



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, July 10, 2017**

**5:00 p.m.**

**Mt. Pleasant Center  
200 North Main Street  
Room 203**

### **Meeting Minutes**

#### **1.0 Routine Items**

##### **1.1 Call to Order, Roll Call, and Pledge of Allegiance**

Board Chairperson Heland called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present. Trustee Nabulsi was absent. Also present were President Dr. Michael Ash, Secretary Sherry Zeller, and SCC staff members Joan Williams, Chuck Chrisman, Becky Rump, Teresa Garcia, Jeff Ebbing, and David Metzger. Board Treasurer Kevin Carr was absent.

##### **1.2 Adoption of Formal Agenda**

Trustee Fife-LaFrenz moved to approve the formal agenda. Trustee Hillyard seconded. Motion carried.

##### **1.3 Communications (Limited to Five (5) Minutes per Individual)**

###### **1.3.1 Audience**

No report.

###### **1.3.2 Administration**

Executive Director for Institutional Advancement Becky Rump reminded the Trustees about the July 21 SCC Alumni Association Golf Outing.

###### **1.3.3 Board**

Trustee Fife-LaFrenz reported that the Open House for the new Keokuk Campus Industrial Technology Training Center was a nice event and was well attended by the public.

Trustee Fife-LaFrenz reported that she attended a recent Regional Workforce Investment Board meeting which focused on the anticipated federal budget reductions for WIOA and Title I. She reported that she also attended a meeting coordinated by Senator Grassley and his staff at the West Burlington campus.

Chair Heland expressed appreciation for the faculty and staff who planned the Industrial Technology Training Center open house event. President Ash noted that enrollments in the Industrial Maintenance Technology program have increased compared to last year.

#### **1.4 Iowa Association of Community College Trustees Report**

Trustee Fife-LaFrenz reported that Trustee Nabulsi provided her with an extensive amount of materials from the last IACCT meeting. Discussion at the recent IACCT meeting focused on TIAA CREF rules, regulations, the defined contributions, and the first amendment of the plan. The draft of the 2018 legislative priorities was approved to be voted upon at the IACCT Annual meeting later this month.

#### **2.0 World Changing – Changing Our Thinking**

##### **2.1 Emerging Issues/Future Agenda Items**

No report.

##### **2.2 Upward Bound**

Vice President for Student Services Joan Williams introduced TRiO Upward Bound Director Lee Wibbell and TRiO Upward Bound Advisor Kelly Huber. Three Upward Bound students also participated in the presentation: Chris Brown, Mashyra Taylor, and Britany Flockhart. Director Wibbell reported that SCC's Upward Bound program, which will complete its fifth year of a five-year \$1.35 million grant on August 31, currently serves 63 students from the Burlington and Keokuk area. The program recently received approval for continuation of the program through August 2022. Director Wibbell reported that the program is currently conducting its summer program wherein students live on SCC's West Burlington Campus. The program also serves students from ninth through twelfth grade during the school year.

Director Wibbell explained the purpose of TRiO and the process for applying for the grant. He noted that students must meet one of two criteria to be considered for the program: high school students from low-income families and/or high school students from families in which neither parent holds a bachelor's degree. Services provided to the students during the school year includes study groups and workshops held during their high school advising periods led by tutors who also prepare the students for college placement tests. College visits and cultural activities are held on Saturdays during the school year.

TRiO Upward Bound Advisor Huber reported on numerous activities conducted for the Upward Bound participants such as the Academic Bowl with three area community colleges, museum visits, state capitol visits, and volunteering for local events. She noted that the summer program, with 32 participants on campus this year, provides students with opportunities to experience college life while preparing them for their next year of high school. An online version of the summer program focuses on first-year college experience study skills and using SCC's online course platform.

Upward Bound students Chris Brown, Mashyra Taylor, and Britany Flockhart reported on their positive experiences with the program, the important impact it has made on their lives, and their goals for education and careers.

### 3.0 Action Items

#### 3.1 Approval of Consent Agenda

- a. Approval of Minutes for the June 12, 2017, Regular Board Meeting
- b. Presentation of Bills of Account
- c. Resignations, Terminations and Mutually Agreed to Contract Adjustments
  1. Suellen Carmody-Menzer
 

|                         |  |
|-------------------------|--|
| Position:               | Respiratory Care Clinical Coordinator/Instructor |
| Date of Hire:           | 02/26/2007                                       |
| Last Day of Employment: | 08/20/2017                                       |
| Reason:                 | Personal   |
  2. Tebble Stearns
 

|                         |  |
|-------------------------|--|
| Position:               | Evening Receptionist/Housekeeper                               |
| Date of Hire:           | 01/09/2017   |
| Last Day of Employment: | 06/16/2017   |
| Reason:                 | Accepted the CBIZ/Economic Development – Admin. Asst. position |
- d. Employment Contracts
  1. Sara Ball
 

|                      |   |
|----------------------|---|
| <i>Position:</i>     | <i>Student Success Advocate (Part-Time)</i> |
| <i>(Replacement)</i> |   |
  2. Christopher Bassler
 

|                      |                           |
|----------------------|---------------------------|
| <i>Position:</i>     | <i>Biology Instructor</i> |
| <i>(Replacement)</i> |                           |
  3. Shonteria Johnson
 

|                      |                           |
|----------------------|---------------------------|
| <i>Position:</i>     | <i>Biology Instructor</i> |
| <i>(Replacement)</i> |                           |
  4. Keri Mercer
 

|                      |                              |
|----------------------|------------------------------|
| <i>Position:</i>     | <i>ITS Help Desk Manager</i> |
| <i>(Replacement)</i> |                              |
  5. Kristi Notestein
 

|                      |                              |
|----------------------|------------------------------|
| <i>Position:</i>     | <i>AEL Instructor – MPCF</i> |
| <i>(Replacement)</i> |                              |
  6. Stephani Smith
 

|                      |   |
|----------------------|---|
| <i>Position:</i>     | <i>Business &amp; Entrepreneurship Instructor</i> |
| <i>(Replacement)</i> |   |
  7. Madison Stearns
 

|                      |   |
|----------------------|---|
| <i>Position:</i>     | <i>Evening Receptionist/Housekeeper</i> |
| <i>(Replacement)</i> |   |
  8. Hunter Wallingford
 

|                      |                                  |
|----------------------|----------------------------------|
| <i>Position:</i>     | <i>Custodian I – Housekeeper</i> |
| <i>(Replacement)</i> |                                  |

9. Nicholas Williams  
*Position: Systems Administrator*  
*(Replacement)*
  
10. Trent Wolf  
*Position: Assistant Men's Basketball Coach – Athletic Fundraising Coordinator*  
*(Replacement)*

Trustee Prellwitz moved approval of the Consent Agenda items. Trustee Hillyard seconded. Motion carried on a 4-0 roll call vote.

### **3.2 President's Goals for FY 2018**

President Ash provided a review of the President's Goals for FY 2018 and focused on details of the following new initiatives:

- Enrollment
  - Develop a viable International Student Program
  - Strengthen Athletic Offerings and Recruitment
  - Move 9<sup>th</sup> grade “graduates” into sophomore programming with Burlington High School
  - Add new 9<sup>th</sup> grade section from BHS
  - Develop outreach efforts with additional schools in our region for “Steps 2 Success” programming
  - Business and industry – apprenticeship development, internships, new approaches
- Funding/Financial Stability
  - Wrap-up the major gifts campaign – Building The Dream
- Building/Remodeling
  - Complete construction of the new Hall of Sciences Building

President Ash reported that the college continues to stay focused on increasing enrollment.

Trustee Hillyard moved to approve the President's Goals for FY 2018. Trustee Fife-LaFrenz seconded. Motion carried on a 4-0 roll call vote.

### **3.3 Resolution Accepting the New Industrial Technology Training Center Building**

Construction Manager Advisor David Metzger reported that construction of the Industrial Technology Training Center Building at the Keokuk Campus is complete. He recommended approval of the Resolution Accepting the New Industrial Technology Training Center Building. He explained that the warranties on various aspects of the building will commence with approval of the Resolution.

Trustee Fife-LaFrenz moved to approve the Resolution Accepting the New Industrial Technology Training Center Building. Trustee Prellwitz seconded. Motion carried on a 4-0 roll call vote.

#### **4.0 Accountability**

##### **4.1 Key Performance Indicator #10 – Graduate Placement**

President Ash referred to two graphs in the digital board book regarding graduate placement. He explained that one graph focuses on graduate placement of students in Perkins and Career Tech programming but does not include transfer information. President Ash reported that SCC exceeded the Perkins target in 2015 and 2016 for graduate placement. The second graph includes students who are transferring to a four-year college. For FY 2016 69% of SCC students are being placed in jobs or continuing on to a four-year college.

##### **4.2 President's Report**

President Ash reviewed a written report of his activities for the past month. He referred to a list of SCC student athletes who achieved Academic All-American Team status and expressed appreciation for their achievements.

##### **4.3 Facilities Update**

Construction Manager Advisor David Metzger reported that the Industrial Technology Training Center is complete. The structural steel for the Hall of Science building is 90% complete, the concrete work is 50% complete, and nearly all of the underground piping is in place. The frontage road which connects the south entrance road and the new south parking lot is nearly complete. It is anticipated that the parking lot will be open by August 1.

Construction Manager Advisor Metzger reported that in connection with the Building 100 remodeling project, the Business Office is 90% complete. Enrollment Services area is anticipated to be complete by August 1. The Student Support Center is scheduled for completion by October 4.

Construction Manager Advisor Metzger reported that general maintenance work is occurring at the Keokuk Campus this summer. A new air conditioner has been ordered for Building 400 and will be installed soon.

#### **5.0 Future Meetings**

Chair Heland reviewed the list of future meetings.

#### **6.0 Adjournment**

Trustee Hillyard moved that the meeting be adjourned. Trustee Prellwitz seconded. Motion carried.

The meeting adjourned at 6:37 p.m.

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



Sherry Zeller  
Board Secretary