**Southwest STEM Regional Advisory Board**  
**Agenda with Minutes from July 24, 2018**  
SWCC Red Oak Center Red Oak, Iowa

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**WELCOME TO THE SW STEM REGION ADVISORY BOARD MEETING**

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>Noon - 12:30 pm</td>
<td><strong>Roll call and Introduction of guests</strong> - Dr Alan Ladd, Chairperson <em>P</em> present</td>
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<tr>
<td></td>
<td><em>P</em> Misty Grey</td>
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<td><em>P</em> Lisa Hilder</td>
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<td>___ Dr. Jane Hall Chaillie</td>
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<td><em>P</em> Dr. Jason Plourde</td>
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<td>__<em>T</em> James Holwegner</td>
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<td>___ Kim Carter</td>
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<td>P = in person  T = via technology</td>
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**GUESTS:** Ron Ludwig Director MATURA Creston IA

- STEM Bites to share (stories, artifacts, and such)
- Ethics Document for each Board member and the Hub Manager
- Membership list for 2018-19 year - Board is full.

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<tr>
<th>Time</th>
<th>Old Business to Bring Forward - no action items</th>
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<td>12:45 – 1:00 pm</td>
<td><strong>Use a paperless system except for the 1st meeting when documents require signatures.</strong></td>
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<td><strong>Navigate the STEM social media and web pages - <a href="http://www.iowastem.gov">www.iowastem.gov</a> and swcciowa.edu/stem</strong></td>
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<td><strong>STEM Advocacy document (from the Iowa STEM Council) in paper format</strong></td>
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<td><strong>Board Chair Selection - see enclosed policy document</strong></td>
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<td><strong>Budget Updates posted through June 30, 2018.</strong> The SW STEM Region was 100% expended at the end of the FY</td>
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<td><strong>Annual Report has been completed for the Stem operations Center</strong></td>
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<td><strong>Externship/Internship Report - 2 educators are participating in STEM Extern Program</strong></td>
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<td><strong>STEM Festivals Policy updated June 22, 2018</strong></td>
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<td><strong>Notes from the Communications Work Group - Ladd</strong></td>
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<td><strong>New financial year and documents:</strong></td>
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<td>July 1 – New Prime agreements in place from STEM Operations Center</td>
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<td>July 9 - Subawards take effect for new year</td>
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<td>July 9 – PD season opens...through October</td>
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• **STEM Festival Activity** - requests on the books for the 2018-19 year

| 1:00 – 1:30 | **New Business** - no action items - updates from Manager Deb Frazee  
| | - **The Playbook** - results of the Pella Apprenticeship program. Link located on Iowa STEM Face page [Iowa Playbook](#)  
| | - **Future Ready Iowa programs**: see Regional event dates listed at [Future Ready Iowa Summits](#)  
| | - **BEST Grant update** - new application which is on-line; modified rubric, clearly stated criteria for writing and review. Due date is September 12th. Each region is requested to provide 3 reviewers. Training is provided. Everything is on-line. Application information is located at [2018 BEST Application](#)  
| | - **Scale-Up Provider Selection** – Due Date Oct.1st. Seeking 3 reviewers from each region. Training is provided. Everything done on-line  
| | - **Regional Manager Appointment to the SW Iowa Planning Council March 2018** - Education at large member – 8 county area. Interesting issues of the things that support employment (housing, transportation, services).  
| | - **Check-out Program has been widely used.** Will add the STEM in Action materials when available.  
| | - **Evaluation of the 5 meeting per year format** - 4 scheduled plus Scale-Up review? Set dates if agreeable. See enclosed document  
| | - **Manager Report Document** - activity for 3rd qtr. (including Social Media data)  

| 1:30 – 1:50 pm | **Upcoming Dates:**  
| | August 19 - STEM Day at Iowa State Fair Volunteers needed  
| | September 24 - Atlantic Future Ready Summit  

Question and Answer Session; Information sheets in Folder; Closing Remarks  
• Next Meeting October, 2018 at the Hub in Red Oak TBD

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**SW STEM Regional Pages:**  
[http://www.swccciowa.edu/about/southwest-iowa-stem-region](http://www.swccciowa.edu/about/southwest-iowa-stem-region)

**SW STEM Hub Facebook page:**  
**SW STEM Twitter:** SW_Iowa_STEM  
**State STEM Website:** [www.iowaSTEM.gov](http://www.iowaSTEM.gov)
MINUTES

The regular meeting of the SW Region STEM Advisory Board was called to order at noon on Monday July 24, by Dr Alan Ladd Board Chair. Roll call showed 10 members present at the Red Oak Hub, 1 member by telephonic connection and 4 not in attendance. One guest was registered. Each member present provided an introduction. Two new members have been seated for the first time on the Board – Dr. Jason Plourde and Josh Shatava.

SW Regional Manager Deb Frazee explained that the board usually uses a paperless agenda system with all materials sent out a couple days in advance of the meeting. At this meeting paper materials were provided to start the year off. The first paper required is the signed copy of the Ethics Document provided from the Governor’s office.

It was also noted that the social media information for the SW STEM Region has been attached to the bottom of the agenda.

Dr Ladd shared the STEM Advocacy Document that was has been recently updated. It is a good introduction to the STEM Program and can be used if members receive questions about what the program does and how individuals can learn more about the program. Manager Frazee will update the Action Kits that are available to Board members and share at the next meeting.

The next discussion item was the election of a Board Chair since that process is to be completed by September and there are not additional meetings prior to that time. The policy document allows for nomination or self nomination of a candidate. Dr Ladd has served 3 consecutive years and so cannot be re-elected at this time. Kathy Somers nominated Heidi Lowthorp and sent the required email document for the minutes. Gilbert Thomas moved that nominations cease. Larry Johnson had a 2nd to the motions. A unanimous voice vote was cast. Thanks were offered to Dr Ladd for his years as Board Chair. He explained that there is a monthly call for the Board Chairs of all regions currently scheduled for the 3rd Friday of each month at 830 am so that those folks can share and gain ideas to help grow the STEM Program.

Manager Frazee reported that the FY 18 budget year has closed with expenditures right at 100% for each account. The final payment has not been received from UNI. All the BEST Grant awardees from the SW Region submitted payment requests and progress documents were received.

The Annual Report document was completed by Manager Frazee, PI Tom Lesan and Board Chair Alan Ladd and submitted to UNI. This is the first year for the altered format which does performance review mid-year and year end summary only at the close of the year. Board members are encouraged to bring forward questions and ideas after review of the report document.

Manager Frazee reported that the Real World Externship program has 2 participants from the SW Region. Six candidates applied but these two have gone through the whole process. Kim Subbert from Audubon MS is externing at Poet Biorefining in Coon Rapids and Hannah Casey of Lewis Central MS in interning at Henry Doorly Zoo. Both have been visited by Manager Frazee and social media coverage posted. There are other educators participating in programs around the region sponsored by the CTE Programs and Intermediaries, and the Greater Omaha Chamber of Commerce does some programming on the west side of the region.
The UNI Operations Center has updated the STEM Festivals Policy and so a discussion of how this potentially impacts the Region was led by Manager Frazee. With high Scale-Up Awards and high demand for festivals in the region, there was a motion by Gilbert Thomas with second my Lisa Hilder that STEM Funds be capped at a max of $500 per event, STEM will assist the planning committee with identify community partners and other financial resources, and continue to help grow local ownership/direction of the Festival events. A unanimous voice vote was cast. There has already been request for 4 festival on the 2018-19 Calendar.

Alan Ladd serves as a member of the statewide STEM Communications committee and he reported that there is currently in development a “Parent Resource Card”, a document connected to” Reaching Rural Communities” and that Lindy Ibeling the STEM Communications Director continues to find and update documents needing revision. (Lindy started in November 2017 so has been on less than a year so is reviewing all the Communications materials and needs.)

Principle Investigator Tom Lesan of SWCC has received and processed the new contracts for the coming year. The Executive Council did approve an increase in the Hub Operations fund to assist with the increased costs of manager salary and transportation.

Manager Frazee has prepared and distributed the ten Subawards documents – one for each Scale-Up program which the STEM program selected this year. Many of the signatures are back but a few indicated that the signatures will come after Board meetings in coming weeks. All programs are up and running with C.A.S.E. having a December 2018 registration. There are still applicants on a waiting list but many have been moved to active status.

Manager Frazee shared a printed copy of “The Playbook” with the Board members and a discussion of Future Ready Iowa efforts to grow that future workforce followed. The BEST programs around the region and state are working to address the need for good candidates, and the lengthy process of helping students find their passions. All members were encouraged to visit the Future Ready Iowa webpage to learn more about that program.

The Future Ready Summit dates around the state have been released so members were invited to register and attend an event that fit into their schedule.

The BEST Grants are now open for applications in the on-line format similar to the Scale-Up application process used this last winter. Reviewer are also being sought to help score these materials. Volunteers Heidi Lowthorp and Larry Johnson agreed to help with this process.

Manager Frazee reported that the process for selecting the 2019-2020 Scale-Up Providers will start soon. Reviewers to assist with this are needed from each STEM Region. This process is not yet in an on-line format so is a bit more time-consuming process. Folks with knowledge about curriculum and instruction are always desired in process as well.

Southwest Iowa Planning Council has recruited Manager Frazee for a 3-year at large seat on their Board representing the education sector. With the implementation of the Future Ready Iowa program there are many overlaps with issues impacting education and the workforce. It was noted that child care programs are few in many communities and recent forums are discussing how to improve that very much needed service if adults are to be in the workforce or in training for post-secondary programs.

A discussion of the good year for the STEM Check-out program in the region was led by Manager Frazee. Between the student uses both formal and informal, and the teacher open house events the service
numbers for the region went over the 10,000 student mark and the educator count increased by an additional 20%. The new Scale-Up program STEM in Action is just rolling out in the state and the SW Region hopes to add some of these kits to the lending library.

The final item of discussion was the Board meeting Schedule. The 4 regular scheduled meeting on the Mondays is preferred, noting that a 5th meeting for the Scale-Up funding can be done telephonically when the schedule is known for that specific project. A schedule option sheet was included in the Board packet and members will competed and return to Manager Frazee.

The Quarterly manager report was included in the packet, noting that there was duplication with what was already included in the Annual report as well.

Upcoming Dates listed in the Agenda included STEM Day at the Iowa State Fair on August 19th – volunteers are needed. Larry Johnson will participate in that activity, and the Sept 24th Atlantic Future Ready Summit at the Venue.

Respectfully Submitted by Note Taker Deb Frazee

Additional information after the meeting:

1. Results of meeting date survey:

_Tentative Schedule:_

October 29th

January 28th

March Telephonic call TBD

May 6th

One additional meeting date would be the Mega-board meeting. The State Office will provide that date as soon as determined.