



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Monday, August 8, 2022 at 4:30 p.m.

Southeastern Community College, Fort Madison Center, Fort Madison, Iowa

Meeting Minutes

1.0 Routine Items

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

Board Chair Jeff Heland called the meeting to order at 4:30 pm. Roll call indicated Trustees Johnson, Heland, Nabulsi, Fife-LaFrenz, and Hillyard were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Val Giannettino, Lee Skeens, Janet Shepherd, Jeff Ebbing, Ben Lofthus, and Dave Haden.

1.2 Adoption of Formal Agenda

Trustee Johnson 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

None.

1.3.2 Administration

Executive Director Val Giannettino reported that they are beginning to prepare for Great Tastes to be held on Friday, November 11th. She invited all to plan to attend. This is the Foundation's largest fundraiser supporting scholarships.

1.3.3 Board

All five Trustees attended this year's Community Colleges for Iowa Conference (f/k/a Iowa Association of Community College Trustees) in Sioux City at Western Iowa Tech Community College. At the Awards banquet, Trustee Fife-LaFrenz received the John P. Kibbie Award, Amber Ruskell-Lamer- Biology Professor received the Outstanding Faculty Award, and Angela Mickelson, Accessibility Coordinator received the Outstanding Faculty Award. Trustees also made note of topics covered in various sessions.

1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report

Trustee Nabulsi reported that the Community Colleges for Iowa Board met during the annual conference at WITCC in Sioux City, Iowa July 20-22, 2022.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **July 11, 2022 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 |
|-------------------|---|--------------|------------------------|---|
| Alicia Anderson | Nurse Aide & Health Continuing Education Coordinator | 07/01/2019 | 08/11/2022 | Accepted open Nursing Faculty position. |
| Christina Carlson | Adult Education & Literacy Program Instructor- ISP | 09/18/2017 | 07/11/2022 | Removal of security permission at ISP. |
| Christopher Evans | Instructor – ESL | 08/12/2022 | 08/12/2022 | Rescinded acceptance of position. |
| Dillon Galer | Student Success Advocate | 05/16/2022 | 08/12/2022 | Personal. |
| Kevin Teno | Director of Assessment, Curriculum and Learning Resources | 04/29/2019 | 08/19/2022 | Personal. |

4. Employment Contracts

| Name | Title | Contract Period | Salary |
|---------------------------------|---|-----------------------------------|--------------------------------------|
| Jesse Belba (Replacement) | Admissions Recruiter | August 22, 2022 – June 30, 2023 | \$32,758.62 (\$ 38,000.00 annual) |
| Scarlett Craig (Replacement) | Work-Based Learning Specialist, Vocational Rehabilitation | August 10, 2022 – June 30, 2023 | \$33,923.37 (\$38,000.00 annual) |
| Kevin Kaalberg (Replacement) | Head Women’s Softball Coach | July 11, 2022 – June 30, 2023 | \$45,919.54 (\$47,000.00 annual) |
| John McCormick (New) | Testing & Accessibility Services Specialist (0.5 FTE) | July 18, 2022 – June 30, 2022 | \$18,199.23 (\$ 19,000.00 annual) |
| Brandi Mullen (Replacement) | Pace Pathway Navigator | September 1, 2022 – June 30, 2023 | \$33,256.70 (\$40,000.00 annual) |
| Kara Schreiner (New) | Health Admissions Recruiter | August 11, 2022 – June 30, 2023 | \$33,777.78 (\$ 38,000.00 annual) |
| Angela Shipley (Replacement) | Nurse Aide & Health Continuing Education Coordinator | September 6, 2022 – June 30, 2023 | \$49,195.40 (\$60,000.00) |

| | | | |
|----------------------------------|---|------------------------------------|---|
| Trevor Smith (Replacement) | Assistant Men's Basketball Coach/Resident Assistant (.8 FTE) | August 01, 2022 – June 30, 2023 | \$16,551.72 (\$ 18,000.00 annual) |
| Deanna Stuecker (Replacement) | Adult Education & Literacy Program Instructor - MPCF | July 18, 2022 – June 30, 2023 | \$41,187.74 (\$43,000.00 annual) |

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

2.2 Resolution Approving Preliminary Industrial Jobs Training Agreement – Western Smokehouse & Meat Market LLC

Vice President Janet Shepherd reported that Western Smokehouse & Meat Market, LLC plans to expand into Iowa. This will be their third location. They plan to add about 150 jobs at about \$18 per hour average wage. They will make various meat snacks. Vice President Shepherd noted the tentative schedule of activity for this Preliminary Agreement in the amount of \$1.4 million to be approved and then the final agreement will come for approval in March 2023, and the resolution in April 2023. The bonds would then be sold in May 2023 with SCC receiving 1% of approximately \$280,000.

Trustee Hillyard moved to approve the Preliminary Industrial Jobs Training Agreement – Western Smokehouse & Meat Market LLC. 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 report in their folders noting the following items:

- The Community Colleges for Iowa Conference (f/k/a IACCT) was held in Sioux City, Iowa. Janet Fife-LaFrenz received the John P. Kibbie Trustee Award, Angie Mickelson received a Staff Award, and Amber Ruskell-Lamer received a Faculty Award.
- PTK CCsmart – SCC is participating with PTK to rollout another way to promote community colleges using a new website and a variety of support services. There are 3 or 4 states that are entering into the pilot study.
- We submitted a nomination to Rural Community College Alliance for the Community Engagement Award for our hospital partnership. The award will be given during the Rural Community College Alliance Conference to be held in Council Bluffs September 14-16, 2022.
- The Courts project continues to move forward. As construction began, they found that the very large water tank that is part of Fun City Huck's Harbor has to be moved. This discovery created a significant unexpected expense. The Sports Board determined not to hold their bi-monthly meeting since there were no pressing agenda items for discussion.
- SCC's Economic Impact Study Draft Reports have been prepared and we are reviewing with EMSI. Following that review, EMSI will provide a final report.
- We have been participating in Iowa Sector Partnerships Virtual Training to try to understand the purpose of Sector Boards and how the educational world can play a role. We are one of two colleges. Working together with Brenda Rubey, Director of CBIZ.

- Still continue to evaluate the feasibility of housing for the Keokuk Campus. Kevin Carr attended the Keokuk City Council work session along with developer Wes Ames regarding the housing need for the Keokuk Campus and to request their support of this project. We will have more information to discuss at the Board's October Retreat/Work Session.
- Received note from Brent Schleisman, Mt. Pleasant City Manager, that the Mt. Pleasant City Council Finance Committee has reviewed the agreement with SCC and the City of Mt. Pleasant with regard to the SCC Mt. Pleasant Center. They agree with amending the agreement. Mr. Schleisman stated that the City Council has it on their agenda to set a date for a public hearing to amend the agreement on Wednesday, July 27th, 2022. The public hearing and resolution is set for August 10th.
- Meeting set with Major Adam Schaefer of the Burlington Police Department to discuss how the college and the police department can work together.
- The Lee County Health Department won a major grant that we are named as partners. The grant focus is Rural Health/Public Health/Patient Navigation and Advocacy. This will give us opportunity to create some trainings. Dean Kristi Schroeder will be working through the details of this with the health department.
- We have worked through some more of the details with regard to the Conditional Gift Agreement with the hospital to clearly define the guidelines for the student grants. The nursing program has already seen growth beyond the targeted enrollment.

3.2 Guided Pathways Update

Vice President Joan Williams introduced Dave Haden, Guided Pathways for Student Success Grant Director (Title III), to provide the annual update of the Guided Pathways grant. Guided Pathways for Student Success uses a 5-year grant that allows us to work with student retention and increase graduation rates. We do that providing student support and getting students on specific pathways. Mr. Haden provided a Review of what has happened in the past year.

The primary themes from the last year include: New Teams, Re-Design of Student Success Advocates Model, Student Wellbeing and Safety Initiative, Student Planning and Reporting and Evaluation. He reviewed the details of each of those themes. The New Teams were formed to collaborate efforts to better serve SCC students. They have re-designed the advocate mode to focus on assignments based on specific student populations. Utilizing grant funds designated for the purpose of student well-being and safety, they engaged a consultant to assist in identifying and addressing concerns. The advocates assist students in planning their academic pathways using self-service. This helps students see their own progress.

Annual external evaluations are a grant requirement. They have contracted with an evaluation group to assist in meeting this requirement.

Mr. Haden reported that we are nearing half way through the grant. We will continue to work on development of the Student Success Teams, the wellbeing and safety initiatives, and improving the communication of the Guided Pathways/Title III Grant through use of Hawknet and website presence.

3.3 Remodeling Projects - FYI

President Ash provided an update of several proposed remodeling projects. He noted that this is not ready for Board approval at this time. The remodeling projects being considered are due to growth. With increased enrollment and additional partnerships, there is need for additional space in the cafeteria and for additional offices. We also have need to create more collaborative work spaces for Student Affairs and Athletics. The partnership with the hospital caused us to move

several staff from their existing offices in the Health Professions building into other temporary office spaces. For this to happen, several moves will take place. The bookstore will be re-located to allow the cafeteria to expand and create a space for athletic offices. The bookstore will move into a remodeled classroom space. The future Student Affairs offices will also occupy what is now currently classroom space. We have engaged an architect who is still working on the details and timeline. We have a rough estimate of \$1.7 million. We will use ACE funds, grant funds from Great River Foundation designated for office space, and HEERF funds. The plan currently is for final construction drawings and phased remodeling approach to be completed by August 22nd. We will update the board with the final plans at the September board meeting and fix public hearing date on plans and specs.

3.4 Facilities Update

Facilities Director Ben Lofthus provided a brief facilities update noting that work continues on the track and soccer complex. They are making plans for the concrete curbing, irrigation and seeding to be completed this fall. The Student Center has foundation walls, the plumbing will be installed this week and they will start erecting the building structure. The intent is to have it enclosed by October with substantial completing in the spring. The new flooring is in place with a few items that need completing.

4.0 Future Meetings

Board Chair Heland reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:15 p.m.

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



Darcy Burdette, Board Secretary