



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, December 11, 2017

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 Prellwitz called the meeting to order at 6:00 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 Sherry Zeller and SCC staff members Dr. Carole Richardson, Joan Williams, Chuck Chrisman, Annette Peterson, Renae Armentrout, Dr. Don Weiss, Becky Rump, Jeff Ebbing, Byron Whittlesey, and Dr. Janet Shepherd.

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

No report.

1.3.2 Administration

No report.

1.3.3 Board

Board Vice Chair Fife-LaFrenz reported she attended numerous women's basketball games. She also participated in a comprehensive planning meeting led by Southeast Iowa Regional Planning Commission regarding the role of Keokuk in the regional plan.

Trustee Hillyard reported that the College County Fair Service Agency is in the process of prioritizing some improvements needed for the Agri-Stock Arena. These items will be discussed with the Trustees at a future meeting.

Trustee Heland and Chair Prellwitz reported that they have attended numerous meetings of the Greater Burlington Area Sports Facilities Board of Directors wherein plans for The Turf facility have been the focus.

Chair Prellwitz reported that President Ash has been awarded the Executive Leadership Award for Region VI of the Council for Advancement and Support of Education (CASE)

which consists of seven states. Executive Director for Institutional Advancement Becky Rump submitted the nomination for President Ash. She indicated that this is the first time a community college President has been awarded this honor.

1.5 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on December 5 and 6. A joint meeting of the community college Presidents and Trustees was held wherein Representative Bobby Kaufmann presented on the upcoming legislative session with regard to community colleges. Lieutenant Governor Adam Gregg presented on the importance and value of technology. The IACCT Board approved the lobbyists' contracts and the budget. Trustee Nabulsi expressed appreciation to Executive Director M.J. Dolan and her staff for their work.

2.0 World Changing – Changing Our Thinking

2.1 Board Emerging Topics

No report.

2.2 Presentation by IACCT Executive Director M. J. Dolan

IACCT Executive Director M. J. Dolan reported on the following items:

- IACCT recently received another clean audit.
- There will be no dues increase for 2019.
- The 403a plan was audited; IACCT assumed responsibility of the plan following the audit.
- Guidance for Trustees on how to communicate with legislators.
- All trustees are challenged to attend a legislative fundraising event.

President Ash introduced Iowa Community College Lobbyist Tom Cope who gave brief remarks about the upcoming legislative session.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the November 13, 2017, 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
David Acord	Print room/Mailroom Supervisor	05/18/1987	01/31/2018	Early Retirement.
Michael Bennett	Web Services Manager	01/08/1990	12/22/2018	Early Retirement.
Barbara Blow	Administrative Assistant - CBIZ	10/01/2002	12/31/2017	Early Retirement.
Susan Dunek	Dean of Career and Technical Education	06/01/1996	06/30/2018	Early Retirement.
James Evans	Professor – History,	08/19/1993	08/19/2018	Early Retirement.

	Geography & Political Science			
Tony Malone	Maintenance Mechanic	07/09/1990	06/30/2018	Early Retirement.
Sally Maus	WIOA Employment Training Specialist	01/02/2008	06/30/2018	Early Retirement.
Suzanne Messer	Professor - Art	07/01/1987	08/19/2018	Early Retirement.
Dianna Monical	Bookstore Sales Assistant	06/11/2007	05/31/2018	Early Retirement.
Deana Newby	Receptionist/Office Assistant	06/05/1989	12/31/2017	Reduction in force.
Sherry Zeller	Executive Assistant to the President/Board Secretary	09/07/2000	07/31/2018	Early Retirement.

4. Employment Contracts

Name	Title	Contract Period	Salary
Lisa Licastro (Replacement)	Custodian I - Housekeeper	November 15, 2017 – June 30, 2018	\$19,129.68 (\$30,630.96 annual)

Trustee Fife-LaFrenz 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 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, December 11, 2017" which included charts depicting a comparison of revenue and expenses for FY 2016 and FY 2017 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 the financial statements and for federal awards. She reviewed financial highlights for FY 2017. Auditor Rumler noted that there was a minor internal control deficiency wherein two students received more subsidized loans than they were eligible for and one student was over awarded financial aid.

Trustee Nabulsi moved to accept the FY 2017 audit as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.3 Proposed Revisions to Resolution Naming Depositories

Vice President of Administrative Services Carr provided an updated copy of the Resolution Naming Depositories. He noted that a request for proposals for interest rates was last conducted in 2015. Recently a request for proposal of short term interest rates during the past 12 months was reviewed among area banks and also ISJIT in Des Moines. Great Western Bank offered a rate of 1.77% which equates to an \$80,000 to \$100,000 increase in interest income during the next 18 months. This revision is in compliance with Board Policy on investments. Great Western Bank will syndicate the college's funds among numerous institutions (\$250,000 per bank) for protection under FDIC law.

Trustee Heland moved to approve the revisions to the Resolution Naming Depositories. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.4 Quarterly Review of Board Policies in Section 100

Review Board Policy #102, Mission, Vision, and Values

President Ash reported that Board Policy #102 was reviewed by the Trustees at the November 13 regular Board meeting as a first reading. One proposed revision was approved by the Trustees to add the word "service" as follows:

Excellence: we are committed to the highest standards in all aspects of teaching, learning, and service.

President Ash recommended that Board Policy #102 be approved.

Trustee Hillyard moved to approve the revisions to Board Policy #102 and that the third reading be waived. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.5 Strategic Plan for 2017 – 2022

President Ash reported on the Strategic Plan Committee meetings and the input sessions during the past year which have led up to the compilation of the Strategic Plan for 2017 – 2022. He indicated that the Strategic Plan is a "living document" which will be reviewed every year. A timeline and Key Performance Indicators will be developed in connection with the Plan. President Ash reported that each of his direct reports will prepare a tactical plan for their department which will relate to the contents of the Strategic Plan.

Vice Chair Fife-LaFrenz inquired about which area of the Plan should be considered the first priority. President Ash noted that outreach, enrollment, and retention are priorities. He reported that the Enrollment Strategy Committee is working on a retention plan which should have impact on these priorities. An early alert system, Dropout Detective, will aid with identifying at-risk students. An additional Student Advocate will be hired using funds contributed by a donor.

Trustee Hillyard moved to approve the Strategic Plan for 2017 – 2022. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.6 Facilities Master Plan Update

Vice President of Administrative Services Carr referred to the updated Facilities Master Plan "Working" Document. He reviewed each section of the plan and the facilities priorities. Discussion was held regarding the following items:

- Repair of piping in Building 100
- Addition of a lift for the stage in the Little Theater
- Available grant funding to cover a portion of the cost for construction of a safe room
- Repairs needed at the Agri-Stock Arena which will be coordinated by the College County Fair Service Agency when funds become available from the college, the Fair Board, and the county

Trustee Fife-LaFrenz moved to approve the Facilities Master Plan Update. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.7 Lobbyist Services for 2018 Legislative Session

President Ash reported that the fee for the college's lobbyist services during 2018 is \$15,327 which is \$2,073 less than the previous year. He explained that the fee is calculated by using the Iowa community colleges' funding formula.

Trustee Nabulsi moved to approve the lobbyist services fees for 2018. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Residence Halls Update

President Ash reviewed PowerPoint slides which provided the rationale for a plan to move forward with a revised lease agreement with Campus Community Developers (CCD). The agreement will provide student housing at Millennium, Winegard, and Witte Halls to be ready for student use by August 1, 2018. These renovated facilities will be used to house approximately 90 additional student athletes anticipated with the college's new soccer and cross country teams. Drawings of the proposed locations for Blackhawk Towers 2 and 3 were reviewed. Vice President Carr showed a time lapse video of the construction of Tower 1.

Campus Community Development representatives Steve Zager and Ron Massner presented on their plans to provide student housing for 250 students by August 1, 2018. They reported that the interior of Millennium Hall has been painted and new LED lighting, ceiling tile, flooring, and furnaces have been installed. Renovations of Witte and Winegard Halls anticipated to begin in March 2018 will include new metal roofing, flooring, restroom renovations, and interior and exterior paint. When the total number of student residents on campus is consistently at 250, CCD will begin construction of Blackhawk Tower 2 possibly for housing in the fall of 2019, assuming eight to ten months for construction.

Discussion was held regarding CCD's option to provide food service for student residents. Mr. Zager reported that numerous food chains had been interviewed but all required more students on campus and more available parking. The option to provide food service ends on March 15, 2018.

Vice President Carr indicated that an amendment to the lease agreement with CCD will be presented for Board approval at the January 2018 Board meeting. He reviewed the major points of the current lease agreement.

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.) **AA/AS Transfer Major Proposal** – From the Department of Education – approved by the Presidents – would permit the use of the phrase “Transfer Major” designating that a student was taking a course of study that would permit (require one to transfer and not go directly into the workforce).
- 2.) **Future Ready Iowa** – working to have a smooth connection with what the Governor wants but also to not have revenue taken from CCs to provide a program that is already in place by CCs.
- 3.) **Strategic Plan** – Final draft is complete – numerous opportunities for College personnel to give input. We will be developing targets, timelines, and tactical plans accordingly once the draft is approved by the Board.
- 4.) **Enrollment** – Outreach and Retention – Enrollment Strategies Committee has added a number of faculty to its ranks. We will be developing specific strategies for both Outreach and Retention going forward.
- 5.) **Budget** – We have made some planned determinations that will help us with the current budget and moving forward, expecting everything else to remain the same – SGA, WIOA, etc. A comprehensive explanation of the overall plan will be given in January that includes the changes in the budget, enrollment – outreach and retention
- 6.) **New Programs** – Two new programs were approved by Curriculum Committee – Robotics and Mobile Apps. More information will be coming that will give further explanation of these two as well as others that are in consideration.
- 7.) **Statewide Apprenticeship Program** – All community colleges will be working to develop a template and booklet that demonstrates our commitment to the apprenticeship programming that is being encouraged by the federal DOL and the State of Iowa.

4.3 Monthly Financial Report

Vice President of Administrative Services Kevin Carr presented the financial statements for month ending November 30, 2017. He reported that tuition revenue is less than the amount budgeted by \$250,000. Expenses are 1.5% less than the amount budgeted. Vice President Carr reported that de-appropriations of state general aid for this fiscal year is a possibility.

Vice President Carr reported that legislation has passed the House of Representatives which would remove the ability to use federal tax exempt financing. It is anticipated that this legislation will become law on January 1, 2018. Per advice from the college's legal counsel, the SCC Foundation Board will approve a resolution before the end of the calendar year to refinance the current tax exempt conduit financing with the City of West Burlington with a different loaning institution at an interest rate of approximately 2.67%.

4.4 Facilities Update

Vice President Carr reported that work to install solar panels on the roof of the Keokuk Campus Industrial Maintenance Technology building is underway. The goal for this project is for the college to have no upfront costs, enjoy utility savings in future years, and provide an educational experience for students.

Vice President Carr reported that the ICN panels have been removed from the Keokuk Campus. The ICN room will become a regular classroom.

The first floor drywall and window glazing are nearly complete at the West Burlington Campus Hall of Science building. It is anticipated that the sidewalks and loop road near the building will be completed before winter.

5.0 Future Meetings

Chair Prellwitz reviewed the list of future meetings.

6.0 Adjournment

Trustee Hillyard moved that the meeting be adjourned. Trustee Fife-LaFrenz seconded. Motion carried.

The meeting adjourned at 7:52 p.m.

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



Sherry Zeller
Board Secretary