



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, August 14, 2023 at 4:30 p.m.
SCC Fort Madison Center
Meeting Minutes**

1.0 Routine Items

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

Board Chair Joseph Johnson called the meeting to order at 4:30 pm. Roll call indicated Trustees Hillyard, Johnson, Heland, Nabulsi, and Fife-LaFrenz were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Jeff Ebbing, Val Giannettino, Laurie Hempen, Michelle Allmendinger, Janet Shepherd, and Chuck Chrisman.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz 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

None

1.3.3 Board

Trustee Fife-LaFrenz reported that she and President Ash met with two of the Lee County High School Superintendents to discuss career tech programs.

Trustees reported they all attended the Community Colleges for Iowa Trustee Conference hosted by Kirkwood Community College. They made note of several sessions and presenters and those topics.

Board Chair Johnson congratulated Trustee Hillyard for receiving his 25-year award at the Trustee Conference.

1.4 Community Colleges for Iowa Trustees Report

Trustee Moudy Nabulsi reported that the Community Colleges for Iowa met at the annual conference July 19-20, 2023. There are 3 staff leaving from Community Colleges for Iowa office that will be replaced. He reminded all of the ACCT Leadership Conference October 9 through 12, 2023 in Las Vegas.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes
 - July 10, 2023, 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
Christie Holtkamp	Administrative Assistant/Testing Proctor – Student Services	02/01/2021	08/08/2023	Personal.
Nanette Mansell	Administrative Assistant – Dean of Arts & Sciences	11/02/2021	08/06/2023	Accepted open Project Assistant – TRIO Student Support Services position.
Richard Mansheim	Industrial Maintenance Lab Assistant	07/01/2022	08/15/2023	Accepted open Industrial Controls, Automation, and Robotics Technology Instructor position.
Elizabeth Pezley	Administrative Assistant – Student Affairs – Keokuk - Level 6	02/09/2021	07/31/2023	Accepted open Student Success Advocate – Keokuk position.
Tiffany West	Nursing Clinical Coordinator	12/03/2018	08/15/2023	Accepted open Instructor – Nursing position.
Steve Williamson	Head Women's Basketball Coach	07/01/2023	08/04/2023	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Tina Clark (New)	College and Career Transition Coach - Keokuk	August 1, 2023 – June 30, 2024	\$36,769.23 (\$ 40,000.00 annual)
Cebastian Gentil (Replacement)	Assistant Men's and Women's Track and Field Coach/Resident Advisor	August 1, 2023 – June 30, 2023	\$16,546.15 (\$18,000.00 annual)
Emily Lindner (New)	Instructor – Clinical Nursing - Keokuk	August 16, 2023 – August 13, 2024	\$76,165.88 (\$76,165.88 annual)

David Makuta (New)	Instructor – Computer Science	August 16, 2023 – August 13, 2024	\$64,100.00 (\$64,100.00 annual)
Nanette Mansell (Replacement)	Project Assistant – TRIO Student Support Services	August 7, 2023 – June 30, 2023	\$29,929.60 (\$ 33,113.60 annual)
Alexandria Pardall (Replacement)	Administrative Assistant – Student Services - Keokuk	August 1, 2023 – June 30, 2024	\$28,530.00 (\$ 31,200.00 annual)
Elizabeth Pezley (Replacement)	Student Success Advocate - Keokuk	August 1, 2023 – June 30, 2024	\$36,769.22 (\$ 40,000.00 annual)
Arif Sultan (Replacement)	Instructor – Economics	August 16, 2023 – August 13, 2024	\$66,500.00 (\$ 66,500.00 annual)
Antonio Swayzer (Replacement)	Admissions Recruiter - WB	July 25, 2023 – June 30, 2024	\$37,538.46 (\$ 40,000.00 annual)

Trustee Heland moved approval of the Consent Agenda items. Trustee Hillyard 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 Southeastern Community College Saferoom

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 Southeastern Community College Saferoom be opened. Trustee Fife-LaFrenz seconded. The motion passed with all trustees recorded as voting aye. Board Chair Johnson asked if there were any comments from the public. There were none. Board Chair Johnson 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 Southeastern Community College Saferoom be closed. Trustee Nabulsi 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 Southeastern Community College Saferoom

Vice President Cory Gall provided a brief overview of the Saferoom plans. He referred Trustees to an estimate of the costs for construction of the Saferoom, which were reviewed at the July 10, 2023, Board meeting. Two bids were received on August 8, 2023 for the building project. The low bid for the project was submitted by SG Construction of West Burlington, Iowa in the amount of \$4,427,243.00. Vice President Gall reviewed the details of what the base bid includes and what alternates are rejected to keep the project within budget. The rejected alternates are being reviewed and will be considered separately in the future. Vice President Gall reported that Russell Brissey of Klingner & Associates recommends that the Board accept the proposal and the contract be issued to SG Construction. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, September 11, 2023.

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

2.4 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the Southeastern Community College Saferoom

Vice President Gall recommended award of the construction contract to SG Construction in the amount of \$4,188,932.00 for the Construction of the Southeastern Community College Saferoom.

Trustee Fife-LaFrenz motioned to approve award of the construction contract to SG Construction. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.5 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, 2024, 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, 2023. There are 48 employees, including faculty and non-faculty that are eligible. He reviewed the early retirement benefits and noted the financial benefits to the college.

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

2.6 FY 2024 Iowa Association of Community College Trustees Membership Dues

President Ash recommended that the FY2024 Iowa Association of Community College Trustees membership dues be approved. The total FY2024 Membership Dues are \$45,765.00

President Ash also recommended that the FY2024 President's Assessment for Contract Lobbyist services for the 2024 Calendar year be approved in the amount of \$5,016.00.

Trustee Heland moved to approve the FY 2024 Iowa Association of Community College Trustees membership dues and Lobbyists Services as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

2.7 Approval of Proposed FY2025 Calendar

Director of Human Resources Laurie Hempen reported that the calendar committee has met and is proposing the FY2025-2026 calendar for approval. The process to develop this remains the same and the calendar is similar for each year with only small adjustments. Trustee Nabulsi moved approval of the FY 2025 calendar. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.8 Approval of Audit Services Proposal

Vice President Cory Gall reported that he received notice from Winkel, Parker, Foster CPA PC that they would not be available to complete the contractual audit services for this year. They noted that they had a key employee resign her position, therefore, not allowing them the capacity to successfully complete the audit. Vice President Gall noted that he went immediately to work to secure a new auditing firm. Through several inquiries he was able to secure a bid for our audit with BergenKDV. The fee is considerably higher than Winkel, Parker, Foster CPA firm. An RFP will be completed in December for Audit services for the next year. Vice President Gall is satisfied that this is a fair proposal and will satisfy the requirements for our audit. He recommends the Board approve.

Trustee Heland moved to approve audit services proposal from BergenKDV. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 President's Report

President Ash referred Trustees to his President's Report making note of the following:

1. Reviewing all of the emergency and safety materials to update them. Planning for a fire drill and a tornado drill in the near future.
2. PEC has been working on developing a calendar for routine training opportunities for employees.
3. Forming a committee to discuss recruiting strategies for high school students who are not choosing to attend college.
4. Summer enrollment was up about 2.5 percent.
5. The Blackhawk Student Center will be open for students beginning on August 21st. Initially, it will just be open during specified hours. We do not have the system in place yet for badge access. In Keokuk we have worked with the Y to get discounted memberships for faculty and staff.
6. Plans are being made for the Blackhawk Student Center Open House and Ribbon Cutting at a Business After Hours event on Thursday, September 14th from 5 pm to 7 pm.
7. The Women's Basketball program has a new head coach. The women are being housed in West Burlington for the time being while we look at housing options for Keokuk and look at the program as a whole.
8. We learned we received the NSF grant which will be used for the Industrial Maintenance Technology program to move it to an ICART program which is competency-based. Students will work at their own pace. Total grant is \$650,000 over 3 years.
9. The Foundation raised over \$17,000 in the Alumni Golf Outing.
10. Have signed the MOU with Southeast Iowa Regional Medical Center for a Rad Tech program. Planning for public signing event.
11. Met with District Representatives for Congresswoman Miller-Meeks and for Senator Chuck Grassley. Also met with Representative Taylor Collins. Attended a town hall meeting with Dr. Shepherd at Mt. Pleasant and spoke with Senator Joni Ernst.
12. The USDA held an auction for all property of Iowa Wesleyan University. There were items of interest to us, however, we did not win bids for those.
13. Attended the groundbreaking event for Allied Blending in Keokuk and had opportunity to talk with them about training and education for their employees.
14. Have established a program agreement with the University of Iowa. A future signing event will take place.

3.2 Zoom Phone

Vice President Chrisman provided an update to the Board with regard to the Zoom phone launch. He noted that over the last year the IT department has done extensive research and planning. Multiple opportunities for training were made available. Zoom phone moves the college away from physical phones on desks to computer-based phones. Phase I of the Zoom phone implementation occurred on July 25, 2023 and Phase 2 is scheduled for September 13th. Moving to this phone service has a significant positive budget impact.

Vice President Chrisman did a brief demonstration to the Board to show them how Zoom phones work using college computers and personal phones.

3.3 Student Code of Conduct

Vice President Michelle Almendinger gave a brief presentation on the updates to the Student Code of Conduct. Over the last 10 months this has been reviewed and revised including the input of consultant, attorney, Dean of Students and Vice President of Student Affairs. This was previously called Judicial Code of Conduct and Student Rights. Certain aspects regarding appeal processes were removed as they are not part of the Code of Conduct. References to Administrative Guidelines were removed as students do not have access to them. Links to certain administrative guidelines were included to give students access to those referenced in the new version. An Amnesty policy has been developed to promote safety and wellness of students who might otherwise be in danger. The Code reflects the current state of electronic monitoring, surveilling and stalking. Per faculty request, the revised Code has a greater emphasis on the victim input into the process.

Trustees discussed and asked questions. They expressed appreciation for the update.

3.4 Facilities Update

Vice President Gall provided a facility update beginning with the progress to the track. He was able to report that the railroad ties that were sitting on the fairgrounds were removed. Lines are painted on the track and teams have been using the track for practice. The progress remains slow and he continues to work with Ben Brueck for completion.

The move for Student Affairs has been completed. The new bookstore is complete and functioning. The athletic offices are nearing completion. The cafeteria is open and serving food to students. The Blackhawk Recreation Center is complete and will be made available for students to use.

3.5. Report on Upcoming Election

Board Secretary Burdette reported that the County Auditor has been notified that elections will take place for SCC Director Districts #1, #4, and #5 for the November 7, 2023, school board election. Nomination papers will be received from August 28, 2023 through September 21, 2023 and be turned in to the County Auditor on September 22, 2023.

4.0 Future Meetings

Board Chair Johnson reviewed the list of future meetings.

1.0 Adjournment

There was consensus that the meeting be adjourned at 6:27 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