AAS and add ART 184 Photography I – 3 credits to the diploma.

Web Technology AAS and Diploma -Drop CIS 260 Web Databases (3 Credits) and add ART 184 Photography 1 (3 credits)

General Agriculture Business Management Certificate – Add ACC 102 Workplace Accounting as an option along with ACC 111 – so students can take either course.

Aviation 255 – Part 107 Remote Pilot - 3 credits – add to our list of courses – we are currently teaching this as a Special Topic.

Early Childhood Education Diploma: Change the General Education Requirement to an Elective – any college course level 100 or above. Add “additional” options of EDU 213 - Introduction to Education and EDU 920 -Paraeducator Field Experience – these courses would count toward the Paraeducator Certificate.

Human Sexuality Course (PSY 261) – addition of this course – this is a transfer requirement for UNI

Addition of XXX 927 – Honors Study – one credit course that will vary in terms of department and discipline – for Honors Program students to complete a project of personal interest.

MUS 135, MUS 136, MUS 235, MUS 236 - Change all of these courses from 2 credit hours to 1 credit hour. This matches other colleges and is believed to have been an error that they were 2 credit hours.

Digital Media Production Program: A new program that will take courses from Digital Mass Communications and TV/Radio Broadcast – designed to meet real world demands – students could then work in a large number of area – public relations, photography, blogger, video production, content creators, social media, digital content, etc.

Human Services and Engineering Transfer Majors – 2 transfer majors that we are able to offer with the courses we have as part of the State initiative we have been working on for the past year.

PROGRAM PAGE AA AS AAA AAS APS Diploma **DEGREE**

Implementation year: 2020-2021

(NOTE: the curriculum page from the current year Catalog can be used and revised)

Program Name:	Ealry Childhood Education Program
Discipline:	
Degree Name:	
Is this a new Degree?	<input type="checkbox"/> Yes, provide CIP code to be used: <input checked="" type="checkbox"/> No
Campus where it is/will be offered:	<input checked="" type="checkbox"/> Fort Dodge <input checked="" type="checkbox"/> Webster City <input checked="" type="checkbox"/> Storm Lake

First Year

First Semester

Prefix	Course Number	Course Title	Semester Hours
ECE	103	Introduction to Early Childhood Education	3
ECE	133	Child Health, Safety, and Nutrition	3
ECE	158	Early Childhood Curriculum 1	3
HSV	162	Introduction to Human Disability Services	3
PSY	121	Developmental Psychology	3

Second Semester

ECE	159	Early Childhood Curriculum 2	3
ECE	221	Infant/Toddler Care & Education	3
ECE	243	Early Childhood Guidance	3
ECE	262	Early Childhood Field Experience	3
XXX	XXX	Elective (any 3 credit college course level 100 or higher) General Education Requirement (must be from approved from General Education Course list)	3

Additional Optional Courses towards Para Certification

EDU	213	Introduction to Education	3
EDU	920	Paraeducator Field Experience	2

Total Semester Hours	30
With optional courses	35



Course Name: Human Sexuality
Course Number: PSY-261
Course Department: Social Sciences
Course Term: FA21
Last Revised by Department: SP21
Total Semester Hour(s) Credit: 3
Total Contact Hours per Semester: 45

Lecture: 45 Lab: Clinical: Internship/Practicum:

Catalog Description:

This course examines the cognitive, cultural, biological, psychological, and socioemotional perspectives of human sexuality with the primary focus on the psychological perspective and its impact on individuals and society. The broad goal of this course includes an increased knowledge of the diverse aspects biological, developmental, and scientific aspects of human sexuality, in addition to developing a greater awareness of self and others. Some of the topics that will be covered are sexual relationships, sexual communication, sexual behaviors, sexual orientations, paraphilias, sexual aggression, pornography, and prostitution. Having a basic understanding of human sexuality will help students to develop and maintain a personal philosophy concerning sexual attitudes, decision-making, and behavior, which, in turn, can help them as future parents, educators, or counselors to better understand the process of human sexual development.

Pre-requisites and/or Co-requisites:

None

Textbook(s) Required:

TBD

Access Code:

Book store (Connect)

Required Materials:

- USB device (or some other memory device)
- A computer, printer, and internet access

Suggested Materials:

Course Fees:

None

Institutional Outcomes:

1. *Critical Thinking:* The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.
2. *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.
3. *Personal Responsibility:* Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Analyze the strengths and weakness of major theories of social science.
2. Apply concepts of social sciences to individual, group, and cultural behaviors and ideologies.
3. Demonstrate basic understanding of research methods of social science disciplines.
4. Demonstrate proficiency in critical thinking, problem analysis, and the syntheses of data regarding social science theories.
5. Evaluate the positive and negative impact of technology on individual, social and cultural change.
6. Interpret major social problems from the perspectives of individuals, groups, and cultures.
7. Demonstrate an understanding of the roles of individuals and groups, and communication, in maintaining relationships and functioning.
8. Explain sociocultural/historical contexts and their influence on individual and collective behavior.

Student Learning Outcomes:

1. Compare and contrast scientific, research-based evidence with popular and ideological material.
2. Apply sexual health practices based on a) the knowledge of sexual anatomy and physiology, b) the ability to communicate effectively about sexuality with partners, family members, and health-care providers, and c) understanding of psychological influences on sexual decision-making and health behaviors.
3. Identify the historical, biological, social, psychological, and cultural contexts of diverse sexual practices.
4. Describe diversity relating to gender identity, gender role expression, sexual orientation and variations.
5. Establish, maintain, and enhance intimate relationships through the utilization of research-based principles.
6. Apply critical thinking skills to reflect on your own and others' beliefs and perspectives in relation to human sexuality.
7. Define consent, sexual misconduct, and sexual assault. Identify campus resources for sexual assault and prevention.

College Procedures:

All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments:

There are no common course assessments

Non-discrimination 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.

Disability/Accommodation Services:

If you have a request for an accommodation based on the impact of a disability, it is Iowa Central's policy that you contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

Bias-Free Classroom Statement:

PSY-261 (Human Sexuality) maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: Honors Study
Instructor Name: (can be added if you want)
Course Number: 927
Course Department: varies
Course Term: varies
Last Revised by Department: Spring 2018
Total Semester Hour(s) Credit: 1
Total Contact Hours per Semester:

Lecture: 30

Catalog Description: This is a one credit-hour course in which the student designs and completes a project of personal interest. The student will work closely with a faculty member who will act as a mentor and provide expertise throughout the semester. Upon project's completion, results will be shared with a community of peers and faculty.

Pre-requisites and/or Co-requisites: SDV 230

Textbook(s) Required: varies

Access Code: varies

Materials Required: varies

Suggested Materials: varies

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Program Outcomes:

1. Students will develop effective communication skills
2. Students will analyze data and formulate solutions
3. Students will utilize scholarly thinking skills
4. Students will demonstrate critical thinking skills independently and within a group

Student Learning Outcomes:

1. Students will demonstrate effective written communication skills
2. Students will exhibit effective oral communication skills
3. Students will analyze and synthesize a broad range of material
4. Students will formulate hypotheses, research those problems, and draw conclusions about them while simultaneously reflecting on how scholars think about problems
5. Students will illustrate the ability to use knowledge and logic when discussing an issue or an idea, while considering the consequences of their ideas, for themselves, for others, and for society, showing that they are independent and critical thinkers

Course Objectives: varies

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: (varies

*Please note that assessments are subject to change.

Non-discrimination Statement:

It is the policy of Iowa Central Community College not to discriminate 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 as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@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.

Disability/Accommodation Services:

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Bias-Free Classroom Statement:

Honors Study maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.

Institution	Type	Credit Hr.	Lec. Hrs	Course Name	Course Number
CURRENTLY					
Iowa Central	LAB	2		Sight Singing & Ear Training I - IV	MUS 118, 119, 218, 219
PROPOSED					
Iowa Central	LAB	1		MUSIC THEORY LAB 1-4	MUS 135*, 136, 235, 236

Each level of this course will have a Corequisite to Music Theory 1-4

*135 will have a Corequisite of Class Piano (MUA 119)

INFORMATIONAL DATA FROM OTHER INSTITUTIONS:

Institution	Type	Credit Hr.	Lec. Hrs	Course Name	Course Number
COMMUNITY COLLEGES					
Iowa Lakes	LAB	1		Music Theory Lab 1-4	MUS 135, 136, 235, 236
NIACC	LEC		30	Aural Skills I-IV	MUS 130, 131, 132, 133
Indian Hills	LAB	1		Music Theory Lab 1-4	MUS 135, 136, 235, 236
IWCC	LEC	1		Ear Training and Sight Singing I - IV	MUS 410, 411, 412, 413
PRIVATE COLLEGES					
BVU	LEC	3		Music Theory I - IV (includes ear training)	MUS 111, 112, 211, 212
BVU Class Piano (non-major)	Lab	2		Class Piano I - II (non major)	MUS 188, 189
BVU Class Piano (majors)	Lab	2		Class Piano I - II (major)	MUS 192, 193
BVU Piano Proficiency	Lab	0		Piano Proficiency	MUS 194
Drake	?	1		Materials of Music I - IV	MUS 002, 004, 052, 054
Drake Piano Lab	LAB	1		Piano Laboratory I - IV	MUS 006, 007, 049, 050
REGENT UNIVERSITIES					
ISU	?	1		Aural Theory I - IV	MUS 225, 235, 335, 345
ISU Piano Class	?	1		Class Study in Piano I - IV	MUS 127, 128, 227, 228
UNI	?	1		Aural Training I-IV (listening skills)	MUS THEO 1150, 1160, 2170, 2180
UNI cont.	?	1		Sight Singing I - IV (reading skills)	MUS THEO 1250, 1260, 2270, 2280
U of IA	?	4		Musicianship and Theory I - IV	MUS 1201, 1202, 2203, 2204
U of IA Group Piano	?	1		Group Piano I - II (non majors)	MUS 1001, 1002

U of IA Group Inst. Piano	?	1	Group Instruction in Piano I - III	MUS 1211, 1212, 2213
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Course Name: Music Theory Lab I

Course Number: MUS 135

Course Department: Music

Course Term: Fall 2021

Last Revised by Department: Fall 2020

Total Semester Hour(s) Credit: 1

Total Contact Hours per Semester:

Lecture: Lab: 30 Clinical: Internship/Practicum:

Catalog Description: This course introduces a progressive study of aural training and sight-singing designed to familiarize the student with the various skills needed to advance in the study of music. Introduces the solfeggio system of music reading. Both tonal and rhythmic patterns are included in the sight reading exercises as well as principles of key relationships, intervals and triads.

Pre-requisites and/or Co-requisites: Permission of the instructor, Enrolled in Music Theory I, and Class Piano (MUA 119)

Textbook(s) Required: Ottman. *Music for Sight Singing*. 8th ed.
ISBN-13: 978-0-205-76008-4

Access Code: NA

Required Required: Access to a computer with internet for:
Musictheory.net *Teoria.com*

Suggested Materials: Music writing software (ie. Finale)

Course Fees: NA

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Students will analyze diverse perspective in arts and humanities.
2. Students will examine cultural similarities and differences relevant to arts and humanities.
3. Students will demonstrate their ability to create, interpret and/or perform diverse genres of the visual and performing arts.
4. Students will analyze ways that arts and humanities impact or apply to their own lives.
5. Students will demonstrate personal accountability both in and out of the classroom.

Student Learning Outcomes:

Students will achieve the following outcomes:

1. Develop sight-singing and ear-training skills.
2. Understand the importance of listening.
3. Demonstrate conducting skills.

Course Objectives:

Ear Training:

1. Conduct basic rhythmic patterns in simple and compound meters with emphasis on music with one, two, three or four beats per measure
2. Identify major scales and the three forms of minor scales
3. Aurally recognize both harmonic and melodic intervals (upward and downward) within the octave
4. Written dictation of simple melodies (4 measures in length) in treble or bass clef, simple or compound meter and using rhythms which incorporate dotted divisions of the beat
5. Written dictation of basic rhythmic patterns (as found in Ottman)
6. Compose a written consequent phrase after seeing and/or hearing an antecedent phrase
7. Aural identification of triad quality – Major, minor, augmented, diminished – in root, first, and second inversions

8. Achieve maximum mastery of software program, *MusicTheory.net*, *Good-ear.com*, and *TheMusicTrainer.net* as prescribed by instructor.

Sight-Singing:

1. Speak rhythmic syllables while conducting in simple and compound meters
2. Sing major and minor scales – upward and downward – first with numbers, then with solfege
3. Achieve facility in sight reading any interval within the minor 10th with both numbers and solfege
4. Make use of conducting patterns in all rhythmic reading (Ottman)
5. Sing all major and harmonic minor triads in inversions, first with numbers, then with solfege (1-3-5, 3-5-1-, 5-1-3)
6. Sing the dominant seventh chord in inversion, as well (5-7-2-4, 7-2-4-5, 2-4-5-7, 4-5-7-2).
7. Add borrowed divisions to rhythmic readings
8. Sing any factor of a major or minor scale when given the tonic
9. Using appropriate syllables, solfege or rhythmic, perform with reasonable ease and little error all material in Ottman, *Music for Sight Singing*, 8th Edition, pages 1 through 99.

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: Approximately 700

1. In Class Activities – approximately 300 points
Assessments are worth approximately 10 points per class for various in class projects and group activities. Sometimes there may be more points and some days less points. Points depend on difficulty, time, etc.
2. Outside Class Projects – minimum of 200 points.
Each project will be worth approximately 20 points. There will be one to two mandatory projects to be turned in for a grade each week. Online software resources will aid in strengthening your abilities.

The week by week approach to the online activities include:

3. Exams/ Evaluations - 100 points each = 200 points
A comprehensive assessment will take place at the approximate midpoint of the semester and again on the comprehensive final.

**Please note that assessments are subject to change.*

Non-discrimination Statement:

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Disability/Accommodation Services:

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Bias-Free Classroom Statement:

Sight singing and Ear training I maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: Music Theory Lab II

Course Number: MUS 136

Course Department: Music

Course Term:

Last Revised by Department: Fall 2020

Total Semester Hour(s) Credit: 1

Total Contact Hours per Semester:

Lecture: Lab: 30 Clinical: Internship/Practicum:

Catalog Description: Continuation of principles of key relationships, intervals, triads, and improvement of sight reading musical notation. All aspects of rhythmic and melodic structure, including minor tonalities, are studied and practiced.

Pre-requisites and/or Co-requisites:

Permission of the instructor
Successful Completion of Music Theory Lab I and II
Enrolled in Music Theory III

Textbook(s) Required: Ottman. *Music for Sight Singing*. 8th ed.
ISBN-13: 978-0-205-76008-4

Access Code: NA

Required Materials: Access to a computer with internet for:
Musictheory.net *Teoria.com*

Suggested Materials: Music writing software (ie. Finale)

Course Fees: NA

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Students will analyze diverse perspective in arts and humanities.
2. Students will examine cultural similarities and differences relevant to arts and humanities.
3. Students will demonstrate their ability to create, interpret and/or perform diverse genres of the visual and performing arts.
4. Students will analyze ways that arts and humanities impact or apply to their own lives.
5. Students will demonstrate personal accountability both in and out of the classroom.

Student Learning Outcomes:

- 1) Develop sight-singing skills and ear-training ability.
- 2) Criticize constructively each other's musical analysis/performance.
- 3) Represent proper conducting skills

Course Objectives:

Ear Training:

1. Conduct with ease any music with one, two, three, four, five or six beats per measure and begin showing dynamic shading with the left hand
2. Identify all authentic church modes, the chromatic, pentatonic and whole tone scales
3. Continue to improve aurally recognizing intervals
4. Expand written dictation to melodies of 4 – 8 measures in length
5. Expand rhythmic dictation to incorporate more advanced rhythmic patterns
6. Aurally identify harmonic functions within a musical composition by determining phrase and periodic lengths, use of sequences and rhythmic repetition of melodic patterns
7. Expand aural identification of triad quality to seventh chords and their inversions as well as ii7 and vii7 and their inversions
8. Aurally identifying chord functions (V7, ii7 and vii7), choice of cadences and recognition of non-harmonic tones (soprano voice) in 4-part writing

9. Further mastery of all modules of the online program, musictheory.net, as prescribed by instructor

Sight-Singing:

1. Sing all authentic modes and the chromatic scale – upward and downward – with solfege
2. Achieve greater facility in sight-singing more advanced duets and ensemble selections than those of SSI and SSII
3. Solfege melodies of greater difficulty as found in later chapters of Ottman
4. Sing major and minor triads as found in figured bass lines (Roman numeral indication)
5. Sing inversions of the V7 chord and begin root position only of the fully diminished and half-diminished seventh chords
6. Achieve facility in singing non-harmonic tones as specified
7. Sing (arpeggiate) any triad in any key, given the tonic tone
8. Continue reading more advanced rhythmic patterns
9. Begin sight singing atonal, unmetred music
10. Develop ability to harmonize simple melodies on the piano using I, IV and V chords.

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: (Be specific. Include points, weighting, percentages, etc. Include all assessments both summative and formative quizzes, exams, papers, homework, etc.) Please note that assessments are subject to change (This statement needs to stay here to protect you in case of unexpected circumstances)

Non-discrimination Statement:

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Disability/Accommodation Services:

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Bias-Free Classroom Statement:

Sight singing and ear training III maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.

External Accreditation: (If you have a required statement of accreditation by an external agency you can put it here – If not delete this section)



Course Name: Music Theory Lab III

Course Number: MUS 235

Course Department: Music

Course Term: Fall 2021

Last Revised by Department: Fall 2020

Total Semester Hour(s) Credit: 1

Total Contact Hours per Semester:

Lecture: Lab: 30 Clinical: Internship/Practicum:

Catalog Description: This course continues the development of accurate aural skills. A variety of activities are used including: sight singing, chord recognition, rhythmic dictation and melodic dictation.

Pre-requisites and/or Co-requisites:

Permission of the instructor
Successful Completion of Music Theory Lab I and II
Enrolled in Music Theory III

Textbook(s) Required: Ottman. *Music for Sight Singing*. 8th ed.
ISBN-13: 978-0-205-76008-4

Access Code: NA

Required Materials: Access to a computer with internet for:
Musictheory.net *Teoria.com*

Suggested Materials: Music writing software (ie. Finale)

Course Fees: NA

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Students will analyze diverse perspective in arts and humanities.
2. Students will examine cultural similarities and differences relevant to arts and humanities.
3. Students will demonstrate their ability to create, interpret and/or perform diverse genres of the visual and performing arts.
4. Students will analyze ways that arts and humanities impact or apply to their own lives.
5. Students will demonstrate personal accountability both in and out of the classroom.

Student Learning Outcomes:

- 1) Develop sight-singing skills and ear-training ability.
- 2) Criticize constructively each other's musical analysis/performance.
- 3) Represent proper conducting skills

Course Objectives:

Ear Training:

1. Conduct with ease any music with one, two, three, four, five or six beats per measure and begin showing dynamic shading with the left hand
2. Identify all authentic church modes, the chromatic, pentatonic and whole tone scales
3. Continue to improve aurally recognizing intervals
4. Expand written dictation to melodies of 4 – 8 measures in length
5. Expand rhythmic dictation to incorporate more advanced rhythmic patterns
6. Aurally identify harmonic functions within a musical composition by determining phrase and periodic lengths, use of sequences and rhythmic repetition of melodic patterns
7. Expand aural identification of triad quality to seventh chords and their inversions as well as ii7 and vii7 and their inversions
8. Aurally identifying chord functions (V7, ii7 and vii7), choice of cadences and recognition of non-harmonic tones (soprano voice) in 4-part writing

9. Further mastery of all modules of the online program, musictheory.net, as prescribed by instructor

Sight-Singing:

1. Sing all authentic modes and the chromatic scale – upward and downward – with solfege
2. Achieve greater facility in sight-singing more advanced duets and ensemble selections than those of SSI and SSII
3. Solfege melodies of greater difficulty as found in later chapters of Ottman
4. Sing major and minor triads as found in figured bass lines (Roman numeral indication)
5. Sing inversions of the V7 chord and begin root position only of the fully diminished and half-diminished seventh chords
6. Achieve facility in singing non-harmonic tones as specified
7. Sing (arpeggiate) any triad in any key, given the tonic tone
8. Continue reading more advanced rhythmic patterns
9. Begin sight singing atonal, unmetred music
10. Develop ability to harmonize simple melodies on the piano using I, IV and V chords.

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: (Be specific. Include points, weighting, percentages, etc. Include all assessments both summative and formative quizzes, exams, papers, homework, etc.) Please note that assessments are subject to change (This statement needs to stay here to protect you in case of unexpected circumstances)

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Bias-Free Classroom Statement:

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It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: Music Theory Lab IV

Course Number: MUS 236

Course Department: Music

Course Term:

Last Revised by Department: January 2020

Total Semester Hour(s) Credit: 1

Total Contact Hours per Semester:

Lecture: Lab: 30 Clinical: Internship/Practicum:

Catalog Description: This course continues the development of accurate aural skills using a variety of activities that emphasize sight singing, chord recognition, melodic dictation and harmonic dictation.

Pre-requisites and/or Co-requisites:

Permission of the instructor
Successful Completion of Music Theory Lab I, II and III
Enrolled in Music Theory IV

Textbook(s) Required: Ottman. *Music for Sight Singing*. 8th ed.
ISBN-13: 978-0-205-76008-4

Access Code: NA

Materials Required: Access to a computer with internet for:
Musictheory.net *Teoria.com*

Suggested Materials: Music writing software (ie. Finale)

Course Fees: NA

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

1. Students will analyze diverse perspective in arts and humanities.
2. Students will examine cultural similarities and differences relevant to arts and humanities.
3. Students will demonstrate their ability to create, interpret and/or perform diverse genres of the visual and performing arts.
4. Students will analyze ways that arts and humanities impact or apply to their own lives.
5. Students will demonstrate personal accountability both in and out of the classroom.

Student Learning Outcomes:

- 1) Develop sight-singing skills and ear-training ability.
- 2) Criticize constructively each other's musical analysis/performance.
- 3) Simplify and minimize conducting skills

Course Objectives:

Ear Training:

1. Conduct with ease any music with one, two, three, four, five or six beats per measure and begin showing dynamic shading with the left hand
2. Identify all authentic church modes, the chromatic, pentatonic and whole tone scales
3. Continue to improve aurally recognizing intervals
4. Expand written dictation to melodies of 4 – 8 measures in length
5. Expand rhythmic dictation to incorporate more advanced rhythmic patterns
6. Aurally identify harmonic functions within a musical composition by determining phrase and periodic lengths, use of sequences and rhythmic repetition of melodic patterns
7. Expand aural identification of triad quality to seventh chords and their inversions as well as ii7 and vii7 and their inversions
8. Aurally identifying chord functions (V7, ii7 and vii7), choice of cadences and recognition of non-harmonic tones (soprano voice) in 4-part writing

9. Further mastery of all modules of the software program, MacGamut, as prescribed by instructor

Sight-Singing:

1. Sing all authentic modes and the chromatic scale – upward and downward – with solfege
2. Achieve greater facility in sight-singing more advanced duets and ensemble selections than those of SSI
3. Solfege melodies of greater difficulty as found in later chapters of Henry (chapters 5-9/Ottman)
4. Sing major and minor triads as found in figured bass lines (Roman numeral indication)
5. Sing inversions of the V7 chord and begin root position only of the fully diminished and half-diminished seventh chords
6. Achieve facility in singing non-harmonic tones as specified
7. Sing (arpeggiate) any triad in any key, given the tonic tone
8. Continue reading more advanced rhythmic patterns
9. Begin sight singing atonal, unmetered music

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: Approximately 600 points

In Class Activities – approximately 200 points

Assessments are worth approximately 10 points per class for various in class projects and group activities. Sometimes there may be more points and some days less points. Points depend on difficulty, time, etc.

Outside Class Projects – minimum of 200 points.

Each project will be worth approximately 20 points. There will be one or two mandatory projects to be turned in for a grade each week. Online software resources will aid in strengthening your abilities.

Exams/ Evaluations - 200 points

A comprehensive assessment will take place at the approximate midpoint of the semester and again on the comprehensive final.

*Please note that assessments are subject to change.

Non-discrimination Statement:

It is the policy of Iowa Central Community College not to discriminate 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 as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and

2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, 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.

Disability/Accommodation Services:

If you have a request for an accommodation based on the impact of a disability, it is Iowa Central's policy that you contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

Bias-Free Classroom Statement:

Sight singing and Ear training IV maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: Mass Media
Instructor Name:
Course Number: MMS- 101
Course Department: Communications
Course Term: Spring 2020
Last Revised by Department:
Total Semester Hour(s) Credit: 3
Total Contact Hours per Semester:

Lecture: 15 **Lab:** **Clinical:** **Internship/Practicum:**

Catalog Description: This is an introductory course on the role and functions of mass media. It includes a survey of newspapers, magazines, books, radio/television, cable TV, public relations, advertising, and government regulations.

Pre-requisites and/or Co-requisites: None

Textbook(s) Required: (In addition to the traditional identifiers, please list the ISBN number)

Access Code: (If the course requires an access code, please state that here. Please list the ISBN number)

Required Materials: Surface Go, a folder, calculator, reliable internet

Suggested Materials:

- Folder / pocket notebook
- Basic knowledge of MS Word software
- Basic knowledge of the Internet
- Familiarity using iNet and computer resources

Course Fees: N/A

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department Outcomes:

Program Outcomes:

Student Learning Outcomes:

Throughout this course students will integrate concepts, research, and critical thinking skills to increase media literacy. Students will be evaluated on daily assignments, presentations, unit exams, formal group debates, and a final exam.

1. Explore mass media impact on society and utilize media literacy
 - ✓ Recognize current event issues
 - ✓ Follow research process to examine a specific media controversy
 - ✓ Respond (orally and written) to mass media documentaries by researchers
2. Explore legal and ethical issues associated with mass media
3. Analyze advertising and public relations
4. Explore historical developments in mass media
5. Analyze government/political use and misuse of mass media
6. Analyze various mass media theories
7. To expose students to their own media consumption habits and to the potential impact of media in their own lives and in society (media effects)

Course Objectives:

Upon completion of the course, students should be able to:

1. discuss the historical development and current status of various media outlets in the United States
2. analyze, evaluate and discuss the impact of the media on culture
3. retrieve information legally, responsibly, and ethically
4. describe the changing impact, capabilities, and limitations of technology on individuals and society
5. describe the business aspects of mass media

6. tell the role ethics play in the media
7. judge the credibility of information
8. identify assumptions, values and biases
9. analyze other points of view

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: (Common Course Assessments) Please note that assessments are subject to change. (This statement needs to stay here to protect you in case of unexpected circumstances.)

Non-discrimination Statement:

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Bias-Free Classroom Statement:

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It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Digital Media Production Program



Program Description

Digital Media Production will prepare students for a field that is new, exciting, and evolving; and it's impossible to define or set bounds for it because your emphasis in digital communications and media will be largely defined by your own ideas and experiments. In this field, you'll train to create, and use technologies used by consumers now and adapt to those used in the future. In our Digital Media Production program, you will develop a range of digital competencies, from research and content creation to assessment and channel development (YouTube, Twitter, website content creator, TikTok, Snapchat).

To pursue a career in the different fields of communications and media production you will need both new skills and hands-on experience in applying them. At Iowa Central you will receive both in many different digital channels such as social media, websites, mobile, etc.

You will get the experience of working in a real-life newsroom with our student-run Triton Media and cover stories happening on campus and in the community using state of the art technology. You will also help in developing content for the Triton Media website and social media sites. Podcasts, News Anchors/ Reporters, writers, content creators, social media editors are just a few of the positions that you could hold when attending the Iowa Central Community College Digital Media Production program.

When a field is rapidly expanding like multimedia, the careers are endless and very competitive. Iowa Central will set you apart from the rest because you will graduate with experience through internships, networking with professionals in the field and a strong online portfolio. The Digital Media Production program is designed to meet real-world demands.

Classes taken from Digital Mass Communications

JOU 121- Newswriting and Reporting	3 – Transfer Major Class for Journalism
MMS-241 - Public Relations and Marketing	3 – Transfer Major Class for Journalism
SMM 170- Social Media Campaigns and Web Analytics	3
JOU- 210 - Media Law	3
COM 142 - Mass Media Writing	3
COM 148 – Diversity and the Media	3 – Transfer Major Class for Journalism/communications
MMS 901 Portfolio Preparation	1
WBL 307 Internship: Applied Digital, Visual, and Communication Arts	3

Classes taken from TV/Radio Broadcast Program

MMS 137 Media Announcing	2
MMS 171 Audio Production	2
MMS 172 Video Production	2
MMS 173 Adv. Audio Production	2
MMS 174 Adv. Video Production	2
WBL 147 Workplace Project Based Learning: Applied Digital, Visual, and Communication Arts	1
MMS 149 Sports Reporting	3
MMS 194 Television Production	
MMS 204 New Media Production	3
WBL 147 Workplace Project Based Learning: Applied Digital, Visual, and Communication Arts	1
MMS 296 Video Practicum I	1
MMS 401 Multimedia Projects I	2

Other Areas

MAT 156 Statistics

3 – Transfer Major Class for Journalism

HUM 185 Technology and Social Change – if approved MMS 101 Mass Media

3 – Transfer major if Mass Media for Communications and Journalism

SPC 112 Public Speaking

3 – Transfer Major Class for Journalism

ART 184- Photography

3

PHT 189 - Photography III

3

ENG 105 - Comp I

3 – Transfer Major Class for Journalism

COURSE SCHEDULE- FIRST YEAR

Semester	Course	Credits
Fall/ First Semester	MMS 137 Media Announcing	2
	MMS 171 Audio Production	2
	MMS172 Video Production	2
	ART 184. Photography	3
	ENG 105 Comp I (these are specific requirements, not just any math class will work)	3
	COM 142 Mass Media Writing	3
	College Experience	1
Total		16 Credits

COURSE SCHEDULE – FIRST YEAR

Semester	Course	Credits
Spring / Second Semester	MMS-241 Public Relations and Marketing	3
	JOU- 210 Media Law	3
	MMS 173 Adv.Audio Production	2
	MMS 174 Adv.Video Production	2
	WBL 147 Workplace Project Based Learning: Applied Digital, Visual, and Communication Arts	1
	SPC 112 Public Speaking (these are specific requirements, not just any math class will work)	3
TOTAL		14 CREDITS

COURSE SCHEDULE – SECOND YEAR

Semester	Course	Credits
Fall/Third Semester	JOU-121 Newswriting and Reporting	3
	Or MMS 149 Sports Reporting	
	SMM 170- Social Media Campaigns	3
	WBL 147 Workplace Project Based Learning: Applied Digital, Visual, and Communication Arts	1
	MMS 204 New Media Production	3
	PHT 189 Photography III	3
	MMS 194 Television Production	1
Total		14 Credits

COURSE SCHEDULE – SECOND YEAR

*60 Total Credits and Social Media
Certificates (SMM 170 + ART 184
+ WBL 147)

Semester	Class	Credits
Spring/ Fourth Semester	COM 148 – Diversity and the Media	3
	MMS 296 Video Practicum I	1
	MMS 401 Multimedia Projects I	2
	MMS 901 Portfolio Preparation	1
	MAT 156 Statistics (these are specific requirements, not just any math class will work)	3
	AVI 255 FAA Part 107 Remote Pilot	3
	HUM 185 Technology and Social Change -- MMS 101 can replace the gen ed HUM 185 pending approval for gen ed class	3
Total		16 Credits

Possible Careers

- Multimedia Journalist
- Mobile Journalist
- Social Media Content Specialist
- Social Media Marketers
- Digital Content Specialists
- Reporters & Correspondent
- Photographer
- Public Relations Specialist
- Photo Journal & Visual Communications
- Editor
- Copy Editor
- Blogger
- Media and Communication Worker
- Video Production
- Audio Production
- Content Creators

Digital Media Production Learning Outcomes

1. Be competitive in a rapidly evolving world where diverse forms of media increasingly converge to enable new modes of communication.
2. Capitalize on existing and emerging employment opportunities in digital content creation and distribution within the rapidly-changing creative economy.
3. Maximize their broad base of skills in creative (writing, editing, research, flexibility and adaptability, critical thinking), technical (video, audio, social media, digital distribution), communication (teamwork, collaboration, oral/written) and entrepreneurial skills (math, ethics, marketing, basic business operations).
4. Hands-on projects in each course lead to a relevant and robust electronic portfolio.
5. Internships and community-based projects give students to work on real world skills outside the classroom with working professionals, creating well rounded students with work experience.
6. Produce a final, professional-quality digital portfolio that demonstrates the skills needed in today's digital media environment and increases chances of employment.

Anchor/Multimedia Journalist



Sinclair Broadcast Group Ottumwa, IA

🕒 Posted: October 16, 2020 🏢 Full-Time

KTVO is looking for a dynamic full-time Anchor/Multimedia Journalist. In addition to being an outstanding journalist with a great personality, you need to be a team leader. Our anchors are leaders who participate in the planning of our shows and produce content regularly. A competitive passion to win and openness to innovation is mandatory! Our winning candidate will be someone who embraces social media and knows how to consistently engage with the audience. Collaboration is a big part of this role!

The ideal candidate will have:

- Strong Leadership skills
- Smooth/pleasant delivery

Examples

Multi Media Journalist

 Save

Nexstar Media Group Des Moines, IA

 Posted: March 28, 2019  Full-Time

Nexstar Media Group Inc. is the largest TV station operator in the country. With the reach of 171 television stations in 100 markets addressing nearly 38.7% of US television households, and a diversified, growing digital media operation. Nexstar Media Group Inc. is the parent company of Nexstar Broadcasting Group, Inc. & Nexstar Digital LLC. Learn more at www.nexstar.tv.

EEO Statement:

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

The Multimedia Journalist Reporter produces, reports, shoots, writes, voices, edits and feeds news production content for all platforms in a manner that is clear, engaging and meaningful to news consumers.

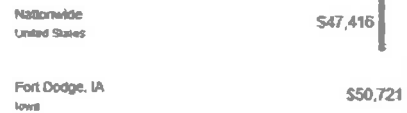
Job Salary

Content Creator Salary

Yearly Monthly Weekly Hourly



Content Creator Salary Comparison by Location



Digital Marketing Specialist Salary

Yearly Monthly Weekly Hourly




Digital Marketing Specialist Salary Comparison by Location



Salary

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COMPANY A	ESP	COMPANY C	ESP

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Home > Research > Digital Video Producer > IA > Fort Dodge

Digital Video Producer Salary in Fort Dodge, Iowa

How much does a Digital Video Producer make in Fort Dodge, IA? The average Digital Video Producer salary in Fort Dodge, IA is \$52,277 as of September 25, 2010, but the salary range typically falls between **\$44,480** and **\$61,565**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession, etc. In more online, real-time compensation data than any other website, Salary.com helps you determine your exact pay target.

[Search Digital Video Producer Jobs in Fort Dodge, IA](#)

SALARY RANGE FOR A DIGITAL VIDEO PRODUCER

\$44,480 to \$61,565

For Employers



Adjust Employee Salary

Adjust employee salary based on job title, requirements and

Where in Fort Dodge are the jobs?

- KALLIN-JOHNSON MONUMENT
- State Farm Insurance
- Agnes Art Studio
- Habitat for Humanity
- Churches
- City of Fort Dodge – social media campaigns
- Fine Arts Association
- Spin Markket
- Heartland Communications
- Fort Dodge Community School District
- Radio
- Messenger

Digital Media

- COM 150 Mass Comm and Soc.
- MMS137 Media Announcing
- MMS- 241 Public Relations
- JOU 210 Media Law
- MMS 173 Advan.Audio Prod.
- MMS 174 Advan.Video Prod.
- JOU 121 or MMS 149 New Report or sports report
- MMS 204 New Media Production
- MMS 194 Television Production
- MMS 296 Video Practicum
- MMS901 Portfolio Preparation
- MAT 156 Statistics
- HUM 185 Or MMS 101 pending approval
- AVI Drone Class

Digital Arts

ART 184 –

Photo I

ART 187-

Photo III

SMM170

SM Camp

MMS171

Audio

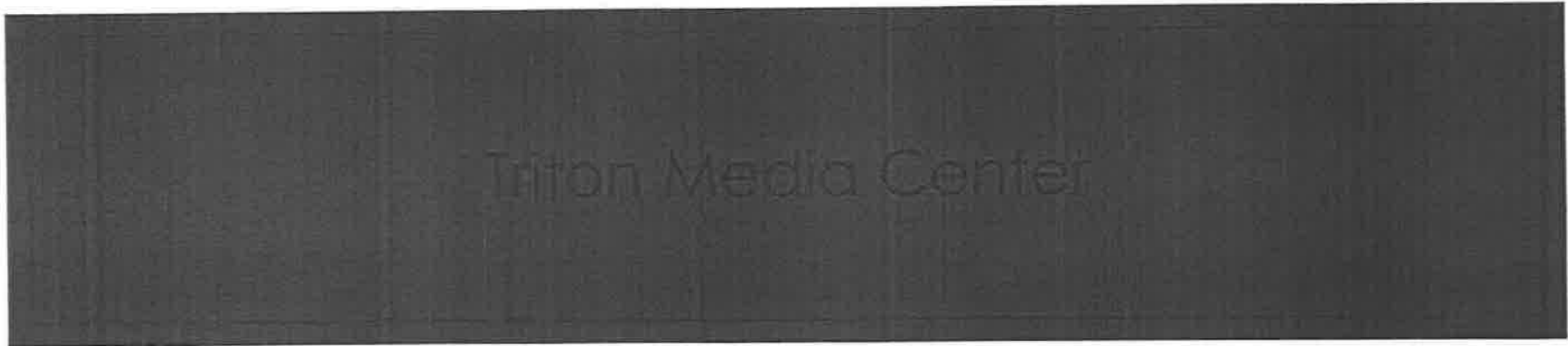
MMS172

Video

15 credits

- PHT 106 Intro to Image Editing
- MUS 332 Intro to Music Technology
- CAD 260 Intro to Algorithmic Design
- ART 115 Graphic Design
- ART 116 Graphic Design II
- GRA 176 Layout Design I
- ART 120 2 D Design
- CIS 265 Photoshop I
- BUS 112 business Math
- PHT 233 Commercial Photography
- CAD 315 Computational Design
- BUS130

* Work Based Learning is a part of both programs but the content is different for each program



- What is our vision?
 - Set up like an all in one newsroom (Television, Newspaper, Radio, Social Media- Podcasts, YouTube, Facebook)
 - White board with all the possible news stories for the week
 - Each student takes one story (write their name by the story they will be covering) – develops it for all types of mass media

TRANSFER MAJOR APPROVAL FORM

Discipline:	Engineering
CIP:	14.01010200
ITSO:	03 09 11 03
College:	ICCC

State Enacted:	TBD
Regents:	ISU and SUI
Date:	12/9/2020 <i>xx/xx/20xx</i>
AS:	X

Total Credits:	60
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(60-64 required)

Submitted by:	Jennifer Condon
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Degree:	AA:	<input type="text"/>
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College Approver:	Dr. Stacy Mentzer
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College Enacted:	8/15/2021 <i>xx/xx/20xx</i>
------------------	--------------------------------

Email Contact:	condon@iowacentral.edu
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(and/or)	Discipline Framework Elements:	Course #s	Credits	Category
	Calculus Sequence	MAT210+MAT216	8	Math/Science
	<i>insert note here if more than 1 Calculus sequence option.</i>	NA	NA	NA
	Physics Sequence	PHY212	5	Math/Science
	<i>insert note here if more than 1 Physics sequence option.</i>	NA	NA	NA
	Chemistry Sequence	CHM165	4	Math/Science
	<i>insert note here if more than 1 Chemistry sequence option.</i>	NA	NA	NA
	Differential Equations	MAT267	4	Math/Science
	<i>insert note here if more than 1 Differential Equations option.</i>	NA	NA	NA
	Engineering Intro Course (optional, but highly recommended)	CIS162+MAT180	6	Elective
	<i>insert note here if more than 1 Intro Engineering option.</i>	NA	NA	NA
	Engineering Problems/Graphics (optional, but highly recommended)	--select--	--select--	--select--
	<i>insert note here if more than 1 Intro Engineering option.</i>	NA	NA	NA

(and/or)	Additional Locally Required TM Courses (no options): <i>List all discipline-relevant courses you will require students to take, if any.</i>	Course #s	Credits	Category
				--select--
				--select--
				--select--
				--select--
				--select--

Remaining Gen Ed/Elective Categories:

	Credits
Math/Science (AA = 8; AS = 20) (at least 1 each)	0
Communications (AA= 8; AS = 8)	9
Humanities (AA=8; AS = 8 (with Social Sciences))	3
Social Sciences/Behavioral Sciences (AA=8; AS=8 (with Humanities))	6
Distributed (AA = 8; AS = 4)	1
Electives (AA = 20; AS = 20)	13
Other Institutional Graduation Requirements (varies)	1
Total Program Credits: <i>Listed credits should add up to 60-64.</i>	Total Credits: 60

TRANSFER MAJOR APPROVAL FORM

Discipline:

CIP:

ITSO:

College:

State Enacted:

Regents:

Total Credits:

(60-64 required)

Date:

xx/xx/20xx

Submitted by:

Degree: AA:

AS:

College Approver:

College Enacted:

xx/xx/20xx

Email Contact:

(and/or) Discipline Framework Elements:	Course #s	Credits	Category
Introduction to Sociology	SOC110	3	Social Science
Introduction to Psychology	PSY111	3	Social Science
Developmental Psychology	PSY121	3	Distributed
<i>Insert note here if multiple course options.</i>	NA	NA	NA
Human Sexuality	PSY261	3	Elective
<i>Insert note here if multiple course options.</i>	NA	NA	NA
Statistics	MAT157	4	Math/Science
<i>Insert note here if multiple course options.</i>	NA	NA	NA
Introduction to Human Services	SOC150	3	Elective
<i>Insert note here if multiple course options.</i>	NA	NA	NA
Field Experience (Required if Intro to Human Services lacks 30+ hours field experience)	HSV850	2	Elective
<i>or WBL 203 or HSV 854 and HSV 855</i>	NA	NA	NA
Marriage and Family	SOC120	3	Distributed

(and/or) Additional Locally Required TM Courses (no options):	Course #s	Credits	Category
<i>List all discipline-relevant courses you will require students to take, if any.</i>			--select--
			--select--
			--select--
			--select--

--	--	--

--

--select--

Remaining Gen Ed/Elective Categories:

Math/Science (AA = 8; AS = 20) (at least 1 each)
Communications (AA= 8; AS = 8)
Humanities (AA=8; AS = 8 (with Social Sciences))
Social Sciences/Behavioral Sciences (AA=8; AS=8 (with Humanities))
Distributed (AA = 8; AS = 4)
Electives (AA = 20; AS = 20)
Other Institutional Graduation Requirements (varies)

Credits
4
9
9
3
0
7
4

Total Program Credits: <i>Listed credits should add up to 60-64.</i>
--

Total Credits:	60
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IOWA CENTRAL COMMUNITY COLLEGE

- Course ID #s

XXX 927 (every discipline)

PSY 261

ART 184

MUS 135

MUS 136

MUS 235

MUS 236

- Programs

Digital Media – 3 MMS programs

- Humanities Department

Proposal for gen eds

- Transfer of Majors

Human and Family Services

Engineering



Meeting Minutes

Liberal Arts Curriculum Meeting

December 4th, 2020

I. Call to Order:

The meeting was called to order by Jennifer Condon at 9:00a.m. via a Zoom Virtual Conference.

II. Roll Call:

Present:

Absent:

III. Updates:

Jennifer Condon started the meeting by saying that Dr. Mentzer has approved a catalog fix mid-year. The catalog is now electronic only. If anyone is aware of any mistakes, please let us know. The syllabi are online as well. Program links need a double check.

Curriculums are to be put in Teams in the Spring 2021 folder. This is where attachments, files, etc., are to be put. Jill will put meeting minutes in there as well. Please forward updates to Jennifer and Dr. Mentzer. See links in Teams under Curriculum. The catalog syllabi templates are on the website.

Jennifer said that one single visitor from UNI for in person visits will be here – the rest are visiting virtually.

IV. Shawn Haake – PSY 261 Human Sexuality Class

Shawn spoke about the new class to be added, PSY 261 Human Sexuality. He shared his template for the class with the group. Shawn stated that he based the template on all other community colleges syllabi. He has not talked to regent universities in regards to it as of yet.

Jennifer Condon spoke about the required materials section on the template, and said changes can be made, that this is a basic template that can be adjusted to what is needed for each class.

Shawn stated that he has read two complete textbooks on this class, and has not decided which one to use as of yet. He will work with the department to determine which to use at a later date.

Jennifer Condon stated that this new course came from a need due to being a transfer requirement for UNI.

Motion to approve – Kara Weyand
Seconded – Jeff Halter

V. Kara Weyand – Humanities Department Updates

Kara discussed what the department has been looking into with possibly moving three class to the Humanities Department. She stated that they have voted no at this time – they didn't feel the courses fit into the department. She said they need more information, so at this time, it was voted no. Kara said the department is willing to discuss the issue further at another time.

Shawn Haack said that the Social Sciences department also looked at those classes and they voted the same way – they feel they need more time and information to decide on whether to move the classes or not.

VI. Erik Stroner – Communications Department Updates

Erik spoke of updating the syllabi on the internet, and said that he emailed Greg and said he will get back to him on the subject. Erik also discussed the classes they are considering to add – Jennifer Condon asked if they have been added yet, and Erik said they have not added them yet. Erik stated that they are having a Communications Department meeting on Monday, December 7th, 2020. Jennifer said she will need the information by the Dean's Meeting on Monday, December 7th, 2020 at 2 p.m.

VII. Other Issues

Kara Weyand had questions about next week (the week of 12/7/2020). She asked what rooms and/or offices should they be using? Jennifer Condon said mask wearing, social distancing, and sound are all issues when using offices. Kara asked if they need to do room reservations -- Jennifer said yes, that way the custodial staff will know that a room needs to be disinfected. Jennifer also spoke about CDC guidelines.

Justin Robertson told the group to make sure that everyone has the new updated mission statement posters in their offices, and to discard the old ones. Rae Larson asked that a new version of the poster be sent to her in Webster City. Arrangements were made for this.

Jennifer Condon spoke about the importance of getting things turned in – the Monday before Christmas through the first of the year it will be difficult to get a hold of some employees. She spoke about enrollment – night classes are very low. Advisors have offered that most students have enrolled for Spring 2021, which is odd – Jennifer has not had to add sections which she normally has to do. She told the group to make sure to remember to email your students ahead of time with all information on links, Zoom, etc.

Jennifer also stated that Dr. Mentzer is not mandating that instructors have to use virtual and face to face. She spoke about quarantined students and their requirements for on-line classes. She also mentioned planning for alternate plans, switching to virtual classes, etc. Jennifer spoke of recommendations to make Canvas a better tool – students have so many places, books, ways to participate in class, etc. – it can become overwhelming. Jennifer ended by saying that we all need to start every day thinking about next semester.

VIII. Adjournment

Motion to adjourn: Jeff Halter

Second: Amy Simpson

Meeting was adjourned at 9:35 a.m.

Minutes submitted by: Jill H. Lickteig

Minutes approved by:

Curriculum Change
Summary
Business and Industrial Technology
2020FA

Culinary Arts AAS

New degree offering – built within current AAS program
CIP: 12.05000200

Reasoning: To build off our diploma program, we would like to give students the opportunity to stay an additional year and acquire more advanced culinary skills. This AAS program would add an additional 31 credits during their sophomore year, in addition to the 34 credits that are required on the Culinary Arts Diploma program. Students would receive additional classes in baking and pastry, breads and desserts, along with advanced cooking classes in Food Preparation and International Cuisine. Only one new course needs to be developed – International Cuisine 2. The other “new” class, HCM 286 Advanced Food Preparation 2 – is an already approved class from 2015, which has never been offered.

Program of Study is attached.

New Course syllabi

HCM 286 Advanced Food Preparation 2 4 credits (attached)
HCM 313 International Cuisine 2 4 credits (attached)

Baking and Pastry Arts – Diploma

Curriculum change
CIP: 12.05010100

Add: HCM 298 Knife Skills 2 credits (existing course)

Reasoning: With the development of the Baking and Pastry Arts program, it has become very evident that knife skills, when it comes to fruits, chocolate and pastry, is an important skill set that the students need when it comes to presentation. The students already receive a knife in their baking sets, but have no curriculum to support the use of the knife, and the stand along class, which is already offered within the Culinary Arts program, has been identified as a course that can be beneficial to the development of our graduates. The program credit requirement would increase from 33.5 credits, to 35.5 credits. All other graduation requirements will remain the same.

Culinary Arts - AAS

First Semester		
Course #	Course Title	Credit Hours
HCM-108	Safety and Sanitation	3
HCM-292	Food Preparation I	3
HCM-298	Knife Skills	2
HCM-148	Food Fundamentals	3
HCM-294	Food Preparation II	3
HCM-513	Hospitality Professionalism I	1
	Total Hours:	15
Second Semester		
Course #	Course Title	Credit Hours
HCM-305	Meat & Fish Fabrication	2
HCM-228	Nutrition & Food Science	3
HCM-285	Advanced Food Preparation	4
HCM-296	International Cuisine	3
HCM-266	Culinary Math*	3
HCM-517	Hospitality Professionalism II	1
	Total Hours:	16
Summer Semester		
Course #	Course Title	Credit Hours
HCM-511	Food Technology Internship	3
	Total Hours:	3
	Culinary Arts Diploma Total Hours:	34
Third Semester		
Course #	Course Title	Credit Hours
HCM-286	Advanced Food Preparation 2	4
HCM-128	Basic Baking and Lab	2
HCM-131	Basic Pastry and Lab	2
MKT-110	Principles of Marketing*	3
XXX-XXX	Social Science/Humanities Elective*	3
HCM-513	Hospitality Professionalism I	1
	Total Hours:	15
Fourth Semester		
Course #	Course Title	Credit Hours
HCM-313	International Cuisine 2	4
HCM-194	International Breads	2
HCM-299	Creative Desserts	3
CSC-110	Intro to Computers*	3
BUS-114	Workplace Communications*	3
HCM-517	Hospitality Professionalism II	1
	Total Hours:	16
	Culinary Arts AAS Total Hours:	65
* General Education Courses (15 credits)		

Baking and Pastry Arts - Diploma

First Semester		
Course #	Course Title	Credit Hours
HCM-108	Safety and Sanitation	3
HCM-128	Basic Baking and Lab	2
HCM-131	Basic Pastry and Lab	2
HCM 259	Jams and Jellies	2
HCM-298	Knife Skills	2
HCM 291	Cake Decorating	2
HCM-297	Chocolate Confections	2
HCM-513	Hospitality Professionalism I	1
	Total Hours:	16
Second Semester		
Course #	Course Title	Credit Hours
HCM-194	International Breads	2
HCM-299	Creative Desserts	3
HCM-129	Adv Baking and Lab	2
HCM-132	Adv Pastry and Lab	2
HCM-266	Culinary Math*	3
BUS 113	Workplace Readiness	1.5
HCM 293	Adv Cake Decorating	2
HCM-517	Hospitality Professionalism II	1
	Total Hours:	16.5
Summer Semester		
Course #	Course Title	Credit Hours
HCM-511	Food Technology Internship	3
	Total Hours:	3
	Baking and Pastry Diploma Total Hours:	35.5
* General Education Courses		



Course Name: Advanced Food Preparation 2

Course Number: HCM 286

Course Department: Business Department

Course Term: Fall 2021

Last Revised by Department: Sept 2020

Total Semester Hour(s) Credit: 4

Total Contact Hours per Semester:

Lecture: 15 Lab: 90 Clinical: Internship/Practicum:

Catalog Description: This course offers instruction in the more advanced stages of cooking skills, use of equipment, kitchen safety and complex recipes that are designed to take the students to a higher level of knowledge and skills in the kitchen.

Textbook(s) Required: The Professional Chef ISBN# 978-0-470-42135-2

Materials Required: Uniforms as approved by Iowa Central Culinary Faculty and Knife Kit. Pen and notepad.

Suggested Materials: Will change dependent on specific class.

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department/Program Outcomes:

Business Department students will be able to:

- 1) Apply Effective business or career-related communication
- 2) Demonstrate business or career-related human relations skills
- 3) Solve business or career-related problems

Student Learning Outcomes:

- 1) Apply a full and clear knowledge of a unique variety of ingredients
- 2) Demonstrate ability to use advanced cooking techniques and styles in a safe and professional manner.
- 3) Identify correct ingredient pairings based on flavor profiles
- 4) Create a variety of different dishes using quick and long cooking methods
- 5) Evaluate the role that a modern chef of today has in providing quality food while knowing all about the importance of using quality ingredients from approved suppliers.

Course Objectives:

- 1) Analyze Fruit and Vegetable Identification and Preparation techniques of more advanced and unusual ingredients
- 2) Identify alternative foods to Grill and Roast e.g. fruits and vegetables, shellfish
- 3) Describe Sautéing, Pan Frying and Deep-Frying techniques
- 4) Describe all aspects of completing a restaurant dish
- 5) Differentiate Braising and stewing, understanding the methods and reasons behind it
- 6) Formulate a series of dishes into a cohesive menu.
- 7) Extend the range of cooking techniques that the students will learn and Utilize

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments: You will be scored on every class and an overall score and grade posted each week. All aspects of your manners, aptitude and professionalism will be assessed. Attitude and willingness to complete tasks as well as the finished results of all of your work will be assessed. Homework and projects will be scored on their own points.

Please note that assessments are subject to change

Non-discrimination Statement:

It is the policy of Iowa Central Community College not to discriminate 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 as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@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.

Disability/Accommodation Services:

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Bias-Free Classroom Statement:

Food Preparation maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Course Name: International Cuisine 2

Course Number: HCM 313

Course Department: Business

Course Term: Spring 2022

Last Revised: September 2020

Total Semester Hour(s) Credit: 4

Total Contact Hours per Semester:

Lecture: 15 Lab: 90 Clinical: Internship/Practicum:

Catalog Description: This course offers the students a greater range of ingredient knowledge, taking the fundamentals learnt in the first year and stretching their ability and talent with a much more diverse and varied mixture of cooking techniques and styles while incorporating modern restaurant skills and methods.

Textbook(s) Required:

The Professional Chef 9th edition Wiley ISBN978-0-470-42135-2.

Materials Required: Uniforms as approved by Iowa Central Culinary Faculty and Knife Kit. Note pad and pen.

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department outcomes

Business Department students will be able to:

- 1) Apply Effective business or career-related communication
- 2) Demonstrate business or career-related human relations skills
- 3) Solve business or career-related problems

Student Learning Outcomes:

- 1) Demonstrate a knowledge of different ingredients used around the world
- 2) Identify the basics of how to create, design and produce a variety of well-known classic dishes of specific cuisines.
- 3) Investigate basic cultural background of a Variety of Countries
- 4) Examine new and unique flavor profiles and presentations of various traditional dishes.
- 5) Understand methods and specialty equipment to produce these foods

Objectives:

- 1) Discuss and compose Basic Classical dishes of Eastern Europe
- 2) Discuss and compose Basic Classical dishes of Pan-Pacific Region
- 3) Discuss and compose Basic Classical dishes of Asia
- 4) Discuss and compose Basic Classical dishes of Central America
- 5) Discuss and compose Basic Classical dishes of South America
- 6) Development of cultural and food production knowledge of each country covered

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments:

Will Include Quizzes, Papers, homework as well as the lecture notes that you take during each class. Your Final Exam will be about 20% of your Total grade.

*Please note that assessments are subject to change

Grading Policy/Scale: A=90%-100%
B=80%-89%
C=70%-79%
D=60%-69%
F=59%-or lower

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Bias-Free Classroom Statement:

International Cuisine maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.

Graphics Technology AAS

DROP: CIS 256 Dreamweaver I 3 credits (AAS and DIPL)
ADD: ART 192 Photography IV 3 credits (AAS only)
ADD: ART 184 Photography I 3 credits (DIPL only)

Note: ART 192 has a pre-req but has been discussed with Rochelle Green (Program Coordinator) and she has given approval for these students to take this course after ART 184 Photography 1

Web Technology AAS and DIPL

DROP: CIS 260 Web Databases 3 credits (AAS and DIPL)
ADD: ART 184 Photography I 3 credits (AAS and DIPL)

CURRENT

Graphics Technology, AAS

First Semester

CIS 256 - Dreamweaver I - 3 credits
CIS 265 - Photoshop 1 - 3 credits
CIS 254 - Basic Multimedia Design - 2 credits
GRA 111 - Vector Graphic I - 2 credits
GRA 176 - Layout Design I - 3 credits
ART 115 - Graphic Design - 3 credits
Total Hours: 16

Second Semester

CIS 266 - Photoshop 2 - 3 credits
GRA 115 - Vector Graphic II - 2 credits
GRA 177 - Layout Design II - 3 credits
CIS 299 - Wordpress - 3 credits
ART 120 - 2-D Design - 3 credits
ADM 258 - Professional Development - 1 credits
Social Science/Humanities Elective - 3 credits 1
Total Hours: 18

Third Semester

CIS 277 - Portfolio 1 - 3 credits
CIS 194 - Layout Design III - 3 credits
MKT 110 - Principles of Marketing - 3 credits 1
BUS 112 - Business Math - 3 credits 1,4
ENG 105 - Composition I - 3 credits 1
Total Hours: 15

Fourth Semester

CIS 278 - Portfolio 2 - 3 credits
CIS 195 - Layout Design Projects - 3 credits
MKT 131 - Social Media Marketing - 3 credits
ART 184 - Photography 1 - 3 credits
General Education Elective - 3 credits 1
Total Hours: 15

Summer Semester (Required)
BUS 932 - Internship - 2-3 credits
Program requires a 2 credit Internship for Graduation

AAS Degree Total Hours: 66

PROPOSED

Graphics Technology, AAS

First Semester

ART 184 - Photography I - 3 credits
CIS 265 - Photoshop 1 - 3 credits
CIS 254 - Basic Multimedia Design - 2 credits
GRA 111 - Vector Graphic I - 2 credits
GRA 176 - Layout Design I - 3 credits
ART 115 - Graphic Design - 3 credits
Total Hours: 16

Second Semester

CIS 266 - Photoshop 2 - 3 credits
GRA 115 - Vector Graphic II - 2 credits
GRA 177 - Layout Design II - 3 credits
CIS 299 - Wordpress - 3 credits
ART 120 - 2-D Design - 3 credits
ADM 258 - Professional Development - 1 credits
Social Science/Humanities Elective - 3 credits 1
Total Hours: 18

Third Semester

CIS 277 - Portfolio 1 - 3 credits
CIS 194 - Layout Design III - 3 credits
MKT 110 - Principles of Marketing - 3 credits 1
BUS 112 - Business Math - 3 credits 1,4
ENG 105 - Composition I - 3 credits 1
Total Hours: 15

Fourth Semester

CIS 278 - Portfolio 2 - 3 credits
CIS 195 - Layout Design Projects - 3 credits
MKT 131 - Social Media Marketing - 3 credits
PHT 192 - Photography 4 - 3 credits
General Education Elective - 3 credits 1
Total Hours: 15

Summer Semester (Required)
BUS 932 - Internship - 2-3 credits
Program requires a 2 credit Internship for Graduation

AAS Degree Total Hours: 66

CURRENT

Web Technology, AAS

First Semester

CIS 256 - Dreamweaver I - 3 credits
CIS 265 - Photoshop 1 - 3 credits
CIS 254 - Basic Multimedia Design - 2 credits
CIS 253 - HTML Basics - 3 credits
GRA 111 - Vector Graphic I - 2 credits
GRA 176 - Layout Design I - 3 credits
Total Hours: 16

Second Semester

CIS 266 - Photoshop 2 - 3 credits
CIS 299 - Wordpress - 3 credits
CIS 260 - Web Databases - 3 credits
GRA 115 - Vector Graphic II - 2 credits
GRA 177 - Layout Design II - 3 credits
ADM 258 - Professional Development - 1 credits
Social Science/Humanities Elective - 3 credits 1
Total Hours: 18

Third Semester

CIS 277 - Portfolio 1 - 3 credits
CIS 330 - Php/Mysql - 3 credits
CIS 352 - Video Editing - 3 credits
MKT 110 - Principles of Marketing - 3 credits 1
ENG 105 - Composition I - 3 credits 1
Total Hours: 15

Fourth Semester

CIS 278 - Portfolio 2 - 3 credits
CIS 262 - Dreamweaver Projects - 3 credits
CIS 295 - Advanced Web Design - 3 credits
BUS 112 - Business Math - 3 credits 1,4
General Education Elective - 3 credits 1
Total Hours: 15

Summer Semester (Required)
BUS 932 - Internship - 2-3 credits
Program requires a 2 credit Internship for Graduation

AAS Degree Total Hours: 66

PROPOSED

Web Technology, AAS

First Semester

ART 184 - Photography 1 - 3 credits
CIS 265 - Photoshop 1 - 3 credits
CIS 254 - Basic Multimedia Design - 2 credits
CIS 253 - HTML Basics - 3 credits
GRA 111 - Vector Graphic I - 2 credits
GRA 176 - Layout Design I - 3 credits
Total Hours: 16

Second Semester

CIS 266 - Photoshop 2 - 3 credits
CIS 299 - Wordpress - 3 credits
CIS 256 - Dreamweaver I 3 credits
GRA 115 - Vector Graphic II - 2 credits
GRA 177 - Layout Design II - 3 credits
ADM 258 - Professional Development - 1 credits
Social Science/Humanities Elective - 3 credits 1
Total Hours: 18

Third Semester

CIS 277 - Portfolio 1 - 3 credits
CIS 330 - Php/Mysql - 3 credits
CIS 352 - Video Editing - 3 credits
MKT 110 - Principles of Marketing - 3 credits 1
ENG 105 - Composition I - 3 credits 1
Total Hours: 15

Fourth Semester

CIS 278 - Portfolio 2 - 3 credits
CIS 262 - Dreamweaver Projects - 3 credits
CIS 295 - Advanced Web Design - 3 credits
BUS 112 - Business Math - 3 credits 1,4
General Education Elective - 3 credits 1
Total Hours: 15

Summer Semester (Required)
BUS 932 - Internship - 2-3 credits
Program requires a 2 credit Internship for Graduation

AAS Degree Total Hours: 66

Agriculture
General Agricultural Business Management Certificate

ADD: ACC 102 Workplace Accounting as an option along with ACC 111 Intro to Accounting

It will appear as:

ACC 111 Intro to Accounting OR ACC 102 Workplace Accounting

Aviation – Stand Alone Class

AVI 255 FAA Part 107 Remote Pilot 3 credits (new course syllabi attached)

NOTE: New course – being taught as a Special Topics this Spring



Course Name: FAA Part 107 Remote Pilot
Course Number: AVI 255
Course Department: Business Department
Course Term: 2021SP
Last Revised by Department: Fall 2020
Total Semester Hour(s) Credit: 3
Total Contact Hours per Semester: 45

Lecture: 45 Lab: Clinical: Internship/Practicum:

Catalog Description: This course will cover aspects related to flying drones and prepare students to complete the FAA Part 107 certification.

Pre-requisites and/or Co-requisites: None

Textbook(s) Required: No textbook is required. All materials are electronic and will be provided within the class.

Access Code: Need to determine how the FAA test will be handled.

Required Materials: Students will need to have access to the internet and a computer in order to complete all activities of the class.

Suggested Materials: None

Course Fees: This course has a \$160 testing fee that pays for the FAA Part 107 test at the end of the course.

Institutional Outcomes:

Critical Thinking: The ability to dissect a multitude of incoming information, sorting the pertinent from the irrelevant, in order to analyze, evaluate, synthesize, or apply the information to a defensible conclusion.

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.

Personal Responsibility: Initiative to consistently meet or exceed stated expectations over time.

Department Outcomes:

1. Apply effective business or career-related communication.
2. Demonstrate business or career-related human relations skills.
3. Solve business or career-related problems.

Student Learning Outcomes:

1. The general goal of AVI 255 is to provide an overview of the safe and legal operation of UAS/UAV, and to prepare students for the FAA Part 107 pilot certificate exam.
 - a) Provide an overview of the safe and legal operation of UAS/UAV.
 - b) Introduction to aviation meteorology
 - c) Introduction to aviation charts and airspace
 - d) Introduction to various federal, state, and local aviation requirements
 - e) Preparation for the FAA Part 107 exam

College Procedures: All college-wide procedures are located in the Iowa Central Community College Student Handbook.

Assessments:

1. In order to pass the class, a student must successfully pass the FAA Part 107 test.
2. All assessments within the class are subject to change.

Non-discrimination Statement:

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accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to www.iowacentral.edu/accommodations.

Bias-Free Classroom Statement:

AVI 949 maintains high standards of respect in regard to individual beliefs and values when selecting classroom materials including textbooks, project activities, power points, videos, presentations, and classroom discussions.

It is our belief that all people have the right to obtain an education within our department/program courses free of bias, with full respect demonstrated to all who enroll in the courses of this department/program.



Meeting Minutes

Culinary arts, Baking and Hospitality Programs

Monday November 16th 2020 at 4.30pm

Via Zoom Link

I. Call to order

Michael Hirst called to order the regular meeting of the Culinary, Baking and Hospitality Program at 4.30pm Via Zoom Meeting

II. Roll call

Michael Hirst conducted a roll call. The following persons were present: Michael Hirst, Jessie Palmer, Julie Tague, Katie Walrod, and Heather Hull. (Numbers low from Quarantined members)

III. Approval of minutes from last meeting

Michael Hirst read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) Covid-19 discussion and updates from our region.
- b) Current cases at ICCC and protocols in place to mitigate spread.
- c) Virtual and online options were discussed.
- d) Industry update, restaurant closings, current job market situation.
- e) Effect on student well-being and stress related issues.
- f) Classroom and kitchen issues and new kitchen policies
- g) Concerns about safety and teacher numbers were discussed.

V. New business

New Degree Offering built into current AAS program

CIP: 12.05000200

To build off our diploma program, we would like to give students the opportunity to stay an additional year and acquire more industry related culinary skills. This AAS program would add an additional 31 credits during their sophomore year, in addition to the 34 credits that are required on the culinary diploma. Students would receive additional classes in baking and pastry, breads and desserts along with advanced cooking classes in Food Preparation and International Cuisine. Only one new course needs to be developed –International cuisine 2. The other “new” class, HCM 286 Advanced Food Prep 2- is an already approved class from 2015, which has never been offered.

Baking and Pastry Arts Diploma

Curriculum Change

CIP: 12.05010100

Add; HCM 298 Knife Skills

Reasoning: with the development of the Baking and Pastry Arts program, it has become very evident that knife skills, when it comes to fruits, breads, cakes and chocolate, is an important skill set that the students need when it comes to the presentation of their work. The Students already receive two knives in their baking sets, but have no curriculum to support the use of those knives, and the stand along class, which is already offered within the Culinary Arts program, has been identified as a course that can be beneficial to the development of our graduates. The program credit requirement would increase from 33.5 credits, to 35.5 credits. All other graduation requirements stay the same.

Once the new course offerings were explained and any questions were taken the advisory committee took a vote.

Heather Hull Motioned the vote

Julie Tague Second the Motion

All other members vote yes by response in chat on zoom.

No other topics were raised and no further questions were fielded.

Adjournment

Michael Hirst adjourned the Zoom meeting at 5.15pm.

Minutes submitted by: Michael Hirst. Minutes approved by: Michael Hirst



Meeting Minutes

Graphics and Web Technology

October 22, 2020

I. Call to order

The meeting was called to order at 5:37 PM

II. Roll call

Present at the meeting were Doug Breyfogle, Paul DeCoursey, Luke Vaughn, and Jacob Zweibohmer

III. Approval of minutes from last meeting

Doug B. motioned to accept the Spring meeting minutes. A second by Luke V. All were in favor.

IV. Updates

Jake gave an update on student enrollment in Graphics and Web Tech. Freshmen numbers are looking good. We started the semester with 9 Web Tech, and 13 Graphics Tech. The numbers have settled to a current number of 7 and 9. Still good numbers. There are 10 students in the Sophomore class. Part of the enrollment increase in Web Tech is directly attributed to the Last Dollar Scholar program introduced by the state of Iowa.

Classes are currently half face-to-face and half virtual. The classroom is set up for social distancing. Things continue to go well, but we are looking forward to more face-to-face time in the spring semester.

Emily Heim (not present) was introduced as our new adjunct instructor for Dreamweaver 1 and Web Databases. She is teaching remotely from Ankeny. Her classes are all virtual.

Proposed changes to the curriculum for both Web and Graphics were introduced. I am recommending eliminating Dreamweaver 1 from Graphics Tech. Moving Photo 1 to first semester. Adding Photo 4 to fourth semester. In Web Tech we will retain Dreamweaver 1, and move it to spring semester. We will eliminate Web Databases and replace it with Photo 1. I feel photography is a very important and underserved skill in both web and graphic design. This change should further strengthen the students' skillset. These changes, if approved, will take effect Fall 2021.

All present at the meeting were in favor of the change. Due to low turnout for the meeting an email vote will be sent out as soon as possible. The curriculum change process is lengthy and needs to continue moving as quickly as we can.

V. Adjournment

Doug B. motioned to adjourn. Seconded by Paul D. All in favor. Adjourned at 6:11 PM.

**Advisory Committee Vote E-mail Responses
Change to Graphics Tech and Web Tech curriculum – Fall 2020**

Jacob-

Thanks for putting this all together. Great reconnecting with you guys last night!

My vote: Yes

Have a great weekend!

Luke

--
Luke Vaughn

Jacob, I vote Yes and agree with your recommendations.

-Julia Jacobs

Nick Manwarren <nmanwarren@messengernews.net>

Hey, sorry...its been crazy. I apologize for not getting back to you. I will do a better job, I looked everything over and I think these changes will be beneficial. YES.

Thanks

Doug Breyfogle

YES

I'll go ahead and vote to move forward with your suggestion. I do think it is a worth discussion to continue, though, on how we bring in an educator to teach more systems/database. I do think that will set ICC students apart from other programs.

AFTON HOLT

Allix Black <allix.black@gmail.com>

Hi Jake,

Sorry for the delay in response. I vote YES to move forward with curriculum changes.

I hope you are well!

Allix

I am so sorry. I totally forgot

I agree with your proposal. If we can ever get to adding a digital component..... This area has grown even more over the last few months and there is just not enough of an employment pool in this area anywhere around the midwest.

Cheryl O'Hern
Marketing Director
Spln Market + Digital

From: [Zweibohmer, Jacob](#)
To: [Adams, Neale](#)
Subject: Fw: Photography IV PHT-192
Date: Wednesday, December 2, 2020 9:51:06 AM
Attachments: [Outlook-lzik535q.png](#)
[Outlook-owil1lay.png](#)

Here is the note about the prerequisite for Photography 4 from Rochelle.

Jacob Zweibohmer

Instructor/Coordinator
Web and Graphics Technology Programs
Iowa Central Community College
515.574.1282



[Iowa Central Graphics and Web Tech.](#)



[Iowa Central Graphics and Web Tech.](#)

From: Green, Rochelle <green@iowacentral.edu>
Sent: Wednesday, December 2, 2020 8:35 AM
To: Zweibohmer, Jacob <zweibohmer@iowacentral.edu>
Subject: Photography IV PHT-192

Good Morning-

I have sent an email to Jennifer Condon asking for the prerequisite of Photo III to be removed from Photography IV. The only prerequisite for Photo IV will be ART-184 Photography. Once a student takes ART-184 Photography they have the technical skills needed to be successful in Photography IV. Photography IV is designed to be a project-based course, so all projects assigned will allow the students to expand their photography and portfolio that best fits their career goals upon course completion.

Rochelle Green

Photography Instructor and Program Coordinator
Iowa Central Community College
green@iowacentral.edu
515.574.1182
Office: Liberal Arts Building 207/210
M/W 9:30-10am, T/W/TH 11:30-noon, Friday 9:30-noon
<http://www.iowacentral.edu/>
Find us on Facebook
<https://www.facebook.com/IowaCentralPhotography/>
Think More. Think Iowa Central.



Meeting Minutes

Agricultural

November 13, 2020

- I. Call to Order by Mike Robertson**
- II. Roll call (Present)**
 - a. Holly Betten
 - b. Jerry Chizek
 - c. Mike Richards
 - d. Mike Robertson
- III. Approval of minutes from last meeting**
 - a. Jerry Chizik Motioned to accept minutes from the spring 2020 meeting
 - b. Mike Richards seconded there was no discussions passed
- IV. Open issues**

None at this time
- V. New business**
 - a. Mike Robertson presented an issue that was found with the new General Agricultural Business Management Certificate. The AAS Ag. Bus. Degree currently allows students to take ACC-111 or ACC-102 to fulfill the AAS degree. The General Agricultural Business Management Certificate only allows ACC-111. It was intended that students could choose between ACC-111 or ACC-102 for the Certificate as well, but was never put in due to a clerical oversight.
 - b. Jerry Chizek Motioned to make it a choice to take ACC-102 or ACC-111 for the General Agricultural Business Management Certificate.

- c. **Holly Betten seconded the motion (Mike Robertson said he would contact the other members not present to see if anyone had a concern about this) passed**
- d. **Mike Robertson talked about and shared some of the new An. Sci. equipment the program has acquired from Reality Works. The Advisory board had approved this equipment and we talked about how it has and would be used.**
- e. **Mike Robertson and Richards talked about what the preliminary findings have been with the start of the new degrees and class offerings in the AG Program. Both of them think it is helping with requiring be it very early in the process. There are a few bugs that are being worked out as this is a transition year.**
- f. **Mike Robertson showed the Advisory board the current contact info the college had on each member and asked if there were any corrections. If any corrections Mike would update this list and send it to the Dean. Mike would also follow up with anyone not at the meeting.**
- g. **There was discussion on what the college protocols are with Covid and how that has been going with classes.**
- h. **Mike Robertson shared how the college/program will be doing Virtual visits on calling night. Also it was discussed and Holly asked how recruiting has been going. It was noted that we have had personal visits on campus and the program feels with the situation the visits and recruitment seems to be going well.**
- i. **Mike Richards talked about PAS Updates**
- j. **Mike Richards gave a County Farm Update.**
- k. **It was noted Dr. Kinney was leaving the College.**
- l. **It was asked if there were any additional questions from the Advisory Board. There were none.**

VI. Adjournment

- a. **Mike Richards motioned to adjourn and Jerry Chizek second it. No discussion, passed.**

Min. taken by Mike Robertson (Zoom Meeting 12-1 pm)



Meeting Minutes

December 2, 2020

1:00 p.m.

ZOOM Meeting

Call to order

Neale Adams called to order the regular meeting of the Business Department at 1:03 p.m. on December 2, 2020 at Iowa Central Community College (Zoom Meeting).

Roll call

Emily Landolt conducted a roll call. The following persons were present: Neale Adams, David Barwin, Scott Birdsell, Aubrey Brown, Kyla Doyle, Leann Gatewood, Michael Hirst, Dawn Humburg, Lisa Hylton, Nikole Johnson, Justin Meyer, Joshua Phillips, Geoffrey Phillipson, Lenny Sanders, Pam Uhlenkamp, Joe Wright, Jacob Zweibohmer.

New Business

- a) Neale Adams asked if anyone had program and semester updates or suggestions to share. Lenny Sanders brought up a new technique that they used this semester that allowed students to use a hands-on approach to learn before listening to the lecture; this seemed to bring about good results. Jake Zweibohmer shared that conducting student project critiques via Zoom was effective.
- b) Neale Adams opened the discussion about ways instructors dealt with COVID-related issues, such as students missing class or needing to catch up work.
 - David Barwin said that sending out a daily email or follow-up after the class periods helped keep [quarantined] students on track.
 - Joe Wright mentioned that using Google classrooms worked well with his students, as they are already familiar with the system.
 - Leann Gatewood asked a question regarding instructor notification for excused student absences due to COVID-19.

Neale Adams stated that in the 2021SP semester, students must contact the on-campus nurse in the event that they need COVID-related absences officially excused in the gradebook. Otherwise they will be marked absent.

- c) Neale Adams discussed reasoning behind setup of spring semester schedules.
- d) **2021SP Semester:** Neale stated that Work Days are Monday, January 4 and Tuesday, January 5; and that the first day of classes for the spring semester will

be Wednesday, January 6. He recommended that if faculty had any items for Canvas, they should get them sent before leaving for break.

- e) **COVID-19 Plans:** Neale Adams discussed the ongoing plans concerning COVID-19. All alternative teaching plans will be the same for the spring semester and will be placed on the shared department drive. Teaching plans are due by the first day of classes, and will be used to assist both in planning and in student success.
- f) **Professional Development Hours:** Neale Adams mentioned that since this is the third year in the 3-year cycle, all faculty should check their activity summary and make sure that they have all hours completed before August 30, 2021. FT faculty must have 45 hours total/average 15 hours per year; and ADJ need 5 hours a year. Neale stated that he had approved all items finalized in PD plans. He also explained how to mark activity and add documentation.
- g) **Curriculum Discussion**

Culinary Arts: Chef Michael brought forward the addition of Culinary Arts AAS, which will be build under the current AAS program. He explained the new courses to be added as follows:

ADD: HCM 286 Advanced Food Preparation 2 4 credits

ADD: HCM 313 International Cuisine 2 4 credits

Baking and Pastry Arts: Chef Michael also explained the reasons for the addition of another class to the Baking and Pastry Arts program as follows:

ADD: HCM 298 Knife Skills 2 credits

David Barwin made a motion to accept the changes.

Lisa Hylton seconded.

The vote passed unanimously.

Graphics Technology: Jake Zweibohmer explained the proposed changes to the Graphics Technology program as follows:

DROP: CIS 256 Dreamweaver I 3 credits (AAS & DIPL)

ADD: ART 192 Photography IV 3 credits (AAS)

ADD: ART 184 Photography I 3 credits (DIPL)

Noted that ART 192 has a pre-req but has been discussed with Rochelle Green (Program Coordinator) and she has given approval for these students to take this course after ART 184 photography I.

Web Technology: Jake Zweibohmer explained the proposed changes to the Web Tech program as follows:

DROP: CIS 260 Web Databases 3 credits (AAS & DIPL)

ADD: ART 192 Photography IV 3 credits (AAS & DIPL)

Lisa Hylton made a motion to accept the changes.
Pam Uhlenkamp seconded.
The vote passed unanimously.

New Course: Neale Adams spoke about AVI 255 FAA Part 107 Remote Pilot, which is a new course that will be offered as a Special Topics class this spring. The college will be contracting with a company in Florida to do this. Lenny Sanders explained that “if you are getting paid to fly a drone, you must be licensed.” Faculty members who had already taken the course shared their experiences with the program and the costs involved. Neal Adams stated that Cindy Danielson will be teaching the 10-week course, that it will be offered online and start in Week 6, and that it will be offered in both credit and non-credit versions. The objective of this course is to give the student the capability to pass the FAA exam. This is required; if the student does not pass the exam, then they do not pass the class. Some members voiced questions concerning how many times the students can retake the certification exam within the semester. Neale responded that the first take of the exam will be paid for with tuition; but if the student wishes to take the exam multiple times, they must pay for it themselves.

ADD: AVI 255 FAA Part 107 Remote Pilot 3 credits

Leann Gatewood made a motion to accept the course.
Lisa Hylton seconded.
The vote passed unanimously.

h) **Advisory Committee Meetings:** Neale reminded everyone that agendas, minutes, and completed membership forms should be sent in to Dr. Stacy Mentzer before Friday, December 11, 2020.

i) **Other Questions or Concerns:**

Neale opened the discussion up for any other questions or concerns.

- David Barwin wondered if schedule formatting will stay the same, which Neale answered in the affirmative.
- Chef Michael invited everyone to go for dinner at Willow Ridge during the spring semester.
- Kyla Doyle mentioned the following items:
 1. Next week, December 7-11, will be the last Faculty Calling Nights option for the 2020FA semester.
 2. Tuesday, December 8 will be the last Virtual Department Visit Day opportunity for the 2020FA semester.

Neale Adams followed up her statements by stating that there will be three of these Virtual Department Visit days during the 2021SP semester and that they will count toward faculty calling hours.

Neale encouraged everyone to continue engaging and recruiting students for the 2021FA semester in order to keep enrollment numbers up.

Adjournment

Neale Adams adjourned the meeting at 2:02 p.m.

Minutes submitted by: Emily Landolt



Meeting Minutes

December 3, 2020

1:00 p.m.

Culinary Auditorium

Call to Order

Neale Adams called to order the regular meeting of the Industrial Technology department at 1:00 p.m. on December 3, 2020 at Iowa Central Community College (Culinary Auditorium).

Roll Call

Emily Landolt conducted a roll call. The following persons were present: Neale Adams, Cory Beck, Michael Becker, Kyle Braun, Aubrey Brown, Steve Cabrera, Andrew Carlson, Sone Chounthirath, Joel Collins, Thad Cooper, Kyla Doyle, Dale Eldridge, Troy Harris, Rob Hepperle, Matt Kraft, Allen Langenwalter, Branden Otto, Floyd Perry, Jordan Pressler, Mike Richards, Bryce Roberts, Mike Robertson, Kenny Tasler, Jeff Terry, Randy Weiss, Shawn Wiemers.

New Business

- a) Neale Adams asked if anyone had program and semester updates or suggestions to share.
 - Troy Harris expressed some concern about the length of time for lectures and labs; he said some things were getting missed or lacking the time to get through. He also had a question about whether or not it was permissible to set a testing time for outside of class time. Neale answered that a test can be open for a set period of time (have a due date), but cannot be assigned for a certain hour outside of the regular class period.
 - Branden Otto shared that always having assignments due on the same day during the week helped his students stay on track.
 - Matt Kraft expressed concern about the new Gradebook layout and described some issues that are happening with it. Several instructors voiced similar concerns and agreement. Branden Otto responded that putting grades into Canvas and then exporting them over seemed to be the best option.

Neale Adams raised a question about some classes in which attendance can be taken twice in one day (for example, a welding class having a lecture in the morning and then a lab afterward), and if the format for marking that in the gradebook should remain the same.

- Dale Eldridge agreed that he takes attendance twice—once for lecture and once for lab. He stated that some students will skip the lecture and show up for the lab, so he prefers to have the option to mark them present for one and absent for the other.

Neale reminded the instructors that they can grade on participation, but not on attendance. He also mentioned that as far as the semester schedule goes, they will be taking a look at the schedule again next week (Dec. 7-11) and deciding if any changes need to be made to the current delivery methods. Neale said that the sophomore classes will get priority when it comes to having face-to-face classes.

- b) **2021SP Semester:** Neale stated that Work Days are Monday, January 4 and Tuesday, January 5; and that the first day of classes for the spring semester will be Wednesday, January 6.
- c) **COVID-19:** Neale informed everyone that Student Support Staff are putting together a plan to help keep [quarantined] students on track during the semester, with an emphasis on having good communication. He said that all alternative teaching plans will be the same for the spring semester and will be placed on the shared department drive. Teaching plans are due to be submitted by the first day of classes. Neale also made sure to remind them that they can have different methods planned for different classes. He stated that since these plans will be used to assist both in planning and in student success, they need to be as thorough as possible. Homework, teaching platform, lecture notes, Zoom recordings, email reminders—all of these types of things need to be determined and clearly laid out so that the support staff knows how to help the [quarantined] student.
- d) Neale Adams reminded everyone that he needed each of their availability schedules turned in by the end of the day. (December 3) He emphasized the fact that the number of support staff on campus will be limited throughout the holiday season, and he recommended that the instructors get things sent to the copy center, Canvas, etc. before they left for break.
- e) **Professional Development Hours:** Neale Adams mentioned that since this is the third year in the 3-year cycle, all faculty should check their activity summary and make sure that they have all hours completed before August 30, 2021. FT faculty must have 45 hours total/average 15 hours per year; and ADJ need 5 hours a year. Neale stated that he had approved all items finalized in

PD plans. He also explained how to mark activity and add documentation. Neale asked that if possible, instructors provide a certificate of some kind from the PD trainings they attend, that will include contact hour documentation. If the hours are documented as CEU, he asked that they also try to provide a matrix from that company which defines the CEU.

- Troy Harris had a question about whether or not OSHA-10 certification training was eligible for reimbursement. Neale answered that he would double-check the answer to that and let him know.

f) **Curriculum:** Neale discussed a change that was to be made with two classes in the Agriculture program as follows:

ADD: ACC 102 Workplace Accounting as an option along with
ACC 111 Intro to Accounting

It will appear as

- a. ACC 111 Intro to Accounting OR
ACC 102 Workplace Accounting

Bryce Roberts made a motion to accept the changes.

Kylia Doyle seconded.

The vote passed unanimously.

g) Neale Adams informed everyone that any changes for the 2021-2022 catalog must be done now, as none can be made after today (Dec. 3). He said the goal is to publish the catalog on May 1.

h) **Advisory Committee Meetings:** Neale reminded everyone that all advisory committee meetings should already be completed. He asked that they all email him their agendas and minutes, and emphasized that they return their completed membership forms to Dr. Stacy Mentzer as soon as possible. Neale also inquired about the success of having the meetings via ZOOM instead of in-person.

- Thad Cooper affirmed that his committee plans to use ZOOM as the format for all their meetings going forward.
- Matt Kraft had a question about absentees for the ZOOM meeting, whether they could be counted present or included in the minutes if he touches bases with them later and gets their input. Neale responded that they can be on the committee but cannot be included in the minutes.

i) Neale Adams followed up about the committee meetings by encouraging the instructors to look for ways to incorporate more engaged individuals who can provide helpful input into these meetings.

- Branden Otto remarked that he had conducted his meeting during the late morning when students were still in class so those visiting could hand out business cards and see the class in action. That way they could mention things they would need in the work force that the instructor could implement.
- j) Discussion was held about necessary improvements to classroom communication and student assistance.

k) **Other Questions or Concerns:**

Neale Adams opened the discussion for other questions or concerns.

- Matt Kraft asked a question regarding whether instructors will get an email notification for excused student absences due to COVID-19.
- Troy Harris asked whether the college would follow the updated official COVID-19 quarantine protocols.

Neale Adams stated that in the 2021SP semester, students must contact the on-campus nurse in the event that they need COVID-related absences officially excused in the gradebook. Otherwise they will be marked absent.

- Kyla Doyle mentioned the following items:
 1. Next week, December 7-11, will be the last Faculty Calling Nights option for the 2020FA semester.
 2. Tuesday, December 8 will be the last Virtual Department Visit Day opportunity for the 2020FA semester.

She also explained to everyone that not every instructor from a program has to log in to the virtual visit, just one will be enough. Also, that if they do not receive an email notification from her, they do not have to join the meeting.

Neale Adams followed up her statements by stating that there will be three of these Virtual Department Visit days during the 2021SP semester and that they will count toward faculty calling hours.

Neale encouraged everyone to continue engaging and recruiting students for the 2021FA semester in order to keep enrollment numbers up.

- Kyla Doyle recommended that everyone reach out to early-bird instructors in order to promote the virtual visit days with the high school students.

Adjournment

Neale Adams adjourned the meeting at 2:45 p.m.

Minutes submitted by: Emily Landolt



IOWA CENTRAL COMMUNITY COLLEGE

Strategic Enrollment Plan 2020-2023

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.

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Iowa Central Community College

Mission

Iowa Central Community College provides quality educational opportunities in and outside the classroom.

Vision

For all we serve, Iowa Central Community College strives to be the premier learning community, and college of choice, preparing the best citizens and workers for our region and beyond.

Philosophy

It is the philosophy of Iowa Central Community College, as a comprehensive community college, to aid in developing our citizens' capabilities to the maximum. Iowa Central provides a flexible program to satisfy the needs of the individual and the needs of the community. An educational environment is planned to provide experiences for those who desire pre-professional courses, improvement of educational or technical skills, or developmental programs for self-enrichment. This environment can be on campus or on-site. In concert with this mission, Iowa Central offers:

- college transfer courses
- career and technical training
- general education
- recreation and personal enrichment programs
- economic development, community service activities for people with diverse interests, needs, backgrounds and skills
- adult basic education

Strengths:

- Early bird enrollment
- Increasing diversity
- Persistence for Fall to Spring
- One on One Advising and Financial Aid
- Wide variety of class offerings
- Career academies
- Social Media
- Academic Assistants

Weaknesses:

- Location

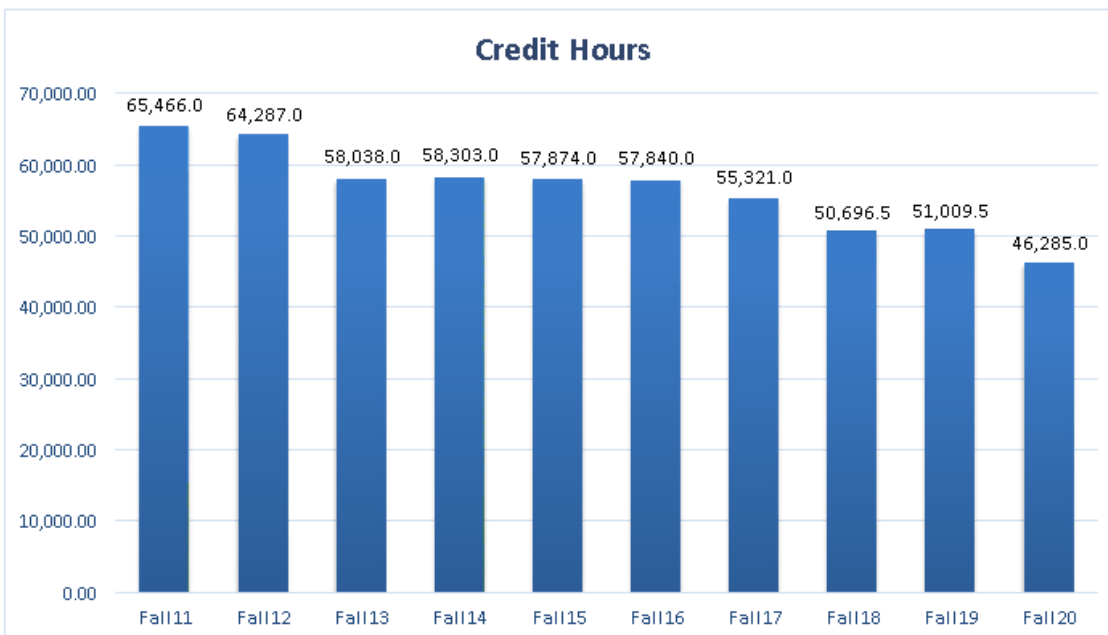
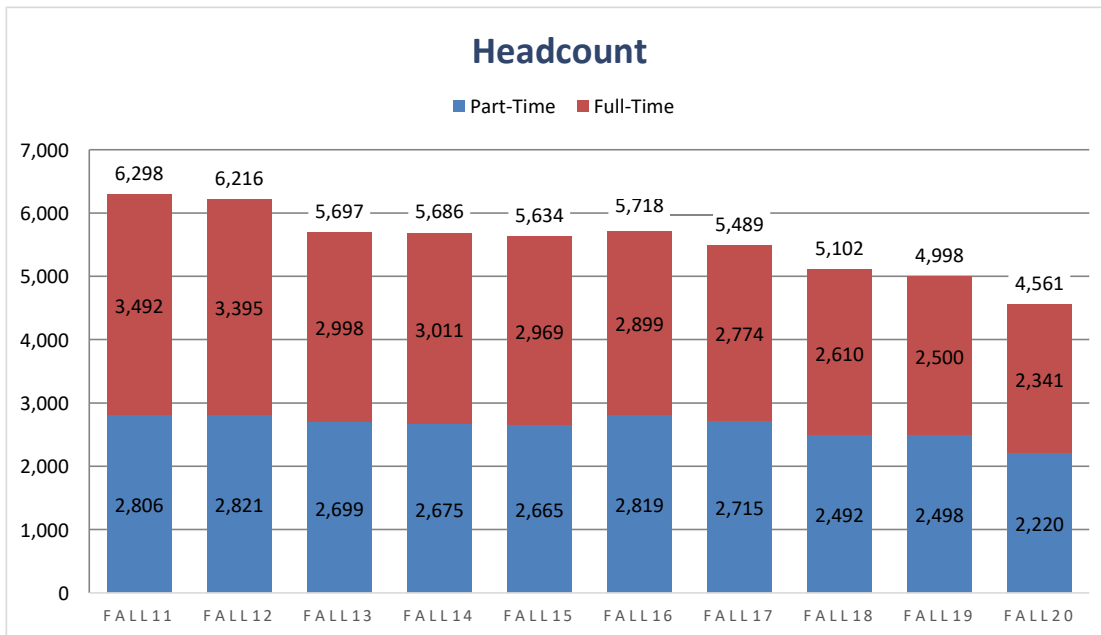
Opportunities:

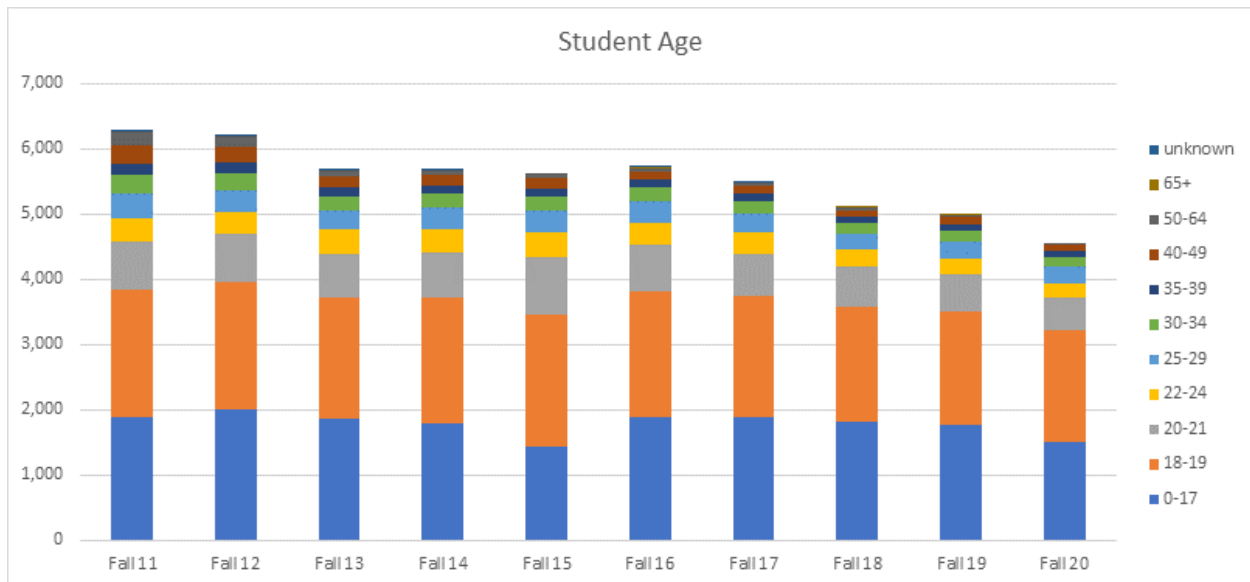
- Local industries
 - Tuition Reimbursement
 - Lunch and Learn
- Area High Schools
- Non-Traditional Students
- Extra-Curricular opportunities: Athletics, Music, Theatre

Threats:

- Decreasing population
- Online opportunities
- Increasing job market
- Employers hiring students right out of high school
- On the job training opportunities

Admission Trends





5 Year Demographics

Race/Ethnicity	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
American/Alaskan Native	34	73	73	54	41	18
Asian	77	88	108	88	112	70
Black/African American	509	560	503	494	497	394
Hawaiian/Pacific Islander	12	10	11	12	14	15
Hispanic Latino	445	439	510	500	509	432
International	75	79	92	120	120	89
White	4100	3995	3771	3446	3345	2882
Unknown	310	424	356	12	3	10
2 or More	72	50	64	107	115	191
Prefer Not To Respond	--	--	--	--	242	460

Goal 1: Increase headcount by 50 each fall semester.

Objective:

The strategic enrollment council decided 50 is an obtainable number of students to increase each fall semester by. This will be an overall 50 “core” students not including dual credit, charter or corrections.

Plan of Action:

- Starting the recruiter project as soon as a student enrolls. This will help reduce the number of students we drop from day one to day ten. (February of each year when fall enrollment opens, October of each year when spring enrollment opens)
- Iowa Central would host a career/program fair in conjunction with our co-curricular activities. The goal of this event is to get students involved and ensure they are in the right degree path for them. The largest group of students we lose each semester are area students who are not involved. We would have all department coordinators, athletics, music, student activities set up in the gym and students could go around and explore. We would host this the first 5 days of school that way a student could change their schedule if they would like. (September of 2021)
- Creating a newsletter to highlight all the great accomplishments that are happening on campus. This piece can be mailed/emailed out to current or prospective students. Faculty and staff could utilize it during calling nights. (January of 2021)

Measurement: Increasing our headcount by 50 would be determined on the tenth day of the semester. We would look at unduplicated head count for our core hours and calculate the increase or decrease from those numbers of the previous fall.

Goal 2: Increase enrollment of working adults by 5% over the course of the next 3 years.

Objective: Partnering with businesses that offer tuition reimbursement

Plan of Action:

- Identify industries with tuition reimbursement. (December 2020).
- Identify industry needs (December 2020)
- Host lunch and learns to increase awareness (begin January 2021)
- Increase opportunities/offerings targeted to non-traditional students (July 2021)

Measurement: track students who are using tuition reimbursement to pay for their education and enter that information into Colleague. Start with a baseline number then increase each year.

Goal 3: Increase availability of student services to students.

Objective: Student support services building would be open late one night a week to accommodate working adults who are looking to continue their education.

Plan of Action:

- Look at other areas on campus to see if we could collaborate nights such as Bookstore (January 2022)
- Determine what services need to be open late (January 2022)
- Market our hours to the community (February 2022)
- Start staying open late Fall of 2022

Measurement: Track how many students we assist in a night. Look at our enrollment numbers after the 10-day count and see if our enrollment increased in adult learners.

Goal 4: Student Services along with the academic departments will work on improving success of quarantined students.

Objective: Increase the persistence of students in isolation or quarantine by a minimum of 3 % by implementing procedures for ensuring students have the support and tools they need to be successful.

Plan of Action:

- Compile a check-list of responsibilities for staff, faculty and students. (November 2020)
- Meet with the Deans and Directors to lay out the plan (December 2020)
- Send checklist out to all faculty and all staff (December 2020)
- Implement the checklist and procedures (January 2020)

Measurement: Increase persistence from Spring 2021 to Fall 2021. We will print the number of withdraws and compare each semester.

Goal 5: Increase overall retention by 100 students over the course of the next 3 years, by targeting identified high risk groups such as: first generation, low income, area 5 and students not in an activity.

Objective: Increase the number of advising/success coach positions.

Plan of Action:

- Look at the number of students in the high-risk categories and obtain data on how many students we would be serving (January 2022)
- Determine staffing needs (January 2022)
- Present to cabinet our data and where resources would come from (May 2022)
- Implement advising and success coaches (August 2022)

Measurement: Track retention on the targeted groups from fall to fall. We want to decrease the number of students we lose by 100.

COVID-19 Emergency Grant

Iowa Central received a limited amount of Higher Education Emergency Relief funding granted by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This funding provides cash grants to students to be used for expenses related to the disruption of campus operations due to COVID-19. The grants can be used for expenses such as food, housing, course materials, technology, health care, and child care.

Iowa Central Community College signed and returned the certification and agreement form and the institution has used, or intends to use the funds to provide the mandated amount of at least 50% of the emergency financial aid grants to students.

The institution received a total of \$1,526,599.00 of student funds under the Higher Education Emergency Relief Fund (HEERF) on 4/20/2020.

Of the above funds, a total of \$719,045.00 has been awarded to 615 students in the first 30 days (5/19/2020) of the funds being available to the institution.

- As of 7/3/2020, a total of \$976,710 has been awarded to 799 students.
- As of 8/17/2020, a total of \$1,034,210 has been awarded to 839 students.
- As of 10/7/2020, a total of \$1,517,990 has been awarded to 1,549 students.
- As of 10/30/2020, a total of \$1,526,599 has been awarded to 1,562 students. This quarterly posting is the final report that covers all remaining HEERF fund expenditures for Section 18004(a)(1) Student Portion funds.

The estimated total number of students at Iowa Central eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and therefore may be potentially eligible to receive an emergency financial aid grant is 2,127.

Students must apply for the COVID-19 Emergency Grant by completing the electronic application available on the Iowa Central homepage. The application informs students that funds can be used for expenses such as food, housing, course materials, technology, health care, and child care. Students must certify they have a financial need related to the disruption of campus operations due to COVID-19, indicate what their financial need is, explain how COVID-19 has impacted them and why they need the funds; and the dollar amount needed. Students are informed they must complete a FAFSA. This is the only practicable way for Iowa Central to determine students meet the criteria to be eligible to participate in programs under Section 484 in Title IV of the HEA

of 1965. Students are informed the funds are limited and will be awarded on a first-come, first-served basis.

A committee reviews applications regularly. A maximum award amount of \$2,000 has been established for full-time students and is prorated based on enrollment status. Students may be awarded their requested amount or up to the maximum amount.

Students were notified of the COVID-19 Emergency Grant application by email. Students who are approved for the grant receive an email notifying them of the approval and instructions on how to view their grant on TritonPass. Students who are not approved receive an email notifying them of the denial and the reason the grant was not approved.

Notification of Institutional CARES Act Funding

To provide an update on the progress we are making to meet the urgent needs of our students and employees, Iowa Central Community College received Coronavirus Aid, Relief and Economic Security Act ("CARES Act") funding to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus emergency grants for enrolled students. Pursuant to the requirements of Section 18004(a)(1) and 18004(a)(2) of the CARES Act, Iowa Central Community College is publishing the following information regarding the Institutional funds that were received.

Iowa Central signed and returned the Certification and Agreement and intends to use no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.

\$1,526,599.00 is the total amount Iowa Central received pursuant to the institution's Certification and Agreement which can be used for institutional costs associated with significant changes to the delivery of instruction due to the coronavirus under Section 18004(a)(1) of the CARES Act.

\$149,740.00 is the total amount Iowa Central received pursuant to the institution's Certification and Agreement which can be used for institutional costs associated with significant changes to the delivery of instruction due to the coronavirus under Section 18004(a)(2) of the CARES Act.

Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: _____ **Date of Report:** _____ **Covering Quarter Ending:** _____

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: _____ Section (a)(2): _____ Section (a)(3): _____ **Final Report?**

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. ¹				
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.				
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.				
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				
Campus safety and operations. ²				

¹ To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

² Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.				
Replacing lost revenue due to reduced enrollment.				
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). ³				
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.				
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.				
Other Uses of (a)(1) Institutional Portion funds. ⁴				
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵				
Quarterly Expenditures for each Program				
Total of Quarterly Expenditures				

³ Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

⁴ Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used “to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

⁵ Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student’s cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care.”

Form Instructions

Completing the Form: On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

Posting the Form: This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Education Stabilization Fund – \$81.9 billion allocated as follows:

- \$819 million for the Bureau of Indian Education and outlying areas;
- \$4.1 billion for the Governors Emergency Education Relief (GEER) Fund;
- \$54.3 billion for the Elementary and Secondary School Emergency Relief (ESSER) Fund; and
- \$22.7 billion for the Higher Education Emergency Relief (HEER) Fund.

General Provisions (Education Stabilization Fund):

- Sec. ___01. Authorizes funding for the Education Stabilization Fund.
- Sec. ___02. Authorizes funding for the GEER Fund, which provides flexible funding to Governors to be used for early childhood education, elementary and secondary education, or higher education, based on the needs of the state, of which \$2.5 billion is for Emergency Assistance to Non-Public Schools.
- Sec. ___03. Authorizes funding for the ESSER Fund, which provides grants to states, including funding allocated to school districts based on existing formulas, for a wide range of uses.
- Sec. ___04. Authorizes funding for the HEER Fund, which provides grants directly to institutions of higher education to help defray expenses related to COVID-19, provide additional financial aid to students, and provide additional services to students for authorized activities. Institutions required to pay the endowment tax in 2019 would receive decreased allocations and could only use funding for student aid. Within the HEER fund, \$1.7 billion is for additional and dedicated funding for Historically Black Colleges and Universities and Minority Serving Institutions.
- Sec. ___05. Provides for the continued payment of school employees.
- Sec. ___06. Establishes definitions related to the Education Stabilization Fund. Page 3 of 3

Sec. ___07. Requires states to maintain their funding for education at least at the same proportional levels as in 2019 as a condition for receiving Education Stabilization Fund grants.

Additional Appropriations: The bill provides supplemental funding for the following activities:

- Gallaudet University: \$11 million
- Student Aid Administration: \$30 million
- Howard University: \$20 million
- National Technical Institute for the Deaf: \$11 million
- Institute of Education Sciences: \$28 million
- Program Administration Costs: \$15 million
- Office of the Inspector General: \$5 million

General Provisions (This Title):

- Sec. ___01. Requires spend plan and details on contracts of more than \$5 million.
- Sec. ___02. Waives certain hiring restrictions for coronavirus appointments.
- Sec. ___03. Provides flexibility for contracts related to coronavirus work.
- Sec. ___04. Exempts restrictions for premium and overtime pay for employees performing coronavirus-related work.
- Sec. ___05. Provides flexibility for the Secretary of Health and Human Services to transfer funds between agencies with the exception of the Provider Relief Fund and testing, contract tracing, and surveillance funds.
- Sec. ___06. Provides \$2 million for the HHS Office of the Inspector General.
- Sec. ___07. Waives caps on increases in funding for small states with respect to Community Services Block Grant funds appropriated in the CARES Act.
- Sec. ___08. Provides flexibility for the Secretary to waive financial penalties and administrative requirements for the Ryan White HIV/AIDS program.



ICCC- Board -

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
Nikki Johnston
Thank you for the beautiful
plant you sent for my Mother's
funeral. Maria and our family
very much appreciate it!
Chris Conell
+ families

Dear ICC Board
and Staff

Thanks so much for
your floral
arrangement in
Norma's name.

Your support is
greatly appreciated!

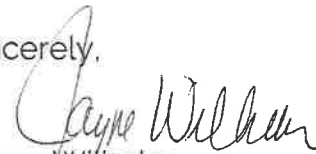
Tom Schuster
and Family

*Our Sincere
Thank You
For Your Heartfelt
Expressions Of Sympathy*

THANK YOU!

Thank you for supporting **'Operation SOS: Save Our Swimming Pool'** project. We are grateful to you for making a difference in our clients and members lives, as well as the community. **Over 16,000 people** visited our auction site and enjoyed checking out your basket donation! We exceeded our goal of \$5,000 **by raising \$5,441.00!** Thanks for **'Diving Into Action'** with us. We couldn't do it without your support!

Sincerely,



Jayne Wilhelm

Community Relations and Development Director

Thank you so much
for honoring dad with
the beautiful plant.
We appreciate your
thoughts and support,

Denny

ICCC Grad
1970

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

— Martha Lee Frazier Sherman —

The family of

Lorelle Corrie

The many thoughts and prayers are
very much appreciated. Mom was
a very loving person whom will
be greatly missed.

Rita & Wayne Lusman

*During a time like this
we learn how much our friends
and family really mean to us.*

Return to Agenda

Your expression of sympathy will