



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, November 9, 2015

5:00 p.m.

West Burlington Campus

1500 West Agency Road

Room #AD-1

Meeting Minutes

1.0 Routine Items

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

Board Chairperson Nabulsi called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Dr. Carole Richardson, Joan Williams, Chuck Chrisman, Jeff Ebbing, Dr. Don Weiss, Brenda Rubey, Cherry Klein, and David Metzger.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Trustee Heland seconded. Motion carried.

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

1.3.1 Audience

No report.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Fife-LaFrenz reported that she participated in the recent ACCT conference with Trustees Heland and Nabulsi and President Ash. She reviewed the pertinent points of sessions she attended.

Trustee Fife-LaFrenz report that she participated in a Salute to Industries event at Lake Cooper Event Center in Keokuk which was coordinated by the Lee County Economic Development.

Trustee Fife-LaFrenz reported that she participated in a regular local Workforce Board meeting which focused on the new WIOA legislation and all the revisions which will be required to be in place by July 1 for the local Board including its Bylaws, Memorandums of Understanding, etc. While attending a Workforce meeting in Des Moines, she learned that a state Workforce representative will be coming to our area to present on-the-job

training and other initiatives which are to be included in the plans the local Workforce Board must write.

Trustee Heland reported that he participated with Chair Nabulsi in a recent IACCT Conference for Community College Board Chairs and Vice Chairs. He indicated that the conference focused on a method of evaluating of college programs, maintaining the institutional value of Boards, the declining tenure of college presidents, Board continuity, and the 2016 legislative session. Chair Nabulsi reported that he appreciated a session with three Iowa community college presidents regarding their relationships with their Boards.

1.4 Iowa Association of Community College Trustees Report

Chair Nabulsi reported that the IACCT Board of Directors did not meet during the past month. He reported on the sessions he attended at the recent ACCT Leadership Congress.

Chair Nabulsi suggested that a publication which was discussed at the recent IACCT Chair/Board Chair conference entitled “Consequential Boards – Added Value Where It Matters Most” published by the Association of Governing Boards should be discussed at the next SCC Board Retreat. He distributed copies of the publication to the Trustees.

Chair Nabulsi reminded the Trustees about the Celebration of 50 Years of Community Colleges of Iowa in Des Moines on February 22 and 23. This event will serve as the annual IACCT Conference for 2016.

2.0 World Changing – Changing Our Thinking

Dr. Ash reported that the I-HUM grant is the second statewide community college program in which SCC has participated with the first program being the I-AM grant. I-AM Project Director/Program Developer Susan Dunek oversees the I-AM grant from the Keokuk Campus. IHUM Grant Project Director Cherry Klein oversees the IHUM grant from the West Burlington Campus. This \$578,000 grant focuses on areas of health education. The term of the grant is three years with an additional year of reporting.

IHUM Grant Project Director Klein gave a PowerPoint presentation outlining the areas of focus for the grant: Nursing, EMS, Respiratory Care, and Medical Assistant. She distributed and reviewed a flyer listing Iowa’s IHUM Network strategies, signature programs, outcome projects/measures, and industry partners. Project Director Klein indicated that the advancement of online and technology-based training is a high priority for the grant. SCC is focusing its efforts on new patient simulators for the health education programs, a new online program for health records, and Career Coach software.

Project Director Klein gave an overview of Career Coach and EMSI Analyst. EMSI is an organization that provides collected data and Career Coach uses labor market information to help students set an achievable career goal to help guide their success.

Career Coach provides 900 possible careers, wage estimates, and education required. Links on SCC’s website (Career page, CBIZ page, Nursing program page) make Career Coach easily accessible.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the October 12, 2015, Regular Board Meeting

2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
 - a. Pam Reid

Position:	Promise Jobs Employment and Training Specialist
Date of Hire:	04/07/2014
Last Day of Employment:	11/19/2015
Reason:	Personal
4. Employment Contracts
 - None to report.

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

3.2 Voluntary Early Retirement Plan for FY 2016

Vice President Carr presented the following details of the proposed FY 2016 Voluntary Early Retirement Plan:

- In order to qualify for early retirement under the terms of this plan, the employee must be currently employed under a full or regular part-time administrative, faculty, presidential, SCC/HEA/WIOA professional services, ISP/MPCF, or support staff contract and must normally report to work in a location within the SCC property tax authority district.
- The Early Retirement Plan available for Fiscal Year 2016 will be in effect through January 6, 2016, at such time thereafter all provisions of the plan shall be rescinded.
- To take advantage of the early retirement incentives offered by this plan, a qualified employee must have attained the age of 55 by June 30, 2016, have worked the most recent 10 (ten) years consecutively at Southeastern Community College by June 30, 2016, and inform the Board of Trustees in writing of his/her intention to retire by January 6, 2016.
- The Early Retirement Incentive Lump-Sum Cash Severance amount shall be 10% of the final contracted salary (annualized if partial year) and 1% of the final contracted salary for each additional year of service (as of retirement date) in excess of 10 years.

During discussion, Trustee Fife-LaFrenz proposed that Section II be changed from “. . . and must normally report to work in a location within the SCC property tax authority district” to the following wording: “. . . and must normally report to work in a location within Merged Area XVI.” It was noted that the intent of the revision is to exclude SCC employees who do not work within SCC’s district, e.g. IMPACC Risk Manager and/or Iowa Community College Online Consortium employees.

Vice President Carr reported that a detailed fund balance analysis was conducted to determine how it will be effected by retirements in the future given the college’s current level of property tax revenues. Scenarios of increasing the levy by one or two cents over time were also analyzed to predict how this could improve the current negative fund balance.

Trustee Hillyard moved to approve the Voluntary Early Retirement Plan with the revision as noted in Section II outlined in the foregoing paragraph as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.3 First Amendment to Preliminary Industrial New Jobs Training Agreement – Shearer’s Foods, LLC

CBIZ Operations and Economic Development Coordinator Brenda Rubey reported that the Preliminary Industrial New Jobs Training Agreement for Shearer’s Foods, LLC, requires a first amendment to provide for an extension of time in order to attain their final agreement.

Trustee Fife-LaFrenz moved to approve the First Amendment to Preliminary Industrial New Jobs Training Agreement for Shearer’s Foods, LLC. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.4 Proposed Revisions to Board Policy #101 – Statement of Guiding Principles & Educational Philosophy

President Ash reported that in preparation for the upcoming Department of Education Interim Accreditation visit, it was noted that an item to be reviewed will be the college’s statement in support of the ADA compliance. Although Board Policy #101 mentions that the college supports the educational pursuits of disabled students, it does not specifically cite the federal law. President Ash reviewed the proposed revisions which make it clear that the Board of Trustees supports ADA compliance.

President Ash reported that a review of all Board Policies and Administrative Guidelines will be conducted in the near future.

Trustee Hillyard moved to approve the proposed revisions to Board Policy #101 and to waive the second and third readings. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Lease and Purchase Agreements for Student Residence Halls

Vice President of Administrative Services Carr referred the Trustees to a memorandum dated November 6, 2015, regarding SCC Land Leases and Purchase Agreement for Millennium Hall in connection with negotiations between Campus Community Developers (CCD) and SCC. He reviewed information for the land leases, location of the new towers, and a separate lease for Millennium Hall.

- Term of land lease – 20 years beginning in 2016 with an additional option to renew for 20 years, then 10 years bring term of lease to 2066 (50 year lease). At the end of the 50-year lease, the property and land revert back to SCC at no cost
- The architect plans require approval by SCC
- Substantial design changes after initial approval will require approval by SCC
- Order of priority by CCD regarding residents for new leased tower property:
 1. Full-time SCC students
 2. Part-time SCC students
 3. SCC employees
- Order of priority by CCD regarding residents for Millennium Hall:
 - Same as above 1, 2, and 3
 4. Non SCC students/employees

- SCC has the right to approve non-SCC students
- SCC to enter into contract with the students (i.e., student remains contracted with SCC and not with CCD)
- CCD is the exclusive provider of residence halls/retail food service on SCC property. However, if SCC determines that an additional residence hall is needed, SCC will give first right to CCD to build, otherwise, SCC may build additional residence hall. SCC also reserves the right to bring other food service, if CCD does not provide.
 - CCD's food service plan will provide for nutritious, well-balanced meals that contain versatile and a variety of food offerings. The food service plan shall be comprehensive, including the entirety of SCC's West Burlington Campus.
- SCC may farm unused lease land.
- Right of First Refusal – SCC shall have option to match purchase price of any potential buyer of the land lease and residence halls.

Vice President Carr reported that the proposed closing date for the purchase agreement for Millennium Hall is on or before June 2, 2016, with a purchase price of \$743,519 which represents the outstanding principal on June 2, 2016 of \$617,745 and the latest US Bank Revenue Bond pre-payment penalty estimate of \$125,774.

Vice President Carr referred to an aerial photo map of SCC's existing campus which included notations for the proposed sites for the first, second, and third student residence hall towers. Stars noted on the drawing represent the land CCD will lease adjacent to the towers and to Millennium Hall. If this land is not developed by CCD within 13 years, SCC reserves the right to build on the land. Vice President Carr reported that Millennium Hall may be designated as housing for married students in the future.

Vice President Carr reported that CCD will request Tax Increment Financing (TIF) for the tower project at the November 18 West Burlington City Council meeting. A special Board of Trustees meeting may be required for final approval of land lease/purchase agreements.

President Ash reported that it is anticipated that negotiations on the final aspects of the project will be completed soon. CCD hopes to have the first tower's foundation completed before winter.

4.2 Strategic Plan Update

President Ash reported that the college's current Strategic Plan will end in 2016. Planning will begin for development of the new Strategic Plan in January 2016. Focus group meetings will be held to determine general concepts based on current issues and challenges.

4.3 President's Report

President Ash reviewed the following items from his written President's Report:

MEETINGS:**Internal**

- **Major Gifts Campaign**

- Meetings with Becky and Armistead Group consultant re: campaign progress
- Plan to complete our work with Armistead Group this December
- Had lunch with former Board of Trustee member – George Rogerson – helped with a major gift from his church

(NOTE: Trustee Heland left the meeting at 7:53 p.m. and returned at 7:58 p.m.)

(NOTE: Trustee Fife-LaFrenz left the meeting at 7:54 p.m. and returned at 7:57 p.m.)

- **College Personnel**

- Met with Dr. Hedger and Brian McAtee
- Met with Keokuk faculty and staff – re-use of Building 500
- Met with Dr. Hedger and Beth Oldfield
- Met with Dr. Richardson and Ramona Linville about Professional Development program with outside guest speaker

- **Department of Education Accreditation Visit planning**

- Met with Jan Wolbers regarding planning for the visit
- Critical visit – State Accreditation
 - Numerous elements – nearly two days on campus
 - Material required for visit will be uploaded for the State by Nov 11th

- **Title IX Safety/Security**

- Met with Michelle and Joan
- Met with Michelle and Tina
- On-line Training is now available to faculty, staff and students
- Board of Trustees will be trained as well

- **Board of Trustees**

- ACCT Conference in San Diego, Oct. 14 – 16, with Moudy & Sharon, Janet & Charlie, and Jeff & Cindy
- Met with Lanny for discussion on a special request
- Met with Moudy regarding Board agenda

External

- Numerous discussions, meetings, emails regarding SARA and what the administrative rules should look like
- Met with Representative Dennis Cohoon
- Met with Senator Tom Courtney
- Met with Representative Tom Sands
- Met with Senator Rich Taylor

President Ash referred to two items in the Trustees' Board folders:

- Photo of the Board of Trustees from several years ago
- A list entitled "Ten Painless Ways Trustees can Help Raise Funds"

4.4 Monthly Financial Report

Vice President Carr presented the financial statements for month ending October 31, 2015. He reported that property tax revenue is at an expected level but that tuition revenue compared to last year is decreased due to spring semester enrollment beginning on November 2 which is somewhat later than last year. Tuition revenue is \$600,000 below budgeted figures. Vice President Carr reported that a committee of employees continues to collaborate on operating budget solutions.

4.5 Facilities Update

Vice President Carr reported that a new 100 KW generator was installed recently for the ICN equipment. He also stated that the new Health Professions building is progressing with the contractors working diligently to enclose the building before winter. Brick work has begun and will continue through the winter. The sanitation and water mains were recently installed. The substantial completion date is April 29.

Vice President Carr reported that the interior remodeling project for the West Burlington Campus Building 100 is 99.9 percent complete with only two minor punch list items remaining. It is anticipated that at the next Board meeting a resolution for final acceptance of this project will be presented for approval.

Vice President Carr referred to a timeline for the construction of the Industrial Maintenance Building at Keokuk Campus. He indicated that a special Board meeting to approve plans and specifications may be required. The anticipated timeframe is that bids will be submitted by mid-January 2016 and that construction could start as early as March. S.E. Iowa Regional Planning Commission and SCC Project Consultant David Metzger will assist with bid process.

Chair Nabulsi complimented the remodeling work completed at the West Burlington Campus and the October 4 Open House showcasing the work.

5.0 Future Meetings

Chairperson Nabulsi reviewed the list of future meetings. It was noted that Trustee Fife-LaFrenz will represent SCC at the December 3 and 4 IACCT meetings in Des Moines since Chair Nabulsi is not available to attend.

6.0 Adjournment

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

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". The signature is written in black ink on a white background.

Sherry Zeller
Board Secretary
December 14, 2015