

**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, November 14, 2022 at 4:30 pm  
West Burlington Campus, 1500 West Agency Road, West Burlington, IA  
SCC Board Room**

**Tentative Agenda**

- 1.0 Routine Items
  - 1.1 Call to Order, Roll Call, and Pledge of Allegiance
  - 1.2 Adoption of Formal Agenda
  - 1.3 Communications (Limited to Five (5) Minutes per Individual)
    - 1.3.1 Audience
    - 1.3.2 Administration
    - 1.3.3 Board
  - 1.4 Iowa Association of Community College Trustees Report
- 2.0 Action Items
  - 2.1 Approval of Consent Agenda  
(NOTE: All matters listed on the attached Consent Agenda are considered to be Routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.)
  - 2.2 Confirmation of 2023 Distinguished Alumni Awards
  - 2.3 Resolution Approving Construction Contract and Bond for the Construction of the 2023 WB Campus Renovations
- 3.0 Accountability
  - 3.1 President's Report
  - 3.2 Monthly Financial Report
  - 3.3 Reserves Review
  - 3.4 Facilities Update
- 4.0 Future Meetings

Iowa Association of Community College Trustees (IACCT) meetings:

  - Wednesday, December 7, 2022- 5:00-7:00 pm – President's Meeting
  - Thursday, December 8, 2022 – 9 am - IACCT Board Meeting
  - Thursday, January 26, 2022 – 9 am - IACCT Board Meeting
  - February 2-8, 2023 – ACCT/AACC National Legislative Summit, Washington, DC

SCC Board of Trustees meetings:

  - Monday, December 12, 4:30 p.m. at West Burlington Campus
  - Monday, January 9, 2023, 4:30 p.m. at West Burlington Campus
  - Monday, February 3, 2023, 4:30 p.m. at West Burlington Campus
  - Monday, March 6, 2023, 4:30 p.m. at West Burlington Campus
- 5.0 Adjournment
- 6.0 Exempt Session Pursuant to Iowa Code Section 20.17

*“Southeastern Community College Board of Trustees shall conduct its business by exempt session as provided by Chapter 20.17 of the Code of Iowa.*

*Darcy Burdette*

Darcy Burdette, Board Secretary

# CONSENT AGENDA

for

November 14, 2022 Regular Board Meeting

1. Approval of Minutes

- October 10, 2022 Regular Board Meeting Minutes
- October 20, 2022 Board Retreat

2. Presentation of Bills of Account

3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Name	Title	Date of Hire	Last day of Employment	Reason
Marian Hjelmgren	Student Success Advocate	10/07/2019	10/21/2022	Personal.
Christie Holtkamp	Administrative Assistant/Testing Proctor – Student Services (1.0 FTE) – Level 6 - Keokuk	02/01/2021	10/31/2022	Accepted open Administrative Assistant/Testing Proctor – Student Services (0.75 FTE) – Level 6 – Keokuk position.
Kristina Kramer	Athletics Coordinator (0.8 FTE)	09/15/2022	11/24/2022	Termination.
Elizabeth Pezley	Administrative Assistant/Testing Proctor – Student Services (0.75 FTE) – Level 6 - Keokuk	02/09/2021	10/31/2022	Accepted open Administrative Assistant/Testing Proctor – Student Services (1.0 FTE) – Level 6 - Keokuk position.
Misti Williamsen	Adult Education and Literacy Program Lead Instructor	08/16/2021	01/05/2023	Accepted open ESL Instructor position.

4. Employment Contracts

Name	Title	Contract Period	Salary
Cara Blow (New)	Professional Nursing Tutor (0.5 FTE)	October 24, 2022 – June 30, 2023	\$17,241.38 (\$25,000.00 annual)
Debbie Boyer (Replacement)	Student Affairs/Financial Aid Specialist	November 16, 2022 – June 30, 2023	\$24,980.84 (\$40,000.00 annual)
Christie Holtkamp (Replacement)	Administrative Assistant/Testing Proctor – Student Services – Level 6 - Keokuk (0.75 FTE)	November 1, 2022 – June 30, 2023	\$16,129.80 (\$21,506.40 annual)

Elizabeth Pezley (Replacement)	Administrative Assistant/Testing Proctor – Student Services – Level 6 - Keokuk (1.0 FTE)	November 1, 2022 – June 30, 2023	\$21,506.40 (\$32,259.60 annual)
Misti Williamsen (New)	Instructor - ESL	January 6, 2023 – August 15, 2023	\$ 31,623.53 (\$64,000.00 annual)