



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, August 12, 2019

5:00 p.m.

1500 West Agency Road, West Burlington, Iowa
Board Room (#AD-1)

Meeting Minutes

1.0 Routine Items

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

Board Chair Fife-LaFrenz called the meeting to order at 5:03 p.m. Roll call indicated Trustees Lanny Hillyard, Chris Prellwitz, Jeff Heland, Moudy Nabulsi, and Janet Fife-LaFrenz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Joan Williams, Val Giannettino, Ashlee Spannagel, Jeff Ebbing, and Meghan D'Souza.

1.2 Adoption of Formal Agenda

Trustee Prellwitz moved that the tentative agenda be adopted. Trustee Hillyard seconded. Motion carried with all trustees recorded as voting aye.

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

1.3.1 Audience

None

1.3.2 Administration

Vice President Shepherd provided a handout to Trustees outlining the preparation for the Higher Learning Commission Comprehensive Quality Review Site Visit for Reaffirmation to take place September 16-18, 2019.

1.3.3 Board

Vice Chair Hillyard reported on behalf of CCFSA that the Des Moines County Fair and RAGBRAI went well. He also reported that he attended a webinar on Free Speech hosted by IACCT and attended a Free Speech session at the IACCT Annual Conference presented by Attorney Drew Bracken. Both presentations discussed free speech in open areas and discussed hate speech.

Trustee Nabulsi noted that he also attended the IACCT Annual Conference at Iowa Western Community College where he attended several sessions including the session on Free Speech.

Trustee Heland reported that he attended the IACCT Annual Conference. He noted that the Opening General Session "Seamless Access and a Safer World" delivered by Dave Petratis, an Iowa Western Alumnus, stood out to him.

Trustee Fife-LaFrenz attended the Regional Workforce Development meeting. She noted that WIOA Co-Director Courtney Mullen is going above and beyond working with SCC Deans to link several program with Title I funding.

Board Chair Fife-LaFrenz also attended the IACCT Annual Conference and went to several sessions of interest including:

- “Partners in Education, Collaborating in Industry” presented by Snap-On Tools where they talked about linking CTE and regular academic classes.
- “No Small Matter: Early Childhood Education Center” where they talked about the importance of early learning.
- “Early College Academy: Developing Partnerships with Local School Districts” presented by Dr. Vickie Murillo, Council Bluffs Community School District Superintendent. Dr. Murillo talked about a program she started beginning with 8th grade students that guides students to a career path and workforce readiness certification by high school graduation.

Board Chair Fife-LaFrenz also attended a Lee County Economic Development Group meeting where industrial leaders discussed their challenge in finding enough workforce. They are going to collect more data to share and meet again.

President Ash noted that he has passed along information from the IACCT Annual Conference from the Snap-On Tools Presentation information to the Vice President of Academic Affairs and Dean for Career Tech. Additionally, he reported that President’s Executive Cabinet has been discussing a possible partnership/development of an early childhood program beginning on the Keokuk Campus and meeting with West Burlington Schools about a potential partnership to meet their preschool needs. Lastly, he noted that SCC is working with 8th grade through high school students in similar ways to Iowa Western.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the July IACCT meeting took place during the Annual IACCT Conference at Iowa Western Community College. The meeting was short and primarily included making some decisions about projects.

1.5 Iowa Association of Community College Executive Director Update

President Ash introduced guests IACCT Executive Director MJ Dolan and IACCT Board Chair Denise Hollonbeck from Eastern Iowa Community College. Ms. Hollonbeck reported that she has been leading an effort to create the new IACCT Vision and Mission Statement. The new Vision is to advocate with one voice to Iowa’s Community Colleges. The Mission is to Support the Community Colleges as they educate Iowa’s Workforce.

Director Dolan and IACCT Board Chair Hollonbeck distributed a packet of information to the Trustees which included the IACCT Strategic Plan. They also highlighted the improvements to the IACCT Website. They reminded Trustees that the IACCT Trustee Leadership Conference will be held on Friday, November 15, 2019 at the IACCT Office.

2.0 World Changing – Changing Our Thinking

2.1 Board Discussion on Critical Issues in Higher Education

Board Chair Fife-LaFrenz brought forth discussion regarding the challenges with today’s employees not wanting to work 5 days per week. Perhaps this concept is something we can educate our students to understand. Trustee Hillyard noted that it is important to help students identify their goals and desired career paths early so that they do not end up in a career they do not want or like. Trustees identified there are multiple challenges with today’s students. SCC continues to work towards adapting programing to attract and retain students and train them to meet workforce needs.

2.2 Review of the Board Workshop Priorities

Board Chair Fife-LaFrenz briefly reviewed the results of the survey completed by Trustees prioritizing goals from the June Board Retreat. There are a few items that Trustees ranked as extremely important. She noted that there have already been improvements with the Board Agenda and improvements in communication. Vice Chair Hillyard noted that the presenter at the retreat had a lot of information. Communication is what stood out to him as important. We are implementing a few of those things already.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Consent Agenda
2. Approval of Minutes for the July 8, 2019, Regular Board Meeting
3. Presentation of Bills of Account
4. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Name	Title	Date of Hire	Last day of Employment	Reason
Ella Bokman	AEL Program Instructor – Mt. Pleasant	10/22/2018	07/02/2019	Personal.
Sara Butler	Student Success Advocate	06/19/2017	08/15/2019	Personal.
Sheri Knipe	Enrollment Services/Financial Aid Secretary	10/15/2012	07/15/2019	Accepted Financial Aid Officer position.
Kayley Lobberecht	Administrative Assistant – Career & Technical Education & Arts & Sciences	05/28/2019	08/31/2019	Accepted Student Success Advocate position.
Janet Meyer	CBIZ Training Developer/Coordinator	07/01/2019	07/31/2019	Personal.
Allison Todd	Assistant Women's Basketball Coach/Student Activities Coordinator/Residence Life Advisor	09/17/2018	07/26/2019	Personal.
Mack Turner	Student Success Advocate	07/16/2019	07/31/2019	Accepted PACE Pathway Navigator position.
Anne Walker	WIOA Youth Employment & Training Specialist	02/18/2019	07/24/2019	Personal.

5. Employment Contracts

Name	Title	Contract Period	Salary
Sheri Knipe (Replacement)	Financial Aid Officer	July 16, 2019 – June 30, 2020	\$38,799.62 (\$40,500 annual)
Kayley Lobberecht (Replacement)	Student Success Advocate	September 1, 2019 – June 30, 2020	\$31,473.28 (\$38,000 annual)
Mack Turner (Replacement)	PACE Career Navigator	August 1, 2019 – June 30, 2020	\$34,664.12 (\$38,000 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.

3.2 New Board Policy - First Reading of Board Policy #106, Freedom of Speech

President Ash reviewed the new Board Policy #106 Freedom of Speech. We are required to put this new policy in place to be in compliance with Governor Kim Reynolds new Freedom of Speech ruling. President Ash provided a packet to each Trustee including direction from Ahlers attorney, Drew Bracken. Attorney Bracken reviewed the existing Board Policy #105 on Academic Freedom policy and also reviewed and made suggestions for the language in the new Freedom of Speech policy. President Ash noted that Senator Quambach also reviewed the new Freedom of Speech policy and provided his input.

Trustee Hillyard suggested that we take time to review and bring back for second reading. That will allow them to ask questions and make suggestions. Trustees discussed whether the space/location for freedom of speech needs to be defined and had questions about some of the wording. President Ash plans to have Attorney Bracken review again after including some of Senator Quambach's suggested language. Board Chair Fife-LaFrenz recommended that the Board vote to adopt this First Reading and bring Board Policy #106, Freedom of Speech back for a second reading at the regular meeting in September.

Trustee Prellwitz moved to approve the First Reading of Board Policy #106 Freedom of Speech Trustee Hillyard seconded. Motion carried on a 5-0 roll Hillyard call vote. This Board Policy will be reviewed again at the September 9, 2019, Board of Trustees meeting for a second reading per Board Policy #204.

4.0 Accountability

4.1 President's Report

1. The Grassroots mailing effort to our legislators is being developed. We will need Trustees to help with their letter, but also inviting business and industry leaders to participate. President Ash has provided a list of legislators in each Trustees packet. He encouraged them participate in this letter writing effort specifically thanking them for their community college support. Board Chair Fife-LaFrenz asked if the information can be shared with chamber and school boards.
2. Preparing for New Staff and Faculty Orientation to be held on Friday, August 16th.
3. Preparing for Welcome Day for our new students at West Burlington. The Keokuk Campus has a little different approach they call Passport.
4. The Staff In-Service will be held August 19th at the Comfort Suites Inn in Burlington.

5. We will be welcoming resident students on Saturday, August 17. There will be approximately 173 resident students this fall. There is an increase in soccer players, cross country and each of the other teams have worked to add additional players to their roster.
6. We will need to review the layout of the cafeteria on the West Burlington Campus as the resident life program continues to grow. They may have to utilize the private dining room.
7. Preparing for the bike/walking path to begin installation this fall (hopefully that will be the timeline).
8. Will begin the process next summer/fall for the new roadway to be added to the West Burlington Campus. This has been approved by IDOT.
9. Developing plans for how we are going to use and make available to the public The Harry & Virginia Murray Art Gallery. Initially we will do a “soft” opening with SCC Foundation Board and this Board. That is possibly going to be held in September. A grand opening for the community will be held later.
10. The Open House and Ribbon Cutting for the Keokuk Campus Renovations will be held on Monday, September 9th at 4 pm preceding the regular Board Meeting.
11. The SCC Foundation received an estate gift of about \$227,000 for Nursing Scholarships and about \$150,000 for use in the Ag Program. We are meeting with Nursing and Ag to determine how those funds will be utilized.

4.2 Facilities Update

Vice President Carr provided an update on the renovation on the 400 and 500 buildings at the Keokuk Campus. All renovations for classroom and lab are complete with only a few minor finishes. There are some exterior projects still being completed including the red wrap covering on the corner of the Building 500 facing Messenger Road, the landscaping, and some work on the stairs that were redone. The interior was priority. The faculty are moving in. He reported that SG construction has done a good job.

Vice President Carr also noted that West Burlington Campus Enrollment Services got new furniture. Keokuk Enrollment Services remodeling is complete with their new furnishings as well.

4.3 Report on Upcoming Election

Board Secretary Adams reported that nomination papers have been filed with the County Auditor for the November 5, 2019, school board election for the following individuals:

Director District #1	Chris Prellwitz
Director District #4	Moudy Nabulsi
Director District #5	Janet Fife-LaFrenz

5.0 Future Meetings

Chair Fife-LaFrenz reviewed the list of future meetings.

6.0 Closed Session – Discussion Regarding a Possible Real Estate Transaction – Pursuant to Iowa Code Section 21.5(1)(j)

Trustee Hillyard moved to hold a closed session to discuss a possible real estate transaction pursuant to Iowa Code Section 21.5(1)(j). Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

After a short break, the closed session began at 6:43 p.m.

The closed session concluded at 7:19 p.m.

Trustee Hillyard moved to end the closed session. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

7.0 Adjournment

There was consensus that the meeting be adjourned at 7:20 pm.

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