



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, December 12, 2016

5:00 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 Chairperson Heland called the meeting to order at 6:10 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, Dr. Don Weiss, Becky Rump, Tina Young, Kristi Schroeder, Dick Springsteen, Teresa Garcia, Joan Williams, Jeff Ebbing, Susan Dunek, Angela Mickelson, Renae Armentrout, and David Metzger. IACCT Executive Director M.J. Dolan was also present.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Higher Education Association (HEA) President/Economics Professor Dr. Deborah Wright read Resolution #6 from a list of Resolutions written by the HEA. The subject of the Resolution pertained to the hiring of deans at the college.

IACCT Executive Director M.J. Dolan distributed and presented information from handouts on the Iowa Community Colleges' lobbying structure, 2017 legislative priorities, historical state aid data, trustee advocacy, and the Future Ready Iowa initiative. She reported that the current state budget forecast does not provide for growth in community college state general aid for 2017. Executive Director Dolan reported that the recent Community College Trustee Leadership Conference was well attended and provided valuable information.

1.4.2 Administration

Executive Director for Institutional Advancement Becky Rump reported that as part of the Building the Dream campaign a promotion for engraved brick pavers has begun. Details will be sent to the Trustees.

1.4.3 Board

Trustee Fife-LaFrenz reported that during the past month she attended numerous women's basketball games. She also attended the recent Regional Workforce Investment Board (RWIB) meeting which focused on efforts being conducted to assist dislocated workers from Steel Castings. A new company has purchased Steel Castings which plans to hire approximately 200 people. The January RWIB meeting will be held at the Keokuk Annex in order to showcase its educational opportunities available for unemployed and dislocated workers. Trustee Fife-LaFrenz reported that she participated in the November 16 IACCT webinar on Sector partnership modeling.

Trustee Nabulsi indicated that the Board held a very productive Retreat meeting on December 7. He expressed appreciation to Chair Heland and Vice Chair Prellwitz for their development of the Agenda and to President Ash for his presentations.

Trustee Hillyard reported that he and Chair Heland attended the recent College County Fair Service Agency meeting wherein a land exchange agreement was approved in connection with the proposed Indoor Sports Complex.

Trustee Prellwitz reported that she attended the recent Mt. Pleasant Correctional Facility HSED graduation ceremony. She expressed appreciation to the college staff who planned the event.

Chair Heland reported that the recent Board Retreat had productive discussions about goal setting. He indicated that he is very optimistic about the college's future.

1.5 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on December 1 and the joint IACCT/IACCP meeting and the IACCT Holiday Celebration was held on November 30 with numerous Legislators present. The IACCT Board of Directors meeting focused on IACCT's financials and membership dues.

2.0 World Changing – Changing Our Thinking

2.1 Emerging Issues/Future Agenda Items

During discussion it was recommended by the Trustees that a future agenda item for consideration is the Board of Trustees' budgeted expenses. The topic could be discussed at a Board Retreat, and if deemed necessary, could be followed by an action item at a future board meeting.

2.2 Compliance: Disability Services

(title) Angela Mickelson and Vice President of Student Services Joan Williams presented on SCC's compliance with the Americans with Disabilities Act (ADA) federal regulations. Vice President Williams reviewed some of the details of the disability laws in higher education and noted that failure to provide for "reasonable accommodations" can have significant implications for the college including an Office of Civil Rights investigation, monetary fines, and/or Higher Learning Commission concerns. She explained that information is self-disclosed by the disabled student by way of a statement from their physician. SCC's Disabilities Services Office, led by Angela Mickelson, is responsible for upholding compliance mandates to ensure that students with documented disabilities have equal access to education opportunities by evaluating their eligibility for reasonable accommodations and determining the types of accommodations to be provided

based on the student's documented needs. The disabled student's program cannot be fundamentally modified to reduce the academic standards required. By federal law, the student's disability cannot put a financial burden on the college. Vice President Williams explained that the K-12 schools fall under different disability accommodation regulations and that its student accommodation costs are covered by the Area Education Association (AEA). She briefly reviewed a handout detailing the differences between K-12 and the college's responsibilities for students with disabilities.

(title) Mickelson reported that she served 130 disabled students at SCC during the past two years. During this time, she has developed the Student Disability Handbook, handicap accessibility maps of both campuses, and several departmental procedures regarding assistance animals on campus, accommodations for SCC student housing, and accommodations at SCC events. (title) Mickelson reviewed a list of initiatives yet to be accomplished which includes a Faculty Handbook and creation of a closed captioning procedure.

3.0 Action Items

3.1 Approval of Consent Agenda

- a. Approval of Minutes for the November 14, 2016, Regular Board Meeting
- b. Presentation of Bills of Account
- c. Resignations, Terminations and Mutually Agreed to Contract Adjustments
 1. Julie Canfield

Position:	Administrative Assistant – VP for Student Services
Date of Hire:	2/06/1989
Last Day of Employment:	06/30/2017
Reason:	Early Retirement
 2. Terry Carroll

Position:	Head Men's Basketball Coach/Men's Athletic Coordinator
Date of Hire:	05/21/2007
Last Day of Employment:	06/30/2017
Reason:	Early Retirement
 3. Erin Davidson

Position:	Head Volleyball Coach/Enrollment Project Specialist
Date of Hire:	04/13/2015
Last Day of Employment:	11/18/2016
Reason:	Personal
- d. Employment Contracts
 1. Mary Hofmann

Position:	Work Based Learning Specialist – Vocational Rehabilitation (Grant)
Contract Period:	January 3, 2017 – June 30, 2016
 2. Kristina Martinez

Position:	Director of Adult Education and Literacy/Centers Supervisor (Replacement)
Contract Period:	November 28, 2016 – June 30, 2017

Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Prellwitz 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 12, 2016" which included charts depicting a comparison of revenue and expenses for FY 2015 and FY 2016 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 2016 noting that the most significant change in revenue was in federal funds received (PELL) which is due to fewer students enrolled. Ms. Rumler noted that the most significant change in expenditures was a decrease in scholarships and grants.

Trustee Nabulsi moved to accept the FY 2016 audit as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Amendment to FY 2017 Voluntary Early Retirement Plan

Vice President Carr recommended that the following amendment be added to the FY 2017 Voluntary Early Retirement Plan:

"Upon the request of the Administration and the Employee, concerning an employee who qualifies for the Early Retirement Plan, the Board may extend the employee's departure date to December 31, 2017. During the time from the Early Retirement Plan acceptance until the employee actually leaves (ceases work) the employee will continue to receive his/her salary and benefits; or a pro-rated amount if the employee works less than full time. The Early Retirement Plan money and other benefits will be paid commencing within thirty (30) days of the employee's departure, but may not commence any later than December 31, 2017."

Vice President Carr explained that the amendment would need to be beneficial and agreeable to both the Administration and the Employee. He gave an example of administration desiring to retain the services of an employee to the end of the calendar year if that employee provides certain pertinent job functions that need to be performed at the end of the year and the employee is agreeable to extend his date of retirement departure.

Trustee Prellwitz moved to approve the Amendment to FY 2017 Voluntary Early Retirement Plan. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

3.4 Iowa New Jobs Training Preliminary Agreement – Keokuk Mills, LLC

Executive Director for CBIZ Dr. Don Weiss reported that Keokuk Steel Castings was recently purchased and is being reopened as Keokuk Mills, LLC. He indicated that the new company began hiring new employees on December 1 and that President Ash signed the Preliminary Agreement on behalf of the Board of Trustees to allow the hiring process

to begin prior to the December 12 Board of Trustees meeting. Keokuk Mills, LLC plans to add 25 jobs with wages at \$19.23 per hour. The total issuance for the preliminary agreement is \$300,000 with \$202,000 available for training the new employees. Keokuk Mills, LLC hopes to increase its employment to 200 jobs during the next three years.

Trustee Fife-LaFrenz moved to approve the INJT Preliminary Agreement with Keokuk Mills, LLC. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.5 Confirmation of 2017 Distinguished Alumni Awards

Executive Director for Institutional Advancement Becky Rump reported that on November 10, 2016, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2016 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2016 Distinguished Alumni awards:

Keokuk Campus Distinguished Alumnus: Mary Ann Phil – Keokuk Class of 1980
West Burlington Campus Distinguished Alumnus: Dr. Andrew Kios - West Burlington Class of 1975

Trustee Nabulsi moved to confirm the 2017 Distinguished Alumni Award nominees. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.6 Board Goals

The following Board Goals were developed during the December 7, 2016, Board Retreat:

- Review one KPI at each regular monthly Board meeting
- Review the Board Policies
- Have quarterly Board Retreats
- Development of a succession plan for the Trustees
- Seek information quarterly on the current status and trends in K-12 education

Trustee Prellwitz moved to approve the 2017 Board Goals as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Cohort Default Rate

Financial Aid Director Renae Armentrout reported that SCC's three-year default rate for cohort year 2013 is 21.2% which is reduced from the cohort year 2012 rate of 22.4%. In federal fiscal year 2013, of the 809 students who went into repayment, 172 defaulted during federal fiscal years 2013, 2014, or 2015. Director Armentrout reported that the college contracts with Great Lakes Loan Servicer, a non-profit organization which provides expertise in student loan repayment, analytics, default prevention and financial education to students. Emails are sent monthly to students who are in default. SCC has the third highest default rate compared to the other Iowa community colleges.

Director Armentrout reported that the average loan debt for SCC defaulters was \$8,000. The college collects approximately \$130,000 each year of the defaulted loans from tax refunds and collections efforts.

Director Armentrout reviewed plans for next year regarding improving the default rate including holding a Default Prevention Week, reminder phone calls and emails on a monthly basis, and exit counseling for students who withdraw from classes.

4.2 Indoor Sports Complex

President Ash introduced Imagine Campaign Committee Chair Matt Shinn and Imagine Campaign Fundraising Committee Chairman Joe O'Brien. He indicated that Shinn and O'Brien were present to help address the Trustees' concerns regarding the proposed Indoor Sports Complex. President Ash reported that Greater Burlington Partnership Executive Director Jason Hutcheson and Vice President Kevin Carr are also part of the team working on the details for the Complex.

Imagine Campaign Chair Shinn explained the survey process that resulted in determining the community's need for an indoor sports complex with SCC being chosen as the location. During its past six years of work, the Imagine Campaign Committee has focused on development of a complex that will not compete with or hinder the operations of existing organizations in the area.

President Ash outlined the activities which have occurred to date in connection with the proposed Complex:

1. CPA Associates' Mike Dick has been working on 501c3 paperwork with the IRS to secure the ability for the Complex to receive tax-exempt charitable contributions from donors.
2. The Des Moines Fair Association Board of Directors, the College County Fair Service Agency Board of Directors, and the SCC Board of Trustees have approved a Land Exchange Agreement which provides the site for the Complex which is adjacent to SCC's Loren Walker Arena.
3. Although not directly tied to the construction of the proposed Complex, a land survey has been ordered which will define the site for the Complex. Additionally, a cover letter will be attached to the Land Exchange Agreement which states that the Fair Association, the College County Fair Service Agency, and SCC are working together in cooperation on the land exchange so that in future years a historical definition will be available explaining how the Land Exchange came about.
4. Currently seven out of nine local hotels have agreed to charge and remit a destination fee to the Greater Burlington Partnership's Convention and Tourism Bureau which will provide financial support for operations of the Complex. Two local hotels have not committed to the destination fee because they are currently in the process of being sold.
5. A five-year budget summary has been developed for the Complex. Vice President Carr assisted in development of the budget projections which bases revenue estimates on the number of anticipated tournaments the Complex will host. The budget projections are conservative for revenue estimates and generous for expenses. Accounting systems would be set up so the destination fees collected would be secure. A portion of the \$200,000 projected annual revenue from the destination fees would go towards operations and marketing for the Complex.
6. The Bylaws for the Complex are in final stages of development and it is anticipated that they will be available for review by the Board of Trustees at the January 2017 meeting.

7. Upon completion of fundraising, an 11 member Board of Directors for the Complex will be organized. This Board will own and manage the facility.

The following concerns were discussed by the Trustees:

- The hotels participating in the destination fee will sign a 10-year agreement.
- The Complex fundraising committee will not approach individuals for donations who are still being courted by the college for Building the Dream donations.
- The YMCA should not be affected by the Complex since the YMCA caters to a different audience. The YMCA caters to local athletic talent while the Complex will cater to individuals who will drive three to four hours to Burlington for tournaments.
- The budget for the complex provides for \$50,000 for recruiting expenses in the first year of operations which would come from the hotel destination fees. Collection of the destination fees would begin in advance of the Complex's construction to provide for cash reserves. It is anticipated that recruiting expenses may decrease once tournaments are held based on the Complex's reputation.
- Traveling soccer and basketball teams would rent the Complex on Friday through Sunday. The facility would be available for rental by local teams Monday through Thursday.

There was general consensus among the Trustees that although the overall concept for the Complex is very good, concerns remain about finances and who would be responsible in case a deficit occurs.

President Ash distributed copies of a prospectus for the Complex to the Trustees.

4.3 President's Report

President Ash showed photos of the construction progress on the Industrial Maintenance Technology Building at Keokuk Campus.

President Ash reviewed the following items from his written President's Report:

MEETINGS/ACTIVITIES:

Internal

- **Students**
 - Spoke to the graduates and awarded diplomas to Mt. Pleasant Correctional Facility HSED graduates
- **College Personnel**
 - Expressed appreciation to SCC staff on National Education Support Professionals Day
 - IDEA (student evaluation program) presentation along with HEA representatives
 - Met with candidate for the Work Based Learning Specialist – Vocational Rehab

- **Facilities**
 - Fire drill at West Burlington Campus; scheduling one at Keokuk Campus soon
 - **Blackhawk Tower**
 - Planning meetings for Open House on January 6
 - **Hall of Sciences**
 - Met with City of West Burlington City Council re: conduit financing; approved unanimously
- **Board of Trustees**
 - Retreat meeting
- **Programs**
 - CTE Planning teleconference meeting with Sheldahl and Sprouse
 - AEA Superintendents meeting in Fairfield re: CTE redesign
- **Indoor Sports Complex**
 - Work continues on bylaws and other legal requirements
 - Met with Mike Dick about the paperwork for the 501(c)3 programming
 - Reviewed Five-Year Budget Projection
- **Marketing/Communications**
 - Led tour of Health Professions Bldg. for Ft. Madison Hospital's CEO Pat Bira and two of his administrators
- **SCC Foundation**
 - Foundation Financial and Investment Committee meeting
 - Foundation Board meeting
- **Legislative**
 - Discussed plans for Community College Day on the Hill with Jeff Ebbing
- **Iowa Association of Community College Presidents meeting (Des Moines)**
 - Joint meeting with IACCT Board and Holiday Social
- **Iowa College Student Aid Commission**
 - Legislative Committee meeting
 - Board of Directors meeting

Upcoming Events

- Employee holiday appreciation potluck luncheons at West Burlington (noon/Dec. 21) and Keokuk (noon/Dec. 22) Campuses
- Special Board of Trustees meeting – approval of low bid for Science Building (5 p.m./Dec. 22)
- Nurse pinning ceremony for ADN program at West Burlington Campus gymnasium (5 p.m./Dec. 22)
- College closed – Dec. 23 – Jan. 3

4.4 Monthly Financial Report

Vice President Carr presented the financial statements for month ending November 30, 2016. He reported that the SCC Foundation will soon receive \$50,001 for the advance on

the bridge loan. Vice President Carr reviewed the plan for receiving future loan distributions.

Vice President Carr reported that since the Health Professions building's total expenses are under the budget estimate, the extra funds will be used for the new Hall of Sciences building. The pledge receivable loan for the Building the Dream funds is being finalized and a financing timetable is being developed for the Hall of Sciences based on the timetable for the Health Professions Building. It is anticipated that interest rates will increase in the near future.

Vice President Carr reported that spring enrollment numbers, one-time expenses, recurring expenses, and wage increases are the main focus in relation to the budget. Fall semester headcount was increased 10% compared to last year.

4.5 Facilities Update

Construction Consultant David Metzger reported on the following:

- The Keokuk Campus Industrial Maintenance Technology building is all enclosed with interior finish work underway. Although the construction is approximately two weeks behind schedule, it is anticipated that the building will be substantially complete by the end of March 2017.
- The Health Professions Building is complete and the one-year warranty period has begun.
- The construction contractor for the Blackhawk Towers is working extra hours in order to complete the building by the beginning of the spring semester. Students residing in the current residence halls will begin packing their belongings this week for the move to the new Towers in early January 2017.
- The due date for construction bids for the new Hall of Sciences building is December 15. Twelve general contractors responded to the bid request.

5.0 Future Meetings

Chair Heland reviewed the list of future meetings.

6.0 Adjournment

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

The meeting adjourned at 8:31 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