



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, October 10, 2016

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, Chuck Chrisman, Becky Rump, Jeff Ebbing, Jan Wolbers, Tina Young, Adam Raub, and Sabrina Pidgeon.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Art Instructor John Bybee reported that SCC hosted 100+ individuals at the Art Educators of Iowa conference on the West Burlington Campus. He expressed appreciation to the college's Maintenance Department staff for their help with room set-up for the art instruction demonstrations which were held on campus. Instructor Bybee reported that he hosted the conference participants at his home for a bar-b-que which was followed by art demonstrations and hands-on sessions. He indicated that he received very positive feedback from the conference participants. Trustee Prellwitz expressed appreciation for the faculty and staff who presented and organized the conference.

1.3.2 Administration

President Ash reported that Director of Marketing and Communications Jeff Ebbing recently attended the National Council for Marketing and Public Relations (NCMPR) District conference in Kansas City. SCC's entries in the conference's district competitions won two gold, two silver, and three bronze awards. President Ash expressed appreciation to SCC's Marketing/Communications Assistant for Graphic Production Kim Tracy who is also responsible for some of the award winning marketing pieces.

Director Ebbing reported that NCMPR is affiliated with the American Association of Community Colleges and focuses on marketing and public relations. He indicated that he submits some of SCC's best work at the annual district conference. Director Ebbing

displayed and explained the marketing piece, social media materials, and the series of radio ads which won district awards. He noted that SCC competes with colleges in Iowa, Minnesota, Missouri, and other Midwest states for the district awards. Many of these colleges have much larger marketing departments and larger budgets for promotional initiatives. President Ash shared a copy of one of Director Ebbing's poster pieces and expressed appreciation to him and Kim Tracy for their work.

1.3.3 Board

Chair Nabulsi asked that meeting participants observe a moment of silence for Edward Schiefer who recently passed away. He noted that in addition to the positions he held during his employment at SCC that he also served as interim president in the late 1990s.

Trustee Heland expressed appreciation to Art Instructor John Bybee for hosting the Art Instructors of Iowa at his home and for the art classes he provides at President Ash's home as a fundraiser for the SCC Foundation. He noted that he attended a session at the ACCT Conference in New Orleans that focused on an event that was similar to what Instructor Bybee organized.

Trustees Fife-LaFrenz and Heland and Chair Nabulsi reported on the sessions they attended at the recent ACCT Conference in New Orleans. The conference focused on workforce development, enrollment, remediation, improving the default rate, and challenging the community college trustees to lead with intent.

Trustee Fife-LaFrenz expressed appreciation for the recent Board Retreat. She reported that she and Trustees Prellwitz and Nabulsi attended the solar energy recognition event at Steffensmeier Welding.

Chair Nabulsi reported that he serves as SCC's voting delegate for the ACCT Board elections. He noted that 85 trustees and presidents from Iowa community colleges attended the conference. Chair Nabulsi indicated that he attended a session at the conference on transition planning for the Board of Trustees and recommended that this be discussed at the next Board Retreat. He also noted the importance of Iowa trustees serving on ACCT Association Boards and stated that Trustees Heland and Fife-LaFrenz have applied for positions on these Boards.

1.4 Iowa Association of Community College Trustees Report

Chair Nabulsi reported that the IACCT Board of Directors did not meet this month. The next meeting is scheduled for October 20. He distributed copies of the 2016 Tuition Report published by the Iowa Department of Education.

Chair Nabulsi reminded the Trustees about the IACCT Leadership Conference scheduled for November 4 in Des Moines. He recommended that two SCC Trustees should attend the conference. Board Secretary Zeller will handle the conference registrations.

Chair Nabulsi reminded the Trustees about the importance of their attendance at the ACCT National Legislative Conference in Washington, DC, in February 2017.

2.0 World Changing – Changing Our Thinking

President Ash introduced SCC's Interim Dean of Academic Planning & Institutional Effectiveness Jan Wolbers and noted that she is SCC's accreditation liaison with the

Higher Learning Commission (HLC). Interim Dean Wolbers reported that the college receives its accreditation through the AQIP process which is on an eight-year cycle. Since SCC is in its sixth year of its eight-year cycle, significant work will be done during the next two years to assure that the college will continue its reaffirmation of accreditation. SCC's Systems Portfolio is due in June 2017. This 125-page document contains responses to questions about how SCC addresses initiatives required by the six AQIP categories:

- Helping students learn
- Meeting student and other stakeholder needs
- Valuing employees
- Planning and leading
- Knowledge management and resource stewardship
- Quality overview

Each portfolio question has three categories: process, results, and improvement. SCC's system portfolio will be reviewed for stages of maturity: reacting, systematic, aligned, or integrated (best). Interim Dean Wolbers explained that once the HLC peer review team assigned to SCC's system portfolio review comes to consensus on each question, the team will write a systems appraisal report.

SCC is scheduled to have its comprehensive quality review in 2018-2019. Three to seven peer reviewers will be on-site for at least two days. Preparation for this visit by SCC staff will be extensive.

Interim Dean Wolbers reported that she has been accepted to be an HLC peer reviewer and that she will participate in a full peer review visit in March 2017. This will provide her with insight for SCC's upcoming accreditation requirements. Interim Dean Wolbers noted that a representative from the HLC will provide a session at SCC's February 2017 Professional Development Day.

3.0 Reorganization of the Board

3.1 Adjourn Sine Die

Trustee Hillyard moved that the Board meeting adjourn sine die. Trustee Fife-LaFrenz seconded. Motion carried.

3.2 Call to Order and Roll Call by Secretary to the Board

Board Secretary Sherry Zeller reconvened the meeting. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Jeff Heland, Lanny Hillyard, and Chris Prellwitz were present.

3.3 Organization of the Board

3.3.1 Election of Board Chair

Board Secretary Zeller announced the first order of business in the board organization is the election of the Board Chair, and as soon as the Board Chair is elected, the gavel will be turned over to that person.

Trustee Janet nominated Jeff Heland for Board Chair. Trustee Prellwitz seconded.

Trustee Nabulsi moved that nominations cease. Trustee Fife-LaFrenz seconded. Motion carried.

Since Jeff Heland was the only nominee for the position of Board Chair, Board Secretary Zeller asked for a voice vote for those in favor of Jeff Heland assuming the position of Board Chair. All trustees were recorded as voting yes. Jeff Heland assumed the position of Board Chair.

3.3.2 Election of Board Vice Chairperson

Moudy nominated Chris Prellwitz for Board Vice Chair.

Trustee Hillyard moved that nominations cease. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

Since Chris Prellwitz was the only nominee for the position of Board Vice Chair, Chair Heland asked for a voice vote for those in favor of Chris Prellwitz assuming the position of Board Vice Chair. All trustees were recorded as voting yes. Chris Prellwitz assumed the position of Board Vice Chair.

3.3.3 Appointment of Secretary

Trustee Hillyard moved that Sherry Zeller be appointed Board Secretary. Trustee Prellwitz seconded. Motion carried.

3.3.4 Appointment of Treasurer

Trustee Fife-LaFrenz moved that Kevin Carr be appointed Board Treasurer. Trustee Nabulsi seconded. Motion carried.

3.3.5 Appointment of College County Fair Service Agency Board

Trustee Fife-LaFrenz moved that Lanny Hillyard, Jeff Heland, and Dr. Michael Ash be appointed as representatives to the College-County Fair Service Agency Board, and that Chris Prellwitz, Moudy Nabulsi, and Janet Fife-LaFrenz be appointed as alternates. Trustee Prellwitz seconded. Motion carried.

3.3.6 Appointment of Iowa Association of Community College Trustees Representative and Alternate

Trustee Prellwitz moved that Moudy Nabulsi be appointed the Iowa Association of Community College Trustees (IACCT) Representative. Trustee Hillyard seconded. Motion carried.

Trustee Hillyard moved that Janet Fife-LaFrenz be appointed as the IACCT Alternate. Trustee Nabulsi seconded. Motion carried.

3.3.7 Resolution on Signatures for Depositories

Board Treasurer Carr recommended approval of a Resolution on Signatures for Depositories containing revisions required as a result of the Board reorganization. He stated that the names of the Board Chair and the Board Vice Chair elected at the meeting will be inserted in the appropriate places in the document.

Trustee Nabulsi moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Fife-LaFrenz seconded. Motion carried.

4.0 Action Items

4.1 Approval of Consent Agenda

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

4.2 Appointment of Lead Negotiators

President Ash recommended that Consultant Dick Springsteen and Vice President of Administrative Services Kevin Carr serve as co-lead negotiators.

Trustee Prellwitz moved to approve the co-lead negotiators as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

4.3 Indoor Sports Complex – Land Swap Concept

President Ash reported that he had met earlier with each of the Trustees regarding the details of the proposed Land Swap Concept between SCC and the College County Fair Service Agency (CCFSA) necessitated by the proposed construction of the Indoor Sports Complex. He explained that the CCFSA is organized under a 28E agreement and its membership consists of the college, Des Moines County, and the Des Moines County Fair Association. President Ash referred to a GIS map of the Fairgrounds, the Loren Walker Arena, and other rooms at the college which the CCFSA oversees. He stated that in preparation for construction of the proposed Indoor Sports Complex consideration has been given to three possibilities for trading land owned by SCC for the land owned by CCFSA which is the proposed location for the proposed Indoor Sports Complex:

- SCC would trade the land where the campground is located;
- SCC would trade approximately 4.5 acres located to the southwest of the Fairgrounds; or
- SCC would trade both of the land parcels named above.

Following discussion on the three possibilities for the land trade, President Ash asked the Trustees to make their decision based on the best interests of the college. Trustee Prellwitz indicated that each of the proposed land trade options would provide the CCFSA with more land than what they would be losing. She stated that she was not in favor of trading both parcels. Trustee Hillyard noted that his first choice would be to trade both parcels but that he would agree with trading only the parcel to the southwest of the Fairgrounds if this was the direction the Board wished to take. He felt that the parcel southwest of the Fairgrounds would be important to the Fair Association and that it could be developed by them for additional Fair activities in the future. Chair Heland and Trustees Nabulsi and Fife-LaFrenz were in favor of trading the parcel southwest of the Fairgrounds. Trustee Fife-LaFrenz noted that it is important to keep the relationship provided by the 28E agreement in a positive light. She indicated that the new road adjacent to the land parcel southwest of the Fairgrounds should be advantageous during future Fairs.

Trustee Hillyard moved to approve trading land (in connection with the proposed indoor sports complex) currently owned by the college located to the west of the fairgrounds encompassed by a dirt road on the east, Arena Drive on the south and an unnamed paved

road on the north and west for the land currently owned by the College County Fair Service Agency located to the west of the Loren Walker Arena encompassed by Arena Drive on the south, the Loren Walker Arena on the east, the edge of the parking lot near the hoops buildings on the west, and connecting to existing college property to be legally described through a land survey. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.4 New Board Policy on Academic Freedom – Third Reading

Vice President of Academic Affairs Dr. Carole Richardson reported that a committee comprised of faculty have reviewed the proposed new Board Policy on Academic Freedom. She noted that during the first two readings of the Board Policy, the Trustees expressed concern with some of the proposed wording. Vice President Richardson reported that the faculty committee has met and came to a unanimous conclusion to strike the word “appropriate” in the following sentence: “SCC supports the employees’ and students’ freedom of speech, free of censorship so long as these opinions are not speaking for the institution and exercise appropriate restraint and respect for the opinions of others.”

Trustee Fife-LaFrenz stated that the Board’s discussion at this meeting is the second reading, not the third reading as stated on the meeting agenda since the second time the Board Policy was presented to the Trustees it was not voted on due to insufficient information.

Trustee Fife-LaFrenz moved to approve the new Board Policy on Academic Freedom as presented and to waive the third reading. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

5.0 Accountability

5.1 Agriculture Program Update

Vice President of Academic Affairs Dr. Carole Richardson and Interim Dean of Career & Technical Education Susan Dunek reported that the focus of SCC’s Agriculture program is expanding its course offerings to include the areas of Modern Food Production and Agriculture and the Environment due to conversations with Agriculture faculty members Adam Raub and Sabrina Pidgeon during the program review process. Student learning outcomes have been developed for the Agriculture program which have led to a much more interesting program. Instructor Pidgeon referred to a spreadsheet showing outcomes required for a student to attain a certificate or a diploma in the new Modern Food Production program track and also for completion of the Associate of Applied Science Degree.

Trustee Hillyard expressed appreciation for Instructors Raub and Pidgeon’s enthusiasm for their program which positively effects the number of students who might be interested in enrolling.

5.2 Board of Trustees’ FY 2017 Goals

Board Chair Heland led discussion regarding the Board of Trustees’ FY 2017 goals. The following items were noted as possible goals:

- Develop a succession plan
- Hold quarterly morning sessions/mini retreats to discuss areas needing additional discussion/explanation

- Hold Board retreat on a Saturday morning from 9 – noon
 - Half of the meeting for presentations by administration
 - Half of the meeting for Board discussion on issues
- 100% involvement by all SCC Trustees in the annual IACCT Retreat
- Discuss areas for improvement as noted in the Board Self-Assessment Survey responses
 - Goals should be measurable

There was consensus by the Trustees that the next Board Retreat should be scheduled for December 3, 9 a.m. – noon. Further discussion will be held during the Retreat about the Board's goals.

5.3 President's Report

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

MEETINGS/ACTIVITIES:

Internal

- **College Personnel**
 - Becky Rump will be honored as the 2017 Girls Scouts of Eastern Iowa and Western Illinois "Woman of Distinction"
 - Employee forums regarding PACE Survey Results at West Burlington and Keokuk Campuses
 - Planning meeting with Professional Development Day Committee for future events
 - We were awarded a new state grant for the Work-Based Learning Specialist- Vocational Rehabilitation
- **Programs**
 - Witnessed the official birth of Sim Baby "Grace" at New Health Professions Building

Upcoming Events

- October 27, 5:30 p.m. – Building the Dream Donor event at new Health Professions Building
- October 28, 4:30 p.m. – Ribbon Cutting/Open House event at new Health Professions Building

President Ash expressed appreciation to Interim Dean of Health/Director of Nursing Kristi Schroder for the recent re-accreditation of the college's Nursing program.

President Ash reported that Executive Director for Institutional Advancement Becky Rump will be honored by the Girl Scouts of Eastern Iowa and Western Illinois as the 2017 Woman of Distinction at an event in May 2016.

President Ash reported that he has been meeting with area legislators regarding the 2017 legislative platform for community colleges of Iowa.

5.4 Enrollment Update

President Ash showed a PowerPoint presentation that included the following information:

- 2016 summer semester head count was increased 4.8% and credit hours were increased 2.8% compared to last year
- 2016 fall semester head count was increased 10.4% and credit hours were increased 1.8% compared to last year

President Ash expressed appreciation to staff and faculty for their efforts that contributed to the recent enrollment increase. He noted that the Health programs' fall enrollment have increased 20% compared to last year.

5.5 Financial Report

Vice President Carr presented the financial statements for month ending September 30, 2016. He reported that tuition revenue is in line with the amount budgeted and is much improved compared to last year at this time. Vice President Carr noted that \$400,000 of ACE funding has been received from the State of Iowa for 2017.

5.6 Facilities Update

Vice President Carr reported that plans, specifications, and budget figures for the new Hall of Science building will be presented for the Trustees' approval at the November Board meeting. The current timeline for the project is that construction bids will be due on December 15. Work on budget figures for furniture and technology for the building is underway. Science faculty have given their input to determine the details needed for classroom instruction.

Construction Consultant Dave Metzger reported on construction of the Keokuk Campus Industrial Maintenance Technology building. He indicated that although the general contractor believes substantial completion on the project will be in mid-January, he believes a more realistic completion date will be in mid-March.

Construction Consultant Dave Metzger reported that the pods are all in place for the new Blackhawk Tower on the West Burlington Campus. Exterior masonry work, heating/ventilation/air conditioning, plumbing, and electrical work is underway. The contractor anticipates that students will be able to move into the building in late November.

Construction Consultant Dave Metzger reported that many of the punch list items for the West Burlington Campus Health Professions Building West Burlington are complete with work yet to be done with grading to reduce drainage issues and replacement of dented metal panels.

6.0 Future Meetings

Chairperson Heland reviewed the list of future meetings. It was noted that the IACCT Leadership Conference scheduled for November 4, 2016, in Des Moines was omitted from the list of future meetings.

7.0 Adjournment

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

The meeting adjourned at 7:39 p.m.

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

A handwritten signature in black ink that reads "Sherry Zeller". The signature is written in a cursive style with a large initial 'S' and 'Z'.

Sherry Zeller
Board Secretary