



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, April 14, 2025 at 4:30 p.m.  
Southeastern Community College  
1500 West Agency Road, West Burlington, Iowa - Board Room**

**Meeting Minutes**

**1.0 Routine Items**

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

Board Chair Lanny Hillyard called the meeting to order at 4:31 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Nabulsi, and Heland were present in the room. Trustee Howard was present via Zoom. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Michelle Allmendinger, Jeff Ebbing, Chuck Chrisman, Val Giannettino, and Laurie Hempen.

**1.2 Adoption of Formal Agenda**

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

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

**1.3.1 Audience**

None.

**1.3.2 Administration**

Executive Director of Institutional Advancement Val Giannettino reported that annual Alumni Golf Outing will be held on Friday, June 14<sup>th</sup> at the Burlington Golf Club. The foundation office is working on awarding scholarships and will need help to award them at the area high school senior awards ceremonies.

**1.3.3 Board**

Board Chair Hillyard noted that the Board Work Session is set for Tuesday, June 17<sup>th</sup>. An agenda will be developed as that date gets closer.

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

Trustee Nabulsi reported that the IACCT Board Retreat on April 24-25, 2025. The Annual Trustees Summer Conference will be held July 9-10, 2025 hosted by Iowa Central Community College.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **March 10, 2025, Regular Board Meeting Minutes**

**2. Presentation of Bills of Account**

Name	Title	Date of Hire	Last day of Employment	Reason
Richard Mansheim	Instructor – Industrial	07/01/2022	08/12/2025	Personal

	Controls, Automation and Robotics Technology - Keokuk			
Tony Miller	Health Professions Simulation Technician	07/05/2022	06/30/2025	Personal
Jorge Sierra Galeas	Head Men's and Women's Soccer Coach	04/03/2023	03/28/2025	Personal.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Audra Gaddis (Replacement)	Project Manager, Strengthening Community Colleges Grant	April 14, 2025 – June 30, 2025	\$12,873.56 (\$60,000.00 annual)
Henrique Gontijo Vieira (Replacement)	Interim Head Men's and Women's Soccer Coach	March 31, 2025 – June 30, 2025	\$11,379.31 (\$ 45,000.00 annual)
Jon Paul Van Buskirk (Replacement)	Instructor - Welding	August 13, 2025 – August 11, 2026	\$64,100.00 (\$ 64,100.00 annual)

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

Trustee Nabulsi 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.

**2.2 Approval of Resolution Approving 28E Agreement with Northeast Iowa Community College**  
CBIZ Director Brenda Rubey reported that usually we have a 260E bond sale on an annual basis. There have been no issuances in the last year. Currently there is only a small issuance with Western Smokehouse Partners LLC, for \$370,000. In order to maximize the available training dollars, we are joining with Northeast Iowa Community College for this sale. The bonding attorney recommended we do an agreement defining this agreement that allows us to share the fixed costs.

Trustee Fife-LaFrenz moved approval of the Resolution Approving 28E Agreement with Northeast Iowa Community College items. Trustee Heland seconded. Motion to approve the Resolution Approving 28E Agreement with Northeast Iowa Community College carried on a 5-0 roll call vote.

### **2.3 Approval of Final Agreement and Resolution Approving New Jobs Training Agreement – Western Smokehouse & Meat Market LLC**

CBIZ Director Brenda Rubey reported on June 26, 2024, the college entered into a one-year Preliminary Industrial New Jobs Training Agreement with Western Smokehouse & Meat Market, LLC. There were 65 additional jobs added. She is requesting approval for the Final Agreement and Resolution Approving New Jobs Training Agreement – Western Smokehouse & Meat Market, LLC.

Trustee Nabulsi moved to approve the Resolution Approving Final Agreement with Western Smokehouse & Meat Market, LLC. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Approval of Part-Time Hourly Rate Schedule 2025-2026**

Director of Human Resources Laurie Hempen referred Trustees to the 2025-2026 Part-Time Rate Schedule in their board packet. There are only a few minor changes including expanding the pay range for CBIZ instructors to be competitive and attract qualified instructors. The Board held discussion.

Trustee Fife-LaFrenz motioned to approve the Part-Time Hourly Rate Schedule for 2025-2026 as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **2.5 Fiscal Year 2026 Tuition Rate**

Vice President Cory Gall provided a review of the drafted Fiscal Year 2026 Budget which includes a five year look forward, current year estimate, and three years look back. He is not asking the board to approve the budget tonight. He noted that over the next five years, there will be considerable budgetary pressure from salaries, enrollment, health insurance, and utilities and software. The general fund revenues are primarily driven by tuition and state general aid. Tuition is the only revenue we have control over. We are proposing a \$5 per credit hour increase in tuition and a \$3 increase in tech fees. This is pretty similar to the increases we have seen over the past years. The cost increase to a full-time (12 credit hour) student is \$96. The estimated additional general fund tuition revenue is \$600,000. We have remained and will continue to be one of the lower tuition rates among Iowa Community Colleges.

Trustee Nabulsi motioned to approve the FY 2026 Tuition rate. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.6 Approval of Proposed FY 2026 Service Charges and Fee Schedule**

Vice President Cory Gall referred Trustees to the proposed FY26 Service Charge and Fee Schedule in their board packet. He noted that most of the changes are to recoup instructional fees. The changes are marked in red. These do not generate revenue for the college.

Trustee Heland motioned to approve the proposed FY 2026 Service Charges and Fee Schedule as presented. Trustee Howard 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 and highlighted the following updates:

1. Two Rivers Bank will provide financial literacy training for students.
2. CTE Career Services is hosting Hire SCC events with multiple businesses attending on the Keokuk and West Burlington Campuses.
3. Meeting was held with LIFT partners regarding the IAAP grant.
4. Met with Community Health to discuss to share estimated cost of the land and the need for them to have their own parking. They will further discuss with their board. Their current lease is near expiration.
5. Remodeling in Keokuk classroom space for the simulation lab.
6. The first draft of the Bachelor's Degree Interim Study report is due in May.
7. Legislative Updates:
  - Continued struggle with property tax bill.
  - General education requirements being reviewed—Regents may mandate government and history instruction.
  - General concerns about availability of new or additional State General Aid funding.
8. PACE Survey given and so far, have about a 50% response rate; survey to close soon and results pending.
9. One-year extension granted for the DOC HiSET Program. DOC will outline program priorities during this period.
10. Attended the 25<sup>th</sup> anniversary ICCOC Conference Spring conference which was held in Ames.
11. Working to update the strategic plan chart. Working on Key Performance Indicators (KPIs) and integrating into a dashboard for easier tracking.
12. PEC is developing an Anti-Hazing Administrative Guideline to be approved by Cabinet.

### 3.2 Monthly Financial Report

Vice President Cory Gall directed the Trustees to the comparative data summary in their board packets, pointing out that salaries have increased compared to last year. He also confirmed that the budget is on track with both revenue and expenses. He is pleased to report that overall it has been a good financial year and the college is in good financial position.

### 3.3 Facilities Update

Vice President Cory Gall gave a brief update on facilities, reporting that the roof over the 200 building in Keokuk is mostly complete. SG Construction has completed the track building. The server room HVAC will be installed in May.

### 4.0 Future Meetings

Board Chair Hillyard reviewed the list of future meetings.

### 5.0 Adjournment

There was consensus that the meeting be adjourned at 5:52 p.m.

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

*Darcy Burdette*

Darcy Burdette, Board Secretary