

SOUTHEASTERN COMMUNITY COLLEGE  
Meeting of the Board of Trustees  
Monday, December 14, 2015  
Board Room  
West Burlington Campus

**1.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE:**

Board Chairperson Nabulsi called the meeting to order at 6:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Jeff Heland, Lanny Hillyard, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Becky Rump, Annette Peterson, Renae Armentrout, Jeff Ebbing, Dr. Don Weiss, and Janine Clover. Auditor Andrea Rumler was also present.

**1.2 ADOPTION OF THE FORMAL AGENDA:**

Trustee Fife-LaFrenz moved to adopt the tentative agenda. Trustee Heland seconded. Motion carried with all trustees recorded as voting aye.

**1.3 COMMUNICATIONS:**

**1.3.1 AUDIENCE:** No report.

**1.3.2 ADMINISTRATION:** Becky Rump expressed appreciation to everyone who helped with the Puttin' on the Glitz event sponsored by the Keokuk Chamber of Commerce. Proceeds from the event were donated to SCC's Building The Dream initiative.

**1.3.3 BOARD:**

Trustee Prellwitz reported that she and President Ash recently met with Representative Dave Heaton regarding SCC's Building The Dream campaign and legislative issues.

Trustee Hillyard reported that he and Trustee Heland recently participated in a CCFSA Board of Directors meeting as representatives for the SCC Board of Trustees. During the meeting, President Ash gave an update on the proposed student residence halls, indoor sports complex, and other college-related initiatives.

Trustee Heland reported that he received an invitation to the "Bridges Over Poverty" event at West Burlington High School. President Ash indicated the Beth Ash plans to represent SCC at this event because it ties into SCC's Education Changes Everything initiative.

Trustee Fife-LaFrenz participated in a recent IACCT webinar, chaired a recent Regional Workforce Investment Board meeting which focused on WIOA and SECTORS, represented SCC at a recent IACCT Board of Directors meeting in the absence of Chair Nabulsi, and participated in Keokuk Chamber's Puttin' on the Glitz event.

**1.4 IOWA ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES REPORT:**

Trustee Fife-LaFrenz distributed and reviewed a summary of the December 3 and 4 IACCT Board of Directors meeting held in Des Moines. She served as SCC's representative at this meeting in the absence of Chair Nabulsi.

Chair Nabulsi reminded the Trustees about the 50 year celebration of community colleges to be held at the Embassy Suites in Des Moines on February 22 and 23. He also noted that the ACCT National Legislative Seminar will be held in Washington, DC, on February 8 – 11.

**2.0 WORLD CHANGING – CHANGING OUR THINKING:**

President Ash introduced Director of Small Business Development Center (SBDC) Janine Clover who reported on the activities and impact of the SBDC. She provided a folder that contained information on the courses and number of attendees for 2007 – 2015. Director Clover stated that the courses focus on professional services and market research and that she has developed and taught much of the curriculum. During the past year, she has served 80 clients in Des Moines County, 8 clients in Louisa County, 21 clients in Henry County, and 32 clients in Lee County. Typically, 65% of her clients are new and 35% are returning clients.

Executive Director CBIZ Dr. Don Weiss stated that SCC's CBIZ is the host for the SBDC office and that Director Clover is very collaborative with CBIZ.

**3.1 APPROVAL OF CONSENT AGENDA ITEMS:**

1. Approval of Minutes for the November 9, 2015, Regular Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

a. Sibyl McIntire

Position:	Student Success Advocate/Interim Student Support Center Director
Date of Hire:	12/01/2015
Last Day of Employment:	11/30/2015
Reason:	Accepted TRiO SSS Project Advisor position

b. Debra Palmer

Position:	Scheduling & Curriculum Support Specialist
Date of Hire:	03/04/2004
Last Day of Employment:	01/31/2016
Reason:	Early Retirement

4. Employment Contracts

- a. Sibyl McIntire  
*Position:* *TRiO SSS - Project Director*  
*(Grant)*  
*Contract Period:* December 1, 2015 – June 30, 2016
- a. Tiffany Phillips  
*Position:* *TRiO SSS – Project Advisor – WB Campus*  
*(Grant)*  
*Contract Period:* December 7, 2015 – June 30, 2016
- b. Sarah Schwartz  
*Position:* *TRiO SSS – Project Advisor – Keokuk Campus*  
*(Grant)*  
*Contract Period:* December 7, 2015 – June 30, 2016

Trustee Hillyard moved approval of the Consent Agenda items. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

**3.2 PRESENTATION OF THE AUDIT:**

Vice President Carr introduced auditor Andrea Rumler of Winkle, Parker, & Foster, CPA PC and SCC’s Controller Annette Peterson. Vice President Carr expressed appreciation to Peterson and the Business Office staff for their work with the auditors.

Auditor Rumler distributed and reviewed a booklet entitled “Presentation of Financial Information to the Board of Trustees, December 14, 2015” which included charts depicting a comparison of revenue and expenses for FY 2014 and FY 2015 and a letter outlining the audit findings. She reported that no significant changes to the financial statements were required and there were no difficulties in performing the audit. Auditor Rumler reported that the college received an unmodified clean audit opinion. She reviewed financial highlights for FY 2015. Rumler explained the change in the way pension funds are reported pursuant to Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27. This does not change the amount the college pays to IPERS, it only changes the manner in which the amount is recorded.

Trustee Fife-LaFrenz moved to accept the FY 2015 audit as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

**3.3 RESOLUTION ORDERING CONSTRUCTION OF THE NEW INDUSTRIAL MAINTENANCE TECHNOLOGY BUILDING, SETTING A DATE FOR PUBLIC HEARING THEREON AND TAKING OF BIDS THEREFOR:**

President Ash reviewed several architectural drawings of the proposed Industrial Maintenance Technology (IMT) Building including an engineer’s schematic, exterior finishes, floorplans, and north elevations. He also reported on plans for renovations of the current Maintenance/IMT area which will be a different project under a separate budget.

Vice President Carr reviewed a construction bidding timeline and detailed budget for the Industrial Maintenance Technology (IMT) Building. The project will have an alternate to replace the existing parking lot which will be funded separately from the EDA grant proceeds. This is a prevailing wage project which will be built into the project cost estimate.

Vice President Carr recommended approval of the Resolution Ordering Construction of the New Industrial Maintenance Technology Building which includes setting the date and time for a public hearing on the matter for February 3 at 5 p.m. at the West Burlington Campus Board Room.

Trustee Hillyard moved to approve the Resolution Ordering Construction of the New Industrial Maintenance Technology Building and to set the date and time for the public hearing on the matter for February 3 at 5 p.m. in the West Burlington Campus Board Room. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.4 LAND LEASE AGREEMENT FOR STUDENT RESIDENCE HALLS TOWER:**

Vice President of Administrative Services Carr stated that he and President Ash would present information on agenda items 3.4, 3.5, 3.6, and 3.7 as one report since these items are so closely related. After the presentation and discussion, he requested that the Trustees vote to approve each agenda item separately.

President Ash reviewed an aerial photo outlining the proposed areas for the land lease agreements for the Student Residence Halls Tower and Millennium Hall. He noted that the negotiations for this project have been a long process in order to cover all the details. President Ash explained that while the lease is for a period of 50 years, the developer must show progress within 13 years for construction of the second and third towers. If progress is not made, the college has the right to build on the land.

President Ash stated that Millennium Hall may eventually become family housing but will remain single housing for now. When the new Student Residence Halls Tower is completed, Winegard and Witte Halls will remain until they are no longer needed as addressed in agenda item 3.7 – Side Agreement.

Vice President Carr reported that the land lease agreement follows Iowa law for community colleges which only allows a 20-year lease term per Dillon's rules. To abide by the law, the lease provides for one renewable 20-year lease term and one 10-year lease term. Vice President Carr noted that although Campus Community Developers (CCD) had originally requested a 99-year lease, Iowa law only allows a 50-year lease.

Vice President Carr stated that according to the terms of the lease, a student resident is defined as such after the first 30 days of a semester. The college must make payment to CCD within 45 days of the beginning of the semester for students residing in the Tower. The college will

improve its process for collecting non-refundable payment from student residents by the 30<sup>th</sup> day to reduce its financial risk. CCD bears the risk of unfilled beds.

Vice President Carr reported that the lease agreement contains the language the college felt was important regarding food service: balanced, variety, well-diversified, with SCC approval. CCD must provide the college with a food service plan by May 15. If they are unable to provide a plan, the college will continue its current food service contract with Consolidated Management.

During discussion, Vice President Carr noted that the substantial design changes for the Tower must be approved by the college. He also noted that the college will pay for the demolition of Winegard and Witte residence halls if the demolition is deemed necessary. Vice President Carr stated that if CCD has not provided a satisfactory food service operation by 2018, the college can move forward with its own food service provider.

7:35 p.m. President Ash left the meeting.

7:38 p.m. President Ash returned to the meeting.

Vice President Carr reported that CCD believes they can complete the Tower by August 2016 since its off-site modular construction will begin this winter. He indicated that upon approval by the Trustees of the land lease agreement, CCD will proceed with final financing arrangements followed by execution of the lease agreements.

Trustee Hillyard moved to approve the land lease agreement for the Student Residence Halls Tower. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.5 LAND LEASE AGREEMENT FOR MILLENIUM HALL:**

Trustee Fife-LaFrenz moved to approve the land lease agreement for Millennium Hall. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.6 PURCHASE AGREEMENT OF MILLENNIUM HALL:**

Trustee Prellwitz moved to approve the purchase agreement for Millennium Hall. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.7 SIDE AGREEMENT RELATED TO WINEGARD, WITTE, AND MILLENNIUM STUDENT RESIDENCE HALLS:**

Trustee Hillyard moved to approve the side agreement related to Winegard, Witte, and Millennium Student Residence Halls. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.8 RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS – SCC INTERIOR RENOVATION PROJECTS – WEST BURLINGTON AND KEOKUK CAMPUSES:**

Vice President of Administrative Services Carr reported that because the Interior Renovations project total cost is over \$135,000, the college is required to take official action to close out the project. He stated that the project is complete. Vice President Carr reviewed the Resolution Accepting Public Improvements for the SCC Interior Renovation Projects at the West Burlington and Keokuk Campuses and the total costs for both locations: \$49,000 for furniture, \$332,000 for construction, \$24,406 for architectural and legal fees, \$25,000 for one change order due to the addition of fire rated glass for the Library.

Trustee Fife-LaFrenz moved to approve the Resolution Accepting Public Improvements for the SCC Interior Renovation Projects for the West Burlington and Keokuk Campuses. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.9 CONFIRMATION OF 2016 DISTINGUISHED ALUMNI AWARDS:**

Executive Director for Institutional Advancement Becky Rump reported that on October 22, 2015, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2016 Distinguished Alumni Awards. After reviewing the background information provided on both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2016 Distinguished Alumni awards:

Keokuk Campus Distinguished Alumnus: Mike Hickey – Keokuk Class of 1972

West Burlington Campus Distinguished Alumnus: James Walker Henry - West Burlington Class of 1986)

Trustee Fife-LaFrenz moved to confirm the 2016 Distinguished Alumni Award nominations. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.10 LOBBYIST SERVICES FOR 2016 LEGISLATIVE SESSION:**

President Ash recommended that SCC pay \$17,400 for the lobbying services contracted through the Iowa Association of Community College Trustees for the 2016 Legislative session. The amount for lobbying services for 2016 is the same amount that SCC paid for the 2015 legislative session. SCC's lobbyists are:

- C & M Fitzgerald, Joyce & Associates
- Don Avenson, Brice Oakley, Tom Cope

Trustee Fife-LaFrenz moved to approve the lobbyist services for the 2016 legislative session as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

### **3.11 RESOLUTION ADOPTING THE DES MOINES COUNTY MULTI-JURISDICTIONAL PRE-DISASTER MITIGATION PLAN UPDATE, 2015:**

President Ash reported that in order to qualify for FEMA funds for a safe room, the college learned that it needs to be listed as a participant in a regional disaster recovery plan. SCC has joined a group of entities which includes Des Moines and Lee Counties which will enhance its disaster recovery planning efforts. A formal affirmation from the Board of Trustees is required

to support this effort which will allow the college to be eligible for FEMA funds for a safe room in the future.

Trustee Fife-LaFrenz moved to approve the resolution adopting the Des Moines County Multi-Jurisdictional Pre-Disaster Mitigation Plan update, 2015. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

#### **4.1 IOWA DEPARTMENT OF EDUCATION ACCREDITATION VISIT REPORT:**

President Ash introduced Vice President of Academic Affairs Dr. Carole Richardson and expressed appreciation to Interim Dean of Career and Technical Education/ Director of Accreditation, Assessment & Articulation Jan Wolbers for her work in preparation for the accreditation visit.

Vice President Richardson distributed a schedule for the November 19 and 20 Department of Education (DOE) Interim Accreditation Visit. Prior to the visit, the DOE evaluators conducted a desk review of documents uploaded by Interim Dean Wolbers. The result of the visit is that SCC is recommended for re-accreditation. Vice President Richardson reviewed strengths and recommendations noted by the DOE.

Vice President Richardson reported that the college received a compliance finding regarding faculty credentials. Work on aligning faculty credentials with the DOE guidelines is underway with a deadline for compliance on September 2017.

The DOE will hold an Equity Visit at SCC in the spring of 2016. Under the Higher Learning Commission's schedule, SCC's systems portfolio is due in 2017 and a comprehensive visit will be held in 2018.

#### **4.2 COHORT DEFAULT RATE:**

Financial Aid Director Renae Armentrout reported that SCC's three-year default rate for cohort year 2012 is 22.4% which is reduced from the cohort year 2011 rate of 23.5%. In federal fiscal year 2012, of the 917 students who went into repayment, 206 defaulted during federal fiscal years 2012, 2013, or 2014. Director Armentrout reported that the college contracts with Inceptia, a non-profit organization which provides expertise in student loan repayment, analytics, default prevention and financial education to students. Inceptia has anticipated that SCC's default rate for cohort year 2013 will be approximately 21.26% based on the data trend for the past four years. SCC has the fourth highest default rate compared to the other Iowa community colleges. Director Armentrout reviewed plans for next year regarding improving the default rate including holding a Default Prevention Week, reminder phone calls and letters on a monthly basis, and exit counseling for students who withdraw from classes.

#### **4.3 PRESIDENT'S REPORT:**

President Ash reviewed details including revised materials and color schemes for the new Residence Hall Tower building. He explained that the building would be built offsite in modular sections during the winter (as illustrated by a PowerPoint with architectural renderings.) The sections will be set in place in the spring following construction of the building's foundation.

President Ash reported that he met with the College County Fair Service Agency (CCFSA) and the Des Moines County Fair Association Board of Directors to review the plans for the Residence Hall Tower building, the indoor sports complex, and a new parking lot which would be located on CCFSA property. The parking lot will replace parking that will be lost due to construction of the Residence Hall Tower building. The Des Moines County Fair Association Board members gave their input regarding the location of the parking lot which is near the south exit of the Agri Stock Arena. There were concerns that the location proposed for the parking lot may be too close to the Arena exit for horse shows. Ideas for various alternate locations for the parking lot were expressed by the Fair Association members. Another meeting will be scheduled in the near future for more discussion with the Fair Association members on this matter.

President Ash reported on the following activities:

## **MEETINGS:**

### **Internal**

- **Students**
  - HSED graduation ceremony at Mt. Pleasant Correctional Facility
  - Gave update on new building and proposed residence halls at Student Senate meeting
  - Dinner for SCC Volleyball players at my home
  - PTK event in The Little Theater
  - SCC's Multicultural Club Thanksgiving Dinner
  - Meeting with SCC students to answer questions for their corporate/organization class assignment
  - Judged chili entries at the Medical Assistants Club fundraiser Chili-Cook Off
- **Facilities**
  - CCFSA Board of Directors meeting; reviewed plans for proposed residence halls, parking lot, and indoor sports complex
  - Meeting with Des Moines County Fair Association re: update on West Burlington Campus remodeling, new residence halls, and proposed parking lot near fairgrounds
- **Major Gifts Campaign**
  - Building The Dream Executive Committee meeting
  - Presentation with Becky Rump at Ft. Madison Rotary re: Building the Dream
- **Programs**
  - Discussed business model for sustaining the I-AM programs and processes with Don Weiss and Susan Dunek
  - Discussion on CBIZ recommendation for AEA's Summer Enrichment Program
- **Department of Education Interim Accreditation Visit**



- Good comments from DOE following visit
- **Legislative**
  - Meeting with Representative Jerry Kearns re: 2016 legislative session
  - Meeting with Representative Dave Heaton and Chris Prellwitz (at her home) re: 2016 legislative session
  - Eggs and Issues meeting at Greater Burlington Partnership
- **Budget**
  - Numerous operating budget committee and PEC meetings re: budget and open positions
  - Discussion with HEA leadership re: budget/positions
- **Iowa College Student Aid Commission**
  - Extensive work (phone conferences and meetings) on SARA rules; reviewed the details of recent vote on rules; will tweak the rules and bring it for a vote again

#### **External**

- Puttin' On The Glitz - Keokuk
- Faith Church sponsored program by Dr. McCrery from WIU re: "boys to manhood"

#### **Upcoming Events**

- Visit from Iowa State University administrators re: collaboration

#### **4.4 PRESENTATION OF FINANCIAL STATEMENTS:**

Vice President of Administrative Services Carr reviewed the financial statements for period ending November 30, 2015. He reported that tuition revenue is \$600,000 below the amount budgeted. Sixteen positions have not been filled due to the current budget deficit (one faculty position and 15 non-faculty positions.) Plans are being made to address continuation of services in light of the unfilled positions.

#### **4.5 FACILITIES UPDATE:**

Vice President of Administrative Services Carr reported that there was a recent change order on the Health Professions Building project for a water drainage system necessitated by the roof above the scale classroom being lowered. The total for change orders on the project to date is \$52,000 with \$320,000 budgeted for contingency. The project is approximately 65% complete.

#### **5.0 UPCOMING MEETINGS:**

Chairperson Nabulsi reviewed the upcoming meetings.

#### **6.0 ADJOURNMENT:**

Trustee Fife-LaFrenz moved that the meeting be adjourned. Trustee Hillyard seconded. Motion carried.

A Negotiation Strategy Setting Session was held. This was a closed meeting exempt from Chapter 21, The Code.

These minutes have been approved by the Board of Trustees and this is certified to be a true copy.

A handwritten signature in cursive script that reads "Sherry Zeller".

Sherry Zeller  
Board Secretary