



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, December 10, 2018

6:00 p.m.

West Burlington Campus

1500 West Agency Road

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 6:09 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Darcy Adams and SCC staff members Dr. Carole Richardson, Joan Williams, Chuck Chrisman, Becky Rump, Jeff Ebbing, and Dr. Janet Shepherd.

1.2 Adoption of Formal Agenda

Trustee Hillyard 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

No one.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Hillyard expressed appreciation to President Ash and the staff for putting together the Legislative Dinner. Trustee Hillyard also provided update from the November CCFSA meeting noting that there was discussion for a few additional improvements for the joint facilities.

Board Chair Fife-Lafrenz noted that she met with Trustee Hillyard to discuss ideas for a future board retreat. Board Chair Fife-Lafrenz has contacted a few individuals and is collecting information from them about what topics they could present. She will gather this information and share with the Board in the future for a final decision.

1.5 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on December 4 and 5. A joint meeting of the community college Presidents and Trustees was held. Good information was shared between the two groups.

2.0 World Changing – Changing Our Thinking

2.1 Fall 2018 Enrollment Update (Dr. Janet Shepherd)

President Ash referred each Trustee to the Fall 2018 Credit Student Enrollment Report included in their packet. He introduced Director of Institutional Research, Dr. Janet Shepherd who will walk us through how to read and decipher this report.

Dr. Shepherd will break it down to look at regular students and high school students. In doing so, she will show that even if you look at individual statistics that show some areas down, that with the different profit margins it has little effect. We are ahead in the budget.

Total Enrollment for Fall 2018 was 2,548 with 24,532.5 credit hours.

First time student enrollment is up 4.52 percent. There are several strategic plan initiatives that are focusing on recruiting and increasing enrollment. Some of those are adding soccer, cross country, increasing international students and increasing military students. We also increased credit scholarships awarded and increased the credit scholarship fund balance.

Returning student enrollment has decreased, but the following strategic initiatives are addressing that as follows:

- Established Retention Oversight Council
- Implemented Drop Out Detective
- The Student Self-Service “Planning” feature is targeted for implementation FY20
- Providing additional personal & social support—Student Services added a dedicated visiting agency office space and established a coordinated schedule for visiting agencies.
- SCC Developmental Math Pilot underway Fall 2018 which is showing promising results. This takes a co-requisite approach rather than pre-requisite that aligns with Guided Pathways.
- Applying for a multi-community college grant from The Great Lakes Higher Education Guaranty Corporation (“Great Lakes”) to implement Guided Pathways.

Credit hours for regular students (no HS) compiled by course section location are slightly decreased in West Burlington and decreased in Keokuk. Online enrollment continues to grow and with increased restricted course sections this translates to more revenue. Overall credit hours have slightly increased and coupled with the tuition increase this aligns with the \$50,000-\$100,000 budget being ahead of projections.

High school student head count is down in first-time concurrent students and increased for returning students. The decrease in first-time concurrent students is primarily due to negotiating incremental increases in concurrent tuition over 5 years. Project Lead the Way also had a decrease due to new price structure of \$20/credit hour. Also, BHS Steps to Success enrollment decreased due to not enrolling freshman for credit.

Trustee Hillyard inquired if other community colleges participate in concurrent enrollment. President Ash stated that Indian Hills does, however, due to community college boundaries, students in our area can only enroll through SCC.

High school student credit hours are down, however, because cost per credit hour is significantly less than regular tuition, it has little negative impact on the budget. In January we will bring retention rates. High school students have no bearing on retention rates. It is a benefit for high school students. Trustee Hillyard inquired about the returning high school students and whether that is decreasing. Dr. Shepherd responded that information will be provided in January when retention report is presented.

Board Chair Fife-Lafrenz inquired if there are statistics to show success of on-line programs versus face-to-face. Dr. Shepherd responded that they have not looked at that statistic, but they could.

Dr. Shepherd concluded her report overview noting the following statistics:

Enrollment by Student Type and by Traditional/Non-Traditional

- 1st generation (60%)
- Average age (21.9)

Enrollment by race/ethnicity

- Minority percentage (16%)

States Represented (26)

- Iowa – 2,131 students
- Illinois – 239 students
- Missouri – 73 students
- Remaining states < 10

Countries Represented (23)

- Brazil – 13 students
- Canada – 10 students
- Remaining countries < 10
- Reunion Island – Region of France
- 52 international students fall 2018
- Expecting 20 new international students in spring 2019

2.2 IACCT Update – MJ Dolan, Executive Director

President Ash introduced IACCT Executive Director M. J. Dolan who reported on the following items:

- IACCT recently received another “clean” audit.
- The facility is 9 years old and as a result of that they have a few projects they are completing. The south landscape drainage is being repaired which was a capital improvement approved in the 2020 budget.
- The new website will be completed by the Legislative Session. This will allow them to produce a better newsletter and make information easily available.
- Connie Hornbeck took her National Chair with ACCT.

- IAACCT is the plan sponsor for the 403a plan that is administered by TIAA. Laurie Hempen is on the advisory committee. There will be informational video to use as a tool for helping new hires to pick retirement plan.
- There will be no dues increase for 2019.
- The 403a plan was audited; IACCT assumed responsibility of the plan following the audit.
- Contact your legislator and thank them for support as last year we were cut less than others. We are still behind. Trying to get more money for operations.
- All trustees are challenged to attend a legislative fundraising event.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the November 12, 2018, Regular Board Meeting
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 |
|--------------------|---|--------------|------------------------|-------------------|
| Barbara Altheide | Computer Technician | 08/21/1989 | 06/30/2019 | Early Retirement. |
| Barbara Carroll | Enrollment Specialist | 07/14/2008 | 06/30/2019 | Early Retirement. |
| Dr. Teresa Garcia | Executive Dean of Academic Affairs | 07/14/2008 | 01/11/2019 | Early Retirement. |
| Ellen Orth | Workforce Center Office Assistant/Receptionist | 11/27/2000 | 06/30/2019 | Early Retirement. |
| Rebecca Rump | Executive Director, Institutional Advancement | 03/02/1987 | 06/30/2019 | Early Retirement. |
| Robert Ryan | WIOA Title I Director | 08/13/2001 | 01/04/2019 | Early Retirement. |
| Leanne Humiston | Professor - Nursing | 08/21/1997 | 08/19/2019 | Early Retirement. |
| Elizabeth Oldfield | Professor - English | 08/19/1999 | 08/19/2019 | Early Retirement. |
| Carla Pilkington | Assistant Professor – Administrative Assistant/Medical Coding & Billing | 01/10/2008 | 08/19/2019 | Early Retirement. |
| R. Leigh Pirtle | Professor - Music | 08/17/2000 | 08/19/2019 | Early Retirement. |

4. Employment Contracts

| Name | Title | Contract Period | Salary |
|-------------------------------|------------------------------|-----------------------------------|----------------------------------|
| Shawn Hopper (Replacement) | Enrollment Specialist | December 11, 2018 – June 30, 2019 | \$19,938.24 (\$36,000 annual) |
| Tiffany West (New) | Nursing Clinical Coordinator | December 3, 2018 – June 30, 2019 | \$34,615.50 (\$60,000 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.

Trustee Prellwitz noted congratulations and expressed appreciation to retirees.

3.2 Resolution Approving Construction Contract and Bond for the Keokuk Buildings 400 and 500 – Interior Renovations

Vice President Carr reviewed that at the November 12, 2018, Regular Board of Trustees, meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Keokuk Campus Buildings Interior Renovations along with Consideration of Construction Bids and Resolution to Award Construction were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Trustee Heland moved approval of the Resolution Approving Construction Contract and Bond for the Keokuk Buildings 400 and 500 – Interior Renovations. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.3 Presentation of the Audit

Vice President Carr introduced auditor Andrea Rumler of Winkle, Parker, & Foster, CPA, PC, and SCC's Controller Annette Peterson. Vice President Carr expressed appreciation to Peterson and the Business Office staff for their work with the auditors.

Auditor Rumler distributed and reviewed a booklet entitled "Presentation of Financial Information" to the Board of Trustees which included charts depicting a comparison of revenue and expenses for FY 2017 and FY 2018 and a letter outlining the audit findings. She reported that no significant changes to the financial statements were required and there were no difficulties in performing the audit. Auditor Rumler reported that the college received an unmodified clean audit opinion. For Financial Statements, there was one significant deficiency reported on a couple of things not noted specifically related to an early retirement liability where the insurance portion for an employee who was eligible to receive this benefit was not included at year end. For Federal awards the auditor issued an unmodified opinion and no material weaknesses. There was a significant deficiency in two instances of non-compliance with the Code of Federal Regulations. The first of those being that the Code requires that it use 7% of work study allocations to compensate students employed in community service activities. This was due to changes in student and community service participants. The second being that two students' status changes were not reported within the required time period. Both students had changes due to withdrawing from the College. Recommendations have been made and accepted. Auditor

Rumler concluded her report noting that the last 2 pages of the booklet are charts showing comparison of revenues and expenses for information purposes.

Trustee Prellwitz moved to accept the FY 2018 audit as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Review Board Policy Section 100

Board Chair Fife-Lafrenz noted that policies in Board Policy Section 100 were distributed via email to Trustees for their review prior to this meeting. Per Board Policy 204, Board Policy Section 100 is to be reviewed annually. She asked if there were any comments or input for any of those policies. Board Chair Fife-Lafrenz suggested minor language changes in Policy 101. No other comments were made on remaining policies. Board Policies will be reviewed by Cabinet prior to Regular Board Meeting in January 2019.

4.2 President's Report

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **CASE Recognition as Volunteer of the Year** – Lawrence and Marilyn Matteson, will be recognized for their major gift along with the many annual STEM scholarships they give to students through the Foundation
- 2.) **Fort Madison** - Plan to meet with Economic Development about possible Educational Center
- 3.) **FAFSA Verification** – Federal Department of Education has a verification process on a certain percentage of students who are applying for federal financial aid – that percentage may vary and we are not able to glean how the department goes about the verification process. The process of verification causes a number of students to not complete enrolling. SCC's number is 410 students. President Ash provided three articles in the board packets for review regarding Pell Verification Process, Income Verification, and Fixing FAFSA.
- 4.) **Statewide Marketing** – A study was conducted statewide about career education. Both parents and young teens were surveyed with some interesting feedback. This will guide the conversation moving forward.
- 5.) **Keokuk Chamber and Economic Development** – Met with Shelley Oltmans about questions/concerns some Board members are expressing about the plans of the College.
- 6.) **The Turf** – The air-support dome facility has been inflated and is up. The interior – restrooms, concession, office, second level mezzanine and the turf will now be able to be installed – substantial completion is scheduled for the end of January. A director has been hired and he will begin December 19th.
- 7.) **10,000 Small Businesses** – 184 applicants – 84 business owners were interviewed and SCC business professor Stephani Smith went to Babson College for training to teach in this program. The second cohort is now being recruited.
- 8.) **Guided Pathways** – We are waiting on the paperwork to complete for the grant through the Great Lakes Foundation. This is a program that will help students have a better understanding of the courses needed to complete their degree in a more efficient manner.

- 9.) **Student Planning** – Working with a number of departments and personnel in the College and also with Ellucian to put into place a program that will help students see at least two years out as what course will be offered and when. A tremendous amount of work being started by staff to better support students.

4.3 Monthly Financial Report

Vice President of Administrative Services Kevin Carr presented the financial statements for month ending November 30, 2018. He reported that tuition is estimated \$50,000 to \$100,000 above budget. Financial statements will give better indication at end of January. State general aid and property taxes are right on target as are expenses. Fund balance is slightly ahead of where we were a year ago. The Restricted fund supported by property taxes monies is also on target.

4.4 Facilities Update

Vice President Carr reported that a preconstruction meeting with SG Construction for renovations at the Keokuk campus will be held on December 14, 2018. Plan to get in over Christmas break and work on the chemistry room. The fume hood has been placed in the Biology prep room and will need a plumber to complete the installation.

We are slowly making use of all the rooms that moved to Hall of Science. The Chemistry room is being converted to an Art room to make way for the construction of the Murray Art Gallery.

A special call-in board meeting will be held on January 7th to award the low bid from December 18 bid meeting for construction of the Murray Art Gallery.

5.0 Future Meetings

Chair Fife-Lafrenz reviewed the list of future meetings noting that the Regular Board meeting for January 2019 is being moved to Wednesday, January 16, 2019 to allow President Ash to share the CASE VI honor with Lawrence Matteson in Denver, CO on January 14, 2019.

6.0 Adjournment

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

The meeting adjourned at 8:04 p.m.

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



Darcy Adams
Board Secretary