



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

Monday, December 9, 2019

6:00 p.m.

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

Meeting Minutes

1.0 Routine Items

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

Board Chair Fife-LaFrenz called the meeting to order at 6:09 p.m. Roll call indicated Trustees Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Janet Fife-LaFrenz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Dean Kristi Schroeder, Dr. Hope Clark, Controller Annette Peterson, and guest Auditor Andrea Rumler of Winkle, Parker, & Foster, CPA, PC.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Trustee Heland seconded. Motion carried.

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

1.3.1 Audience

No report.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended the Rural Workforce Development board meeting. She also noted that she attended the SCC Foundation Scholarship Reception.

Trustees Hillyard and Heland reported that they along with Dr. Ash attended the CCFSA quarterly meeting where plans are being made to do additional improvements to fairground facilities with available dollars.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that he attended a joint meeting with Iowa Association of Community College Presidents and the regular board meeting for Iowa Association of Community College Trustees on December 4 and December 5. He provided a copy of the Iowa Association of Community College Trustees' report for review.

2.0 World Changing – Changing Our Thinking

2.1 Fall 2019 Enrollment Update (Dr. Hope Clark)

President Ash referred each Trustee to the Fall 2019 Credit Student Enrollment Report included in their packet. He introduced Director of Institutional Research, Planning and Effectiveness, Dr. Hope Clark to present highlights from the Fall 2019 Credit Student Enrollment Report.

Total Enrollment for Fall 2019 was 2,478 students, equating to 24,204 credit hours. This is 2.7 percent less than fall. She noted that Community Colleges nationwide and within our own state are experiencing declines. In comparison, we are doing very well.

First time student enrollment increased by 2.9 percent. This reflects that we are doing a good job of marketing to new students and gaining students through athletics.

Returning student enrollment has declined. We are investigating this further to determine where students are going. Online enrollment has also experienced a decrease. We are looking at options to increase this including marketing online programs. Concurrent High School experienced an increase in number of credit hours enrolled.

Dr. Clark noted the following Student Profile statistics:

Enrollment by Student Profiles

- Ethnic/Racial Diversity Total (16.5%)
- Regular Student (34%)
- High School Student (66%)
- Gender: Male (42.5%); Female (57.5%)
- Full-Time (47%); Part-Time (53%)

In conclusion she highlighted that while overall Fall 2019 Enrollment is down, we are experiencing increases in the following areas:

- First time regular students
- Athletes
- International students – 101 international students almost doubled over last fall
- High School students

She noted that the following are the top credit enrollment programs:

- High school arts and sciences
- Arts and sciences
- Nursing Prep AA
- Arts and Sciences AS
- General studies NDS
- Practical Nursing Diploma
- Nursing AAS

The Career Education Programs experienced an increase in credit hour enrollment. We continue to grow these programs to meet market demand. We have transformed CNA class into a certificate program. We have added more certificate and diploma options to support a “stackable” credentialing program for various career education pathways. We have received Future Ready Iowa Funding to implement a pilot pre-apprenticeship Building Trades program in

Burlington High School. We are re-designing Ag program to include a full online program available in Fall 2020.

3.0 Secretary's Report on Election in Director Districts #1, #4, and #5

Board Secretary Darcy Adams reported that on November 5, 2019, Joseph Johnson was elected as SCC Director for District 1, Moudy Nabulsi was elected as Director for District #4, and Janet Fife-LaFrenz was elected as SCC Director for District 5.

Board Secretary Adams issued the oath of office to Trustees Johnson, Nabulsi and Fife-LaFrenz.

4.0 Reorganization of the Board

4.1 Adjourn Sine Die

Trustee Hillyard 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 Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard and Joseph Johnson were present.

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

4.3.2 Election of Board Vice Chairperson

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

4.3.3 Appointment of Secretary

Trustee Nabulsi moved that Darcy Adams be appointed Board Secretary. Trustee Fife-LaFrenz seconded. Motion carried.

4.3.4 Appointment of Treasurer

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

4.3.5 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 Heland seconded. Motion carried.

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

Trustee Nabulsi 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 Fife-LaFrenz seconded. Motion carried.

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

Trustee Fife-LaFrenz moved that Moudy Nabulsi be appointed the Iowa Association of Community College Trustees (IACCT) Representative. Trustee Heland seconded. Motion carried.

Trustee Heland moved that Lanny Hillyard be appointed as the IACCT Alternate. 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 Nabulsi moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Fife-LaFrenz seconded. Motion carried.

5.0 Action Items

5.1 Approval of Consent Agenda

1. Approval of Minutes

- **November 11, 2019, Regular Board Meeting**

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
Ken Allaman	Purchasing Agent/Accountant	01/21/1998	06/30/2020	Early Retirement.
Joanne Carnes	Secretary – Enrollment Services/Registrar	05/08/2007	06/30/2020	Early Retirement.
Jana Gibbs	Accounts Payable Specialist	11/26/2001	06/30/2020	Early Retirement.
Thomas Hayes	Professor – English	08/11/1977	08/13/2020	Early Retirement.
Rhonda Howard	Library Assistant	08/01/1990	06/30/2020	Early Retirement.
Bruce Huddleson	Coordinator of Instructional Technology/Telephony	08/14/2000	10/01/2020	Early Retirement.

Mary Jean Kelly	Secretary – ICCOC	06/04/1996	01/03/2020	Early Retirement.
Joyce Mickey	Accountant	10/23/1995	06/30/2020	Early Retirement.
Annette Peterson	Controller	04/10/1989	06/30/2020	Early Retirement.
Karen Stotlar	Professor – Mathematics	08/21/1997	08/13/2020	Early Retirement.
Leslie Sourwine	Custodian II	07/05/2006	06/30/2020	Early Retirement.
Kelly Walker	Evening Receptionist/Housekeeper-Mt. Pleasant Center	04/01/2019	11/28/2019	Accepted Administrative Assistant – Enrollment Services/Financial Aid position.

4. Employment Contracts

Name	Title	Contract Period	Salary
Kelly Walker (Replacement)	Administrative Assistant – Enrollment Services / Financial Aid	December 2, 2019 – June 30, 2020	\$17,826.56 (\$30,727.36 annual)

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

5.2 Approval of Transfer Majors

President Ash reported to the Board that SCC is collaborating with the Iowa Community Colleges and Regent Schools (ISU, UNI, and University of Iowa) to develop Transfer Majors. Transfer majors are in Associates of Science and Associate of Arts degrees. The Guided Pathway is an academic pathway developed by faculty and advisors through the alignment of courses and expected learning outcomes with transfer institutions to optimize applicability of community college credits to university majors. The goal is to develop a transfer major guided pathway for all programs. This will help students avoid excessive credits and decrease their time and cost to completion.

The following Transfer Majors have been approved by the Iowa Department of Education:

- Physics Transfer Major
- Chemistry Transfer Major
- Elementary Education Transfer Major

Upon Board approval, these Transfer Majors will be added to the SCC Website.

Trustee Heland moved approval of the Transfer Majors to include Physics, Chemistry, and Elementary Education. Trustee Fife-LaFrenz seconded. Motion to approve the Transfer Majors carried on a 5-0 roll call vote.

5.3 Resolution for Approval of Construction Contract, Payment and Performance Bond for Fort Madison Center

Vice President Carr reviewed that at the November 11, 2019, Regular Board of Trustees, meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Fort Madison Center Renovations along with Consideration of Construction Bids and Resolution to Award Construction were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Trustee Heland moved approval of the Resolution Approving Construction Contract and Bond for the Fort Madison Center Renovations. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

5.4 Presentation of the Audit

Vice President Carr introduced auditor Andrea Rumler of Winkle, Parker, & Foster, CPA, PC, and SCC's Contoller 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 which included charts depicting a comparison of revenue and expenses for FY 2018 and FY 2019 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 or significant deficiencies 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 Fife-LaFrenz moved to accept the FY 2019 audit as presented. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

6.0 Accountability

6.1 President's Report

- 1) **Grants** – Work is being done on several grants including Department of Justice for Campus Safety and Security; Murray for Music and Theater; Jobs Corp; SIRRIC for the Fort Madison Center; secured a \$30,000 Future Ready Iowa Innovation Fund,
- 2) **Elevate** – President Ash referred Trustees to a handout related to efforts in our partnership with ABI – skilled trades program.
- 3) **Iowa Community College Work-Based Learning Opportunities** – President Ash provided a handout of a developing marketing piece (draft) for statewide use.
- 4) **College and Career Transition Counselor Partnership** – President Ash referred Trustees to a handout, a partnership among Community Colleges, Iowa Student Aid, school counselors and AEA Prep.
- 5) **State Funding** - Referred Trustees to a handout showing guidance for the lobbying team - \$8.8 million dollars will be requested.
- 6) **Future Ready Iowa Skilled Workforce Last Dollar Scholarship** – Reviewed proposed changes in the legislation to address shortcomings in the Code.

- 7) **2020 All-Iowa Academic Team Banquet** will be held Monday, March 2, 2020. SCC is the sponsoring college this year. The planning team is in place. More information coming later.
- 8) **IACCT Membership Dues** will increase in FY 2021 up 4%.
- 9) **Upcoming Legislative Opportunities** – On January 22 the Student Legislative Seminar will be held and March 3 will be Community College on the Hill.
- 10) **ACCT NLS** – Washington DC – February 9-12

6.2 Monthly Financial Report

Vice President of Administrative Services Kevin Carr presented the financial statements for month ending November 30, 2019. Net operations are up \$281,000 over prior year at this point in time in year. State General Aid and property taxes are right on target. Property taxes pay for all property and casualty insurance and early retirement. Under expenses we have art gallery, Keokuk renovation and architect fees for the Fort Madison Center. Things are looking very good particularly with regard to a couple of years ago.

6.3 Facilities Update

Vice President Carr reported that the West Burlington campus solar panel project should be complete by December 14. Following completion, they need state electrical inspection approval and then Alliant for the hookups. They have worked last 2 weekends. They are very close on that.

He also reported that Myers Construction has been working on the improvements for the Emergency Regional Training Center in Fort Madison. They have replaced problem siding, repaired doors and made it handicap accessible. They will complete painting in the spring.

Vice President Carr also noted that plans are being made to create the cross walk between SCC residence halls and Great River Health System. Also, working on the greenhouse to convert from propane to natural gas for a cost savings of approximately 20%.

7.0 Future Meetings

Chair Hillyard reviewed the list of future meetings.

8.0 Adjournment

There was consensus that the meeting be adjourned at 7:49 p.m.

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



Darcy Adams
Board Secretary