



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, February 13, 2023 at 4:30 p.m.
1500 West Agency Road, West Burlington, Iowa
SCC Board Room

MINUTES

1.0 Routine Items

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

Board Chair Joseph Johnson called the meeting to order at 4:30 p.m. Roll call indicated Trustees Heland, Fife-LaFrenz, Hillyard, and Johnson were present in the room. Trustee Nabulsi was present via Zoom teleconferencing. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Joan William, Jeff Ebbing, Chuck Chrisman, Laurie Hempen, Val Giannettino, Kristi Schroeder, and Ashlee Spannagel.

1.2 Adoption of Formal Agenda

Trustee Hillyard 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.

1.3.2 Administration

Executive Director of Institutional Advancement Val Giannettino invited Trustees to attend the Donor Scholarship Appreciation Event on Thursday, April 20th. Scholarship donors will be invited to come and interact with students who have received their scholarship and tour programs of interest around the campus. Director Giannettino also made mention that we are working with Greater Burlington Partnership to plan a Business After Hours Open House and Ribbon Cutting event for the new Blackhawk Student Center. We have tentatively agreed on October 12th if there are no scheduling conflicts. The SCC Alumni Golf Outing will be on Friday, July 14, 2023.

1.3.3 Board

Trustees Fife-LaFrenz, Hillyard, and Heland all attended the ACCT National Leadership Conference along with President Ash in Washington D.C. They each made note of meetings they attended including those with legislators. They also attended the Rural Community College Session. There were 4 presenters there including the Department of Energy. They learned about some exciting paid internship opportunities for students and opportunities for visiting faculty programs. President Ash has passed that information along to Academic leadership to share.

Trustees Fife-LaFrenz and Heland also attended their committee meetings and made brief mention of discussions held in those meetings. Trustee Fife-LaFrenz noted that April is Community College month and there is a logo contest with scholarship prizes. She has passed that information along and hopes that students will take advantage of the opportunity.

Trustee Hillyard noted congratulations to President Ash for being the recipient of the Greater Burlington Partnership Emmy Award at their Annual Dinner on Friday, January 27th.

1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report

Trustee Nabulsi reported that the Community Colleges for Iowa Trustees Board met on January 26, 2023. They discussed changes with 260E and 260F. They also discussed the redistricting maps that will be released in the near future.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes
 - January 9, 2023, 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
Joshua Agnew	Custodian I – Housekeeper (Level 6)	07/16/2018	01/31/2023	Accepted open Custodial Supervisor position.
Michelle Brown	Director of High School Relations	04/02/2012	01/31/2023	Accepted open Title III Grant Director position.
Meghan D’Souza	Marketing and Communications Coordinator	02/16/2018	02/28/2023	Personal.
Jill Ita	Administrative Assistant – CBIZ and Economic Development (Level 8)	10/01/2019	01/31/2023	Accepted open Student Success Advocate position.
Christy Jameson	Pathway Navigator – T2W/FAE&T Specialist (Ticket to Work/Food Assistance Education & Training)	08/02/2021	01/15/2023	Accepted open Assistant Director of PACE position.
Kelee Marcy	Head Men’s and Women’s Soccer Coach	04/27/2021	02/20/2023	Termination.

3. Employment Contracts

Name	Title	Contract Period	Salary
Joshua Agnew (Replacement)	Custodial Supervisor	February 1, 2023 – June 30, 2023	\$20,689.66 (\$ 50,000.00 annual)
Michelle Brown (Replacement)	Title III Grant Manager	February 1, 2023– June 30, 2023	\$28,965.52 (\$ 70,000.00 annual)
Jill Ita (Replacement)	Student Success Advocate	February 1, 2023 – June 30, 2023	\$15,784.61 (\$ 38,000.00 annual)
Christy Jameson (Replacement)	Assistant Director of PACE Programs	January 16, 2023 – June 30, 2023	\$20,689.65 (\$ 45,000.00 annual)
Michael Smith (New)	Custodian/Groundskeeper (Level 8)	February 1, 2023 – June 30, 2023	\$13,608.00 (\$ 32,886.00 annual)

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

2.2 Consider and Approve for Filing and Publication the Proposed Certified Budget for Fiscal Year 2024 and Fix Time and Place for the Public Hearing

Vice President of Administrative Services Carr reported that the Certified Budget documents set the college's maximum spending authority for Funds I and II and the Plant Fund and the property tax rate per \$1,000 of taxable property valuation known for FY 2024. He reviewed pertinent points of the FY 2023 Certified Budget as follows:

- The certified budget is developed based on actual FY 23 data, re-estimates for FY 23, and other information currently known for FY 24.
- The tax levy proposed includes an increase of \$.17 cents per \$1,000 value of taxable valuation for FY 24, related to \$1.47.
- Regular property tax valuations are up \$55M (1.17%%), debt service tax valuations increased \$77M (1.56%) and TIF valuations increased \$21M – all excluding a challenged increase in Southeast Iowa Regional Medical Center taxable valuations.

Vice President Carr explained the primary reasons for the increase in property tax are to cover a new IT Cyber Security Position, cover mechanics needed for the Annex portion of the student center, and to cover overall maintenance and software inflation costs. Vice President Chuck Chrisman reviewed the necessity of the cyber security position. President Ash reviewed the plans for the Student Center Annex and noted that the property tax increase will cover the mechanicals for that building including HVAC. This will reduce the amount of fundraising needed to complete the Annex. Vice President Carr concluded this presentation by reviewing the source of funds for the Annex.

Vice President Carr noted that the Trustees will need to approve for filing and publication of the Budget Estimate for fiscal year July 1, 2023 – June 30, 2024, and set March 6, 2023 at 4:30 p.m. at the Board Room, 1500 West Agency Road, West Burlington, Iowa as the time and location for a public hearing.

Trustee Nabulsi moved to approve the proposed Certified Budget for filing and publication and to fix the time and place for a public hearing for 4:30 p.m. on March 6, 2023, in the Board Room on the West Burlington SCC Campus. 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 noting the following items:

- SCC Phi Theta Kappa has been identified as a Star 5 chapter. We are very proud of our co-advisors.
- We are creating the President's Academic List to recognize students with a 4.0 GPA who are enrolled in 12 or more credit hours. This new recognition will begin this semester.
- We recently met with Community Health Center regarding their plan to add space to their existing facility so they can offer a pharmacy. Per the lease agreement, they need SCC approval to change that facility. We took that opportunity to discuss with them about adding their own parking lot. We plan to meet again and discuss what services CHC has that can benefit our students including mental health.
- Working on a proposal for an additional health program to share with the hospital.
- Met with SIHEA about athletics and plan for how we can increase the number of transfer students to Iowa Wesleyan University. Currently there are about 40 of our students that have transferred there. For Fall we are currently projecting an additional 16 transfer students.

- We are piloting Zoom phones to replace our current phone system.

3.2 Academic Program Review

Vice President Janet Shepherd presented the Academic Program Review (APR). She noted that Iowa DOE accreditation and HLC accreditation both require program reviews. SCC completes a program review for 1/3 of the CTE/Health Programs each year. Each program is reviewed on a three-year cycle. IR compiles the data packet between June and October. Faculty review the data and a group meeting is held in November where they review the financial sustainability of the program. For Fall 2022, the programs reviewed are as follows: Medical Assist/Medical Coding; Agriculture, Modern Food Production; Auto Technology/Management; Precision Machining & CNC Technology; and Respiratory Care.

The Academic Program Reviews were implemented in 2020 and are a collaborative effort with faculty, dean, and VPAA. The data from the program reviews is used to develop a Business Plan which includes developing recruitment strategies, marketing strategies, identifying other improvement strategies, and building a three-year financial projection. This process has been embraced by faculty.

Vice President Shepherd went through the Business Plans for the Academic Program Reviews completed. Trustees discussed and asked questions.

3.3 Monthly Financial Report

Vice President Carr reviewed the monthly financial report. He referred Trustees to the report in their packet making mention that the general fund is approximately \$400,000 over budget. Property tax and State General Aid are coming in just as expected.

3.4 Facilities Update

Vice President Carr provided a facilities update noting that the remodeling projects are making progress. The new location for the bookstore is painted on the inside and the cabinetry will be installed next. The new office space for Student Affairs is really moving along and all the metal studs are up. Those projects are ahead of timeline. For the Student Center they are starting the drywall and painting the beams. They have completed the railings around the track.

4.0 Future Meetings

Board Chair Johnson reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:20 p.m.

6.0 Exempt Session Pursuant to Iowa Code Section 20.17

Exempt Session Pursuant to Iowa Code Section 20.17 was held.

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