

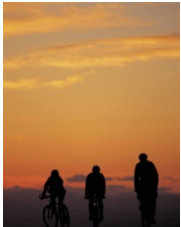
Chancellor's Memo



Eastern Iowa Community College District

June 1, 2009

Summer's Palette.



At last, the warm weather has arrived and with it a slightly less hectic schedule for most of us as we move into the summer session. Of course, every summer I expect to be able to catch up on things and usually get caught up in a whirlwind of activity at work. I imagine that is the case for most of you. I did want to admit that my friends and I decided not to ride the Ragbrai. I think the moment of decision was when one of us e-mailed the director to ask about the availability of bathrooms along the way and the answer was “cornfields.” However, we have substituted a ride of the same length in its place, up in the Upper Peninsula of Michigan from town to town (there aren't that many towns) and back over three days. So I'm trying to get in shape for that, which is quite a challenge.

What are you planning for entertainment or rest this summer? I'd love to hear from you. Just send me a note!

[Summer Plans](#)

EICCD Adopts New Sustainable Grounds Standards.

As part of our overall district sustainability effort, our Facilities Team has developed a set of sustainable grounds standards that we will now apply, always considering relative cost,

throughout the district. If you have additional suggestions on how to make our grounds keeping even more sustainable, don't hesitate to let me or any member of the team know.

EASTERN IOWA COMMUNITY COLLEGE DISTRICT SUSTAINABLE GROUNDS MAINTENANCE STANDARDS

Sustainable grounds and landscape is an ecosystem that is stable; that continues to thrive even under the stress of harsh local weather conditions, and conserves the physical and biological processes occurring on that landscape. Appropriately designed and managed grounds and landscape conserves water, manages soil composition, manages plantings that are suitable for the location and region, and adds to the quality of life for those who work and visit the property.

General Grounds Maintenance Recommendations

1. Select plantings, turf grasses, and site design components that are matched to the sites climatic and soil moisture conditions, disease resistant and support native insects and birds.
2. Select plantings that are resistant to salt injury when exposure is unavoidable.
3. Reduce or eliminate impervious surfaces to improve water filtration.
4. Reduce storm-water discharge by installing gardens or wet detention ponds to slow water movement and improve filtration.
5. Reduce the frequency of lawn cuttings. Raise the mower blade height to the highest position appropriate for the time of season, (2"-2 1/2" in the spring and fall and 2 1/2"-3" in the summer.)
6. Where applicable, reduce the amount and dependence on manicured lawns. Investigate opportunities to increase the substitution of areas of lawn for areas of natural habitat such as prairie grasses, wild flowers, meadows, or natural ground covers, thus reducing the amount of chemicals, water, fuel and energy to maintain.
7. Investigate opportunities to replace synthetic fertilizers with low-phosphate, organic or combined fertilizers for lawns, planting beds and trees.
8. Reduce the frequency of fertilizer application to two applications of organic fertilizer (compost, blood meal, bone meal) per year.
9. Reduce the use of herbicides and apply chemical weed killer only to heavily infested areas.
10. Review contractor policies on bagging grass clippings as part of the grounds maintenance program. Grass clippings provide additional plant food (nitrogen) to the area.
11. Use compost where applicable as a top dressing and nutrient supplement.
12. Keep and reuse landscape by-products such as shredded leaves, grass clippings, and branch trimmings as mulch and compost.
13. Where applicable, leaves should be left where they fall. Leaves are natural mulch, resulting in better soil conditions.
14. Minimize pruning of shrubs and trees. Prune only to rejuvenate and to remove dead growth.
15. Explore alternatives to using sodium chloride for snow melt.

16. Use your landscape design to reconnect people to nature.

Thanks to the hard-working team who both developed and will implement these standards:

Kirk Barkdoll – MCC, Janet Coogan – SCC, Vic McAvoy – MCC, Jim Clark – IT, Gary Olson – IT, Jen Eis – IT, Doug Kutzli – SCC, Wynne Schafer – SCC, Mark Wade – CCC, Brian Ritter – MCC, Deb Richter – CCC, Bob Warner – MCC, Tan Harris – SCC, Frank Weiser – IT, Marv Smith – DO, Doug Kutzli – SCC, Bob Majchrzak – SCC, Kevin King - CCC



Lions and Bears and JDRF Walkers. Oh My!

Heather Adams and Robin Blount look so great in this picture. These were two of the EICCD folks who participated in the diabetes walk at the Niabi Zoo this spring. Heather wrote up a paragraph describing the experience.

It was a nice, warm sunny morning at the Niabi Zoo for the Juvenile Diabetes Research

Foundation two mile Walk to Cure Diabetes. As a first time walker, recruited by Robin Blount for team EICCD District Office, I had no idea of what I was getting myself into. I was impressed at how organized and smooth the morning went. I was surprised to see just how many groups and teams of people gathered together by the bus loads to walk for loved ones with diabetes young and old. As I was taking the scenery in, I realized just how important this cause is and how excited and fulfilled I was to be a part of it. It was a very relaxed and enjoyable environment with the good music, fun activities, great refreshments, and of course the animals. A big thanks to everyone who walked and donated!



Plan
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EICC

D 2011-2016 Strategic Plan Launched.



It's hard to believe that I've been here for five years as of July 15 – or that that means we have to plunge into the development of another EICCD Five Year Strategic Plan. **Laurie Hanson** and I sat down recently to discuss the purpose of the plan and the participative process we will use to create it. Take a minute to listen in tomorrow when we post the [Podcast on the Development of the EICCD Five Year Strategic Plan](#) and hear what's coming and how you can be involved.

Chats with Pat.

I really enjoyed making the rounds of the district for this spring's *Chats with Pat*, and I thank everyone who took the time to visit with me. Much of each session focused on my explaining the district's budget situation and our two-year plan to remain viable in the face of extensive state cuts to our general fund. I did compile a summary list of the suggestions and concerns raised at the sessions, and we reviewed it in Cabinet to see if we could resolve problems or provide an update. Since a number of questions focused on the capabilities and ease of use of our website and Campus Cruiser, I asked Carol Hall to write up a few answers. Additionally, during the summer, we'll designate a small team to review our web site and provide suggestions to make navigation easier, if possible.

Comment 1: "Is there a search engine in Campus Cruiser? People say they can't find



anything there.”

There is no search engine in Campus Cruiser currently. However, one has been requested and Campus Cruiser has indicated an interest in development of this item. Finding information in Campus Cruiser does take some getting used to but this “tab driven” interface can be navigated fairly quickly using the tabs at the top of the page.

The quickest ways to become familiar and proficient using Campus Cruiser is to:

1. Use Campus Cruiser – time is the best trainer
2. Watch for training and orientation classes and attend. If you would like a training session for your work group or at your location just call the Help Desk and one will be scheduled x3456 or helpdesk@eicc.edu.
3. Watch for buttons labeled “Cruiser Assist” in the upper to mid right area of the page – these are short videos that help you identify where you are located and what that area can be utilized to do.

Campus Tab – All Intranet information/forms/procedures related to offices and departments

Campus Life – Directories/listings of Clubs, Committees and the Faculty, Employee and Student Directories

Academics – Departmental and Curriculum Information

MyCruiser – your personal web page and starting point when you log-in. This is where your email, web links, and course information can be found

Students & Community – this area contains the information found on the EICC web page for High School, Current, Adult Students and Business and Community Information

eBridge – this is where you can register for classes, load grades, review class rosters, etc.

EICC Employee – this area has some helpful information regarding the use of eBridge for faculty

A brochure for use in classes and with students is being printed that will allow them to find all of the information they need regarding web resources in one place. A similar document is being created for Faculty and Staff



Comment 2: “Concern about whether outsiders going to our website can access easily the contact information of our employees and offices.”

When someone external comes to our EICCD Web page, they can easily access our faculty and staff directories by clicking on the “Contact Us” link in the center of the page. When they do that, links to administrative phone numbers, staff, and faculty directories

come up. It would be really helpful if people kept their information up to date (via Campus Cruiser) so people can find us!

If they are in Campus Cruiser the Faculty and Staff directories are the lower left corner or these directories are also available after clicking on the Campus Life tab. These directories are public and readily available to those who do not have Campus Cruiser log-ins.

NOTE: The Student Directory is only available to those faculty, staff and students who are logged into Campus Cruiser. It is NOT publicly available.



Comment 1: "BTC still wants student ID system and student ID cards. When is that coming? It's still very hard for students to obtain a password to get into the system."

Answer Part 1 – ID Card Systems

The current student ID card systems are available at SCC Main Campus and the Kahl Building. Pricing has been provided to the Coordinators or Deans for all other locations in the event they would like to purchase compatible ID card systems. ITS is continuing to enhance the existing ID card systems so they will be networked and sharing the same database. Currently each location's data resides at their location.

An interface is also being built with the Prairie Area Library System (PALS) to automatically print the library card number and the Datatel ID number on the ID cards by Spring 2010.

Answer Part 2 – Students Obtaining Passwords

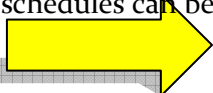
The EICC Help Desk (563.336.3456) is available to assist students with passwords and hours of operation are:

Monday – Thursday 7:30am-6pm

Friday 7:30am-4:30pm

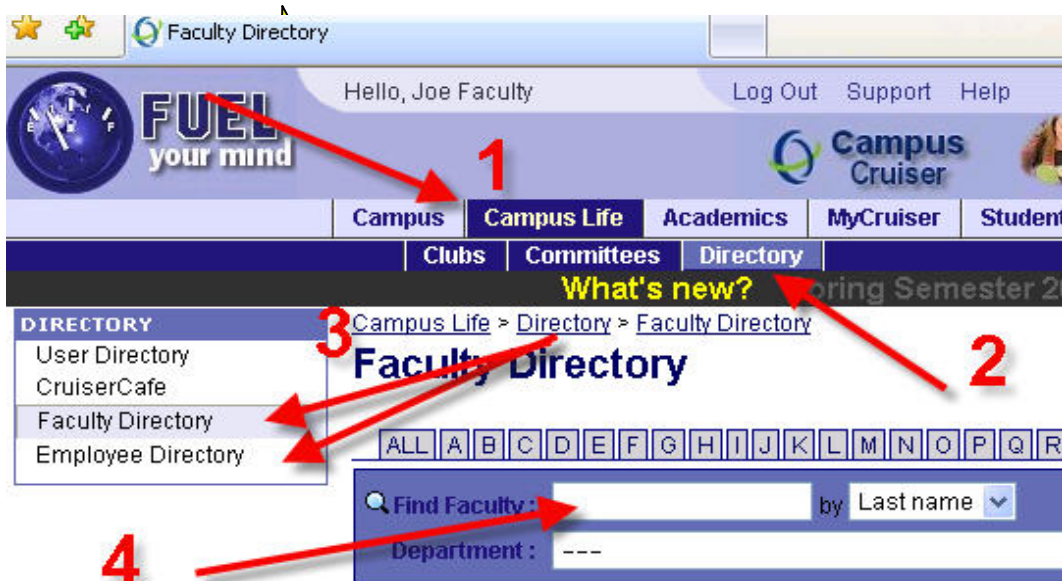
If the student receives voicemail during working hours or for after hours requests, students are encouraged to send an email to helpdesk@eicc.edu with a preferred time for a follow up call and a phone number they can be reached at. The Help Desk staff will call them at that time at that number to assist them.

If you believe you will need assistance due to large volumes of student activity at times the Help Desk is not open please call Carol Hall at 563.336.5240 or Gary Olson at 563.336.5263 and ITS will attempt to accommodate your need. Please provide AT LEAST 10 business days notice so staff schedules can be adjusted to accommodate this special request.



How do you communicate with other EICCD employees while within Campus Cruiser?

The Help Desk staff have provided a diagram and instructions to help you find the faculty/staff contact pages while within Campus Cruiser. Also want to take this opportunity to ask everyone to update their information!



You do not need to be logged into Campus Cruiser to access these two directories.

Click on "Campus Life".

Click on the sub-tab "Directory".

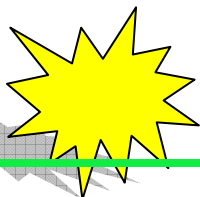
Select either the "Faculty Directory" or "Employee Directory" or "User Directory" (available only if you are logged into Campus Cruiser as is Cruiser Cafe) -- though this is harder to use as it includes all students, etc.

*NOTE: Faculty are not listed in the Employee Directory and employees are not listed in the Faculty Directory.

Enter their last name or use the drop-down menu to search for first name, name, or email address. Then click the ENTER key on your keyboard.

*NOTE: To see the detailed profile of an individual, you do need to be logged into Campus Cruiser.

I want to thank everyone for sharing these questions. The more chances we have to help you use the communication tools of the district, the better!



What are the guidelines for people who have been transferred into other positions to eventually return to their original jobs or colleges?

As you probably know, some employees have been transferred to other sites or positions so that we can backfill the functions left after so many people retired in the district. Several people have asked what the procedures will be for these employees in the future. Here is a copy of the guidelines.

Employees who are transferred to temporarily fill positions vacated by retiring staff and faculty will be entitled to return to their original positions in the future when and if those original positions are re-funded and re-opened when the funding improves.

In the case that the employee's new, temporary position is opened on a permanent basis, the involuntarily transferred employee can compete for a regular assignment to that position. Should an involuntarily transferred employee elect not to apply for the regular position, or if they do apply and are not successful, the district will assign them to a regular position in the district which exists at the same level as their original position. Should their original position be open or opened in the future, that employee will have the right to transfer back into the original position without interview.

Employees, whether involuntarily transferred or not, must meet performance standards to remain employed in the district. At this point, we are unable to specify the length of temporary transfers since the re-opening of vacated positions will depend on the district's finances and priorities.

Some of the other items that emerged in *Chats with Pat* resulted in "assignments" for various members of Cabinet for followup or further research.

- Cabinet will discuss the idea of holding tuition steady for students who make strong progression towards a degree at the summer retreat.
- Pat Keir will approach WIU about discounting tuition for our faculty and staff.
- Concern was expressed about how to better structure the progress of non-credit students at the BTC. Nancy Kothenbeutel will provide a description of what is being done to address this issue.
- Tom Coley, Nancy Kothenbeutel and Pat Keir will discuss bookstore services for late-starting students the BTC.
- Nancy Kothenbeutel will survey students regarding starting and ending date differences between campuses and the BTC to see if this is a barrier to enrollment.
- Tom Coley will send the latest revision of the educational plan out once feedback has been processed, and answer any questions people have about the plan.
- Tom Coley and Nancy Kothenbeutel will review possibilities of providing more tutoring services for BTC students.
- Tom Coley will look at the balancing of temperatures in the financial aid office at SCC.

- Jeff Armstrong will resolve issues about providing credit cards to faculty traveling with groups of students at MCC.

I think this summarizes the points made at the various Chats. Again, thanks for your ideas and suggestions. Please don't hesitate to contact me at any time if you see ways we can improve our processes!



New Quality Faculty Plan Completed



At the May Board meeting, our trustees approved the newly revised faculty development plan. I want to thank everyone on the committee and elsewhere in the district who worked so hard on revising and augmenting the plan to meet existing and new requirements from the State. I've asked **Tom Coley**, who serves as Vice-Chancellor of Instruction, to provide a summary of what has been accomplished.

EICCD Quality Faculty Plan Summary Statement

*Iowa community colleges are required through state legislation and the Department of Education's administrative rules to develop a revised Quality Faculty Plan (QFP) by July 1, 2009. The QFP must be approved by the EICCD Board of Directors before it is submitted to the Department of Education. Community colleges were required to develop a QFP in 2003 that focused on full-time faculty only. The new administrative rules now require that an individual QFP be developed and maintained for all instructors teaching credit classes (this include full-time new and continuing as well as adjunct faculty members). In accordance with the administrative rules, a newly formed district wide QFP Committee was selected and balanced by gender, campus, administration, and full-time instructor. The membership on the committee included: **Thomas Coley, Kathleen Conway, Brad McConnell, Lanell Mogab, Mark Newman, Curt Putman, Ron Serpliss, Reg Shoesmith, Gail Spies, Janelle Torres y Torres, George Varchola, Teresa Paper, Dean Stone, Paul Wilts, Jerry Wilkerson.***

The members of the 2008 revision committee started their work in December 2008, and over a period of several months completed the update of the May 2003 Board Approved Quality Faculty Plan. Although adjunct or non-full time instructors are not required to use the same QFP that's currently in place in our district, the recommended revised EICCD plan includes guidelines and procedures for full-time and adjunct/non-full time instructors rather than a separate plan for each group. The committee's work addressed the following components in the revised plan.

1. *Plan maintenance provisions.*
2. *Determination of the employees to be included in the plan.*
3. *Orientation for new faculty.*



4. *Continuing professional development for faculty.*
5. *Procedures for accurate recordkeeping and documentation.*
6. *Consortium arrangements where appropriate, cost-effective, mutually beneficial.*
7. *Activities to ensure faculty attain and demonstrate instructional competencies and knowledge within their subject or technical areas.*
8. *Procedures for collection and maintenance for records demonstrating each faculty member has attained or documented progress toward attaining minimum competencies.*
9. *Compliance with the faculty accreditation standards of the HLC and with the faculty standards required under specific programs offered by the community colleges that are accredited by other accrediting agencies.*

Once the revised EICCD QFP has been approved, the district must ensure the plan is maintained/kept up-to-date with legislated changes. As a result, the existing QFP committee will remain active until 2011 to provide annual updates to the Board and the Department of Education. In addition, as an accountability measure, Department of Education staff representatives may visit EICCD to verify compliance and check consistency of recordkeeping.

Next Fall's Staff Development Day Delivered in a new "Hybrid" Approach.

As we asked people in the district to identify activities or services that could be foregone or scaled back during our budget crunch, a number of people suggested that we consider cancelling our District Staff Development Day historically held at the Capitol Theatre. At our expanded Cabinet retreat, it was agreed not to cancel the event, but attempt to significantly reduce the costs. I asked our Staff Development Council to consider alternative options to meet the spirit of the day, and we will move forward, at least for this year and most likely for next, to use technology to deliver a program to various sites and departments, relying on campuses to supplement the main programming with workshops or activities of their own, with me travelling from site to site to participate in Years of Service receptions at each site.

The theme of this coming year's Staff Development Day is "sustainability" so reducing the need of many to drive to and from the district office seems to go with the spirit of the day.

George Varchola has provided me with a tentative set of parameters for what you can expect on that day. More information will come after the hard-working Staff Development Council works out the details.

1. College/Site Based Events—Each College and the District Office will conduct a coordinated Staff Development Day Program.
2. Proposed Structure for the Day

- “Virtually delivered” Chancellor’s Address presented at all sites.
 - Theme: “Sustainability” -- A Campus/Site Based sustainability experience will be the key learning activity offered in the morning.
 - Lunch will be provided at each site.
 - Recognition—The Chancellor Awards and the Years of Service Presentations will be coordinated and conducted at each site. Pat will move from site to site to make the awards personally. Dessert will be served in conjunction with these events.
 - Afternoon Sessions may include: additional community-based sustainability activities, campus-based learning events, departmental meetings, etc.
3. Leadership and Coordination—Jeff Larson, Dean of e-Learning will be working with members of the District-wide Professional Development Council to further develop the program and to coordinate all Staff Development Day Events at each College/Site.



High School Diversity Leadership Project.

I was so impressed with the performance of the student panel that culminated EICCD’s high school Diversity and Leadership course, which flowed from our recent Diversity Conference that was held last year at the Isle of Capri. It was fantastic to see six high school students representing the diversity of our community talk about topics that they had covered in the class. I asked [Karen Roebuck](#) to provide a summary of the program.

Local area high school students participated in a Diversity and Leadership college course. The course was taught by EICCD Adjunct Professor, [Marie Christian](#). The purpose of the course was to involve the students in the study of leadership characteristics and how those skills fit into a diverse society. The course emphasized leadership characteristics, personal skills, and academic application. The final aspects of the course conclude with students participating in a panel discussion on the benefit and use of leadership, and tolerance in a diverse society. The panel was moderated by Tom Schroeder C.E.O of Rock Island County Counsel on Addiction (RICCA). This project was funded by an IDEAS grant.



Staff Move and Add to Duties to Cover Early Retirement Vacancies.

A number of staff have asked for a summary of how district faculty and staff have seen their job locations or duties changed as a result of our recent wave of early retirements. At this point, looking forward to a significant deficit for next year's budget, we will not be filling almost all of the vacancies. **Karen Vickers**, who headed up a task force that developed the plan to adapt to our reduced staffing, has provided this grid which summarizes the changes. It's important to note that these are all temporary changes, and once our finances appear to be on the upswing, we will be taking another look. If you have any questions, don't hesitate to let me or Karen know.

Vacated Position	Plan to Fill Position
SCC Bursar (E. McCollam)	Promote current position in the office. Back fill with part-time help. CCC to assist with training or assistance when needed.
MCC Support Staff (D. Cook)	Backfill with current MCC staff
MCC Word Processing Specialist (S. Hafner)	Divide responsibilities
CCC CE/ABE Support Staff (L. Hickey)	Backfill with current staff
CCC Print Shop (M. Ossmann)	Close the Print Shop
CCC Faculty Typist/Business Office Backup (I. Lafollette)	Backfill with current staff
D.O. IR Support Staff (C. Pologruto)	Determined a half time position was do-able. Use current support staff at DO to assist; ask for a schedule of reports/projects
CCC Senior Secretary (K. Jeffers)	Gail Levsen from SCC will be reassigned
DO Human Resource Development (G. Varchola)	Reassign to staff/faculty development to Jeff Larson; Robin to provide support for adjunct training
DO Network and Telecommunications (J. Clark)	Tasks will be distributed to current IT staff
BTC Director of Operations (C. Putman)	Reassign B. Allbee to position. Marv Smith will move to MCC with BIC
BTC Director of Sales (H. DeBourcy)	On hold at this time
BTC Ind. Technologies (T. Brockhage)	On hold at this time
MCC Assistant to the President (B. DeKeyrel)	Tasks will be reassigned
CCC Dean of Student Development (K. Hingstrum)	Lisa Miller reassigned to CCC Datatel responsibilities to C. Langdon

CCC Continuing Education Specialist (A. Schmidt)	Senior programming to A. Eisenman. Create MCC model-move programming to BIC
CCC Librarian (C. Hoogheem)	SCC/MCC Librarians provide support 2 days a week. Provide some additional support staff to cover library
CCC Advisor/ADA Specialist (D. Van Sant)	Move advising to other advisors. Look for support for ADA portion of job.
MCC Advisor (C. Thompson)	Will need to be filled—look to staff at MCC??
CCC ABE Coordinator (B. Kunau)	J. Schneider to cover 2 days a week.
MCC Math Faculty (Jim Mays and Larry Schroeder)	Move Dev. Ed. Faculty to cover some sections. J. Dabeet to cover Stats. Cover Dev Ed sections with adjuncts. Several sections of math offerings from CCC offered via the ICN
SCC A & P (E. Shull)	Fill with adjunct faculty. Once section canceled
MCC Biology (P. Mayes)	Have evening covered. May need help with day sections
CCC English/Literature (C. Krumbein)	Cover with adjunct faculty
MCC Psychology (B. Knoernschild)	Cover with adjunct faculty. May use 7-8a.m. ICN class from CCC
CCC Sociology/Anthropology (L. Chamberlain)	Cover some with adjunct. Will need help with Anthro offerings.
Humanities/Languages/ESL (D. Walker)	Look to adjuncts. May put Spanish on the ICN from CCC
SCC Auto Collision (Mike Jund)	Drop in enrollment. Look to adjunct faculty support
SCC Interior Design (W. Shafer)	Long term, look to redesign program. Short term- look to adjunct faculty
MCC AOS (C. Cunningham)	Look to help from CCC/Kahl. Need to compare schedules

Chancellor's Granddaughter No Longer a Toddler.



This is a picture of my darling granddaughter (in our family, we just refer to her as “the darling”) at a local playground in Illinois. It’s hard to believe that she’s already five years old and will be starting kindergarten in the fall. I really am grateful that my family lives so close and I get to spend quite a bit of time with them, particularly “the darling.”

As the school year draws to a close and the hectic pace slows just a bit, I hope you all get time to spend with your family and friends! As many have said to me when I get overwhelmed by life’s responsibilities, “Don’t forget to stop and smell the roses!”

Pat