



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Monday, December 13, 2021 at 6:00 p.m.

**1500 West Agency Road, West Burlington, Iowa
Board Room**

Join via Zoom link as follows: <http://zoom.us/my/mlash>

Meeting Minutes

1.0 Routine Items

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

Board Chair Moudy Nabulsi called the meeting to order at 6:06 p.m. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, Johnson and Heland were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Val Giannettino, and Jared Reed. Also present via Zoom was Auditor Andrea Rumler of Winkle, Parker & Foster, CPA, PC.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz 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 had no formal meetings, but participated in several community meetings.

Trustee Hillyard expressed appreciation for organization of the legislative dinner. He appreciated the opportunity to spend time with students. He reported that CCFSA met and heard a request for additional flea markets in 2022. He also reported that the Southeast Iowa Higher Education Alliance meets on Tuesday, December 14th.

1.3 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Board met on December 1st with the Presidents and Legislators. The IACCT Board held its meeting on December 2, 2021. They discussed Trustee education for onboarding new trustees. They also discussed increasing the dues next year.

Board Chair Nabulsi reminded Trustees of the ACCT National Leadership Conference in Washington, DC February 6-9, 2022. He also noted that the Student Legislative Seminar will be held on January 26, 2022.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

1. November 8, 2021 Regular Board Meeting Minutes
2. November 18, 2021 Special Meeting Minutes
3. November 29, 2021 Special 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
Zachary Newton	Head Men's & Women's Soccer Coach	01/02/2018	12/09/2021	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Mark Pfaffe (Replacement)	Custodian I - Housekeeper – Keokuk (Level 6)	December 10, 2021 – June 30, 2022	\$ 17,309.76 (\$ 30,944.16 annual)
Tebble Stearns (Replacement)	Evening Receptionist/Housekeeper – Mt. Pleasant Center (Level 5)	December 6, 2021 – June 30, 2022	\$ 10,310.40 (\$ 17,785.44 annual)
Lori Stewart (Replacement)	Administrative Assistant – Mailroom/Shipping Receiving	December 6, 2021 – June 30, 2022	\$ 10,966.40 (\$ 19,209.60 annual)

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

2.2 Presentation of the Audit

Controller Jaime Schrader introduced Auditor Andrea Rumler of Winkle, Parker, & Foster, CPA, PC. She will present the audit and results. Vice President Carr expressed appreciation to Schrader and the Business Office staff for their work with the auditors.

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, 2021 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 Hillyard moved to accept the FY 2021 audit as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.3 Revision of Board Policy – Second Reading of Board Policy #106, Freedom of Speech

Board Policy #106 Freedom of Speech was reviewed at the previous meeting and is being brought forth for the second reading. President Ash noted that the minor changes discussed during the first reading were made and that the policy was sent out for review prior to this meeting. Trustees briefly reviewed those changes and agreed with the policy as stated.

Trustee Fife-LaFrenz moved to approve Board Policy #106, Freedom of Speech and waive the third reading. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 TRIO Presentation – First Gen Day Program

Sibyl McIntyre and Lee Wibbell from the TRIO programs provided a brief presentation about their services and their First Gen Celebration last month. They introduced some of their staff from both the TRIO Student Support Services (SSS) and TRIO Upward Bound programs.

The TRIO Projects at SCC include Upward Bound programs, Student Support Services for first-generation students and students with disabilities, and educational opportunity centers to help students achieve high school equivalency or postsecondary education. They currently serve 225 students in the TRIO Student Support Services (SSS) and 63 students in TRIO Upward Bound (UB). They highlighted the services they offer and the outcomes from these programs. TRIO Scholars were introduced and shared briefly about their TRIO experience and how it has helped them to be successful. They also shared their education plans. Trustees were given opportunity to ask questions. They thanked the students and Sibyl and Lee for their presentation.

3.2 Financial Aid Student Loan Default Rate

Financial Aid Director Jared Reed reported that the three-year default rate for cohort year 2018 for SCC is 11.7%. The default rate declined from 2017 default rate of 19.1 percent. This report reflects 510 students entered into repayment in the federal fiscal year of 2018 (October through September). Of those 510 students, 60 students went into default during the federal fiscal years of 2018, 2019, and 2020. The decline is reflective of the efforts of advising staff and student support services. The ongoing measures to prevent default include letters to delinquent students, financial literacy in SDV-108 classes, and making phone calls to delinquent students. The addition of student success advocates will continue to improve the decline.

3.3 President's Report

President Ash referred Trustees to his report in their folders noting the following items:

- 1. Safety & Security** – We are reviewing job duties previously done by Tina Young and determining steps forward to assume some of those responsibilities.
- 2. LINC** – SCC hosted Iowa State University 2021-22 LINC Class. Presented to them regarding my leadership journey. Chris Plunkett also joined and we had the opportunity to share about the SIHEA partnership. Several staff participated on a panel sharing on SCC's student success programs.
- 3. Economic Impact Study** – We have submitted data for the Economic Impact Study and exploring how to possibly include Iowa Wesleyan for Regional Impact information.

4. **CBIZ** – Shout out to Brenda and her team for great financial results as of October 31, 2021 – YTD \$141K surplus.
5. **Southeast Iowa Regional Medical Center** – Made a proposal for expansion of our health programs.
6. **Vaccine Mandate** – Presently all vaccine mandates have been placed on hold by the courts. If the courts reinstate the mandates we will comply.
7. **Toyota** – Have a dinner scheduled with Toyota officials and Auto Collision/Tech faculty on Wednesday, December 15th. They have delivered 2 cars, equipment and tools and they will train our technicians on cars.
8. **The Virtual Care Group** – We will work with this group beginning in January to provide 24/7, 365 days for this next year to provide telehealth mental health services at no cost to the students.
9. **HLC Assurance Date** – Received notice that the HLC Assurance Review will take place September 18, 2023.
10. **Generator** – Due to supply chain issues, the generator will not be received until December 2022.
11. **Mt Pleasant Center** – Proceeding with low bid for the roof replacement on the Mt. Pleasant Center with shared expense between SCC and Southeast Iowa Higher Education Alliance (to be approved at their meeting on Tuesday, December 14, 2021). City of Mt. Pleasant passed along some grant opportunities to offset the cost, however, this project was not eligible for any of those.
12. **Student Center** – Initial work has begun with focus on the utilities that will need to be moved, preparing the pad and placing a fence around the perimeter.
13. **Soccer/Track Complex** – Work has begun with the removal of the topsoil and preparations to install drainage pipes, etc. Efforts have been made to prepare to go to bid with some more specifications on the material for the track surface.
14. **Strategic Plan** – Meeting with School Superintendents to give opportunity to give input into the Plan.
15. **Strategic Plan** – Business and Industry leaders will receive an email with an invitation to participate in the survey for the Plan.
16. **Christmas Luncheons** – A luncheon will be held at West Burlington Campus on Wednesday, December 15th and at Keokuk on Thursday, December 16th both at noon.

3.4 Monthly Financial Report

Vice President Carr reviewed the monthly financial report making note of being ahead of budget with tuition and fees. He reported that he has received property valuations and they have decreased in Des Moines and Henry County. He has not yet received the valuations for Lee County or Van Buren County. Vice President Carr gave a brief update of the status of the HEERF dollars that were distributed to students.

3.5 Facilities Update

Vice President Carr reported that there are currently no specific facility updates other than work on the student center and soccer/track fields as President Ash noted. He did note that they are looking to replace the largest bus used for athletic transportation and that cost will be approximately \$75,000.

4.0 Secretary's Report on Election in Director Districts #2, and #3

On November 2, 2021, incumbents Lanny Hillyard of Director District #2 and Jeff Heland of Director District #3 were re-elected to the SCC Board of Directors for 4 -year terms.

5.0 Reorganization of the Board

5.1 Adjourn Sine Die

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

5.3.2 Election of Board Vice Chairperson

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

5.3.3 Appointment of Secretary

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

5.3.4 Appointment of Treasurer

Trustee Nabulsi moved that Kevin Carr be appointed Board Treasurer. Trustee Fife-LaFrenz seconded. Motion carried.

5.3.5 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 Johnson seconded. Motion carried.

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

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

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

Trustee Heland 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 Fife-LaFrenz seconded. Motion carried.

5.3.8 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 Fife-LaFrenz seconded. Motion carried.

5.3.9 Resolution on Signatures for Depositories

Board Treasurer 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 Heland reviewed a list of future meetings.

7.0 Adjournment

There was consensus that the meeting be adjourned at 8:03 p.m.

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

Darcy Burdette

Darcy Burdette, Board Secretary