



Regular Meeting of the Board of Trustees  
Monday, April 9, 2018  
5:00 p.m.  
1500 West Agency Road, West Burlington, Iowa  
Board Room (Room #AD-1)

## **1.0 Routine Items**

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

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

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

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

## **1.3 Communications**

### **1.3.1 Audience**

SCC Phi Theta Kappa (PTK) chapter members Peggy Wunderlich and Mallory Lafary and PTK Advisor/Biology Professor Cathy Ziglar reported that SCC's PTK chapter nominated President Ash for the Shirley B. Gordon Award. The students announced that their nomination was successful in earning the Award for President Ash and they shared some of the content from the nomination. Professor Ziglar noted that Peggy Wunderlich was recently elected as President of the Iowa Regional PTK Board of Directors.

### **1.3.2 Administration**

Executive Director for Institutional Advancement Becky Rump reported that the SCC Foundation annual fundraiser, Great Tastes, will be held on April 13.

### **1.3.3 Board**

Trustee Fife-LaFrenz reported that she attended an Iowa Workforce Development (IWD) meeting wherein discussion focused on realignment maps drawn by the State Board which provides for anywhere from 2 to 8 regions within the state. Representatives from the County Boards of Supervisors are meeting to develop a unified response to the State Board regarding the proposed maps to protect the one-stop locations throughout the state. Further information will be available after the June 8 IWD meeting in Des Moines.

Jeff Heland attended an event entitled "Tales from Our Night Class" wherein SCC Learning Resources Coordinator Susan Reid assisted West Burlington High School students with some remedial activities and West Burlington High School Instructor/Bridges Out of Poverty trainer Vern Reed gave a presentation with a number of students who wrote stories about their

experiences with life and education. Trustee Heland noted that President Ash and SCC have been very supportive of the Bridges Out of Poverty program.

Trustee Heland reported that he attended the Job Fair for students at SCC’s Health Professions Center last week. He noted that there was a large number of area health employers present for the event.

Trustee Nabulsi reported that he attended the recent Department of Education’s Community College Council meeting which focused on an accreditation review for Southwestern Community College, the Department of Education’s Joint Enrollment Report, and Outcomes Report.

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

Trustee Nabulsi reported that the recent IACCT meeting focused on the successful outcomes of the 2018 legislative session due to advocacy of the community college presidents, trustees, and lobbyists. He stated that IACCT Board Member Connie Hornbeck has been selected to be the President of ACCT next year. She held a discussion with the IACCT Board members regarding the value of membership in ACCT.

**2.0 World Changing – Changing Our Thinking**

**2.1 Emerging Issues/Future Agenda Items**

Board Chair Prellwitz recommended that a Board Work Session be scheduled in June. She recommended that a topic for discussion at this meeting should be a review of the Board’s Self-Assessment Survey form.

**2.2 SCC Business Club student awards at State Competition**

Assistant Professor for the Administrative Assistant Program Trisha Hopper introduced Peter Joy who reviewed several awards he won at the State Business Club competition. He expressed appreciation to the Board of Trustees for their support of students attending competitions. Assistant Professor Hopper reported that two other Business Club students, Harley Jones and Viola McGill, also won state awards and will compete in the national competition in Texas with Peter Joy. Students from SCC’s Computer Club will also travel to the national competition.

**3.1 Approval of Consent Agenda Items**

1. Approval of Minutes for the March 19, 2018, Regular Board meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Mallori Vogelpohl	TRIO SSS Project Advisor	12/01/2014	05/11/2018	Personal
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4. Employment Contracts  
None to report.

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

### **3.2 Industrial New Jobs Training Certificates (2018-1 Multiple Project)**

#### **3.2.1 Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$755,000 Industrial New Jobs Training Certificates**

CBIZ Operations and Economic Development Coordinator Brenda Rubey reported that two actions are required by the Trustees to move forward with the sale of bonds at the May Board meeting for two final INJT Agreements with ContiTech ISA, Inc. and one final INJT Agreement with Keokuk Mills, LLC. She recommended approval of the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$755,000 Industrial New Jobs Training Certificates.

Trustee Nabulsi moved to approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$755,000 Industrial New Jobs Training Certificates. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

#### **3.2.2 Resolution Approving Preliminary Official Statement and Approving Electronic Bidding Procedures**

Trustee Fife-LaFrenz moved to approve the Resolution Approving Preliminary Official Statement and Approving Electronic Bidding Procedures. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Industrial New Jobs Training Preliminary Agreement – Frank Millard & Co., Inc.**

CBIZ Operations and Economic Development Coordinator Brenda Rubey presented a preliminary INJT Agreement for Frank Millard & Co., Inc. She reported that this is a new venture for Frank Millard & Co. consisting of the manufacture of cavitation reactor assemblies which are used to recycle hazardous waste. This INJT project provides for an estimated 47 jobs at approximately \$32 per hour.

Trustee Hillyard moved to approve the Industrial New Jobs Training Preliminary Agreement with Frank Millard & Co., Inc. as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **4.1 Graduation Information**

Registrar Dennis Marino presented information on the dates and locations for the upcoming High School Equivalency Graduation ceremony and the Keokuk Campus and West Burlington Campus commencement ceremonies. He reviewed a memo outlining historical information on the number of awards given over the past six years during commencement as well as the number of individuals who have requested graduation honors for this spring at this point.

Registrar Marino reported that in an effort to improve graduation rates, the following measures are being conducted:

- Reverse credit transfer program is underway wherein students attending four-year colleges who are within one or two credits of completing their degrees at SCC are contacted with information on degree completion.

- The SCC Curriculum Committee has developed certificates for students who are lacking classes to get an Associate's Degree. These students are contacted and provided options for certificate/degree completion.

Discussion was held regarding the declining number of HiSED degrees being awarded. It was noted that the new HiSET test, which was implemented in 2014, is more challenging than the GED test.

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

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information. President Ash presented information on the following items:

- The Ft. Madison Daily Democrat newspaper featured an article about a student who chose to extend her softball playing career at SCC because of the experiences she had at SCC when she was younger.
- An article was featured in SCC's "newspaper in education" program led by SCC Professor of Interactive and Social Media Marketing Carlene Woodside wherein her students write an entire page of SCC articles for publication on a monthly basis.
- A brochure featuring SCC's Music Program and a poster developed by SCC Music Instructor Lori Wilson promoting an SCC student musical production at the Grand Theater and the Capitol Theater.
- An M-Power U PowerPoint presentation developed by SCC Professor of Interactive and Social Media Marketing Carlene Woodside which was presented at the April 4 Iowa Association of Community College Presidents' meeting as a "best practice." M-Power U is the only junior leadership program in the state. Its purpose is to encourage high school students to enroll at SCC.
- A fact sheet from ACCT regarding federal programs for FY 2019.
- Maps depicting a plan for way-finding exterior signs at the Keokuk and West Burlington Campuses. He reported that the sign project will be funded by 20.25 cent levy proceeds.
- An Honor Courtyard consisting of memorial bricks and landscaping will be constructed between the Hall of Sciences and the Health Professions Center.
- Development of a timeline for remodeling of the Nursing and Science classrooms at the Keokuk Campus.

President Ash reviewed lists of Additional Items and Areas of Activity and Involvement Across the College. Discussion was held regarding the college's weather emergency system, progress on hiring a new volleyball coach, the international student program, the Retention Oversight Plan, and the Dropout Detective program. Executive Director for Information Technology Services Chuck Chrisman briefly reported on the Dropout Detective program. There was a recommendation from the Trustees that Dropout Detective and the Retention Oversight Plan be included on the next Board Retreat agenda.

Discussion was held regarding new articulation with the AEA. President Ash reported that Education Programs Coordinator Beth Ash and Executive Dean for Academic Affairs - Assessment, Articulation, and Curriculum Teresa Garcia worked with the AEA to develop certification courses for para-educators with credits that transfer to SCC towards a degree.

#### **4.4 Financial Report**

Vice President of Administrative Services Carr reported on the financial statements for period ending March 31, 2018. His report focused on the following items:

- Tuition/fees revenue is 5% behind budget which is related to the decline in enrollment.
- Property tax revenue is increased due to 5% increase in property valuations.
- De-appropriation of \$21,000 in state general aid for fiscal year 2018.
- Appropriations for fiscal year 2019 have not been finalized by the State.
- SCC's fiscal year 2019 tuition increase is anticipated to be \$4 to \$5 per credit hour.
- Concurrent enrollment rates remain under discussion with the K-12 school districts.

#### **4.5 Facilities Update**

Vice President for Administrative Services Carr reported the following:

- Construction bids for repair work on Witte and Winegard student residence halls are due this week. There is an alternate bid for remodeling the restrooms. Insurance proceeds will pay for the damage repairs.
- The first West Burlington Flea Market was held but attendance was low due to inclement weather.
- Remodeling project for the Human Resources, Finance, and Maintenance offices in Building 100 is complete.
- The Hall of Science project is 85% complete. New furniture is scheduled to arrive in mid-May. Appreciation was expressed for Bi-State Construction's work on the project.
- The wallpaper repair project at Keokuk Campus is complete.
- Landscaping work has begun at the West Burlington and Keokuk Campuses.
- A meeting is scheduled this week with faculty to review the proposed Keokuk Campus remodeling project for the Nursing and Science program areas.
- A review of campus safety improvements was presented:
  - Revised locking door schedule to decrease access.
  - Added ID cards and prox readers.
  - Added 3 panic buttons on campus which can lock down all exterior campus doors.
  - SCC's Supervisor of Campus Safety & Security/Title IX & Equity Coordinator Tina Young is responsible for safety training. The Compliance Committee meets regularly to discuss safety and other state and federal requirements. Additional security cameras will be added to both campuses.

#### **5.0 Future Meetings**

Chair Prellwitz reviewed the list of upcoming meetings. Following discussion, a Board Work Session was scheduled for June 18, 1 – 4 p.m., at the SCC Board Room.

**6.0 Closed Session Pursuant to Section 21.5(1)(i), Code of Iowa/ Evaluation of President**

Trustee Hillyard moved that the Southeastern Community College Board of Trustees conduct its business by closed session as provided by Section 21.5(1)(i) of the Code of Iowa, to evaluate the professional competency of an individual whose appointment and hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Trustee Heland seconded. Motion carried on a 5-0 roll call vote. The closed session began at 6:55 p.m.

Trustee Hillyard moved to end the closed session. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 8:13 p.m.

**7.0 Adjournment**

There was consensus that the meeting be adjourned at 8:15 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 cursive script that reads "Sherry Zeller".

Sherry Zeller  
Board Secretary