



## NOTICE OF PUBLIC MEETING

### REGULAR MEETING OF THE BOARD OF TRUSTEES

**Monday, April 13, 2020**

**5:00 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 Hillyard called the meeting to order at 5:02 p.m. Roll call indicated Trustees Jeff Heland, Janet Fife-LaFrenz, Lanny Hillyard, Moudy Nabulsi, and Joseph Johnson were present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Jeff Ebbing, and Joan Williams. SCC staff members Val Giannettino, Brenda Rubey, and Dean Kristi Schroeder were present via Zoom.

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

Trustee Fife-LaFrenz moved to approve the formal agenda. Trustee Nabulsi seconded. Motion carried.

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

###### **1.3.1 Audience**

No report.

###### **1.3.2 Administration**

Executive Director Val Giannettino reported that in lieu of a live Great Tastes event, there will be a silent auction online during the week of May 1 through May 8. People will be able to bid on all of the items online. The Great Tastes Online Auction will be promoted each evening via Facebook Live with a short demonstration previewing auction items. Those who purchased tickets and tables were given the option for a refund or donation to the fundraiser.

###### **1.3.3 Board**

Trustee Nabulsi noted that he appreciates the email communication from President Ash to the board, staff, and students recently keeping everyone informed.

Trustee Fife-LaFrenz recently attended the Regional Workforce Investment meeting and noted that our region has been designated the Mississippi Valley Workforce Region which includes southeast Iowa through to Davenport. They will be sending out an RFP for the service provider.

Trustee Hillyard noted that he would like to plan for a Board Retreat in late summer or fall. He will work towards identifying some dates for this and then send out to the Board for approval.

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

Trustee Nabulsi reported that he joined the IACCT Regular Board Meeting held on Thursday, April 2<sup>nd</sup> via phone. The meeting was primarily focused on COVID-19 discussion. There will be a 4% increase in IACCT dues for next year.

#### **2.0 World Changing – Changing Our Thinking**

President Ash noted that he is beginning discussions among his team and staff to think about and plan for the future. We know things will not go back completely to the way they were. There will be some things that are really going to challenge us to come up with a new model to adapt to the changes and meet the needs of students and businesses.

#### **3.1 Approval of Consent Agenda**

##### **1. Approval of Minutes**

- **March 9, 2020, Regular Board Meeting**

##### **2. Presentation of Bills of Account**

##### **3. Resignations, Terminations and Mutually Agreed to Contract Adjustments**

<b>3. Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Jacob (JT) Gritzmacher	Assistant Men's Basketball Coach/Resident Assistant	06/05/2017	04/07/2020	Personal.

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

#### **3.2 Approval of Resolution Approving Preliminary Industrial New Jobs Training Agreement - Conagra Foods Packaged Foods (LLC Project)**

CBIZ Project Manager 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 Project). This Agreement is valid through March 9, 2021. On March 9, 2020, Project Manager Rubey met with Conagra to discuss their expansion, of about 110 jobs. She is requesting approval for the Resolution Approving Industrial New Jobs Training Agreement – ConAgra Foods Packaged Foods (LLC Project).

Trustee Fife-LaFrenz moved to approve the Resolution Approving Preliminary Industrial New Jobs Training Agreement – ConAgra Foods Packaged Foods (LLC Project). Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Industrial New Jobs Training Program (2020-1 Project) (Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings)**

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

CBIZ 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 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 \$200,000 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 \$200,000 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 Fife-LaFrenz moved to approve the Resolution Approving Preliminary Official Statement and Approving Electronic Bidding Procedures. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Approval of 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 2021. He noted that there are very minimal changes mostly in health professions. The majority of the increases are pass-through expenses related to costs that increase such as fees for specific certifications in the health programs. The new charges include increase in respiratory care lab fee to cover costs, electronic health records for indicated courses, OSHA 10 credentialing for career tech programs, and a new fee for background checks for education courses. Charges for a Fire Course were deleted due to no longer being offered.

Student services fees for the ALEK/ACCUPLACER are being increased by \$5 to align with the other placement tests.

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

## **4.0 Accountability**

### **4.1 Graduation Information**

President Ash reported that a graduation survey was created and sent to students early last week with a deadline to return by Friday, April 10. The results were tabulated today with about 160 responding. Students were given the choice of days they would like to have an in-person graduation ceremony and/or choose a virtual graduation. Those results indicated that students do not want to have a virtual graduation. The two dates we are looking at currently are Friday, August 14<sup>th</sup> in evening and Saturday, August 15<sup>th</sup> in the afternoon. Those are the two leading dates students gave in their feedbacks. The next step will be determining availability of venues in Keokuk and Burlington.

No decision regarding the nursing pinning ceremony has been made. We will work out details along the lines of how we can best do this. We want to honor them in the best way possible.

## 4.2 Update on the Growth of the Tech Services and Needs

Vice President Chrisman presented an update on Technology Growth and Budget. He noted that IT has been able to expand and have the capacity to support the online environment that we are in currently due to COVID-19. Technology has rapidly evolved in instruction and is tied into everything we do including student services, surveillance, and networking a robotics lab in the Industrial Technology Center. His department currently has over 60 projects on their agenda. We all need technology. The college has been good stewards, but with growing technology needs, we have to look to the future. Vice President Chrisman presented an overview of the technology growth, budgets, and future planning as follows:

- Technical Transformation & Growth – Digital campus (electronic access) needs including:
  - Thin Client Computers
  - Software – Applications, Licensing, Cloud applications
  - Cloud (Internet) – Access programs/data via Internet (i.e. Canvas)
  - Audio Visual (AV) – Projectors, Conferencing, Cameras, Displays
  - Infrastructure – Network, Switches, Routers, Cabling, Storage
  - Cybersecurity – Protecting SCC from digital attacks and compliance with FERPA, GLBA, CFR 314, GDPR and PCI DSS
- There are two types of technology budgets which are the ITS Budget and Other Budgets. The ITS Budget consists of OEPI, Plant Fund, Student Technology Fees and Instructional Equipment. And then Other Budgets that are departmental and/or one time budgets such as for TRIO and adult AEL. Other budgets purchase over 60 percent of equipment.

For reference, Vice President Chrisman compared 2003 Technology to 2020 Technology showing the increase over time. He also compared Web-Cloud-Online-Simulation from 2003 to 2020. Online course credit hours continue to grow. There are now 21 Cloud applications including Canvas. The Website has to be responsive. Simulation has become programmable network and ability for SIM people to reply. All have seen the technology in the new buildings which is great for students and gives us competitive edge.

Vice President Chrisman noted that 5 years ago this Board approved a technology fee to be included in the ITS Budget Revenue. Expenditures have increased related to:

- Major Technology Growth – Digital Campus – New Building Technology
- Expenditures for software, hardware, cyber security, and inflation.

Revenue is growing much slower compared to expenses.

Non-ITS budgets are critical because they provide funding for what we have for ITS dedicated budget. Those dollars come from WTED/Perkins and grants.

The SCC ITS department supports all the initiatives and devices. For the future we do need to integrate the new building tech into the ITS budget. We also need plan for simulation and CTE. Vice President Chrisman reviewed the Planning Strategies and Options as follows:

- Reduce Footprint – reduce labs/lab #'s based on schedule/enrollment
- Reduce Footprint – Expand wireless; reduce wired
- Virtual – Continue to expand; lower \$; lifecycle
- Electronic Record Retention – reduce storage requirements
- New Buildings Technology – move to ITS budget
- Grant Opportunities
- Canvas - continue to expand; purchasing power
- Program technology fees to cover high dollar technology
- Online Course Fee – should we consider?

Trustees brought forth questions about available funding assistance and grant dollars. President Ash noted that SCC is working on a grant for technology. They also inquired if a software audit would reveal underutilized software. Vice President Chrisman responded that this is done annually. As an example, he noted that software licensing for animation was reduced to align with enrollment. Additional comments included whether there could be technology fees for concurrent enrollment and whether there is any potential for partnership with a private sector vendor. Vice President Chrisman will bring back numbers including technology fee for concurrent enrolled students. He will also make some inquiries with regard to a partnership.

In closing, Vice President Chrisman reviewed a slide of technology fees in the other community colleges in Iowa. He noted several other community colleges have an online fee already and/or higher technology fees. Trustees inquired whether the other community colleges charging the online fee have found it to hinder enrollment. Vice President Chrisman will bring more information back to May meeting.

### **4.3 Update on COVID-19**

President Ash reported that Administrative team has taken the COVID-19 situation very seriously. In order to keep our staff and facilities safe, we have closed all but one entrance to each building on both campuses and restricted it to not being available to public. The available entrance is manned with clinical staff from the hospital who scan for temperatures and ask screening questions. There are about 165 faculty and staff that are working from home and that changes each day. Some Faculty teaching online are on campus and most are teaching from their homes. We are giving them supports they might need. They have had to learn quickly. There are about 74 workers that are on all of our sites and campuses that are still working from the campuses. We have completed all the paperwork and applications for funding opportunities through the CARES Act. We are going through the dollars that are coming from the government. We are still learning more about the rules on how to utilize that money. We are doing as much communicating as we can. We have a COVID-19 microsite embedded on the SCC Website where people can go to see information.

### **4.4 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:

- **CARES Act** - We are working through the US Government's CARES Act and how it impacts Colleges and universities and specifically SCC. We will see some resources for the college and some that will need to go to students (50% of funds).
- **Status of employees** during COVID-19 - We currently we have 165 employees working from home; about 74 working on campus; 4 that will go on emergency sick leave and then unemployment. We have developed a voluntary Furlough Guidelines to offer to our support staff. This is another aspect of the government's response and can be used to help our employees and the College. We do have a few that are experiencing serious health issues. One has recently had a mastectomy and is at home recovering
- **COVID-19 Response** – There have been numerous meetings (some were of the emergency nature) held internally and also with the hospital. These meetings have given opportunity to discuss direction and guidance on a variety of items to which we needed to respond.

- **Communications** – We have attempted to communicate with students, faculty and staff about the status of the quickly developing situations. We determined to move most all classes online and what should remain in face to face. We discussed how to handle the student support programs determining to have them all move online with option of face to face tutoring can be accessed by the student by setting up appointments. Placement testing was suspended until mid-April and now we are looking for possibly providing other options.
- **Graduation** – Students were surveyed and it appears they desire an in person graduation. We are working through the options of offering that in August.
- **Grants** – We are reviewing two grants – USDA Distance Learning Grant and EDA grant. DL grant has had an additional \$25M added to it and we have a phone conference next week to discuss. The EDA has had a \$1.5B made available and we are working with Southeast Regional Planning to be able to access dollars for the Lee County Education/Training Center as it continues to be discussed and looking for ways to fund it.
- **Students and COVID-19** – Very concerned about students and the added pressures they are under...some single parents with kids at home they have to teach, many have lost jobs and still others have not been in online classes....then add all the pressures of virus and restrictions....stress is mounting for far too many.
- **Online Programs** – Ten fully online programs are now being promoted on the SCC Website.
- **Facilities** – A bike path is underway on the West Burlington Campus funded by a grant in conjunction with the city of West Burlington and the hospital.
- **Facilities** – We have been approached by Des Moines County Emergency Management to possibly use residence halls for first responders who are working long hours and don't want to go home to carry back and forth to home Also working with hospital planning use of college facilities in the event of worse case scenario with COVID-19.
- **WIOA** – New regions have been defined. SCC does plan to respond to the RFP to become the service provider.
- **Community Support** – Marketing ordered and will be placing banners around campuses in support of our communities during COVID-19.

#### 4.5 Financial Report

Vice President Carr referred Trustees to financial reports in their board packets. He noted that he is making the assumption that State General Aid will not change this year. He noted that currently there is a budget deficit of about \$270,000. Summer enrollment will determine the final amount. Utility costs are \$96,000 below where we were last year. Salary and benefits are where we expected. Net Operations are about \$104,000 behind last year at this time. Nothing is different in the restricted general fund or plant fund. Property tax is good.

#### 4.6 Facilities Update

Vice President Carr provided an update on the remodeling project at the Fort Madison Center. On the exterior, they are preparing to put on the siding and metal roof. In the interior, the ceiling grid is hung. They still need to complete the flooring and pop in the panels in ceiling. We are hoping the project will be completed in early May.

As noted by President Ash, the bike path construction has been started on the West Burlington campus.

On the West Burlington campus fairground camping area, they have raised they have been doing work to keep storm water and sanitary water separate.

### **5.0 Future Meetings**

Chair Hillyard reviewed the list of future meetings.

### **6.0 Adjournment**

There was consensus that the meeting be adjourned at 7:01p.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 "Darcy Adams".

Darcy Adams  
Board Secretary