**REGULAR MEETING OF THE BOARD OF TRUSTEES**
**Monday, August 10, 2026 at 4:30 p.m.**
**SCC Fort Madison Center, 712 6th Street, Fort Madison, Iowa**

**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 4:30 p.m. Roll call indicated Trustees Howard, Heland, Nabulsi, Fife-LaFrenz, and Hillyard were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Laurie Hempen, Chuck Chrisman, Jennifer Sabourin, and Jeff Ebbing.

### 1.2 Adoption of Formal Agenda

Trustee Howard 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

None.

#### 1.3.3 Board

Trustees Hillyard and Heland reported that CCFSA meeting was held.

### 1.4 Community Colleges for Iowa Trustee Board Report

Trustee Hillyard reported that the next IACCT Board meeting will be held August 27, 2026.

## 2.0 Action Items

### 2.1 Approval of Consent Agenda

1. **Approval of Minutes**
   - **July 13, 2026, 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 |
|---|---|---|---|---|
| Cynthia Ash | Administrative Assistant – Arts and Sciences – Level 8 | 07/11/2023 | 06/25/2026 | Terminated for performance. |
| Jackson Creasy | Assistant Men's and Women's Wrestling Coach | 07/01/2026 | 07/24/2026 | Personal. |

**4. Employment Contracts**

| Name | Title | Contract Period | Salary |
|---|---|---|---|
| Samantha Diaz (Replacement) | Residence Life Coordinator | 08/10/2026 – 06/30/2026 | $35,708.81 ($40,000.00 annual) |
| Meghan D'Souza (New) | Customer Relationship Management Specialist | 08/25/2026 – 06/30/2026 | $42,528.74 ($50,000.00 annual) |
| Jackson Eurek (Replacement) | Assistant Men's and Women's Track Coach/Resident Advisor | 08/01/2026 – 06/30/2027 | $16,413.79 ($18,000.00 annual) |
| Kolton Kersten (Replacement) | Head Men's & Women's Wrestling Coach | 07/13/2026 – 06/30/2027 | $47,498.08 ($49,000.00 annual) |
| Devin Rohr (Replacement) | Student Success Advocate – Guided Pathways | 08/10/2026 – 06/30/2026 | $39,179.71 ($53,888.00 annual) |
| Joaquin Stofleth (Replacement) | Assistant Women's Volleyball Coach/Resident Advisor | 07/20/2026 – 06/30/2027 | $17,103.45 ($18,000.00 annual) |

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 First Reading of Annual Review of Section 100 Philosophy and Goal Policies (#101- #107)**
President Michael Ash reported that, pursuant to Board Policy #204 – Board Policy Creation & Review, Section 100 Philosophy and Goal Policies are reviewed annually. Following an internal review, no substantive changes were recommended to Policies #101 through #107, which were included in the Board packet for Trustee review. President Ash noted a minor update to Policy #101 to reflect current contact information for the U.S. Department of Education Office for Civil Rights.
Board Chair Hillyard asked for comments, questions, or recommended changes to the remaining Section 100 policies. Hearing none, Trustee Howard moved to record completion of the annual review of Section 100 Philosophy and Goal Policies #101 through #107, with no recommended changes other than the contact information update to Policy #101, and to waive the second and third readings of the policies. Trustee Nabulsi seconded the motion. The motion carried on a 5-0 roll call vote.

**2.3 Approval of Early Retirement Plan**
Vice President Gall presented the Early Retirement Plan to Trustees for approval. The parameters of the plan have not changed from what was previously offered. Employees that are eligible must be at least age 55 by June 30, 2027, have worked the most recent 10 years

consecutively at Southeastern Community College, and inform the Board of Trustees in writing of his/her intention to retire on or before December 1, 2026. He reviewed the early retirement benefits and noted the financial benefits to the college. He noted that the plan is funded by a portion of property tax levies.

Trustee Nabulsi moved to approve the Early Retirement Plan. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

**3.0 Accountability**

**3.1 President's Report**

President Ash provided updates on student activities, academics, facilities, personnel, and ongoing College initiatives. He welcomed Dr. Jennifer Sabourin as Vice President of Student Affairs and reported that preparations are underway for the fall semester, with students beginning to return to campus and residence halls at capacity. He highlighted strong nursing licensure pass rates and discussions with the hospital regarding continuation of the nursing program agreement. Facilities updates included improvements on both campuses, resealing of the Loren Walker Arena gym floor, and new graphics in the arena and Student Center. President Ash also referenced the Government Relations Legislative Summary and reported on discussions regarding a potential aviation program in Keokuk and an engineering transfer partnership with Iowa State University. Additional updates included consideration of the timing and cost of Ellucian SaaS implementation, ongoing work to transition College documents into accessible formats to meet federal requirements, and an upcoming visit by Congresswoman Mariannette Miller-Meeks to the FEMA Safe Room.

**3.2 Facilities Update**

Vice President Gall provided a brief facilities update, reporting that work on the 600 Building renovation continues to progress, with drywall and tile installation underway. Some millwork and door frames are still pending, with completion anticipated in mid to late October. He also reported that the IT office renovation is progressing well.

**3.3 Institutional Review**

Director of Small Business Development Center (SBDC) Janine Clover shared information to the Board about Small Business Development and the accomplishments. She noted that there are 15 centers across the state. She shared data from 2023, 2024, and 2025 to show the impact numbers her office attained for multiple categories including number of clients counseled, capital infusion, sales increases, and jobs created. This fall she plans to host monthly Blackhawk Virtual Coffee Breaks for the monthly business series featuring hot topics in today's business world. She also will host 3 Business Coffee Chats for informal conversations with students, entrepreneurs, and small business owners.

**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