



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

**Monday, February 14, 2022 at 4:30 p.m.  
1500 West Agency Road, West Burlington, Iowa  
SCC Board Room**

**Meeting Minutes**

**1.0 Routine Items**

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

Board Chair Jeff Heland called the meeting to order at 4:30 p.m. Roll call indicated Trustees Johnson, Heland, Fife-LaFrenz and Hillyard 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, Chuck Chrisman, Jeff Ebbing, Val Giannettino, Joan Williams, Ben Lofthus, and Brenda Rubey.

**1.2 Adoption of Formal Agenda**

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

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

**1.3.1 Audience**

None.

**1.3.2 Administration**

Executive Director Val Giannettino invite Trustees to attend the Scholarship Donor Appreciation breakfast on Tuesday, April 12<sup>th</sup>. This event will replace the previous scholarship donor reception and include opportunities for donors to learn how their support is making a difference in the lives of students.

**1.3.3 Board**

Trustee Hillyard reported that he attended the IACCT Board meeting via Zoom.

Trustee Fife-LaFrenz reported that she attended the ACCT National Legislative Summit in Washington, DC. She participated in the Communications and Education Committee meeting and had the opportunity to serve on the nominating committee for ACCT Board of Directors in place of Trustee Nabulsi. Trustee Fife-LaFrenz gave highlights from several sessions she attended and noted they had the opportunity to hear Dr. Jill Biden's address to ACCT.

Board Chair Heland also attended the ACCT NLS. He attended the Finance and Audit Committee meeting and provided a brief update of the ACCT financials. Board Chair Heland made mention of several other sessions he attended including the session pertaining to rural community colleges.

Trustee Nabulsi attended the Community College Council meeting. He expressed appreciation to Trustee Fife-LaFrenz and Board Chair Heland for attending ACCT and for their report.

#### 1.4 Iowa Association of Community College Trustees Report

Trustee Hillyard reported that he attended IACCT Board meeting on January 27<sup>th</sup> via Zoom. Trustee Nabulsi also attended. They reminded Trustees of the March events including PTK All-Iowa Academic Team Banquet, Community College Day on the Hill and the Student Legislative Seminar.

#### 2.0 Action Items

##### 2.1 Approval of Consent Agenda

###### 1. Approval of Minutes

- January 18, 2021 Regular Board Meeting Minutes

###### 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
Danielle Coronado	Assistant Volleyball Coach/Resident Advisor	08/16/2021	02/01/2022	Personal.

Trustee Hillyard 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 Consider and Approve for Filing and Publication the Proposed Certified Budget for Fiscal Year 2023 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 2023. He reviewed pertinent points of the FY 2023 Certified Budget as follows:

- The certified budget is developed based on actual FY 21 data, re-estimates for FY 22, and other information currently known for FY 23.
- The tax levy proposed includes an increase of .045 cents per \$1,000 value of taxable valuation for FY 23, related to replacement of our air conditioning chillers and increased costs to enhance our cyber security.
- Regular property tax valuations are up \$31,509,504 (.67%%), debt service tax valuations increased \$31,209,527 (.64%) and TIF valuations decreased \$299,977 (-.15%).

Vice President Carr noted that the Trustees will need to approve for filing and publication of the Budget Estimate for fiscal year July 1, 2022 – June 30, 2023, and set March 7, 2022 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 Fife-LaFrenz 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 7, 2022, in the Board Room on the West Burlington SCC Campus. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

### **2.3 Resolution Approving Preliminary Industrial Jobs Training Agreement – PVpallet, Inc.**

CBIZ Director Brenda Rubey reported that she has been working with Dennis Fraise of Lee County Economic Development who notified her of PVpallet, Inc. that will be located at the KL Megla Building near Montrose, Iowa. They will produce pallets that will transport solar panels. They are going to add 20 jobs to our region. Salary indications are for \$19.23/hour to \$38.00/hour.

Trustee Hillyard moved to approve Resolution Approving Preliminary Industrial Jobs Training Agreement – PVpallet, Inc. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the New Practice Track & Soccer Field Bid Package #4**

Trustee Johnson moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the New Practice Track and Soccer Field for Bid Package #4 be opened. Trustee Fife-LaFrenz seconded. The motion passed with all trustees recorded as voting aye. Board Chair Heland asked if there were any comments from the public. There were none. Board Chair Heland asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Nabulsi moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the New Practice Track and Soccer Field for Bid Package #4 be closed. Trustee Fife-LaFrenz seconded the motion. The motion carried with all trustees recorded as voting aye.

### **2.5 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the New Practice Track & Soccer Field Bid Package #4**

President Ash referred Trustees to an estimate of the costs for construction of the New Practice Track and Field, which were reviewed at the January 18, 2022, Board meeting. Three bids were received on February 10, 2022, for Bid Package #4 for the New Practice Track and Soccer Field. The low bid for the project was submitted by Four Seasons Excavation, Inc. of West Burlington, Iowa for Bid Package #4 for \$418,326 with an acknowledged deduct of alternate #1 reducing the amount by \$45,883.00 bringing the contract award to \$372,443.00.

Trustee Johnson motioned to approve the Resolution as presented accepting Bid Package #4 . Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **2.6 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the New Practice Track & Soccer Field Bid Package #4**

Vice President Carr noted that per Board motion in a special board meeting on November 18, 2021, Bid Package #4 was rejected for the construction of the new practice track and soccer field . The bid was significantly over the estimate of probable cost due to increased material costs and freight costs associated with getting the materials. Klingner & Associates made recommendation to re-bid for different options for the track surface. With further research to find a more cost-effective options for the track surface, the Board approved re-bidding Bid Package #4 at the regular board meeting on January 18, 2022. There were three bids received on February 10, 2022 with the apparent low base bid awarded to Four Seasons Excavation, Inc. Vice President Carr reviewed the details of the bid.

Vice President Carr recommended award of the construction contract to Four Seasons Excavation, Inc. in the amount of \$372,443.00 for Bid Package #4 for the Construction of the New Practice Track and Soccer Field.

Trustee Johnson motioned to approve; Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

## **2.7 Revision of Board Policy – First Reading of Board Policy #107, Nondiscrimination Statement**

President Ash referred Trustees to Board Policy #107 noting that per the Department of Education an address change is being made. This Board Policy originally was adopted in May 2020.

Trustee Hillyard made a motion for Board Policy 107 be approved as presented and to waive the second and third readings. 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:

1. Professional Development Day will be held on February 18<sup>th</sup>. There will be a guest speaker and she will spend some time with us in morning and in breakout sessions in the afternoon.
2. We are still developing the partnership between SCC and Southeast Iowa Regional Medical Center to expand health professions programs.
3. Discussions are being held with the Capitol Theater regarding renewing a one-year lease.
4. Working to establish a meeting with the Grand Theater.
5. Working to establish a meeting between SCC and Keokuk Hospital.
6. Toyota is sending 2 vehicles for collision program.
7. Several Safety & Security Initiatives are underway including:
  - a. Safety and Security Team established;
  - b. Emergency Operations Team being re-established;
  - c. CARE Team reorganization;
  - d. More training for use of the Maxient Reporting Program; and
  - e. Updating forms, protocols, and procedures.
  - f. An OSHA Training Guide for Community Colleges has been developed with training for Maintenance/Custodial Team during Professional Development Day – February 18<sup>th</sup>.
8. Participating on an interview panel for the new Burlington Community School District Superintendent.
9. STEM Fest will be March 11 for high school seniors and March 12 for public.
10. Strategic Plan is progressing and the first draft for Board review should be available in March.
11. The Courts are moving forward and expected to be completed around September/October 2023.
12. Decisions on the Student Center are being made even though no further work is being completed due to the weather.
13. Meeting with students at both campuses directly to give an opportunity for conversations with the President.

### **3.2 Monthly Financial Report**

Vice President Carr reviewed the monthly financial report. Financial statements are good. He reported that the proceeds from the Pasqual estate amount of \$76,000 are in the Plant Fund. He noted that we have met the criteria to be eligible for the institutional HEERF funds.

### **3.3 Facilities Update**

Facilities Director Ben Lofthus reported that they have been working on preventative maintenance items including the Carrier Chiller to get ready for summer. They have been doing combustion testing on the boilers. There are no updates on the student center and track since weather has not allowed for further work on those projects.

### **4.0 Future Meetings**

Board Chair Heland reviewed the list of future meetings.

### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:19 p.m.

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