



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

**Monday, December 14, 2020 at 6:00 p.m.  
1500 West Agency Road, West Burlington, Iowa  
Private Dining Room**

**Meeting Minutes**

**1.0 Routine Items**

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

Board Chair Hillyard called the meeting to order at 5:09 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Joseph Johnson, and Jeff Heland were present in the room. Trustee Moudy Nabulsi was present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Val Giannettino Jamie Schrader, Brenda Wamsley, Ashlee Spannagel, Stacey Abell, and Brenda Rubey. Also present via Zoom was Auditor Andrea Rumler of Winkle, Parker & Foster, CPA, PC.

**1.2 Adoption of Formal Agenda**

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

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

**1.3.1 Audience**

None.

**1.3.3 Administration**

None.

**1.3.3 Board**

Trustee Fife-LaFrenz reported that she attended the IACCT Leadership conference on November 13<sup>th</sup> virtually. She noted that the conference included a presentations on how prepared students really are for college, student engagement, and cultural equity.

Board Chair Hillyard also attended the IACCT Leadership Conference. He noted that IACCT has provided beneficial information through this conference and other one hour webinars throughout the year. He also reported that he and Trustee Heland attended the quarterly CCFSa meeting and discussed plans for potential addition to the fairground facilities that can be used for the fair and other events.

Board Chair Hillyard and Trustee Fife-LaFrenz noted that they attended the funeral for Professor Deb Wright.

### 1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board met on December 2<sup>nd</sup> with the Presidents and Legislators. Four legislators participated in the meeting and asked the IACCT Board and Trustees questions about plans for economic development. The IACCT Board held its own meeting on December 3<sup>rd</sup>. He noted that the new Director will take over for MJ Dolan in January. He also reported that the Student Legislative Seminar is January 27<sup>th</sup> and details of this are being worked out.

## 2.0 Action Items

### 2.1 Approval of Consent Agenda

#### 1. Approval of Minutes

##### 1. November 9, 2020 Regular Board Meeting

#### 2. Presentation of Bills of Account

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

4. Name	Title	Date of Hire	Last day of Employment	Reason
Camille Anderson	Keokuk Campus Office Manager	08/19/1985	01/04/2021	Early Retirement.
Rachel Boyd	Administrative Assistant/Testing Proctor – Student Success Center (Level 6) – WB & Keokuk	08/17/2020	11/30/2020	Accepted Student Success Advocate position.
Peggy Collins	Daytime Receptionist ( Level 5)	07/05/2005	01/08/2021	Early Retirement.
Rob deSalme	Assistant Maintenance Mechanic/Groundskeeper Technician (Level 11) - WB	10/11/1998	06/30/2021	Early Retirement.
Marian Hjelmgren	Administrative Assistant – Career & Technical Education & Arts & Sciences (Level 7)	10/07/2019	11/30/2020	Accepted Student Success Advocate position.
Karen Jones	Administrative Assistant – CTHE Dean –Health- (Level 8) - WB	04/04/2005	06/30/2021	Early Retirement.
Lisa Latham	Administrative Assistant – enrollment Services (Level 6) - Keokuk	06/17/2019	11/30/2020	Accepted Student Success Advocate position.
Holly Luttenegger	TRIO SSS Project Advisor - WB	04/06/2015	11/30/2020	Accepted Student Success

				Advocate position.
Joanne Otto	Bookstore Assistant Manager ( Level 8)	10/17/2005	01/04/2021	Early Retirement.
Joan Sharp	Professor - Biology	01/09/2003	08/12/2021	Early Retirement.
Carl Snipes	Professor - Chemistry	08/22/1988	08/12/2021	Early Retirement.
Libby Snipes	Professor - Science	08/15/2002	08/12/2021	Early Retirement.
Rex Widmer	Maintenance Foreman – Keokuk Campus	09/10/2001	09/15/2021	Early Retirement.

## 5. Employment Contracts

Name	Title	Contract Period	Salary
Rachel Boyd (Replacement)	Student Success Advocate	December 1, 2020 – June 30, 2021	\$22,130.27 (\$ 38,000.00 annual)
Amy Drew (New)	Instructor – Early Education	January 8, 2021 – August 12, 2021	\$21,117.65 (\$65,000.00 annual)
Aaron Furr (New)	Instructional Technology Technician - Multimedia	November 16, 2020 – June 30, 2021	\$22,482.76 (\$ 36,000.00 annual)
Marian Hjelmgren (New)	Student Success Advocate	December 1, 2020 – June 30, 2021	\$22,130.27 (\$ 38,000.00 annual)
Lisa Latham (New)	Student Success Advocate	December 1, 2020 – June 30, 2021	\$22,130.27 (\$ 38,000.00 annual)
Holly Luttenegger (New)	Student Success Advocate	December 1, 2020 – June 30, 2021	\$22,561.22 (\$ 38,740.00 annual)
Paul Peterson (Replacement)	Custodian I – Housekeeper (Level 6) - WB	November 4, 2020 – June 30, 2021	\$20,036.64 (\$ 30,944.16 annual)
Lori Stewart (Replacement)	Evening Receptionist/Housekeeper (Level 5) - MPC	December 1, 2020 – June 30, 2021	\$10,482.24 (\$ 17,957.28 annual)
Sau Kuen Yam (New)	Student Success Advocate	December 1, 2020 – June 30, 2021	\$22,130.27 (\$ 38,000.00 annual)

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

## **2.2 Approval of Resolution Approving Preliminary Industrial New Jobs Training Program – BioRes Technologies LLC Project**

CBIZ Director Brenda Rubey reported that the college has the opportunity to enter into a job training program agreement with a new company coming to West Burlington, Iowa. BioRes Technologies, LLC is a new company coming that makes containers and bags and will be adding 53 jobs at about \$25/hour pay range. BioRes Technologies plans to start in January and hopefully have staff on board during fiscal year 3rd and 4<sup>th</sup> quarters. This would be a preliminary agreement and is not a guarantee of project approval or project funding. The Preliminary Agreement will remain in effect for one calendar year. She is requesting approval for the Resolution Approving Preliminary Industrial New Jobs Training Program Agreement with BioRes Technologies, LLC Project.

Trustee Fife-LaFrenz moved to approve the Resolution Approving Preliminary Industrial New Jobs Training Program – BioRes Technologies LLC Project. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

## **2.3 Approval of Resolution Approving Preliminary Industrial New Jobs Training Program – Innovaire Holding Company LLC, Alainzmetrogroup Project**

CBIZ Director Brenda Rubey reported that on a Preliminary Agreement with Innovaire Holding Company, LLC, Alainzmetrogroup Project was signed by President Michael Ash on December 1, 2020. Innovaire Holding Company, LLC, Alainzmetrogroup is located in Mt. Pleasant. This company is moving some of their production equipment to the Mt. Pleasant facility which will result in 50 additional jobs. They are rapidly hiring those employees. She is requesting final approval for the Resolution Approving Preliminary Industrial New Jobs Training Program – Innovaire Holding Company, LLC, Alainzmetrogroup Project.

Trustee Fife-LaFrenz moved to approve the Resolution Approving Preliminary Industrial New Jobs Training Program – Innovaire Holding Company LLC, Alainzmetrogroup Project. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

## **2.4 Approval of A Resolution of SCC Adopting the Des Moines County Multi-Jurisdictional Pre-Disaster Mitigation Plan Update, 2020**

President Ash presented the Resolution of SCC Adopting the Des Moines County Multi-Jurisdictional Pre-Disaster Mitigation Plan Update, 2020. He noted that the college has participated in the development of the plan. The approved resolution will be sent to Southeast Iowa Regional Planning. There are no major changes in it.

Trustee Heland moved to approve the Resolution of SCC Adopting the Des Moines County Multi-Jurisdictional Pre-Disaster Mitigation Plan Update, 2020. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

## **2.5 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, 2020 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 and only one significant deficiency reported. She referred Trustees to item 2020-001 in the Schedule of Findings and Questioned Costs and noted that an audit adjustment was made as a result. 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 Fife-LaFrenz moved to accept the FY 2020 audit as presented. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

## **2.6 IT Management Program**

Dean of Career and Technical Education & Workforce Development Dean Ashlee Spannagel and Network Administration/Cyber Security Instructor Brenda Wamsley came to present and seek approval for a new Associate degree program. They reported to Trustees that based on workforce needs in the region, an Associate Degree program for IT Management has been developed. This program will address the missing skillset for IT Management with technical training and business skills. The program is inclusive of the current Cybersecurity program.

Instructor Wamsley noted that several of her current students are interested in taking this program. This would allow the students to obtain 2 AAS degrees if they choose. She and Dean Spannagel have had conversations with area high schools to present an option for a student to take SCC courses in this program starting in their Junior year and could complete both degrees one year out of high school. Dean Spannagel also noted that they are discussing articulating this Associate Degree program with Iowa Wesleyan to give opportunity for students to obtain a Bachelor Degree in Southeast Iowa.

This program is an existing program and does not require approval from the Higher Learning Commission. They hope to begin in the Fall with the approval of this Board.

Trustee Heland moved to approve the IT Management Program. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

## **2.7 Resolution Ordering Construction of the Residence Hall New Loop Road, Setting a Date for Public Hearing Thereon and Taking of Bids Therefor**

President Ash reviewed the Residence Hall New Loop Road construction project. He displayed drawings of the West Burlington Campus pointing to where the road will be constructed. He reminded Trustees that we had previously been approved for this funding from the Iowa Department of Transportation. The grant funds are released on a 5-year cycle. We are eligible to receive bids for the road construction in 2021. He noted that adding this road will allow us to have multiple access points throughout the campus and allow for better traffic flow.

The road will be on the Community Health Center property line. A lease agreement has been established with Community Health Center allowing us to build up the roadway on that property line to allow for water to drain.

Vice President Carr reviewed the budget noting that the loop road construction was included in the 1 and 5 Year Facility Plan. The total project expense is \$316,866. We will receive \$231,000

from IDOT funding. The Project Budget Summary does list the lighting as an alternate, however, we assume that we will want the lighting. We have assumed \$35,000 additional funds in the annual plant fund budget. The estimate over planned is \$50,866. The IDOT funding was approved 2 years ago and we are able to go out for bid on this project in 2021.

Vice President Carr noted that the Notice to Bidders will be posted and that bids are to be filed prior to 1:30 pm on January 12, 2021. Bids will be received and opened as provided in the public notice and the results of the bids shall be considered at the special meeting of this board on January 18, 2021, at 5:00 p.m.

Trustee Nabulsi moved to approve the Resolution Ordering Construction of the Residence Hall New Loop Road, and Setting January 18, 2021 at 5 p.m. for Public Hearing Thereon and Taking of Bids Therefor. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.0 Accountability**

#### **3.1 Financial Aid Student Loan Default Rate**

Financial Aid Director Stacey Abell provided an update with regard to the Financial Aid Student Loan Default Rate. Her report was based on the 2017 Cohort and reflects the 3-year cohort default rate trend at SCC since 2010. The 2017 financial aid rate for SCC is 19.1%. This report also compares SCC to the other community colleges in the cohort. The analysis of default patterns shows that 40% of the defaulters completed 15 credits or less during the entirety of their enrollment at SCC. 10% of them completed no credits. For non-defaulters, 73% within the cohort received a Pell Grant, and 87% of those who defaulted received a Pell grant. The average cumulative GPA for defaulters within the cohort was 1.7. The average GPA for non-defaulters was 2.5. She also reported that 85% of all the non-defaulted borrowers in the cohort completed a program of study at SCC or elsewhere.

Director Abell reported that ongoing measures to prevent default include letters/emails, financial literacy being taught in SDV-108 classes, and phone calls to delinquent students. In the future, she states that the Student Success Advocates will be vitally important in supporting and retaining students.

She also reported that COVID-19 will have an impact on future loan default rates due to student loan relief since March 2020 through January 31, 2021 and possibly beyond. This means that no loans have gone into default for the last 9 months.

Director Abell reports that she is pleased to report that our default rate continues to decrease and that we are meeting our goal to stay below 30%.

#### **3.2 Guided Pathways/Title III Grant Continued**

Vice President Joan Williams presented a continuation of Guided Pathways/Title III Grant presentation from the November 9, 2020 Board meeting. She reminded Trustees that the previous month a review of the origins of Guided Pathways was presented. Guided Pathways is part of the Strategic Plan and we are able to accomplish it by using the \$60,000 Ascendium Grant and most recently the Title III Grant.

Our students need Guided Pathways to have a greater likelihood of completing a program, achieving a credential and/or more effectively transfer within a more efficient timeframe without taking unnecessary credits. Our institution needs it to improve our persistence, retention and completion rates; provide a better, more holistic student experience; and increase enrollment.

With the Iowa Ascendium Grant we have addressed several Strategic Plan initiatives as follows:

1. Develop Guided Pathways for CTE programs and AA/AS Transfer Majors and develop learning outcomes.
2. Include a work-based learning component as part of Guided Pathways for CTE programs and AA/AS Transfer Major programs.
3. Revise and implement the Math Developmental Education Plan to incorporate use of co-requisites similar to the English co-req model.
4. Integrate Guided Pathways into catalog information on the college website and brand Guided Pathways. Faculty wrote Meta Major descriptions and identified Meta Major Icons during the August 17<sup>th</sup> In-Service. The branding/colors/style of the icons is in progress.
5. Implement student success advocate/faculty advising pilot by defining and documenting the process for the student success advocate roles from onboarding to completion of the academic pathway.
6. Increase faculty use of Drop Out Detective for early alerts and define process for interventions.
7. Monitor progress through Ellucian degree audit/student planning
8. Develop an equity scorecard as an equity assessment measurement.

SCC's Key Institutional Goals to be achieved with per the Title III Grant are as follows:

1. Students served – All new program students will complete an educational plan in their first semester of college by 9/30/2025 (academic programs).
2. Graduation rate – The rate at which targeted students complete a credential or transfer within 150% normal completion time (3 years) will increase 10% over the baseline by 9/30/2025 (academic programs, fiscal stability)
3. Retention rate – The rate at which targeted students are retained from their first year to their second year will increase 15% over baseline by 9/30/2025 (academic programs, fiscal stability)
4. Gateway momentum – Students will enroll in and complete college level gateway courses at a rate of 10% over baseline by 9/30/2025 (academic programs, institutional management).
5. Credit momentum – Students will enroll in and complete 30+ credit hours in the first year at a rate of 10% over baseline by 9/30/2025 (academic programs, institutional management).
6. Student advocates – Hire six student advocates in 2020-2021 to provide intensive and intrusive career planning, institutional navigation, academic advising, and general support services alongside clearly defined, well communicated, and easily accessible guided pathways for all of its students (institutional management, fiscal stability).

Vice President Williams concluded her presentation and allowed discussion and questions with Trustees. Trustees thanked her for the detailed presentation.

### 3.3 President's Report

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

1. **Plant Managers** – Establishing meetings with area Plant Managers to develop training needs and programming to address those needs – credit and non-credit.
2. **Southeast Iowa Higher Education Alliance (SIHEA)** – Held meetings this past week to brief board members, discussions via email with President Plunkett. Still some items that are being finalized after IW's attorney reviewed the contract.

3. **CTE – Lee County** – Met with Central Lee administration about the feasibility of establishing CTE programming at the Keokuk Campus. We will review our spaces and determine how we develop programming there. After the holidays, we will reach out to the other two districts about their interest as well as with Lee County Economic Development Group.
4. **Student Success Advocates** – Title III (SIP) grant – Hiring new advocates, reorganizing Enrollment Services into Admissions and Support Programming along with moving staff around to accommodate the reorganization.
5. **Student Center** – Continue to develop plans for consideration of a new Student Center which would be located on the west side of the current Loren Walker Arena. Two input sessions have been held, (one will be held with students in the Spring Term), met with three architectural firms to hear their ideas, and one of the firms was selected to work with us developing some plans for the consideration.
6. **West Burlington Child Care** – The YMCA is planning to establish a child care at SCC beginning in March 2021. The former Little Angels – Kiddies Campus had to close due to COVID – 19 and has been unable to see a way clear to re-open. It has been closed since March 2020.
7. **Disaster Mitigation Plan** – Des Moines County has developed a plan on how to respond to disasters and SCC has been a part of that plan development. With the passage of the Resolution by the Board in support of the plan, the College is then eligible for potential FEMA dollars in the event of a disaster.
8. **Safe College Plan** – Plan that was developed in May 2020 is being updated for this spring/summer terms.
9. **Residence Hall Loop Road** – Grant dollars from DOT through the Iowa Department of Education for which we submitted five years ago is now in development phase. It is expected that the project will get underway this spring. We will discuss this in greater depth during the Board Meeting.
10. **Advanced Manufacturing Lab and the Auto-Collision Lab** – Beginning in May, these two labs will undergo a deep cleaning in preparation for painting – ceilings, walls, and floors – and will also experience a reorganization of the equipment in the spaces using available ACE funds.

### **3.4 Monthly Financial Report**

Vice President Carr provided the monthly financial report for month ending November 30, 2020, reviewing the reports included in their packets. He noted that the Operating Equipment Insurance for almost \$400,000 has not been reimbursed as of November 30<sup>th</sup>. That is just a matter of timing.

### **3.5 Facilities Update**

Vice President Carr reported that maintenance has been working on painting some lines in the parking lots. We have painters working inside the buildings doing touch up painting. Also, they are cleaning and doing some painting in the Kiddie Campus room to prepare for the YMCA to begin services.

## **4.0 Reorganization of the Board**

### **4.1 Adjourn Sine Die**

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



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

Board Secretary Darcy Adams reconvened the meeting. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Joseph Johnson, and Jeff Heland were present in the room. Trustee Moudy Nabulsi was present via teleconference.

## **4.3 Organization of the Board**

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

Board Secretary Adams 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 Moudy Nabulsi for Board Chair and since there were no further nominations, Trustee Moudy Nabulsi should be appointed Board Chair by acclamation. Trustee Johnson seconded. Motion carried. Moudy Nabulsi assumed the position of Board Chair.

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

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

### **4.3.3 Appointment of Secretary**

Trustee Heland moved that Darcy Burdette f/k/a Darcy Adams be appointed Board Secretary. Trustee Fife-LaFrenz seconded. Motion carried.

### **4.3.4 Appointment of Treasurer**

Trustee Hillyard moved that Kevin Carr be appointed Board Treasurer. Trustee Johnson seconded. Motion carried.

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

Trustee Johnson 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.

### **4.3.6 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 Johnson seconded. Motion carried.

### **4.3.7 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 Johnson seconded. Motion carried.

**4.3.8 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 Fife-LaFrenz seconded. Motion carried.

**5.0 Future Meetings**

Board Chair Nabulsi reviewed a list of future meetings.

**6.0 Adjournment**

There was consensus that the meeting be adjourned at 7:23 p.m.