



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, April 10, 2023 at 4:30 p.m.**

**Southeastern Community College**

**1500 West Agency Road, West Burlington, Iowa - Board Room (Room #AD-1)**

**MINUTES**

**1.0 Routine Items**

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

Board Chair Joseph Johnson called the meeting to order at 4:32 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Johnson, Heland, and Nabulsi were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Jeff Ebbing, Chuck Chrisman, Laurie Hempen, and Brenda Rubey.

**1.2 Adoption of Formal Agenda**

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

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

**1.3.1 Audience**

None.

**1.3.2 Administration**

None.

**1.3.3 Board**

Trustee Fife-LaFrenz noted that April is Community College Month and ACCT has provided materials available for marketing. She also reported that she attended the open house for the new addition at the Keokuk High School.

Trustee Nabulsi reported that he attended Community College Council meetings. He also reminded all that the Annual Community College for Iowa Trustee Meeting will be held at Kirkwood Community College July 19-21, 2023.

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

Trustee Moudy Nabulsi reported that the Community Colleges for Iowa last met on March 1<sup>st</sup>. The next scheduled meeting is April 27<sup>th</sup>, 2023. He plans to attend.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

- 1. Approval of Minutes**
  - **March 6, 2023, Regular Board Meeting Minutes**
- 2. Presentation of Bills of Account**
- 3. Resignations, Terminations and Mutually Agreed to Contract Adjustments**

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Kristina Keane	Receptionist/Marketing Assistant – Level 6	06/20/2022	04/02/2023	Accepted open Admissions and Testing Center Administrative Assistant/Proctor– Level 6 position.
Leanne Krogmeier	Work-Based Learning Specialist	02/26/2014	03/15/2023	Accepted open Director of High School Relations position.
Joshua Pooler	Assistant Soccer Coach and Residence Life Advisor	08/10/2022	04/21/2023	Personal.
Erin Roberts	Bookstore Manager	04/17/2006	06/30/2023	Personal.
Lindsey Simpson	Student Success Advocate	08/09/2021	03/31/2023	Personal.
Sau Kuen Yam	Student Success Advocate	12/01/2020	06/30/2023	Accepted Instructor - Accounting position.

### 3. Employment Contracts

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Michelle Allmendinger (Replacement)	Vice President of Student Services	May 30, 2023 – June 30, 2023	\$11,954.02 (\$ 130,000 annual)
Summer Bird (Replacement)	Instructor - Biology	August 16, 2023 – August 13, 2024	\$58,000.00 (\$ 58,000 annual)
Cory Gall (Replacement)	Vice President of Administrative Services	May 1, 2023 – June 30, 2023	\$22,413.79 (\$ 130,000 annual)
Tadd Good (Replacement)	Marketing Communications Coordinator	April 24, 2023 – June 30, 2023	\$7,662.84 (\$40,000.00 annual)
Kristina Keane (Replacement)	Admissions and Testing Center Administrative Assistant/Proctor – Level 6	April 3, 2023– June 30, 2023	\$7,654.40 (\$ 30,735.36 annual)
Leanne Krogmeier (Replacement)	Director of High School Relations	March 16, 2023– June 30, 2023	\$16,226.05 (\$ 55,000 annual)

Jorge Sierra Galeas (Replacement)	Head Men's and Women's Soccer Coach	April 3, 2023– June 30, 2023	\$10,957.85 (\$ 44,000 annual)
Gregory Stevenson (Replacement)	Custodian I – Housekeeper – Level 6	April 3, 2023– June 30, 2023	\$7,469.28 (\$ 30,944.16 annual)
Ryan Strah (Replacement)	Custodian I – Housekeeper – Level 6	March 20, 2023– June 30, 2023	\$8,892.00 (\$ 30,944.16 annual)
Ronald Telford (Replacement)	AEL Lead Instructor	March 27, 2023– June 30, 2023	\$11,122.22 (\$ 45,760.00 annual)
Katrina Vincent (New)	AEL Lead Instructor (0.75 FTE)	April 17, 2023– June 30, 2023	\$7,232.18 (\$ 34,320.00 annual)
Sau Kuen Yam (Replacement)	Instructor - Accounting	August 16, 2023– August 13, 2024	\$59,000.00 (\$ 59,000.00 annual)

- a. Administrative
- b. Athletics
- c. Faculty
- d. HEA Professional Services
- e. PESA
- f. Professional Services
- g. Support Staff

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

## **2.2 Approval of Proposed FY 2024 Service Charges and Fee Schedule**

Vice President of Administrative Services Kevin Carr gave a summary of the proposed revisions to the Service Charges and Fees Schedule for FY 2024. He referred Trustees to the spreadsheet in their board packets and noted there are just a few adjustments that primarily relate to pass-through costs to students due to price increases.

Trustee Heland moved to approve the FY 2024 Service Charges and Fees Schedule as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

## **2.3 Approval of Part-Time Hourly Rate Schedule 2023-2024**

Vice President Carr reviewed a summary of the proposed update to Part-Time Rate Schedule for FY 2024. He made note of a few of the changes including hourly rate increases for STEP Tutors and increase in work study program hourly rate to attract more student workers. He also noted the adjunct credit instruction rate was raised to be more competitive per contract negotiations with faculty. Trustees reviewed other highlighted increases and held discussion.

Trustee Heland moved to approve the update to FY 2024 Part-Time Rate Schedule as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

## **2.4 Industrial New Jobs Training Program (Western Smokehouse & Meat Market LLC)**

### **2.4.1 Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$200,000 Industrial New Jobs Training Certificates**

CBIZ Director 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 INJT Agreement with Western Smokehouse Meat Market LLC) of the Issuance of Not to Exceed \$910,000 Industrial New Jobs Training Certificates.

CBIZ Director noted that the bond issuance amount stated in item 2.4.1 is incorrectly stated for the amount of \$200,000 and should be \$910,000. Trustee Hillyard motioned to amend 2.4.1 to correctly state the bond issuance not to exceed \$910,000 and strike the amount of \$200,000. Trustee Heland seconded. All in favor of amendment to agenda item 2.4.1 to state issuance in the amount of \$910,000.

Trustee Fife-LaFrenz moved to approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$910,000 Industrial New Jobs Training Certificates. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

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

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

## **2.5 Resolution Approving Preliminary Industrial Jobs Training Agreement – COBO USA**

CBIZ Director Brenda Rubey reported that COBO USA located in West Burlington, Iowa plans to expand production. They are an Italian-based company that produces wiring harnesses and light kits in West Burlington. They plan to add about 30 jobs at about \$14 per hour average wage.

Trustee Fife-LaFrenz moved to approve the Preliminary Industrial Jobs Training Agreement – COBO USA. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **2.6 Resolution Approving Preliminary Industrial Jobs Training Agreement – Conagra Foods.**

CBIZ Director Brenda Rubey reported that Conagra Foods plans to expand production. They previously added 142 jobs. They plan to add another 138 jobs at about \$19 per hour which will allow them to operate 24/7.

Trustee Heland moved to approve the Preliminary Industrial Jobs Training Agreement – Conagra Foods. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

## **2.7 Approval of proposed Redistricting Map #2**

President Ash noted that at the March 6, 2023, Board meeting he shared redistricting plan Map 1. He noted that the Board had general consensus at that meeting to reject Plan Map 1.

The Department of Ed has provided a final version of Plan 2 redistricting map. He shared Map 2 noting that the District numbers are the same with new borders drawn for each district based on census. The Board needs to vote approval to accept Plan Map 2. Trustees reviewed and expressed appreciation for the efforts to make revisions.

Trustee Heland moved to approve Redistricting Map #2. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

## **3.0 Accountability**

### **3.1 President's Report**

President Ash referred Trustees to his report in their folders noting the following items:

- Cory Gall begins May 1<sup>st</sup> as the new Vice President for Administrative Services. He will work with Kevin Carr through June 30 when Kevin retires.
- Dr. Michelle Allmendinger begins June 1 as the new Vice President for Student Affairs. President Ash is serving as the interim Vice President.
- Waiting on a decision for the NSF grant request for \$650,000. This grant will be used to work with the CTE Programs, particularly Industrial Maintenance Technology, to move towards competency-based education.
- Working with Southeast Iowa Regional Medical Center for an additional program. More details to be shared following their Board approval.
- Met with Insight Leadership regarding the future of Keokuk Hospital and its' potential to be a rural emergency hospital.
- Community Colleges are still waiting on legislators for decision regarding FY24 State General Aid. Community College request is for \$8.75M.
- Department of Ed has announced that FAFSA changes have been delayed until December 2023.
- Fundraising efforts continue for the Student Center annex with slow progress.
- Attended the Keokuk High School Open House and met with new Superintendent and Principal.

### **3.2 Monthly Financial Report**

Vice President Carr referred Trustees to financial reports included in their board packets. He noted that there has not been much financial change since last month. We are in a great financial position this year.

### **3.3 Facilities Update**

Vice President Carr provided a brief update on various aspects of the remodeling for Bookstore and Student Affairs offices. The bookstore is close to complete and plans for the move are being determined. This will allow work to begin on the Athletic offices.

Continue to work on the completion of the track and soccer field. The Student Center is progressing and we anticipate the wood floor will be in around April 24<sup>th</sup>. The contractor is predicting substantial completion in May and the final punch list to be complete by June 1.

Have been meeting regarding the Safe Room to review design and budget.

Reid's Landscaping have completed the mulching for the West Burlington and Keokuk campuses.

#### **4.0 Future Meetings**

Board Chair Johnson reviewed the list of future meetings.

#### **6.0 Adjournment**

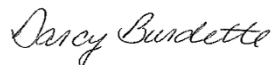
There was consensus that the meeting be adjourned at 5:55 p.m.

#### **7.0 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 5:57 p.m.

Trustee Nabulsi moved to end the closed session. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 7:05 p.m.

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



Darcy Burdette, Board Secretary