



NOTICE OF PUBLIC MEETING

REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, June 12, 2017

5:00 p.m.

Board Room

1500 West Agency Road, West Burlington, Iowa

Tentative Agenda

1.0 Routine Items

- 1.1 Call to Order, Roll Call, and Pledge of Allegiance
- 1.2 Adoption of Formal Agenda

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

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

- 3.1 Audience
- 3.2 Administration
- 3.3 Board
- 3.4 Iowa Association of Community College Trustees Report

4.0 World Changing – Changing Our Thinking

- 4.1 Emerging Issues/Future Agenda Items
- 4.2 Online Transition With SCC's Learning Management Systems (*Chuck Chrisman*)

5.0 Action Items

5.1 Approval of Consent Agenda

(NOTE: All matters listed on the attached Consent Agenda are considered to be Routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.)

5.2 President's Contract

5.3 Tuition Rate

5.4 Service Charges and Fees Schedule

5.5 FY 2018 Operating Budget

5.6 Part-Time Hourly Schedule

5.7 Presentation of Accounts Assigned to Collections/Write-Off

5.8 FY 2018 Iowa Association of Community College Trustees Membership Dues

5.9 Six Cent Instructional Equipment Levy

6.0 Accountability

6.1 Key Performance Indicator #8 – Regional Market Penetration

6.2 President's Report

6.3 Financial Report

6.4 Facilities Update

6.5 Election Update

7.0 Future Meetings

Iowa Association of Community College Trustees (IACCT) meetings:

- Thursday, June 15, at IACCT Board Room
- Thursday, July 20, at IACCT Conference in Davenport
- Thursday, September 7, at IACCT Board Room
- Thursday, October 19, at IACCT Board Room

SCC Board of Trustees meetings:

- Tuesday, June 13, 4:30 p.m. at Keokuk Campus (Ribbon-Cutting Ceremony/Open House for Industrial Maintenance Technology Building)
- Monday, July 10, 5:00 p.m. at Mt Pleasant Center (Regular Board Meeting)
- July 19 – 21, Annual IACCT Conference, hosted by Eastern Iowa Community College in Davenport
- Monday, August 14, at West Burlington Campus Board Room
- Monday, September 11, at Keokuk Campus
- September 25 – 28, ACCT Annual Congress

8.0 Adjournment



Sherry Zeller, Board Secretary

Item 5.1
CONSENT AGENDA
for
June 12, 2017, Regular Board Meeting

1. Approval of Minutes for the May 9, 2017 Board of Trustees meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

- a. Cheryl Almack
 - Position: AEL Instructor
 - Date of Hire: 12/01/2010
 - Last Day of Employment: 06/30/2017
 - Reason: Personal
- b. Michael Bunnell
 - Position: AEL Instructor - MPCF
 - Date of Hire: 01/16/2017
 - Last Day of Employment: 06/30/2017
 - Reason: Personal
- c. Timothy Gray
 - Position: Registrar, Institutional Reporting Officer
 - Date of Hire: 07/01/2002
 - Last Day of Employment: 06/2/2017
 - Reason: Personal
- d. Tiffany Phillips
 - Position: Program Advisor, TRIO Student Support Services
 - Date of Hire: 12/07/2015
 - Last Day of Employment: 07/14/2017
 - Reason: Personal
- e. Kara Plath
 - Position: Health Professions Simulation Technician
 - Date of Hire: 07/06/2015
 - Last Day of Employment: 06/16/2017
 - Reason: Personal
- f. Christopher Sedlack
 - Position: Physics Instructor
 - Date of Hire: 08/16/2005
 - Last Day of Employment: 06/30/2017
 - Reason: Accepted Dean of Arts & Science position.

4. Employment Contracts

a. Jacob Gritzmacher

Position: Assistant Men's Basketball Coach – Resident Assistant
(Replacement)

Contract Period: June 4, 2017 – June 30, 2017

Salary: \$1378.80 (\$18,000 annual)

Education: B.S. – University of Whitewater, Whitewater, WI
M.A. – Longwood University, Farmville, VA

Experience: Assistant Men's Basketball Coach ~ University of
Whitewater, Whitewater, WI

b. Elsa Hirl

Position: Administrative Assistant - Promise Jobs – Cedar Rapids
(New-Grant)

Contract Period: June 26, 2017 – June 30, 2017

Hourly Wage \$14.47 (\$30,213.36 annual)

Education: Associates – Hamilton Business College, Cedar Rapids,
IA

Experience: Typist Advanced~ Iowa Vocational Rehabilitation, Cedar
Rapids, IA

Client Financial Specialist ~ REM Iowa, Mt. Vernon, IA
Secretary ~ Murdoch Funeral Home, Cedar Rapids, IA

c. Randy Larson

Position: AEL Instructor - ISP
(Replacement)

Contract Period: July 10, 2017 – June 30, 2018

Salary: \$41,000.00 (\$41,000 annual)

Education: B.S. – University of Northern Iowa, Cedar Falls, IA

Experience: High School Instructor ~ Ft. Madison Community
Schools, Ft. Madison, IA
At-Risk Teacher ~ Ft Madison Community Schools, Ft.
Madison, IA
Alternative High School Teacher ~ Ft. Madison
Community Schools, Ft. Madison, IA

d. Sarah Raymond

Position: AEL Instructor - MPCF
(Replacement)

Contract Period: July 5, 2017 – June 30, 2018

Salary: \$41,000.00 (\$41,000 annual)

Education: B.S. – Iowa State University, Ames, IA

Experience: 7th & 8th Grade Mathematics Instructor ~ L&M
Community Schools, Letts, IA
Middle School Mathematics Instructor ~ IKM-Manning
Community Schools, Manilla, IA
Secondary Mathematics & Science Instructor~ Clay
Central/Everyly Community Schools, Royal, IA

- e. Tebble Stearns
Position: Administrative Assistant – CBIZ/Economic Development (Replacement)
Contract Period: June 19, 2017 – June 30, 2017
Hourly Wage: \$15.12 (\$31,449.60 annual)
Education: A.S. – Southeastern Community College, West Burlington, IA
Experience: Evening Receptionist/Housekeeper ~ SCC, West Burlington, IA
Secretary ~ Lorber Insurance Agency, New London, IA
- f. FY 2018 I.M.P.A.C.C. Professional Services Contract for Kevin Murphy (see attachment)

5. FY 2018 Board of Trustees Meeting Schedule (see attachments)

6. Gifts

- 9 liter 6 cylinder tier 4A 330 kw @2000 rpm engine for a CNH Combine Harvester donated by CHN Industrial to the SCC Auto Technology Department (see attached letter)
- Paint system donated by Keystone Automotive and PPG (see attached forms)

2017-2018

I.M.P.A.C.C. Professional Services Contract

Presented to the Board on June 12, 2017

Kevin Murphy

Per the agreement between Insurance Management Program for Area Community Colleges (IMPACC) and SCC, we are to act as the employer of record for the IMPACC Administrator/Risk Manager, Mr. Kevin Murphy. The salary, benefits, and terms of employment are set by IMPACC. All costs incurred by Mr. Murphy's employment are borne by IMPACC, and IMPACC specifically agrees to hold SCC harmless from any claims of liability. Mr. Murphy's salary for July 1, 2017 through June 30, 2018 will be \$105,225.00. As the employer of record, the Board of Trustees needs to approve Mr. Murphy's employment.



Memorandum

TO: Board of Trustees

FROM: Sherry Zeller

DATE: June 7, 2017

SUBJECT: Proposed Schedule for FY18 Board Meetings

Attached you will find a proposed tentative schedule for the Board Meetings for fiscal year 2018. All meetings are scheduled for the second Monday of the month. Please note the following exceptions:

February meeting – Will be held on the third Monday due to the ACCT National Legislative Seminar being held February 14 – 16, 2017.

March meeting – Will be held on the third Monday due to the college being closed for spring break on March 12 – 15, 2018.

May meeting – Will be held on the second Tuesday to coincide with High School Equivalency graduation ceremony.

If you have any questions or comments, please let me know.

/sz

Attach.

Proposed FY18 Southeastern Community College Board Meeting Dates
Regularly Scheduled Board Meetings — Second Monday of each month at 5 p.m.
(Exceptions as noted*)
Tentative Location as Shown

Monday, July 10, 2017 — Mt. Pleasant Center

Monday, August 14, 2017 — West Burlington Campus

Monday, September 11, 2017 — Keokuk Campus

Monday, October 9, 2017 – West Burlington Campus

Monday, November 13, 2017 — West Burlington Campus

Monday, December 11, 2017 — West Burlington Campus

Monday, January 8, 2018 — West Burlington Campus

*Monday, February 19, 2018 — West Burlington Campus (third Monday due to the ACCT National Legislative Seminar)

*Monday, March 19, 2018 — West Burlington Campus

Monday, April 9, 2018— West Burlington Campus

*Tuesday, May 8, 2018 — West Burlington Campus (High School Equivalency graduation ceremony)

Monday, June 11, 2018 — West Burlington Campus

May 10, 2017

Mr. Braden Manning
CNH Industrial
1930 Des Moines Avenue
Burlington, IA 52601

Dear Braden,

Our Automotive Technology department here at SCC is THRILLED with your donation of a 9 Liter 6 cylinder Tier 4A 330 kw @2000 RPM engine for a CNH Combine Harvester that you have valued at \$20,000! The total value of your gift will be experienced through the value added to our Automotive programming, and our Agriculture programming, as well. Our students will have a better hands-on learning opportunity, thanks to you and your company!

We are so grateful that you thought of SCC.

Enclosed for your records is the SCC Foundation IRS determination letter and continuation confirmation letter. Our EIN is 42-1212111. Also for your records, please know that you did not receive any goods or services in return for your gift to SCC.

If you have questions, please call me at 319-208-5065 or send an email to brump@scciaowa.edu.

Sincerely,

Rebecca S. Rump
Executive Director

For Donor Files: You did not receive any goods or gifts in exchange for your gift to the SCC Foundation, a 501 c 3 nonprofit. The SCCF Federal Employer ID #: 42-1212111.

SOUTHEASTERN
COMMUNITY COLLEGE
FOUNDATION

Donation Request & Confirmation Form

EVENT or PURPOSE: _____ EVENT DATE: _____

Donor/Business Name: PPG Ind

Contact Name: Titus Parker

Donor Address: 3314 Kennedy Dr.

Donor City/State/Zip: E. Moline, IL

Donor Phone: 563-370-5964 Donor Email: titus.parker@ppg.com

Donor Signature: [Signature] Date: 5-8-17

DESCRIPTION(S) OF DONATED ITEMS

FAIR MARKET VALUE(S)

SEE ATTACHED

(For Gift Certificates, expiration dates should end no sooner than 6 months after event.)

I WISH TO: give a Tax Deductible Cash Contribution of \$.

I WISH TO VOLUNTEER IN THE FOLLOWING WAY(S):

TO OBTAIN THE DONATED ITEM(S)

Check & complete all that apply:

 Solicitor or X Donor will deliver item(s)/certificates to SCC prior to event

 Solicitor must pick up item(s) from (address): _____

 Solicitor is authorized to create a gift certificate

Solicitor Name: _____

Solicitor Address: _____

Solicitor Phone Number: _____ Email: _____

Solicitor Signature: _____ Date: _____

All cash gifts are recognized in the Foundation's annual report in SCC's VISION magazine. In-kind gifts are listed at pertinent College events.

Please return copy of completed form to:

Southeastern Community College Foundation, 1500 W. Agency Rd., West Burlington, IA 52655 or to foundation@scciowa.edu
Questions? Contact 319-208-5065



SYSTEM INSTALLATION PROPOSAL
Keystone Automotive and PPG will provide:
SOUTHEASTERN COMMUNITY COLLEGE



with the following products, equipment, and training upon the signing of a Conditional Use Contract. Offer good for 30 days.

Qty	Part #	Sz.	Item Description	Cost	Extension
1	SM ENV HP	EA	Small Shop Set of Toners for Envirobase Mixing System (No Limited Use Toners)	\$ 6,924.60	\$ 6,924.60
1	DEX403	EA	Waterborne Mixing Cabinet (1 Complete Set - 2 Cabinets)	905.60	\$ 905.60
1	DEX406	EA	Retrofit for DEX403 Waterborne Cabinets to set on top of DEX1701	152.25	\$ 152.25
1	DEX1706	EA	2.4M Base Shelf Only	65.21	\$ 65.21
1	DEX1707	EA	2.4M Stadium Header Only	86.94	\$ 86.94
1	DEX1702	EA	Dedoes Motor Unit-Includes timer, wall bracket, gearbox	907.42	\$ 907.42
1	DEX1701	EA	Dedoes Gallon Shelf Unit (12 Gallon Capacity)(16"D x 94.5"W x 13"H)	235.07	\$ 235.07
80	DEX412	EA	Screw Top Lid (Fits ALL Sizes of Toners)	7.05	\$ 564.00
1	DEX640	EA	DIN 4 Viscosity Cup	\$ 73.50	\$ 73.50
1	DEX326	EA	Deluxe Mixing Table with Stainless Steel Top & Drawer (21"Dx43.5"Wx31"H)	\$ 429.25	\$ 429.25
1	PMGR-50	EA	PPG Paint Manager Touchmix System with 50 Foot Cable	\$ 4,950.00	\$ 4,950.00
1	PPG112	EA	Paint Manager Software (One Time Charge for New Customers)	\$ 693.00	\$ 693.00
1	PPG484	EA	Dedoes NTM Cabinet	\$ 419.75	\$ 419.75
1	PPG485	EA	Dedoes NTM SM Cabinet Riser (Base w/wheels for DEX484)	\$ 184.00	\$ 184.00
1	PPG103	EA	LCD Flat Screen Monitor	\$ 315.00	\$ 315.00
1	PPG114	EA	DYMO Label Printer with USB Cable Included	\$ 224.00	\$ 224.00
1	PPG113	EA	DYMO Label Printer Labels (Case)	\$ 84.00	\$ 84.00
1	PPG80	EA	UPS Backup Battery Unit	\$ 154.00	\$ 154.00
1	PPG71	EA	Surge Strip	\$ 30.80	\$ 30.80
1	8812-751	EA	Sartorius Explosion Proof Non-Intelligent Digital Scale	\$ 1,150.00	\$ 1,150.00
1	R3401	EA	Chromatic Envirobase HP Variant Deck	\$ 3,080.00	\$ 3,080.00
1	WBCT3401	EA	Internal Repair for Chromatic Repair Waterborne Variant Deck	\$ 78.00	\$ 78.00
1	DOXPCB	EA	Domestic Paint Chip Color Book with Binder	\$ 77.00	\$ 77.00
1	DOX312	EA	Import Paint Chip Color Book with Binder	\$ 105.00	\$ 105.00
1	880998	EA	PPG Logo Metal Sign http:	\$ 20.00	\$ 20.00
1	DOX327	EA	PPG Metal Collision Center Sign (2' x 5') (sold only in packs of 5) EA.	\$ 50.00	\$ 50.00
1	DEX272	EA	Storage Cabinet (36" Wide X 31" High X 9" Deep)	\$ 137.14	\$ 137.14
1	DOX384	EA	Universal Mixing Sticks (dozen only)	\$ 40.00	\$ 40.00

TOTAL VALUE OF PPG MIXING SYSTEM PROPOSAL: \$ **22,135.53**
CREDIT FOR ALL OPENED CANS OF NON-PPG PAINT IN STOCK Even Exch.

LESS PPG and Keystone Automotive INVESTMENT INTO YOUR BUSINESS: \$ **22,135.53**

TOTAL COST FOR SOUTHEASTERN COMMUNITY COLLEGE: ZERO!

May 18, 2017

Mr. Titus Parker
PPG Ind.
3314 Kennedy Drive
E. Moline, IL 61244

Dear Mr. Parker,

The Southeastern Community College Automotive Collision Repair department and the staff that support it are THRILLED with the donation from Keystone Automotive and PPG of 107 items (see attached list). You have valued your gift at \$22,135; but, please know that the additional impact of your gift will be the significant value added to our Automotive programming. Because of your donation, our students will have a better hands-on learning opportunity!

We are so grateful that you thought of SCC.

Enclosed for your records is the SCC Foundation IRS determination letter and continuation. Our EIN is 42-1212111. Also for your records, please know that you did not receive any goods or services in return for your gift to SCC.

If you have questions, please call me at 319-208-5065 or send an email to brump@scciowa.edu.

Sincerely,

Rebecca S. Rump
Executive Director