



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, April 15, 2024 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 Janet Fife-LaFrenz called the meeting to order at 4:33 p.m. Roll call indicated Trustees Fife-LaFrenz Hillyard, Howard, and Heland were present in the room. Trustee Nabulsi was present via Zoom. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Michelle Allmendinger, Jeff Ebbing, Chuck Chrisman, Val Giannettino, and Laurie Hempten.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Trustee Heland 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 invited Trustees to the Distinguished Alumnus receptions prior to the Keokuk and West Burlington Commencement Ceremonies. New for this year, the honored alum will receive a medallion with their name engraved on it.

1.3.2 Administration

President Ash reviewed the events surrounding the student death on campus.

1.3.3 Board

Trustee Hillyard reported that he and his wife attended the Mt. Pleasant Annual Dinner.

Trustee Nabulsi attended the Community College Council meeting on March 20, 2024.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported the IACCT Trustees met on March 27, 2024. Their next meeting is April 24, 2024. Trustee Hillyard will attend on his behalf. The Annual Trustees Summer Conference will be held July 10-11 hosted by Hawkeye Community College.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **March 4, 2024 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
Nathan Alexander	Assistant Men's & Women's Soccer Coach & Residence Life Advisor (0.80 FTE)	07/17/2023	03/29/2024	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Guilherme De Lima Cunha (Replacement)	First Assistant Men's & Women's Soccer Coach/Residence Life Advisor (0.80 FTE)	April 1, 2024 – June 30, 2024	\$4,499.99 (\$18,000.00 annual)
Kelli LaLonde (New)	Professional Nursing Tutor (Transferred from 0.50 FTE to 1.00 FTE)	April 1, 2024 - June 30, 2024	\$12,875.00 (\$51,500.00 annual)

Trustee Howard 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 Adopt Budget and Certify Community College Taxes

2.2.1 Public Hearing

Trustee Heland moved that the public hearing on the adoption of the Certified Budget be opened. Trustee Hillyard seconded. The motion passed with all trustees recorded as voting aye. Board Chair Fife-LaFrenz asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Nabulsi moved that the public hearing on the Certified Budget be closed. Trustee Hillyard seconded the motion. The motion carried with all trustees recorded as voting aye.

2.2.2 Final Consideration of Budget Estimate for the Fiscal Year July 1, 2024 – June 30, 2025 and Certification of Community College Taxes

Vice President of Administrative Services Cory Gall reported that he reviewed the details of the FY 2025 Certified Budget at the March 4th Board meeting and gave a brief summary of the important points. The certified budget is developed based on actual FY23 data, re-estimates for FY24, and other information currently known for FY25.

Vice President Gall recommended approval of the Certified Budget as presented.

Trustee Hillyard moved approval of the July 1, 2024– June 30, 2025 Budget Estimate and Certification of Community College Taxes. Trustee Howard seconded. Motion carried on a 5-0 roll call vote.

2.3 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the Main Circle Drive Replacement

Trustee Heland moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the Main Circle Drive Replacement be opened. Trustee Hillyard seconded. The motion passed with all trustees recorded as voting aye. Board Chair Fife-LaFrenz asked if there were any comments from the public. There were none. Board Chair Fife-LaFrenz asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Hillyard moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the Main Circle Drive Replacement be closed. Trustee Heland seconded the motion. The motion carried with all trustees recorded as voting aye.

2.4 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the Main Circle Drive Replacement & 2.5 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the Main Circle Drive Replacement

Vice President Gall provided a brief overview of the Main Circle Drive Replacement construction project. The Engineer's Estimate was \$230,059.27. Six bids were received on March 7, 2024 for the replacement project. The bid tabulation is included in the board packet for reference. The apparent low bidder for the project was submitted by Jones Contracting Corp of West Point, Iowa with a combined Base Bid and Alternate #2 in the amount of \$140,300.00. The bids were lower than the Engineer's Estimate due to market fluctuations and simplicity of the project. Jones Contracting previously completed the Residence Life Loop Road. Vice President Gall reported that subject to funding availability, Bryan Bross of Klingler & Associates recommends that the Board accept the proposal and the contract be awarded to Jones Contracting Corp for \$206,900.00 which includes Base Bid, Alternate #2, and the additive Alternate #1. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, May 13, 2024.

Trustee Howard motioned to approve the Resolution as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.6 Approval of Phlebotomy Technician Certificate and Healthcare Assistant Certificate

Vice President Janet Shepherd and Director of Assessment, Curriculum, and Learning Resources Derreck Calkins provided a handout to Trustees outlining the curriculum and outcomes for two new certificate programs. The Phlebotomy program can be completed in one semester and prepares students to work as a phlebotomist in a medical or lab setting. Students who complete the program will earn 7 credits and a certificate. The second Certificate program is for Healthcare Assistant. This is also a one semester program that prepares students to master essential medical office procedures and basic patient care support. Students who complete the Healthcare Assistant program will earn 12 credits and a Certificate. Both programs are stackable with other health programs. The college benefits by earning completions that are tracked by DOE and HLC. PEC and the Curriculum Committee have approved both certificates. These are now being presented to the Board for approval.

Trustee Hillyard motioned to approve the Phlebotomy Technician Certificate program and the Healthcare Assistant Certificate program as presented. Trustee Howard seconded. Motion carried on a 5-0 roll call vote.

2.7 Naming of the 300 Building Second Floor – Business Programs

President Ash reported that in April 2023, Farmers and Merchants Bank & Trust approached SCC to be the new beneficiary of the Albert Schmidt Trust. Iowa Wesleyan University had previously been the beneficiary. To be the recipient of this Trust, SCC is required to offer courses in Introduction to Value Investing and Advanced Value Investing. In December 2022, The F&M Bank Trust Department took the matter to a court hearing to appoint SCC as the trust beneficiary and the 2022 undistributed income paid to SCC. This was approved. These funds will come to SCC annually.

We are asking your approval for the naming of the second floor of the 300 building in honor of the Albert Schmidt Family.

Trustee Howard motioned to approve the naming of the second floor of the 300 building in honor of the Albert Schmidt Family. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.8 Approval of Proposed FY 2025 Service Charges and Fee Schedule

Vice President Cory Gall referred Trustees to the proposed FY25 Service Charge and Fee Schedule in their board packet. He noted that most of the changes are to recoup instructional fees. The \$10 online course fee is what is charged to us by ICCOC per credit hour. We are proposing to increase our fee to recoup the costs we are paying to ICCOC. This affects online course tuition only.

Trustee Nabulsi motioned to approve the proposed FY 2025 Service Charges and Fee Schedule as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.8 Approval of Part-Time Hourly Rate Schedule 2024-2025

Director of Human Resources Laurie Hempen referred Trustees to the 2024-2025 Part-Time Rate Schedule in their board packet. She noted that there are only 2 changes. One is to increase the TRIO/Professional Tutor hourly rate to match the hourly rate for STEP Tutors. The second change increases the Kidtek Instructor range to \$25-\$30 to allow rewarding longevity.

Trustee Howard motioned to approve the Part-Time Hourly Rate Schedule for 2024-2025 as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.10 Fiscal Year 2025 Tuition Rate

Vice President Cory Gall provided a review of the drafted Fiscal Year 2025 Budget which includes a five year look forward, current year estimate, and three year 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 inflation. 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 \$4 per credit hour increase. 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 \$48. The estimated additional general fund tuition revenue is \$375,000. We have remained and will continue to be one of the lower tuition rates among Iowa Community Colleges.

Trustee Heland motioned to approve the FY 2025 Tuition rate. Trustee Hillyard 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 making note of a few of the items including the following:

1. We are working with an area bank to underwrite the cost of equipment and ID cards for the ID card system. We will be able to issue all students an ID card beginning this fall.
2. A team of individuals from MFG USA came to review the scope of the Iowa Army Ammunition Plant project and the involvement needed from various stakeholders in our region. The group toured Southeastern Community College labs including welding, machining, and industrial maintenance. We will likely be labeled as a subrecipient of the DOD grant for the MFG USA effort at the Ammunition Plant.
3. The new college website is up and going due to the efforts of our marketing department and others across the college.
4. The NLN Accreditation site visit went well. We have received their report and have opportunity to respond to three items. We anticipate they will approve.
5. The 2023 Iowa Department of Education Community College Performance Profile for SCC is in your packets for your review.
6. Eligible graduates as of today are HiSet 102, Keokuk 201, and West Burlington 600.

3.2 Monthly Financial Report

Vice President Gall referred Trustees to the financial report in their board packet. He noted the sum of cash investments as of the end of March have increased. He remains confident that we will end close to final budget numbers. Expenses are similar to last year. The restricted general fund still includes the ICCOC which will come off next year. We have increased the allocation to the early retirement fund. In the plant fund, he noted the capitol outlay for the construction of the FEMA saferoom. The federal support from FEMA is payment back to us for that portion of the same fund as those expenses have to be incurred before we submit for reimbursement. We received just over a million in reimbursement at the end of March.

3.3 Facilities Update

Vice President Gall reported there are only a few large projects to update the board on. The roof replacement for the Private Dining Room and the TRIO space have been completed. They will replace damaged ceiling tiles and the drywall in the Private Dining Room.

They are working on the interior walls for the FEMA safe room. The contractors report they are still on track with that project with substantial completion around July and then finishing interior work near the fall semester.

The dirt work for the track and soccer field is completed. Waiting on some better weather to complete the footings for the shed.

4.0 Future Meetings

Board Chair Fife-LaFrenz reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:18 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