



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

Monday, April 11, 2022 at 4:30 p.m.

Southeastern Community College

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

Meeting Minutes

1.0 Routine Items

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

Board Chair Jeff Heland called the meeting to order at 4:30 PM 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 Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Val Giannettino, and Joan Williams.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz 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

Executive Director Val Giannettino invited Trustees to attend the golf outing on July 15, 2022. Scholarship appreciation breakfast at 8 am tomorrow.

1.3.3 Board

Trustee Fife-LaFrenz reported on several events she supported in the community including the Open House for the offices of the Lee County Economic Development Group. She also attended the signing ceremony for the partnership between SCC and the Great River Medical Center Foundation. Lastly, she shared information she learned from a webinar she attended.

Trustee Hillyard reported that he also attended the signing ceremony for the hospital partnership. He noted that CCFSA met and reviewed the Bylaws and Articles of Incorporation. Vice President Kevin Carr presented about establishing CCFSA as a legal entity. Board Chair Heland also attended.

Trustee Johnson reported that he and Board Chair Heland both attended the board meeting for the Greater Burlington Area Sports Facilities. He noted that per the Bylaws, the Board membership will soon include only 2 SCC representatives. He also reported that the SIHEA Board meeting was held.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board did not meet in April. The next meeting is May 5, 2022.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **March 7, 2021 Regular Board Meeting Minutes**

2. Presentation of Bills of Account

3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Name	Title	Date of Hire	Last day of Employment	Reason
Ryan Pratt	TRIO SSS Project Advisor	01/25/2021	04/29/2022	Personal.
Mack Turner	PACE Career Navigator	08/01/2019	04/22/2022	Personal
Jose Perez Amuedo	Second Assistant Soccer Coach/RA	8/9/2021	02/28/2022	Promoted to First Assistant Soccer Coach position

4. Employment Contracts

Name	Title	Contract Period	Salary
Paige Leffler (Replacement)	Assistant Volleyball Coach/Resident Advisor (part-time)	July 1, 2022 – June 30, 2023	\$ 12,500.00 (\$ 12,500.00 annual)
Jose Perez Amuedo (Replacement)	Assistant Men's and Women's Soccer Coach/Resident Advisor (part-time)	March 1, 2022 – June 30, 2022	\$6,068.97 (\$18,000.00 annual)
Martjin Oomstrom (Replacement)	Mathematics Instructor	August 12, 2022 – August 15, 2023	\$55,000.00 (\$55,000.00 annual)

Employment contracts for staff in the following divisions:

- Administrative
- Athletics
- Faculty
- HEA Professional Services
- PESA
- Professional Services
- Support Staff

Trustee Hillyard moved approval of the Consent Agenda items. Trustee Johnson seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

2.2 Transfer majors

Vice President Janet Shepherd reported to the Board that SCC is collaborating with the Iowa Community Colleges and Regent Schools (ISU, UNI, and University of Iowa) to develop Transfer Majors. Several majors have been approved previously. The faculty and curriculum committee have approved these. Our process for approval includes the President's Executive Council, Faculty and Curriculum Committee, Department of Education, Higher Learning Commission and Board of Trustees.

The following Transfer Majors have been approved by the Iowa Department of Education:

- Fine Arts
- Social Work

Upon Board approval, these Transfer Majors will be added to the SCC Website.

Trustee Nabulsi moved approval of the Transfer Majors to include Fine Arts and Social Work. Trustee Fife-LaFrenz seconded. Motion to approve the Transfer Majors carried on a 5-0 roll call vote.

2.3 Approval of Proposed FY 2024 and FY 2025 Calendar

President Ash reported that the calendar committee has met and is proposing the FY 2024 and FY2025 calendar for approval. List of committee members that put the calendar together and you will see the actual calendar and then there is a key with it that identifies certain days. Trustee Hillyard moved approval of the FY 2024 and FY 2025 Calendar. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.4 Approval of Proposed FY 2023 Service Charges and Fee Schedule

Vice President of Administrative Services Kevin Carr reviewed a summary of the proposed revisions to the Service Charges and Fees Schedule for FY 2023. He noted there are very few changes with the main change adding a fee that will be charged to students who do not show up for their clinicals. A fee was also added for education students for their required background checks.

Trustee Fife-LaFrenz moved to approve the FY 2023 Service Charges and Fees Schedule as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.5 Approval of Part-Time Hourly Rate Schedule 2022-2023

Vice President Carr reviewed a summary of the proposed update to Part-Time Rate Schedule for FY 2023. He noted the changes are related to competitive pay for non-credit course adjunct instructors for CBIZ. The pay offered is based on the type of training that we deliver. The increases are primarily for specialized skill training for industry. These costs are passed through to the company. Other part-time hourly rates were reviewed and not increased at this time.

Trustee Hillyard moved to approve the update to FY 2023 Part-Time Rate Schedule as presented. 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:

1. Nursing Visit Day at Keokuk Campus Friday March 25, 2022 was a great success. Students participated in hands-on activities in the nursing lab, student panel, and information sessions.
2. The STEM fest held on March 11-12, 2022 was very well attended.
3. The 5th and 8th grade girls STEM and Career Fest held during Spring Break. SCC staff held these activities and it was a tremendous success.
4. The Lunar New Year Celebration was held.
5. The Scholarship Donor Event to be held Tuesday, April 12th. Donors will be given the opportunity to see programs where their dollars support scholarships for students.
6. Safety continues to be a priority. Several members of the Safety Committee attended a Webinar regarding Active Shooter Training.
7. Two Workforce Roundtables were held with Governor Reynolds hosted by Greater Burlington Partnership and the Lee County Economic Development Group.
8. The Fun City Turf loan is paid off.
9. The plans and legal steps for the Fun City Courts project are complete. There were many steps to navigate to make this a reality. Construction is expected to begin April with the foundation.
10. A grant program that Governor Reynolds just recently announced with \$100M for Quality of Life and Tourism will be a grant that the GBASF Board will pursue for the Courts.
11. The Iowa Community College Presidents received an Executive Summary on Workforce Realignment Community College developed by a consultant for the Governor. Responses to ideas in the report were developed by the Presidents and delivered to the Governor's office.
12. Continue to wait on the State General Aid appropriations for FY 2023. The Governor has proposed 2.5% increase. The House has proposed 3.05% increase. The Senate has not completed their budget.
13. Strategic Plan – Copies to the Board for their review and feedback – final approval will come in June
14. The roof has been replaced at the Mt. Pleasant Center. Plan to hold additional conversations with the Mt. Pleasant City Manager about the facilities.
15. An Amendment has been made to the Southeast Iowa Higher Education Alliance Cooperation Agreement to adjust the financial agreement.
16. Registrar Dennis Marino has prepared an informational page with regard to Commencement. That is included in board packet for your reference. Further information will come as plans are finalized for Commencement.
17. Renovation of the flooring for the 300 building will take place this summer.

3.2 Financial Report

Vice President Carr referred Trustees to financial statements included in their board packet. He was pleased to report that we are ahead of budget which corresponds to being up in enrollment. All of the main revenues are on track from property tax, SGA, and tuition. We submitted application to be considered for additional dollars from The American Rescue Plan. There is \$198 million available nationally.

3.3 Facilities Update

Vice President Carr reported that the pre-engineered building for the student center is expected June 29th, which is sooner than planned. Other maintenance items are being planned including a plan to clean and inspect the hood in the kitchen and chiller maintenance. The Moudy Nabulsi Way sign is now up on the Loop Road.

4.0 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 Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. The closed session began at 5:47 p.m.

Trustee Fife-LaFrenz moved to end the closed session. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 6:27 p.m.


5.0 Future Meetings

Board Chair Heland reviewed the list of future meetings.

6.0 Adjournment

There was consensus that the meeting be adjourned at 6:31 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