



REGULAR MEETING OF THE BOARD OF TRUSTEES

**Monday, August 8, 2016
5:00 p.m.**

**Board Room (AD-1)
1500 West Agency Street
West Burlington, Iowa**

Meeting Minutes

1.0 Routine Items

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

Board Chairperson Nabulsi called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Dr. Don Weiss, Becky Rump, Jeff Ebbing, Jan Wolbers, Renae Armentrout, Beth Nichol, Susan Dunek, Cherry Klein, Annette Peterson, Tina Young, and Kristi Schroeder.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

No report.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Fife-LaFrenz reported that she participated in the IACCT annual membership meeting via phone. She also reported that she attended the Iowa Works/Regional Workforce Development Board meeting wherein discussion centered on the leadership team's pilot of a diversity policy project. Region 16 was selected for its best practices for helping individuals enter the workforce who are educationally disadvantaged or physically disabled. Trustee Fife-LaFrenz reported that unemployment rates were discussed and that Lee County continues to be ranked at number one statewide possibly due to Steel Castings' layoff/closure. She noted that the State of Iowa is considering returning to the requirement for unemployment benefit applicants to make their applications via the internet. Since many individuals in our area are not computer literate, a letter will be sent to the State asking for re-consideration for individuals to apply for benefits in-person in addition to making application online.

Trustee Fife-LaFrenz reported that she attended a public forum hosted by Congressman Dave Loebsack regarding his proposed new jobs training legislation which is very similar to Iowa's New Jobs Training program.

Trustee Hillyard reported that he recently attended a College County Fair Service Agency (CCFSA) meeting wherein the possibility of a land exchange between SCC and the CCFSA was discussed in connection with the proposed Indoor Sports Complex.

Trustee Heland reported that he attended the Des Moines County Fair.

Trustee Nabulsi recommended that the Trustees hold a Board Retreat in September. A possible date would be discussed later in the meeting.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported the IACCT Board met on July 28. He forwarded a summary of the notes from the meeting to the SCC Trustees. The meeting focused on:

- Adult Literacy and High School Completion presentation by Kirkwood Community College
- Information on the IACCT 403(a) Plan Advisory Committee role
- IACCT Membership meeting
 - Lobbyist report on State General Fund
 - Report on the Presidents' work on alternative funding sources

2.0 World Changing – Changing Our Thinking Compliance Committee structure/responsibilities

President Ash referred to copies of the Compliance Core Team chart and an outline of the Team's responsibilities.

Financial Aid Director/Chief Compliance Officer Renae Armentrout reported that she serves as Chair of the Team which meets on a monthly basis. The Team members present (Supervisor of Campus Safety & Security Tina Young, Vice President of Student Services Joan Williams, Interim Dean of Academic Planning & Institutional Effectiveness Jan Wolbers, and Controller Annette Peterson) gave a PowerPoint which focused on the following compliance responsibility areas:

- Purpose
 - Identify compliance requirements in federal/state laws applicable to higher education
 - Assessment of institutional operations and policies in order to identify opportunities for improvement
 - Establish action projects based on the introduction of new compliance requirements or the identification of gaps
 - Internal monitoring of compliance efforts and risk assessment
- Campus safety (Clery reporting, Title IX, and Violence Against Women Act (VAWA))
 - Campus safety is directly tied to SCC's receipt of federal funding
 - Seven events per year are required regarding safety
 - Student resources
 - Handouts and staff/student training

- CARE Team – Campus Assessment, Response, and Evaluation team
 - Team addresses issues with students exhibiting behavioral problems before a situation escalates out of control.
 - Develop a culture of college personnel who will report unusual/unacceptable behavior.
 - Maxient software will be used to track student discipline case-management and notification.
- Recertification of SCC's Title IV eligibility is due September 30, 2016 (cycle is every five years)
 - Gainful Employment Reporting – new regulation
 - Consumer Information
- Safety and Emergency
 - Required by Higher Education Opportunity Act
 - Fire & evacuation drills
 - Drug & alcohol-related violation reporting
 - Emergency notification
 - Missing person procedures (housing students)
 - Sex offense data
 - Emergency Action Plans/Preparedness
- Accessibility & ADA
 - Student Success Advocate Angela Mickelson developed SCC's Students With Disabilities handbook. A handbook for faculty and staff regarding disabled students will also be developed.
- Facilities & OSHA
 - Addressing update of MSDS Safety Data sheets
 - Recently completed rehabilitation of labs/hazardous materials survey
 - Review of ADA requirements/signage and OSHA requirements
- Instruction and Accreditation
 - Federal compliance is an area of focus for accreditation by the Higher Learning Commission and Iowa Department of Education
- Budget & Management
 - Government Accounting Standards (GASB)
 - General Accepted Accounting Principles (GAAP)
 - Federal/state reporting and grant management
- HR & Equity Coordinator
 - Iowa Department of Education Equity Visit was held on June 2 and 3
 - Fair Labor Act requirements begin December 1
- FERPA and State Department of Education reporting
 - MIS reporting
 - FERPA requirements

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the July 18, 2016, Regular Board Meeting and the August 2, 2016, Special Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

- Anna Derry
 Position: Administrative Assistant – Enrollment
 Services/Financial Aid
 Date of Hire: 08/04/2014
 Last Day of Employment: 08/11/2016
 Reason: Personal

- Stephanie Nixon
 Position: Adult Education & Literacy Instructor
 Date of Hire: 10/22/2014
 Last Day of Employment: 09/16/2016
 Reason: Personal

4. Employment Contracts
 None to present.

Trustee Prellwitz moved approval of the Consent Agenda items. Trustee seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

3.2 Approval of Participation in the IACCT Defined Contribution TIAA 403(a) Retirement Plan

President Ash reported that during an Internal Revenue Service audit of an Iowa community college it was discovered that a participation agreement did not exist between all the colleges for the TIAA 403(a) retirement plan which is administered through the Iowa Association of Community College Trustees (IACCT). In order to address this oversight, Board approval of the proposed IACCT Defined Contribution TIAA 403(a) Retirement Plan Participation Agreement is recommended.

Trustee Hillyard moved to approve the SCC's participation in the IACCT Defined Contribution TIAA 403(a) Retirement Plan. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Program Review

Vice President of Academic Affairs Dr. Carole Richardson and Interim Dean of Academic Planning & Institutional Effectiveness Jan Wolbers gave a PowerPoint presentation on Program Review. Vice President Richardson reported on the importance of program review related to compliance, accreditation, and other oversight requirements from the Iowa Department of Education, the Higher Learning Commission, and Perkins Grant funding.

Interim Dean Wolbers reported on the program review process. SCC has adopted a three-year program review cycle for its 26 AAS degree programs. She noted that an Arts & Sciences program review pilot will be conducted for 2015-2016 courses. Program data for FY2013 – FY2015 was reviewed during the 2015-2016 program year for Agriculture Management, Automotive Collision Repair, Automotive Technology, Emergency Medical Services, Medical Assistant, Medical Coding & Billing, and Respiratory Care programs. Information on numbers of graduates, placement rates, numbers of students employed within their related program field, and retention was reviewed for each program.

Vice President Richardson noted that the program review process is positive, future-focused, and well-received by faculty since it gives an opportunity for detailed discussion that otherwise rarely happens due to busy schedules.

4.2 President's Report

President Ash reviewed items from his written President's Report. He also reported on the following items:

Ft. Madison Center update:

- In connection with the sale of the Ft. Madison Center, a title search revealed that due to an error in the Ft. Madison Center's legal description, the college owned part of the street. This error has now been corrected. Attorneys for the buyer, Harmony Bible Church, have requested that Board of Trustees approve a formal resolution for the sale of the property. Although the college's attorneys do not believe the resolution is necessary, the resolution will be presented to the Trustees at the September Board meeting for approval in order to move forward with the sale.
- Several sites have been reviewed for the location of the new Ft. Madison Center, but for various reasons a satisfactory location has not been chosen. A downtown location will not be possible due to city code restrictions prohibiting educational entities from operating on the first floor of any building. Other sites within the Ft. Madison area will be sought for the new location.
- Arrangements are being worked out with the Ft. Madison High School to temporarily hold credit classes there if a permanent site cannot be found in the immediate future. The Ft. Madison public library is temporarily housing SCC's Hi-Set program for Ft. Madison area students. SCC's WIOA staff is working in the Iowa Works office in Ft. Madison. CBIZ has put some of its Ft. Madison programming on hold but will use the high school beginning in the fall.

Indoor sports complex update:

- President Ash reported that due to the number of questions from the Trustees during the last Board meeting, he will schedule individual meetings with them to address their concerns regarding the proposed 63,000 square feet indoor sports complex. He indicated that he and Trustee Hillyard met with the Des Moines County Fair Board representatives recently and that they were favorable to the idea of trading the land proposed for the complex between the gymnasium and the fairgrounds (approximately 2 acres) for land owned by the college which is currently used by the Fair Association as campgrounds (approximately 3 acres).
- Although no formal legal documents have been drafted at this time, the following are some general concepts being proposed for operation of the center:
 - A facility director and a 13-member board including representation from the college would oversee the center's operations
 - Bylaws would be developed with the College County Fair Service Agency being used as a model
 - The land would be leased from the college
 - Maintenance/custodial work would be provided by college personnel.
 - Vice President of Administrative Services Kevin Carr has been instrumental in development of an operational budget for the facility and it is anticipated that he would serve as its treasurer.

- Many area hotels are in support of a contingency destination fee which would generate approximately \$200,000 per year to help to cover the facility's operational budget and marketing needs.
- Funding for construction of the complex would come from privately raised funds upon completion of the college's current capital campaign.
- Following Dr. Ash's report, it was noted that the Trustees were generally in favor of the concept of the proposed indoor sports complex because the facility would greatly enhance the college's recruitment efforts and its visibility in our region but that additional information is needed before approval.

Re-use of Mt. Pleasant Mental Health Facility:

- President Ash was contacted by a consultant regarding the college's possible use of the recently closed Mt. Pleasant Mental Health Facility. The consultant was unaware that the college already had a physical presence in Mt. Pleasant.

4.3 Enrollment Update

Director of Marketing and Communication Jeff Ebbing gave a PowerPoint presentation focused on the college's recent television and video advertising campaign. He reported that approximately \$23,000 was spent last year on television advertising with funding coming from the Marketing Department's budget and the I-AM and IHUM grants. Director Ebbing showed four of the current 30 second television ads which focused on SCC's Advanced Manufacturing and Health programs. He explained the process and the data used for deciding on which dates, times, and channels SCC's ads will be most effective. The demographics of viewers vary from season to season so the schedule chosen for SCC's ads varies quarterly to match the viewers. Quad Cities' OnMedia coverage of 21,000 subscribers virtually mirrors SCC's district. Director Ebbing also reported that longer versions of the television ads are available for viewing on SCC's website. These website vignettes and other forms of advertising are coordinated across many forms of advertising media such as SCC's Facebook page. Director Ebbing stated that the next steps for the Marketing plan include further build-out campaigns across media, filming of the new buildings, and a media preferences survey.

4.4 Naming of College Facilities per Board Policy 509

President Ash referred the Trustees to Board Policy 509, Naming of College Facilities or Property for Individuals. He reported that the Trustees received a list via email of donors' names and the spaces they are requesting to sponsor. It is anticipated that the naming opportunities will be approved by the Trustees at the September 12 Board of Trustees meeting so that the donors' name plates will be in place for the West Burlington Campus Health Professions Building Open House which is tentatively scheduled for late October.

4.5 Facilities Update

Vice President of Administrative Services Carr reported that the Keokuk Campus Industrial Technology Building construction is somewhat behind schedule. Three exterior walls have been erected. Due to an omission in the plans and specifications, footings for a retaining wall need to be made deeper. A decision on who is responsible for the extra cost has not yet been reached.

Vice President Carr reported that the West Burlington Campus Health Professions Building has a short punch list of interior items yet to be addressed, e.g. the large mural on

the entrance wall. The punch list for exterior items includes landscaping that will be completed this fall.

Vice President Carr reported that the steel has been erected for the new Black Hawk Towers student residence halls. During the next few weeks, a total of 54 pods will arrive for the second, third, and fourth floors of the building. The pods will begin to be set in place during the second week of September. The anticipated completion date for the building is in early November. Students are expected to move into the building during the Thanksgiving break.

5.0 Future Meetings

Chairperson Nabulsi reviewed the list of future meetings.

6.0 Adjournment

Trustee Heland moved that the meeting be adjourned. Trustee Hillyard seconded. Motion carried.

These minutes have been approved by the Board of Trustees and this is certified to be a true copy.



Sherry Zeller
Board Secretary