



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, September 11, 2017

5:00 p.m.

Keokuk Campus

Room 312

Meeting Minutes

1.0 Routine Items

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

Board Chair Heland called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Lanny Hillyard, Chris Prellwitz, and Jeff Heland were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Becky Rump, Chuck Chrisman, Teresa Garcia, Michelle Randall, Kari Bevans, Joan Williams, Dr. Carole Richardson, Dr. Don Weiss, and Susan Dunek.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Art Professor Suzanne Messer expressed appreciation for the Trustees holding their meeting at the Keokuk Campus. She reported on a number of events held recently at the Campus.

1.3.2 Administration

Executive Director for Institutional Advancement Rump encouraged everyone to vote for the Six Cent Levy at the upcoming school board election. She reported that President Ash and Trustee Nabulsi walked in the Fort Madison Rodeo Parade to make the public aware of the upcoming Levy vote.

Nursing Professor Deanna Kline reported that the Nursing Program at Keokuk Campus is having a phenomenal year with a cohort of extremely conscientious and professional students. She noted that the Keokuk and Fort Madison Hospitals and Lexington Square have given tremendous support to the program. A student field trip is planned to the University of Iowa Hospitals.

1.3.3 Board

Trustee Fife-LaFrenz reported that she represented SCC at the Labor Day Parade in Keokuk.

Trustee Hillyard reported that the SCC/CCFSA Land Exchange was approved at a CCFSA meeting.

Trustee Prellwitz reported that she participated in Greater Burlington Area Sports Facilities meetings and a radio show in Mt. Pleasant with President Ash which promoted the Six Cent Levy vote.

Chair Heland reported that he attended a local Labor Conference and encouraged attendees to support the Six Cent Levy.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on September 7. He noted that the results of the IACCT audit were reviewed, a presentation on marketing and social media was given, the state of Iowa's economy was discussed, and the community college lobbyists reported. Trustee Nabulsi noted that a Trustee Leadership Conference will be held at the IACCT office on November 3 and encouraged the next SCC Board Chair and Vice Chair to attend. Trustee Nabulsi reviewed and distributed a number of documents from the recent IACCT Board meeting and ACCT.

2.0 World Changing – Changing Our Thinking

Tour of Industrial Technologies Training Center and Auto Tech Program

A tour of the new Keokuk Campus Automotive Technology Lab was led by Dean of Career and Technical Education Susan Dunek, Assistant Professor for Automotive Technology Wes Carpenter, and Automotive Technology Instructor Tim Hunter. President Ash explained that the remodeled space was previously occupied by the Maintenance Department. Assistant Professor Carpenter gave a PowerPoint presentation which focused on the Jumpstart classes for high school students, enrollment in the program, and the job placement rate.

A tour of the new Keokuk Campus Industrial Technology Training Center was led by Instructor Jason Radel. He noted that 41 students are enrolled in the Industrial Technology program.

3.1 Approval of Consent Agenda

1. Approval of Minutes for the August 14, 2017, Regular Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
None to present.
4. Employment Contracts

Name	Title	Contract Period
Beth Ash (New)	Education Program Coordinator (.50 FTE)	September 15, 2017 – June 30, 2018
Victoria Kiger (Replacement)	AEL Instructor (.80 FTE)	August 17, 2017 – June 30, 2018

5. Gift

- a. Donation of two lifts with mezzanine and rails to the Auto Collision Program by Shottenkirk Superstore, West Burlington.

Trustee Prellwitz moved to approve the Consent Agenda items. Trustee Hillyard seconded. During discussion, President Ash noted that the Education Program Coordinator position hiring process followed the same protocol as any other position at the college.

Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

3.2 Exchange of Real Estate (Southeastern Community College/College County Fair Service Agency)

3.2.1 Public Hearing on the Resolution Authorizing Exchange of Real Estate (Southeastern Community College/College County Fair Service Agency)

Trustee Hillyard moved that the public hearing on the Resolution Authorizing Exchange of Real Estate be opened. Trustee Nabulsi seconded. The motion passed with all trustees recorded as voting aye. Board Chair Heland asked if there were any comments from the public. There were none. Board Chair Heland asked if any written comments had been received. Board Secretary Zeller indicated none had been received. Trustee Nabulsi moved that the public hearing be closed. Trustee Fife-LaFrenz seconded the motion. The motion carried with all trustees recorded as voting aye.

3.2.2 Resolution Authorizing Exchange of Real Estate (Southeastern Community College/College County Fair Service Agency)

President Ash reported that although the Board of Trustees approved the land exchange between SCC and the College County Fair Service Agency at the October 10, 2016, Board of Trustees meeting, an attorney was engaged by the college after the land survey and the legal descriptions for the two parcels of land were completed in order to complete the legal aspects of the transaction. The College County Fair Service Agency also engaged an attorney to represent their interests in the matter.

President Ash referred to a survey plat prepared by the land surveyors depicting Parcels K and J. In order to legally transfer the parcels, approval by the Trustees of the proposed Resolution Authorizing Exchange of Real Estate is required. The same process will be conducted by the College County Fair Service Agency. A Land Exchange Agreement, which has been reviewed and approved by attorneys for both entities, will be signed by President Ash on behalf of the college and Lanny Hillyard on behalf of the College County Fair Service Agency.

Trustee Fife-LaFrenz moved to approve the Resolution Authorizing Exchange of Real Estate as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Voluntary Early Retirement Plan FY18

Vice President of Administrative Services Carr presented the proposed Voluntary Early Retirement Plan for FY18. He reported that the conditions of the plan are somewhat the same as the plan offered for FY17:

- Employees must have worked the most recent 10 years consecutively at SCC and be age 55 by June 30, 2018, to qualify for the plan.
- A provision has been added to allow for special situations to accommodate an employee with administration's approval who wishes to retire prior to or after June 30.

The following incentives are offered with the Plan:

- A lump sum cash severance amount of 10% of the final contracted salary and 1% of the final contracted salary for each additional year of service in excess of 10 years.
- The employee's single \$500 deductible health insurance premium cost for FY 18 shall be paid on a monthly basis until the retired employee becomes Medicare eligible or until their death.

Vice President Carr noted that 56 employees are eligible for the Plan.

Trustee Nabulsi moved to approve the Voluntary Early Retirement Plan for FY18. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.1 Review Board Self-Assessment Survey

Chair Heland led a brief discussion on the Board Self-Assessment Survey. There was general consensus among the Trustees that the Survey should be reviewed during the Board's upcoming Retreat. It was also noted that the Trustees will evaluate the progress made on last year's goals and to develop at least three goals for next year at the Retreat.

4.2 President's Report

President Ash gave a detailed overview of the hiring process for the new part-time Education Program Coordinator position which was approved as part of the Consent Agenda earlier in this Board meeting. He reported Vice President Richardson wrote the job description, the position was approved by the President's Executive Council, and it was advertised in the local newspaper and on the SCC website. The position search was led by the Dean for Academic Affairs, Dr. Chris Sedlack. Interviews were conducted and the best candidate, Beth Ash, was selected due to her previous related experience. The Trustees had no further questions or concerns about the matter.

President Ash reviewed a written report of his activities during the past month focusing on alternative funding, Last Dollar Scholarship, PACE/GAP funding, and possible de-appropriations for the current fiscal year.

4.3 FY 2017 Year-End Financial Reports

Vice President Carr referred to a memorandum listing financial highlights from FY 2017 and reported the following:

- Total revenue for FY 2017 was \$20,468,000
 - IT Operating Equipment Purchase Insurance (OEPI) operating revenue was \$250,000 which comes from property taxes
 - Primary revenue tuition accounts including PACE, excluding high school concurrent enrollment and STEP, were \$8,119,000 (\$120,000 above budget)
 - High school PACE revenue included above was \$299,000
 - State General Aid was on budget at \$8,409,000 (\$200,000 under budget related to the state de-appropriation)
 - Property Taxes were approximately at budget at \$773,000
 - High School Concurrent Enrollment Net Revenue was \$174,000 (not including PACE)
- Total expense for FY 2017 was \$20,521,000
 - Human Resources staffing was over budget \$115,000
 - West Burlington Campus utilities was \$70,000 under budget
- The ending fund balance is \$1,918,000 representing 9% of estimated FY 2018 operating expenses. The general fund balance decreased \$52,000.

4.4 Year-End Enrollment Reports

Vice President of Enrollment Services Joan Williams gave a PowerPoint presentation on Fiscal Year Credit Enrollment Trends. The following details were noted:

- Credit FTE increased 2.5% from FY 2016 to FY 2017
- Credit students took an average of 13.9 credit hours in FY 2017 which is the same as FY 2016.
- Over the past five years, the number of high school students enrolled has increased 36%.
- In FY 2017, 1,053 (unduplicated) students enrolled exclusively in online courses

- As a result of the Iowa Department of Education's Equity visit last year, additional gender identity options will be added to the college's enrollment application form.
- The median age of FY 2017 students is 22 years.

4.5 Monthly Financial Report

Vice President Carr reviewed the financial statements for period ending August 31, 2017. He reported that the President's Executive Council will meet next week to talk about primary tuition account budgets. Salary and benefits expenses are decreased 1.6% compared to last year at this time due to unfilled positions.

4.6 Facilities Update

Vice President of Administrative Services Carr reported on the following:

- The chiller installation is complete at the Keokuk Campus; the energy rebate for the equipment was \$16,000.
- Repainting the roof at Keokuk Campus is being contemplated. Paint color samples will be tested in the near future.
- The brick work on the West Burlington Campus Hall of Sciences is nearly complete which puts that part of the project one month ahead of schedule; the ductwork is nearly complete and the electrical conduit is being run. Some change orders were required to address elevation and drainage issues.
- The West Burlington Campus loop road is complete except for the remaining 30 feet.
- The West Burlington Campus Student Success Center remodeling will be complete by the end of the week with staff planning to move into the area early next week.

5.0 Future Meetings

Chair Heland reviewed the list of future meetings. Possible dates for a future Board Retreat were discussed.

6.0 Adjournment

Trustee Hillyard moved that the meeting be adjourned at 7:55 p.m. Trustee Nabulsi seconded. Motion carried.

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



Sherry Zeller
Board Secretary