



**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Monday, August 11, 2025 at 4:30 p.m.**  
**SCC Fort Madison Center, 712 6<sup>th</sup> 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 Amanda Estey, Michelle Allmendinger, Laurie Hempen, Chuck Chrisman, Jeff Ebbing, and Val Giannettino.

**1.2 Adoption of Formal Agenda**

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

**1.3.1 Audience**

None.

**1.3.2 Administration**

Executive Director Val Giannettino reported the Foundation Office is preparing for Great Tastes November 5, 2025.

**1.3.3 Board**

Trustee Hillyard reported on behalf of CCFSa that the Des Moines County Fair went well.

**1.4 Community Colleges for Iowa Trustees Report**

Trustee Nabulsi reported that the IACCT Building in Des Moines is being remodeled and that the staff have been relocated to DMACC during the remodel. The next IACCT Board meeting will be held August 28, 2025.

**1.5 World Changing – Changing our Thinking (20 minutes)**

**“Trusteeship in Community Colleges – A Guide For Effective Governance”**

Trustee Hillyard noted Trustee Fife-LaFrenz has suggested going through the book received at the Community Colleges for Iowa Summer Trustee Conference. In preparation for that discussion, each Trustee was asked to read chapters 1 and 2 of the book “Trusteeship in Community Colleges-A Guide for Effective Governance.” Trustee Fife-LaFrenz shared highlights from chapter 1 and Trustees commented. This discussion will continue at the September board meeting.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **July 14, 2025, 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
Tina Clark	College and Career Transition Coach - Keokuk	08/01/2023	08/31/2025	Termination – Grant Funding Ended.
David Yotter	Industrial Maintenance/Advanced Manufacturing Instructor - CBIZ	08/16/2021	08/29/2025	Termination - Reduction in Force.

### 4. Employment Contracts

Name	Title	Contract Period	Salary
Paul Schneider (New)	Industrial Maintenance Lab Assistant – 0.5 FTE - Keokuk	August 18, 2025 – June 30, 2026	\$28,701.15 (\$33,000.00 annual)

Trustee Nabulsi 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 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Loren Walker Arena Re-Roofing Project

Trustee Fife-LaFrenz moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the West Burlington Loren Walker Arena Re-Roofing Project be opened. Trustee Heland seconded. The motion passed with all Trustees recorded as voting aye. Board Chair Hillyard asked if there were any comments from the public. There were none. Board Chair Hillyard 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 Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the West Burlington Loren Walker Arena Re-Roofing Project be closed. Trustee Fife-LaFrenz seconded the motion. The motion carried with all trustees recorded as voting aye.

#### 2.3 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Loren Walker Arena Re-Roofing Project &

#### 2.4 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the West Burlington Loren Walker Arena Re-Roofing Project

Vice President Cory Gall provided a brief overview of the West Burlington Loren Walker Arena Re-Roofing Project plans that includes a re-roof over the Circle Drive bathrooms. He referred Trustees to an estimate of the costs for construction of the roof replacement, which were reviewed at the July 14, 2025, Board meeting. Three bids were received on August 7, 2025, for the Loren Walker Arena Re-Roofing Project. The low bid for the project was submitted by Encor Roofing in the amount of \$309,000.00 which was less than the estimated cost of the project. Vice President Gall reported that Russell Brissey of Klinger & Associates recommends that the Board accept the proposal and the contract be issued to Encor Roofing. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, September 8, 2025.

Trustee Nabulsi motioned to approve the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Loren Walker Arena Re-Roofing Project as presented and also approve Resolution Making Award of Construction Contract of the West Burlington Loren Walker Arena Re-Roofing Project. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **2.5 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, 2026, 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, 2025. He reviewed the early retirement benefits and noted the financial benefits to the college.

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

## **2.6 Consideration and Approval for Title IX Policy Review**

Board Chair Lanny Hillyard reported that he has received two quotes from attorneys for review of the college Title IX policies for the board to consider. He noted that the quotes were received from Mark Hudson from Shuttleworth & Ingersoll, P.L.C and from TNG Consulting. The Board discussed the costs and the scope of each proposal and made the decision to proceed with Mark Hudson. Trustee Nabulsi moved to approve retaining Mark Hudson from Shuttleworth & Ingersoll, P.L.C. for review of the college Title IX policies. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. Board Chair Hillyard will follow-up with Mark Hudson for next steps.

## **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:

- Fall Semester will begin with Blackhawk Kickoff Orientation for new students, Welcome events for students and athletes, Fall In-Service for employees, and Student Activities treats and activities for the first week back.
- Residence Halls are full with a waiting list for the first time ever.
- The Emergency Plan has been updated. This will be reviewed by the Emergency Operations Team at a meeting in September. Vice President Cory Gall will be serving as the Campus Safety and Security Coordinator. The Emergency Plan will be brought to the Board for approval.
- Academic Affairs and Student Affairs gathered and submitted all requested documentation for the Iowa Department of Education Desk Review.

### **3.2 Facilities Update**

Vice President Gall report that the 300-building construction project has started. The hallway in the lower level of the 300 building has been closed off for those renovations. The maintenance crew has been busy preparing campus for students and faculty returning. They have painted some of the offices and the Ag Room was repainted. The grounds crew has been busy cleaning up grounds and flower beds. The Health Professions building will be getting new stair treads to replace the original red ones that have faded with the natural light. The new ones will be gray.

**3.3 Report on Upcoming Election**

Board Secretary Burdette reported that the County Auditor has been notified that elections will take place for SCC Director Districts #2 and #3 for the November 4, 2025, school board election. Nomination papers will be received from August 25, 2025 through September 18, 2025 and be turned in to the County Auditor on September 19, 2025.

**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 5:56 p.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 Burdette".

Darcy Burdette, Board Secretary