



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

Monday, April 12, 2021 at 5 p.m.

Southeastern Community College

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

SCC Board Room or Teleconference

Dial: 1 (866) 685-1580; when prompted, enter Conference Code 0009991810#

Or Join via Zoom link as follows: <http://zoom.us/my/mlash>

Tentative Agenda

1.0 Routine Items

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

Board Chair Moudy Nabulsi called the meeting to order at 5:00 p.m. Roll call indicated Trustees Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard, Joseph Johnson, and Jeff Heland 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, Brenda Rubey, Byron Whittlesey, Benjamin Lofthus, and Meg D'Souza. Assistant Professor of Business Trisha Hopper and Network Administration/Cyber Security Instructor Brenda Wamsley were present with students from the Business Club and Computer Club.

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

President Ash introduced Benjamin Lofthus as the new Director of Physical Plant. Benjamin is replacing Byron Whittlesey who will be retiring effective June 30, 2021.

1.3.3 Board

Trustee Fife-LaFrenz attended the ACCT Rural Community College Grant report webinar presented through IACCT on March 24th. ACCT, through the Bill & Melinda Gates Foundation, is assessing the needs and strengths of rural community colleges across the country with 5 partner states including North Carolina, Kentucky, Iowa, Texas and California. She noted that there are similar challenges for colleges in all of those states including broad band needs. The webinar showcased the Elevate Iowa Campaign which is a partnership program between the Iowa Advanced Manufacturing Consortium and all 15 of Iowa's Community Colleges.

Board Chair Nabulsi also attended the IACCT Webinar and noted that another challenge faced by all Rural Community Colleges is transportation. He also attended the Community College Council Meeting.

Trustee Hillyard reported that the first Southeast Iowa Higher Education Alliance (SIHEA) Board meeting was held and all members were present. There was lots of enthusiasm and optimism about what we can accomplish. The meetings will be held quarterly.

Trustee Johnson is also part of the SIHEA Board. He added that when he left that meeting he definitely felt like it will be a benefit to both institutions.

1.4 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that Trustee Lanny Hillyard attended the April 8, 2021 IACCT Board Meeting on his behalf in person and he attended via Zoom. Trustee Hillyard reported that they received information regarding State General Aid discussions. The colleges have asked for \$6.4 million. The Governor has proposed \$5.2 million and the House \$6 million. It was reported that there are no discussions of changing work force training which is positive. The House has approved \$10 million additional dollars for Future Ready Iowa. This was the first in person meeting held since last year.

2.0 World Changing – Changing Our Thinking

2.1 Recognize Business Club/Computer Science Students

President Ash noted that at the last Board Meeting he reported that a number of students in the Business and Computer Clubs competed and won a number of awards. At that time, the Board requested an opportunity to meet and congratulate those students. We have invited them to attend the meeting and share their awards with you. He introduced Club sponsors Professor Trisha Hopper and Instructor Brenda Wamsley to share the students' accomplishments.

Professor Hopper reported that the three Business Club Students competed at the virtual state competition and will represent SCC at the virtual Business Professionals of America National Conference in May.

Instructor Wamsley reported that five Computer Club students participated in the state competition and all 5 placed in every event they did. All five will compete in the virtual Business Professionals of America National Conference.

Trustees offered congratulations and thanked the students for coming and sharing their successes.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes

- **March 8, 2021 Regular Board Meeting**

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
Byron Whittlesey	Director of Physical Plant	08/01/2014	06/30/2021	Personal.
Deb Yuskis-Mulch	Director of Adult Education and Literacy/Centers Supervisor	08/08/2018	06/30/2021	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Benjamin Lofthus (Replacement)	Director of Facilities	April 12, 2021-June 30, 2021	\$19,333.14 (\$87,000.00 annual)

Michelle Vandenberg (Replacement)	CBIZ-Program Developer/Training Coordinator	April 12, 2020– June 30, 2021	\$9,999.78 (\$45,000.00 annual)
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Trustee Johnson moved approval of the Consent Agenda items. Trustee Fife-LaFrenz seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

3.2 Approval of Final Agreement and Resolution Approving New Jobs Training Agreement – Conagra Foods Packaged Foods, LLC

CBIZ Director Brenda Rubey reported on March 9, 2020, the college entered into a one year Preliminary Industrial New Jobs Training Agreement with Conagra Foods Packaged Foods, LLC for the addition of 108 jobs. She is requesting approval for the Final Agreement and Resolution Approving New Jobs Training Agreement – Conagra Foods Packaged Foods, LLC.

Trustee Fife-LaFrenz moved to approve the Final Agreement and Resolution Approving New Jobs Training Agreement – Conagra Foods Packaged Foods, LLC. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Industrial New Jobs Training Program (2021-1 Project) Conagra Foods Packaged Foods (LLC Project)

3.3.1 Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$1,495,000 Industrial New Jobs Training Certificates

CBIZ Project Manager 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 Conagra Foods Packaged Foods. She recommended approval of the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$1,495,000 Industrial New Jobs Training Certificates.

Trustee Fife-LaFrenz moved to approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$1,495,000 Industrial New Jobs Training Certificates. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.3.2 Resolution Approving Preliminary Official Statement and Approving Electronic Bidding Procedures

Trustee Hillyard 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.

3.4 Approval of Proposed FY 2023 Calendar

President Ash reported that the calendar committee has met and is proposing the FY 2023 calendar for approval. Trustee Fife-LaFrenz moved approval of the FY 2023 Calendar. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

3.5 Approval of Proposed FY 2022 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 2022. He noted the changes are shown in red on the SCC Fiscal Year 2022 Student Fee Schedule. The changes are for increased fees related to testing or background checks.

Trustee Heland move the Service Charges and Fees Schedule as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.6 Approval of Part-Time Hourly Rate Schedule 2021-2022

Vice President Carr reviewed a summary of the proposed update to Part-Time Rate Schedule for FY 2022. He noted that 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.

Trustee Fife-LaFrenz moved to approve the update to Part-Time Rate Schedule as presented. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

3.7 Resolution Ordering Renovation of the Advance Manufacturing Lab and Auto Collision Lab, Setting a Date for Public Hearing Thereon and Taking Bids Therefor

President Ash and Vice President Carr reviewed the project plans and timeline for Renovation of the Advance Manufacturing Lab and Auto Collision Lab. The labs have not been updated for many years. The renovation will include cleaning, removing machines that are unused or not working, painting, replacing lights, and replacing lifts. An architect assisted with the layout and the instructors have been instrumental in the cleaning and planning for this renovation. Plant Director Byron Whittlesey and Dean Ashlee Spannagel have been guiding this effort. These are important labs for us to have and we believe updating them will improve enrollment. The cost of the improvements will be covered from the Accelerated Career Education (ACE) funds.

The project will need to be completed in the summer months and be ready to use in the Fall 2021 semester. Kevin reviewed the timeline for this project and the budget. The estimated costs are \$1.1 million with a contingency of \$62,000.

Trustees inquired as to current enrollment and what the target is for enrollment. Vice President Shepherd noted each CTE has an advisory council that meets twice per year. The target enrollment is 16 students. She said they are creating a schedule that will allow faculty to accompany recruiters in high schools to recruit more students. They are working with Jeff Ebbing and Marketing to create marketing pieces to use as they go out into the high schools and she thinks we will see return on investment for that. That is the goal for next 3 years and then they will do the same in K-8 in the next three years.

Upon approval of this Resolution, the Notice to Bidders will be published May 2, 2021. It was noted that the bids will be due on May 13, 2021, and a public hearing will be held at a special Board of Trustees meeting at 5 pm on Monday, May 17, 2021.

Trustee Hillyard moved to approve the Resolution Ordering Renovation of the Advanced Manufacturing Lab and Auto Collision Lab, Setting a Date for Public Hearing Theron and Taking Bids Therefor. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.8 First Reading of Board Policy 508 – Facilities and Planning

President Ash introduced Board Policy 508 – Facilities and Planning. He noted that some updates have been made to the policy with regard to disposal of equipment. An Administrative Guideline has also been updated and will be approved by Cabinet. Trustees discussed the policy and made suggestions for adjusting language. President Ash noted we can make adjustments as suggested and bring back to the May 11, 2021 Board meeting for a second reading.

Trustee Hillyard motioned to refer Board Policy 508 to the May 11, 2021 Board meeting for a second reading. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

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

1. **Computer Club Students** - Attended the Business Professionals of America State Leadership Conference Awards Ceremony.
 - Out of the 5 students that took part, all 5 placed in every event they participated (placement is a 1st through 5th).
 - Joy Mack, Computer Club President, received a BPA Outstanding Member Award
 - Jacob Pearson, Computer Club Vice President, received 1st place for every event he did
 - The students participate against all Iowa Community Colleges (such as IHCC and DMACC)
2. **HEERF Dollars** – We are getting a better understanding of how to qualify for the emergency federal aid – HEERF I&II. . . . The third one – American Recovery Act has not had the “rules” completely determined but will most likely follow some variations of I&II. However, we do believe that we will be able to capture most all of the emergency dollars as it can be drawn down over a longer period of time. The HEERF II allowed us to go back to March 13, 2020 to “count” lost revenue. Also will be receiving \$4.5 million – \$2.25 million for students. We have received guidance through webinars and the Department of Education. We are keeping a very detailed accounting as to how the monies are being utilized.
3. **Capitol Theater** – We have arrived at a one-year lease and will monitor how well it is utilized along with the working relationship. We expect that many of our programs will utilize the space now that utilization will be under one lease. The lease begins July 1st with a review date in January to determine how things are going and whether to renew, modify or not re-sign.
4. **Grand Theater** – The Theater is now open and we will set a date/time to have discussion with their leadership about SCC involvement in the theater and what that might entail. We will go have conversations with them.
5. **CBET** – College of Biomedical Equipment Technology – representatives were in town which allowed us to better define our relationship with them using their online programming for the biomedical equipment training and our general education requirements towards a certificate and/or a degree. There were many discussions while they were here and they were thrilled with the reception from faculty, staff, administration and students. There are other programs we are exploring with them, too. This is the group out of Texas. They taught out our students when our instructor left for another job. We had about 3 students that we needed to teach out and they have all completed. We are talking with them about a partnership. They are interested in computers and cyberspace, etc.
6. **Met with Keokuk Economic Development** – Shared with them about enrollment, programs, new opportunities, the IW transfer arrangement, the hospital and working on the relationship for our nursing program, child care programming, the Lee County Education Training Center, and a number of other points. It was an excellent discussion and information sharing. Had some good questions and observations about the college and how we are functioning. Hospital and nursing program. Set up meetings with them – hospital with Blessing now. We are going to meet with them and talk with them.
7. **Keokuk Hospital** – Dr. Shepherd, Kristi and I will work to set a date/time to meet with the new leadership to discuss SCC's involvement going forward.
8. **Lee County Education and Training Center** – The LCEDG decided to purchase the Megla Building and have negotiated a price of \$1M down from \$1.2M. We met with some of their team members to discuss the direction and it became obvious they were not

interested in the Keokuk Campus option. They are working to bring all the players into conversation to move forward with the plans. They are developing a plan of programming, remodeling, and working out the arrangement with the Port Authority to purchase the facility and have oversight. We are “walking” with them. We will soon begin the process of completing the application for the SAVE grant. There is a startup company that wants to build solar panels and they would like to set up shop in Montrose area and they will possibly get land there to build their facility. We have talked with them about college involvement. We do not plan to own or operate. We will partner and provide educational experiences. We will pursue the SAVE grant through DOE. I believe we will get the \$1 million dollar grant. EDA grant again – through college programming. Talking with Mike Norris who is EDA contact in our region and we are going through steps with him. We think we can ask for \$2 million. Dennis is approaching businesses in the area to try to purchase the building. Port Authority doesn’t want to own it. Dennis is beginning to raise funds towards that end. Some of what Business and Industry will do is put money towards equipment. They want an April 15th announcement date to share with the public.

9. **Graduation** – Planning to hold graduation, nurse pinning ceremonies, and Outstanding Alumni Receptions on our regular schedule: Keokuk – location TBD – Wednesday, May 12 beginning at 7:00 pm and West Burlington at the Memorial Auditorium on Thursday, May 13 beginning at 7:00 pm. (Keokuk Nurse Pinning – West Burlington Loren Walker Arena)
10. **SGA** – New dollars are shaping up to be near the ask we had and close to the Governor’s budget of \$6.4M giving SCC about \$250,000 in new money. Budget discussions are underway and conclusions have not been made.
11. **Southeast Iowa Higher Education Alliance** – The Board held its organizational and first meeting on Thursday and approved all the critical documents and made the appropriate authorizations. Work between the two institutions continues with two “shared” positions being established. The first is the Director of Title IX and Chief Diversity Officer – SCC’s Tina Young will now fill the role with both institutions with a fifty/fifty split of salary and benefits. Second position is a Director of Student Engagement and Activities. This is new and has been posted. An interview committee has been developed and they are working towards interviews later in April. The position costs will likewise be a fifty/fifty split. There will be 2 grad assistants helping with that program. We have already completed the job description and agreed on salary 50/50 split. This will cost us a little because we didn’t have before. Some will be offset with savings in Title IX savings position.
12. **Student Center Update** – This will be an update and we expect to bring you very specific recommendations to the May Board meeting for your consideration.
13. **Safe Campus Protocols** – As the virus is slowing way down and vaccines are becoming more readily available and being taken, we need to discuss your perspective on changing our protocols to a more “normal” position; returning classrooms to regular capacity, doing away with the masks/face coverings, changing our signage to continue to encourage washing hands, sanitizing on a regular basis, etc. A survey will be distributed to faculty and staff.

4.2 Financial Report

Vice President Carr referred Trustees to financial statements included in their board packet. He noted that the biggest expense is salary with a 2% salary settlement over 1% last year. Travel costs are way down compared to budget. We do have an increase in scholarships of about \$70,000 due to more valedictorians and salutatorians than in the past. We are reviewing foundation scholarships to potentially reduce this line item. On your revenue side, we are still

down about \$400,000 which is missing from tuition income. There is about \$104,000 less interest income compared to last year. The plant fund shows increased revenue related to the 19% donated farm land and payment from campus community developers.

4.3 Facilities Update

Plant Director Byron Whittlesey provided facilities update noting that spring grounds care has been taking place on both campuses. They are trimming trees, mulching flower beds on both campuses. They are working on landscaping in Keokuk. He reported that the PVC has been delivered to begin the loop road project on the West Burlington campus. There will be a campus cleanup day on April 23rd to work on various things around campus in West Burlington. Temperature changes created the need to turn the heat back on.

5.0 Future Meetings

Board Chair Nabulsi reviewed the list of future meetings.

6.0 Adjournment

There was consensus that the meeting be adjourned at 7:20 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