



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, December 9, 2024 at 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 Janet Fife-LaFrenz called the meeting to order at 6:00 p.m. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, and Heland were present in the room. Trustee Howard was absent. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Val Giannettino, Amanda Estey, Michelle Allmendinger, Laurie Hempen, Chuck Chrisman, and Jeff Ebbing.

**1.2 Adoption of Formal Agenda**

Trustee Heland moved to approve the formal agenda. Trustee Hillyard 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**

Trustees Fife-LaFrenz, Nabulsi, and Hillyard all noted they attended the Community Colleges for Iowa Awards Banquet and were very pleased with the award given to Southeast Iowa Regional Medical Center and Great River Health Foundation to recognize the partnership between the college and hospital. Trustee Hillyard reported that he attended the IASB convention where Jesse Howard was installed as President of the IASB for the next two years. Trustees Heland and Hillyard reported that CCFSA will meet for their quarterly meeting on Tuesday, December 10<sup>th</sup>.

**1.4.4 Community Colleges for Iowa Trustee Board Report**

Trustee Nabulsi reported that the IACCT Board will next meet as a Board in February 2025. He reminded all of the ACCT National Legislative meeting in Washington, DC, February 9-12, 2025.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- November 11, 2024 Joint Meeting w/AEA
- November 11, 2024 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
Cherrelle Colemon	Administrative Assistant - Athletics	03/18/2024	10/31/2024	Accepted open Assistant Athletic Director position.
Angela Raid	Student Success Advocate	08/22/2022	12/13/2024	Personal.
Jeanie Titus	Professor - Nursing	08/16/2005	08/12/2025	Accepted Early Retirement.

### 4. Employment Contracts

Name	Title	Contract Period	Salary
Cherrelle Colemon	Assistant Athletic Director	November 1, 2024 – June 30, 2025	\$28,922.36 (\$43,888.00 annual)
Tre Flowers (Replacement)	Head Women's Basketball Coach	December 1, 2024 – June 30, 2025 (Revised)	\$23,295.02 (\$40,000.00 annual)
Lisa Santiago (Replacement)	Instructor - Psychology	January 10, 2024 – August 12, 2025	\$27,423.60 (\$55,500.00 annual)

Trustee Heland moved approval of the Consent Agenda items. Trustee Hillyard seconded. Motion to approve the Consent Agenda carried on a 4-0 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, 2024. Denman is pleased to issue a clean audit to Southeastern Community College for fiscal year 2024.

Trustee Hillyard moved to accept the FY 2024 audit as presented. Trustee Nabulsi seconded. Motion carried on a 4-0 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:

1. The nurse pinning ceremonies for the January PN cohorts to be held Thursday, December 12<sup>th</sup> at the Keokuk Depot and Friday, December 13<sup>th</sup> at the Capitol Theater in Burlington.
2. The Department of Labor minimum salary increases were vacated. This prevents the salary increase ruling that was to take effect January 1, 2025.
3. Two Rivers Bank has extended an offer to teach students more about financial matters including home buying, financial literacy and building credit. They would provide this in the classroom or in club meetings.
4. Continue to work on the Department of Labor CDL grant.

#### **3.2 Monthly Financial Report**

Vice President Gall referred Trustees to the financial reports in their board packets. He noted that interest rates are decreasing and that there could be another decrease coming. From the Financial Comparative Data Summary, he shared the general fund increase over last year related to enrollment growth that the college has experienced. Expenses are also increasing mostly related to salary costs. He continues to monitor that. Revenue in the plant fund reflects the construction projects. He reminded the Board that the plant fund revenue comes from property tax and ACE funds from the State of Iowa received one time annually.

#### **3.3 Facilities Update**

Vice President Cory Gall provided a brief facilities update. He reported that the preliminary work for the HVAC program will begin over Christmas Break. There are some small painting projects going on around campus to update some of the office suites. The safe room should be completed around Christmas.

#### **3.4 Board Self-Eval**

Board Chair Fife-LaFrenz led a brief discussion on the Board Self-Assessment Survey to review each section of the Board Self-Assessment Survey. The Board made note of a few of the items. The Board would like to have a Board Retreat to further discuss the evaluation.

### **4.0 Reorganization of the Board**

#### **4.1 Adjourn Sine Die**

Trustee Heland moved that the Board meeting adjourn sine die. Trustee Hillyard 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 Fife-LaFrenz, Hillyard, Heland, and Nabulsi were present in the room. Trustee Howard was absent.

### **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 reorganization 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 Lanny Hillyard for Board Chair and since there were no further nominations, Trustee Lanny Hillyard should be appointed Board Chair by acclamation. Trustee Heland 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 and moved that since there were no further nominations, Moudy Nabulsi should be appointed Board Vice Chair by acclamation. Trustee Heland seconded. Motion carried. Moudy Nabulsi 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 Nabulsi seconded. Motion carried.

#### **4.3.4 Appointment of Treasurer**

Trustee Fife-LaFrenz moved that Cory Gall be appointed Board Secretary. Trustee Heland 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 Jesse Howard, 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**

President Ash reported that the Greater Burlington Sports Facilities Board is restructuring and this will affect the SCC membership on that Board. Currently Trustee Heland is on the Board along with Dr. Ash serving as the President of that Board. The new Bylaws state that only one seat on the 7-member board will be held by SCC representative. The Board discussed this and determined that no motion or vote for a representative will take place at this time. When changes are implemented to the Greater Burlington Area Sports Facilities Board of Directors, this Board will be asked to appoint one representative and an alternate.

#### **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 and that Lanny Hillyard be appointed as the IACCT Alternate. Trustee Heland seconded. Motion carried.

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

President Ash 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 Fife-LaFrenz moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Nabulsi seconded.

### **5.0 Future Meetings**

Board Chair Hillyard reviewed the list of future meetings.

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

A handwritten signature in cursive script that reads "Darcy Burdette".

Darcy Burdette, Board Secretary