



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, December 14, 2022 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 Chair Jeff Heland called the meeting to order at 6:02 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Johnson, Heland and Nabulsi were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Joan Williams, Jeff Ebbing, Chuck Chrisman, and Val Giannettino.

**1.2 Adoption of Formal Agenda**

Trustee Hillyard moved to approve the formal agenda. Trustee Johnson 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 Fife-LaFrenz reported that she attended the Lee County Career Center open house. There were 150 students from the 3 schools in Lee County. Students were introduced to technology and equipment used by 7 businesses to gain better understanding of those job opportunities and the education needed to do those jobs.

Trustee Hillyard reported that CCFSA held their quarterly meeting where they discussed routine business.

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

Trustee Nabulsi reported that the Community Colleges for Iowa Trustees Board met on December 8, 2022. The board heard a review of the state general aid formula. There are 6 presidents reviewing the formula. The Board also completed a job description for its board members.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **November 14, 2022 Regular Board Meeting Minutes**

**2. Presentation of Bills of Account**

**3. Resignations, Terminations and Mutually Agreed to Contract Adjustments**

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Kevin Carr	Vice President for Administrative Services/Board Treasurer	01/02/2014	01/03/2023	Personal.
Holly Luttenegger	Student Success Advocate	04/06/2015	12/09/2022	Personal.
Wayne Stumpf	Custodial Supervisor	02/20/2012	03/31/2023	Accepted Early Retirement.
Kevin Rosenberg	Professor – Accounting/Business	10/16/1995	08/15/2023	Accepted Early Retirement.
Joan Williams	Vice President for Student Services	04/01/2002	04/03/2023	Accepted Early Retirement.

#### **4. Employment Contracts**

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Brianna Akers (Replacement)	Director of Student Support, Retention and Pace Programs	December 1, 2022 – June 30, 2023	\$38,436.78 (\$66,000.00 annual)
Cullen Hartley (Replacement)	AEL Instructor - ISP	December 19, 2022 – June 30, 2023	\$26,819.92 (\$50,000.00 annual)

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

#### **2.2 Presentation of the Audit**

Vice President Kevin Carr introduced Auditor Andrea Rumler of Winkle, Parker, & Foster, CPA, PC. Auditor Rumler joined the meeting via Zoom. She will present the audit and results.

Auditor Rumler referred Trustees to a booklet entitled “Presentation of Financial Information” to the Board of Trustees which included the auditor communications with officials, summary of independent auditor’s results, summary of June 30, 2022 financial performance 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 were no material weaknesses no significant deficiency reported. For Federal awards the auditor issued an unmodified opinion with no material weaknesses and no significant deficiencies. 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 Nabulsi moved to accept the FY 2022 audit as presented. 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:

- 1.) **Student Legislative Seminar** – This event will be held on February 27, 2023 from noon to 4 pm.
- 2.) **All Iowa Phi Theta Kappa Banquet** – This event will be held at The Curate in Des Moines on February 27, 2023 from 5:30 – 8 pm and also live-streamed for those unable to attend in person.
- 3.) **Community College on the Hill** – This event will be held on February 28, 2023 from 7:30 to noon
- 4.) **Professional Development Conference** –Community Colleges for Iowa are making plans to host a professional development conference for faculty and staff in Des Moines possibly in September/October. This will not take the place of the annual summer conference for Trustees.
- 5.) **Re-Districting Maps** – These maps will be available in January. The K-12 school districts have to complete their work first.
- 6.) **High School Science Classes** – There is a possibility high school science classes could be provided by the community Colleges.
- 7.) **ELL Grant** – This grant has been extended for another month. Community Colleges are not eligible but are encouraged to help businesses write for the grant.
- 8.) **Governor's CDL Grant** – Community Colleges are not eligible. They need to partner with business as they are the ones who can apply.

#### **3.2 ICCOC Update**

Vice President for Information Technology Chuck Chrisman presented to the Board an ICCOC update making note of the following:

- The ICCOC has experienced tremendous growth since Fall 2000 to present. From 11 online sections and 262 enrollments in 2000 to currently 1300+ online sections and 22,000 enrollments in 2022. SCC continues to add restricted sections that are available only to SCC enrolled students that are taught by SCC instructors only which maximizes payment to SCC.
- In 2022 the ICCOC established as a legal entity allowing them to acquire cybersecurity plan and insurance.
- Digital Textbooks and materials (instructional resources) are embedded making them more available to students and reduce costs to students.
- Student retention and success rates demonstrate the benefits of ICCOC.
- Previous Fall 2022 Enrollment reported to the Board was 6.7% growth. The-10-day report from Department of Education shows 9.4% growth. This puts SCC second in the state for 2 years.

#### **3.3 Monthly Financial Report**

Vice President Carr reviewed the monthly financial report with Trustees from their board packet. He noted that student fees, property tax and state general aid have all come in and we are above budget more than compared to prior years. We will continue to look at ways to fund Phase II of

the student center which will require substantial remodeling in the 300 building. We will continue to monitor interest income. At the Trustees request, Vice President Carr will provide a summary of bonds.

### **3.4 Facilities Update**

Vice President Carr reported that a back-up boiler at the West Burlington Campus had a leak that has been repaired utilizing OEPI dollars. We are discussing future improvements or remodeling in Keokuk to accommodate additional health programs and space needs. In Mt. Pleasant we are planning to convert the basement to a microbiology lab and classroom. West Burlington renovations have started and Vice President Carr reported there are multiple local subcontractors performing that labor. The ditch and sidewalk at the fairgrounds will be completed by Four Seasons.

## **4.0 Reorganization of the Board**

### **4.1 Adjourn Sine Die**

Trustee Hillyard moved that the Board meeting adjourn sine die. Trustee Fife-LaFrenz seconded. Motion carried.

### **4.2 Call to Order and Roll Call by Secretary of the Board**

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

### **4.3 Organization of the Board**

#### **4.3.1 Election of Board Chairperson**

Board Secretary Burdette announced the first order of business in the board re-organization 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 Nabulsi nominated Joseph Johnson for Board Chair and since there were no further nominations, Trustee Joseph Johnson should be appointed Board Chair by acclamation. Trustee Heland seconded. Motion carried. Joseph Johnson assumed the position of Board Chair.

#### **4.3.2 Election of Board Vice Chairperson**

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

#### **4.3.3 Appointment of Secretary**

Trustee Fife-LaFrenz moved that Darcy Burdette be appointed Board Secretary. Trustee Hillyard seconded. Motion carried.

#### **4.3.4 Appointment of Representatives for the College County Fair Service Agency Board of Directors**

Trustee Nabulsi moved that Lanny Hillyard, Jeff Heland, and Dr. Michael Ash be appointed as representatives to the College-County Fair Service Agency Board, and that Joseph Johnson,

Moudy Nabulsi, and Janet Fife-LaFrenz be appointed as alternates. Trustee Heland seconded. Motion carried.

#### **4.3.5 Appointment of Representatives for the Greater Burlington Area Sports Facilities Board of Directors**

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

#### **4.3.6 Appointment of Community Colleges for Iowa Representative and Alternate**

Trustee Heland moved that Moudy Nabulsi be appointed the Community College for Iowa Representative and that Lanny Hillyard be appointed as the alternate. Trustee Hillyard seconded. Motion carried.

#### **4.3.7 Appointment of Representatives to Southeast Iowa Higher Education Alliance**

Trustee Nabulsi moved that Lanny Hillyard and Joseph Johnson be appointed the Southeast Iowa Higher Education Alliance Representatives Trustee Heland seconded. Motion carried.

#### **4.3.8 Resolution on Signatures for Depositories**

Vice President Carr 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 Hillyard moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Heland seconded. Motion carried.


### **6.0 Future Meetings**

Board Chair Johnson reviewed a list of future meetings.

### **7.0 Adjournment**

There was consensus that the meeting be adjourned at 7:36 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