



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, December 11, 2023 at 6:00 p.m.
1500 West Agency Road, West Burlington, Iowa
Board Room

Minutes

1.0 Routine Items

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

Board Vice Chair Janet Fife-LaFrenz called the meeting to order at 6:05p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Heland and Nabulsi were present in the room. Trustee Joseph Johnson was absent. Also present were President Michael Ash, Secretary Darcy Burdette, and SCC staff members Michelle Allmendinger, Jeff Ebbing, Chuck Chrisman, and Val Giannettino.

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

None

1.3.2 Administration

None.

1.3.3 Board

Trustee Nabulsi reported that he participated in the Community College Council meeting on November 14, 2023, and they continue to review rules as directed by the Governor. He also provided a copy of the Department of Education Executive Summary to Trustees.

Trustees Heland and Hillyard reported that the quarterly CCFSA meeting was held.

1.4 Community Colleges for Iowa Trustees Report

Trustee Nabulsi reported that the next IACCT Board meeting will be on Wednesday, December 13, 2023.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **November 13, 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
Charles Burm	Professor - English	08/18/2004	08/13/2024	Accepted early retirement.
Deanna Kline	Professor - Nursing	08/18/2004	08/13/2024	Accepted early retirement.

Shirley Martin	Library Assistant – Keokuk - Level 6	11/18/1985	06/30/2024	Accepted early retirement.
Julie White	Secretary – Athletics Department – Level 6	10/01/2007	03/31/2024	Accepted early retirement.

4. Employment Contracts

Name	Title	Contract Period	Salary
Rebecca Chase (Replacement)	Administrative Assistant – Institutional Advancement – Level 7	December 1, 2023 – June 30, 2024	\$18,482.40 (\$31,824.00 annual)
Michael Conrad (Replacement)	Student Success Advocate – Concurrent Enrollment	December 1, 2023- June 30, 2024	\$23,230.77 (\$40,000.00 annual)

Trustee Nabulsi moved approval of the Consent Agenda items. Trustee Heland seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

2.2 Resolution Accepting the Blackhawk Student Center

President Ash reported that the Blackhawk Student Center has been completed in accordance with the terms and conditions of the September 20, 2021, contract. The college is satisfied that all items on the punch list have been met.

In a letter dated October 26, 2023, Shive-Hattery Architecture + Engineering has provided a Certificate of Completion for the Blackhawk Student Center and recommends final acceptance of the Blackhawk Student Center.

Trustee Nabulsi moved to approve the Acceptance of the Blackhawk Student Center. Trustee Hillyard seconded. Motion carried on a 4-0 roll call vote.

3.0 Accountability

3.1 President’s Report

President Ash referred Trustees to his report in their folders and highlighted several items.

1. Many have been involved in completing the requirements for consultant from Sheridan Wealth to determine SCC’s eligibility for employee retention credit (ERC). These are funds available through the IRS to replace dollars spent on payroll during the COVID pandemic.
2. Completing a proposal to a donor for his consideration in support of an athletic program for his consideration.
3. The Special Recruitment Committee met to prepare for our high school counselor day on Friday, December 8. This was identified as an important opportunity to help educate the counselors about SCC and our efforts to reach students who are not choosing to go to college.

4. Have selected a new Assistant Director of the Greater Burlington Area Sports Facilities. The Board will be reviewing the Bylaws and making changes to the Board make-up in the first quarter of 2024.
5. Presidents discussed the availability of Narcan on community college campuses for use in the event of an opioid overdose. The President's Executive Council will discuss and review whether to have it available on our campuses.
6. Coats were collected by the Drama/Psych! Club for their 6th annual "Share the Warmth" campaign. Coats will be shared with those who need them.

3.2 Monthly Financial Report

President Ash referred Trustees to the financial reports in their packets. He reviewed items from the reports. On the Cash and Investment report he noted that the CD with First Interstate Bank was matured and was renewed with 5.1% interest rate. He noted that in the General Fund tuition revenue continues to increase from prior year and will meet or exceed our budget expectations. Salary and benefits have increased expenses over the prior year.

3.3 Facilities Update

President Ash reported that sitework is progressing quickly on the FEMA Saferoom. The precast walls will arrive soon and put in place during the month of January. The concrete pad for the track building will be poured in the spring.

4.0 Secretary's Report on Election in Director Districts #1, #4, and #5

Board Secretary Darcy Burdette reported that on November 7, 2023, Jesse Howard was elected as SCC Director for District #1, Moudy Nabulsi was elected as Director for District #4, and Janet Fife-LaFrenz was elected as SCC Director for District #5.

Board Secretary Burdette issued the oath of office to Trustees Howard, Nabulsi and Fife-LaFrenz.

5.0 Reorganization of the Board

5.1 Adjourn Sine Die

Trustee Heland moved that the Board meeting adjourn sine die. Trustee Hillyard seconded. Motion carried.

5.2 Call to Order and Roll Call by Secretary of the Board

Board Secretary Darcy Burdette reconvened the meeting. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Heland, Nabulsi and Howard were present in the room.

5.3 Organization of the Board

5.3.1 Election of Board Chairperson

Board Secretary Burdette announced the first order of business in the board reorganization is the election of the Board Chairperson, and as soon as the Board Chairperson is elected, the gavel will be turned over to that person.

Trustee Hillyard nominated Janet Fife-LaFrenz for Board Chair and since there were no further nominations, Trustee Fife-LaFrenz should be appointed Board Chair by acclamation. Trustee Heland seconded. Motion carried. Janet Fife-LaFrenz assumed the position of Board Chair.

5.3.2 Election of Board Vice Chairperson

Trustee Nabulsi nominated Lanny Hillyard for Board Vice Chair and moved that since there were no further nominations, Lanny Hillyard should be appointed Board Vice Chair by acclamation. Trustee Howard seconded. Motion carried. Lanny Hillyard assumed the position of Board Vice Chair.

5.3.3 Appointment of Secretary

Trustee Heland moved that Darcy Burdette be appointed Board Secretary. Trustee Hillyard seconded. Motion carried.

5.3.4 Appointment of Representatives for the College County Fair Service Agency Board of Directors

Trustee Heland moved that Lanny Hillyard, Jeff Heland, and Dr. Michael Ash be appointed as representatives to the College-County Fair Service Agency Board, and that Jesse Howard, Moudy Nabulsi, and Janet Fife-LaFrenz be appointed as alternates. Trustee Howard seconded. Motion carried.

5.3.5 Appointment of Representatives for the Greater Burlington Area Sports Facilities Board of Directors

Trustee Nabulsi moved that Jeff Heland and Lanny Hillyard be appointed as the SCC representatives to the Greater Burlington Area Sports Facilities Board of Directors and that Jesse Howard, Janet Fife-LaFrenz, and Moudy Nabulsi be appointed as alternates. Trustee Howard seconded. Motion carried.

5.3.6 Appointment of Iowa Association of Community College Trustees Representative and Alternate

Trustee Howard moved that Moudy Nabulsi be appointed the Iowa Association of Community College Trustees (IACCT) Representative and that Lanny Hillyard be appointed as the IACCT Alternate. Trustee Heland seconded. Motion carried.

5.3.7 Resolution on Signatures for Depositories

President Ash recommended approval of a Resolution on Signatures for Depositories containing revisions required as a result of the Board reorganization. He stated that the names of the Board Chair and the Board Vice Chair elected at the meeting will be inserted in the appropriate places in the document.

Trustee Howard moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Nabulsi seconded. Motion carried.

6.0 Future Meetings

Board Chair Fife-LaFrenz reviewed a list of future meetings.

7.0 Adjournment

There was consensus that the meeting be adjourned at 7:09 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