



REGULAR MEETING OF THE BOARD OF TRUSTEES

Tuesday, December 16, 2025 at 4:30 pm

SCC Board Room -West Burlington Campus, 1500 West Agency Road, West Burlington, IA

Meeting Minutes

1.0 Routine Items

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

Board Chair Lanny Hillyard called the meeting to order at 4:31 p.m. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, Howard and Heland were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Chuck Chrisman, Michelle Allmendinger, and Val Giannettino.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration –

President Ash introduced Dr. Aaron Jensen, Dean Career and Technical Education. Dr. Jensen joined us in July 2025. Dr. Jensen shared about himself with the Board and that he is excited to be part of the SCC team. Executive Director of Institutional Advancement Val Giannettino reported that the Foundation has received some new gifts as a result of the end of the year fund drive.

1.3.3 Board

Trustee Fife-LaFrenz reported that she has attended several public meetings representing SCC. Trustee Hillyard reported that he attended the Community Colleges for Iowa Awards to celebrate Jeff Ebbing and Lori Muntz who received awards for outstanding staff and outstanding faculty. Trustees Hillyard and Heland both noted that the quarterly CCFSa meeting was held. Trustee Howard provided updates from IASB.

1.4 Community Colleges for Iowa Trustee Board Report

Trustee Nabulsi reported that the IACCT Board did not meet since the November meeting. He thanked the Board for the opportunity to represent SCC for many years on the IACCT Board and informed the Board that he plans to step away from that role and allow another Trustee the opportunity. The Board expressed appreciation to Trustee Nabulsi for his longevity in representing SCC to IACCT.

1.5 World Changing – Changing our Thinking (20 minutes)

“Trusteeship in Community Colleges – A Guide for Effective Governance” – focus on Chapter 5

Trustees continued their review of “Trusteeship in Community Colleges: A Guide for Effective Governance.” Trustee Hillyard led the discussion, highlighting key points for Board consideration. The review will continue at the February Board meeting with the next chapter.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **December 16, 2025, 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 |
|----------------|---|--------------|------------------------|------------------------------------|
| Michelle Glass | Head Volleyball Coach | 06/18/2018 | 06/30/2026 | Resignation per Release Agreement. |
| Joe O'Brien | Director of Intercollegiate Athletics | 01/15/2024 | 06/30/2026 | Personal. |
| Randy Wachter | Assistant Professor – Auto Collision Repair | 08/21/1997 | 08/11/2026 | Accepted Early Retirement. |

4. Employment Contracts

| 5. Name | Title | Contract Period | Salary |
|----------------------------|--|---------------------------------|----------------------------------|
| Audra Gaddis (Replacement) | Industrial Maintenance Training Instructor/Coordinator | 01/05/2026 | \$29,195.40 (\$60,000.00 annual) |
| Mack Turner (New) | Admissions and Financial Aid Outreach Specialist – 0.525 FTE | January 1, 2026 – June 30, 2026 | \$13,493.10 (\$27,300.00 annual) |

Trustee Nabulsi moved to approve the Consent Agenda. Trustee Fife-LaFrenz seconded the motion. Trustee Howard requested that the Release Agreement related to Michelle Glass's resignation be reviewed prior to approval. Following discussion, the Board agreed to remove the resignation of Michelle Glass from the Consent Agenda pending receipt of additional information. Trustee Nabulsi then moved to approve the Consent Agenda as amended, removing the resignation of Michelle Glass. Trustee Fife-LaFrenz seconded the motion. The motion carried on a 5-0 roll call vote.

2.2 Presentation of the Audit

Vice President Cory Gall introduced Mandi Holcomb from Denman CPA LLP to present the audit report. Ms. Holcomb provided a copy of the prepared Independent Auditor's Reports, Basic Financial Statements, and Supplementary Information to each of the Trustees. She referenced the summary letter and highlighted items from there as well as making note of certain items in the audit reports. She referenced financial reports throughout their report showing financial position of the college. Denman found all the financial statement disclosures to be clear. There were no significant difficulties in dealing with management to perform the audit. Based on the audit, the financial statements present fairly the respective financial position of the business type activities and the fiduciary activities of Southeastern Community College as of June 30, 2025. Denman is pleased to issue a clean audit to Southeastern Community College for fiscal year 2025.

Trustee Howard moved to accept the FY 2025 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 making note of a few of the items including the following:

- Held a pre-session meeting with Representative Matthew Rinker to discuss key legislative issues affecting the college, including the proposed bachelor's degree program, the Perkins funding split, State General Aid, ACE funding, and DOGE recommendations related to the 260E program.
- Our grant partners, Congressional Partners visited our campus on December 1 and met with staff from all college divisions to discuss funding needs to help identify grant opportunities aligned with SCC priorities.
- The Driving Difficult Conversations training sessions are going well and about ¼ of the faculty and staff have been trained.
- The Aspen Prize application is complete. This was a labor-intensive process; however, the end product was a great reflection on all of the successes of SCC. A copy of the narrative for the Aspen prize submission was provided to the Trustees. This narrative along with data was submitted on December 9th for consideration of the Aspen Prize.

3.2 Monthly Financial Report

Vice President Gall directed Trustees to the financial reports included in their board packets. He noted that cash balances are higher than the prior year due in part to Employee Retention Credit refund from the IRS. Interest rates continue to decline, impacting money market and certificate of deposit renewals. He reported that both revenue and expenses are approximately \$1 million higher than this time last year. Expenses continue to be closely monitored and remain near targeted budget levels. He noted an increase in net income in the plant fund due to the timing of capital projects. He advised that invoices for the roofing project will decrease that net income balance as those costs are incurred.

3.3 Facilities Update

Vice President Gall provided a brief facilities update. He reported that the weight room flooring has been completed and looks very good, with equipment scheduled to be moved in by the end of the week. The remaining flooring throughout the area has also been completed. Bathroom tile installation is finished, and fixture installation will begin next. Restroom partitions are scheduled for installation in late January or early February. He also noted that the Starbucks space is anticipated to be completed by the end of January.

3.4 Report from Review of Title IX Policy

Board Chair Lanny Hillyard shared that he has not received the report from the attorney. He will send out to the board when he receives.

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

On November 4, 2025, 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 Board Organization

5.1 Approval of Board Officers

Trustee Heland made a motion to continue the current officers as follows: Lanny Hillyard, Board Chair; Moudy Nabulsi, Vice Chair, Darcy Burdette, Board Secretary; and Cory Gall, Treasurer. Hearing no further nominations or objections, Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

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

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

Trustee Howard moved that Lanny Hillyard be appointed the Iowa Association of Community College Trustees (IACCT) Representative and that remaining Trustees serve as alternates as needed. Trustee Nabulsi seconded. Motion carried.

6.0 Future Meetings

Board Chair Hillyard reviewed the list of future meetings.

7.0 Adjournment

There was consensus that the meeting be adjourned at 6:26 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