



Regular Meeting of the Board of Trustees  
Monday, February 15, 2016  
5:00 p.m.  
West Burlington Campus Board Room (#AD-1)

## **1.0 Routine Items**

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

Board Chair Nabulsi called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, and Moudy Nabulsi were present in the Board Room. Trustee Chris Prellwitz was present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, and SCC staff members Dr. Carole Richardson, Joan Williams, Becky Rump, Jeff Ebbing, and Dave Metzger.

### **1.2 Adoption of the Formal Agenda**

Trustee Fife-LaFrenz moved that the tentative agenda be adopted. Trustee Heland seconded. Motion carried with all trustees recorded as voting aye.

## **1.3 Communications**

### **1.3.1 Audience**

Doug Pohren, Chairman of the 4-H Horse Committee for the Des Moines County Fair Association, expressed concern about the proposed parking lot for the area adjacent to the Agri-Stock Arena. He indicated that 4-H youth horse exhibitors may risk injury to themselves and their animals when entering/exiting the arena at a high rate of speed due to the close proximity of the proposed concrete parking lot. Mr. Pohren also noted that 4-H exhibitors are not allowed to have their horses on concrete. He distributed copies of a drawing of proposed revisions to the parking lot plans which he felt would improve the safety issue. The Trustees expressed appreciation for Mr. Pohren's input and stated that the information would be taken into consideration.

### **1.3.2 Administration**

Vice President of Student Services Joan Williams indicated that 10 SCC students recently attended the IACCT Student Legislative Seminar in Des Moines. President Ash, Trustee Fife-LaFrenz, Becky Rump, and Sybil McIntire also participated in the event. Vice President Williams introduced three students who participated in the event: Kenneth Reach, Paige Siegworth, and Sarah Fry. The students reported on their experiences and indicated that it was an excellent learning opportunity. McIntire expressed her appreciation to the Trustees for their support of the event. Trustee Fife-LaFrenz complimented the students on their decorum while at the Capitol.

### **1.3.3 Board**

Trustee Heland reported that he participated in a Public Policy Advocacy Committee meeting and attended the Board of Directors meeting at the recent ACCT National Legislative Conference in Washington, DC. He gave a summary of some of the sessions he attended while at the conference. President Ash and Trustees Nabulsi and Fife-LaFrenz also attended the Conference. Trustees Fife-LaFrenz and Nabulsi reviewed information from some of the sessions they attended while at the Conference.

Trustee Hillyard reported that at a recent meeting the College County Fair Service Agency approved the construction of a new parking lot adjacent to the Agri-Stock Arena.

Trustee Fife-LaFrenz reported that she was unable to attend the recent Regional Workforce Development Board meeting but gave a report on the pertinent topics discussed based on a report of the meeting. She gave a brief summary of each of the following events she attended: Keokuk Chamber's legislative luncheon featuring Representative Kearns and Senator Taylor, Lee County Economic Development's Manufacturing 101 graduation ceremony, and the School Administrators of Iowa meeting.

Chair Nabulsi reported that he attended the recent Community College Council meeting in Des Moines wherein the Condition of Iowa Community Colleges report was discussed. He provided a copy of the report and its Executive Summary to President Ash. Chair Nabulsi also provided a copy of a report by the Association of Community College Trustees entitled "A Closer Look at the Trillion: Borrowing, Repayment, and Default at Iowa's Community Colleges."

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

Trustee Fife-LaFrenz attended the recent IACCT Board of Directors meeting in person and Chair Nabulsi attended via teleconference. Trustee Fife-LaFrenz reported that the Iowa Department of Education (DOE) Director Varner shared information on several reports. She also reported that the DOE's Faculty Standards Task Force has participated in developing a guidebook with a variety of templates to evaluate the credit hours of instructors.

Trustee Fife-LaFrenz reported on the status of current expectations for the community colleges' State General Aid for FY 2017. An IACCT sub-committee was appointed to review the lobbying structure and process.

Chair Nabulsi reminded the Trustees about the upcoming IACCT Conference in Des Moines.

## **2.0 World Changing – Changing Our Thinking Education Changes Everything**

Vice President of Student Services Williams introduced Beth Ash who gave a presentation on Education Changes Everything (ECE). Mrs. Ash reported that she has worked for the past year as the grant administrator for a \$10,000 college access network planning grant called College Changes Everything launched by the Iowa College Student Aid Commission. She explained that the name change to Education Changes Everything by SCC better embraces the initiative's

purpose. Mrs. Ash has developed a collaboration with numerous area leaders who will be integral in reaching out to and making a difference in the lives of southeast Iowa citizens who need education but may be fearful to come to SCC.

Mrs. Ash reported on ECE's mission and commitments (goods/services, mentoring, and/or identification of data on success of efforts.) She referred to a chart depicting the entities involved with ECE and their services. Two outstanding VISTA volunteers developed a comprehensive asset map identifying services available and worked on a FAFSA initiative during their time at SCC. Individuals who will be targeted by ECE are high school students, ex-offenders, traditional and non-traditional students who will receive education and hopefully move into the workforce. Although ECE is currently focused on Des Moines County residents, the initiative will be offered to SCC's entire district once the program's design is determined to be successful. Mrs. Ash reviewed some of the events held recently that support ECE's mission, e.g., large group meeting of supportive community leaders, open house at Maple Leaf Center, and the Bridges Over Poverty conference.

### **3.1 Approval of Consent Agenda Items**

1. Approval of Minutes for the January 11, 2016, Regular Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

None to report.

4. Employment Contracts

- a. Chadley Carr

*Position:*

*Promise Jobs Employment and Training Specialist*

*(Replacement)*

Courtney Wehrle

*Position:*

*WIA Youth Employment and Training Specialist*

*(Replacement)*

Trustee Hillyard 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.

### **3.2 New Industrial Maintenance Technology Building Project**

#### **3.2.1 Resolution Ratifying, Confirming and Approving Change in Deadline for Submission of Bids and Date for Public Hearing on the Plans, Specifications, Form of Contract, and Estimate of Costs for the New Industrial Maintenance Technology Building, and Publication of Revised Notices**

Vice President Carr reported that a correction was required for an area newspaper's publication error in connection with the Resolution setting the public hearing on the plans, specifications, form of contract, and estimate of costs for the new Industrial Maintenance Technology Building which the Board of Trustees approved at its December 14 meeting. Due to the error, the project's bid due date and the date for the public hearing at a special Board meeting were delayed. The revised information is reflected in the proposed Resolution for Board approval.

Trustee Fife-LaFrenz moved to adopt the Resolution Ratifying, Confirming and Approving Change in Deadline for Submission of Bids and Date for Public Hearing on the Plans, Specifications, Form of Contract, and Estimate of Costs for the New Industrial Maintenance Technology Building, and Publication of Revised Notices. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.2.2 Public Hearing on the Adoption of Plans, Specifications, Form of Contract, and Estimate of Cost for the New Industrial Maintenance Technology Building Project**

Trustee Fife-LaFrenz moved that the public hearing on the adoption of Plans, Specifications, Form of Contract, and Estimate of Cost for the New Industrial Maintenance Technology Building Project be opened. Trustee Heland seconded. The motion passed with all trustees recorded as voting aye. Board Chair Nabulsi asked if there were any comments from the public. There were none. Board Chair Nabulsi asked if any written comments had been received. Board Secretary Zeller indicated none had been received. Trustee Prellwitz moved that the public hearing on the budget be closed. Trustee Hillyard seconded the motion. The motion carried with all trustees recorded as voting aye.

### **3.2.3 Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for the New Industrial Maintenance Technology Building**

Vice President for Administrative Services Carr reported that seven very competitive bids were received for the new Industrial Maintenance Technology Building. The difference between the lowest bid and the highest bid is only 13%. The low bid on the project was received from Justin Myers Construction, Inc. in the amount of \$4,876,966. This amount includes alternates to the base bid for the existing north and south asphalt parking lots to be replaced with concrete for a total cost of \$323,000. Although the total project cost is \$315,000 higher than the budget estimate, it is recommended that the parking lots be included in the project since it will be more cost efficient for the contractor to complete the work while onsite for the building project. Vice President Carr reviewed the list of all the alternates included in the project which includes a walking bridge. He reported that EDA approval was received for the project's bid and a recommendation letter from DLR Architects was received in support of Myers Construction, Inc.

Trustee Prellwitz moved to approve the Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for the New Industrial Maintenance Technology Building. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.2.4 Resolution Making Award of Construction Contract for the New Industrial Maintenance Technology Building**

Trustee Fife-LaFrenz moved approval of the Resolution Making Award of Construction Contract for the New Industrial Maintenance Technology Building. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Resolution Ordering Construction of a New Parking lot on the West Burlington Campus, Setting a Date for a Public Hearing Thereon, and Taking Bids Therefor**

President Ash reported that a new parking lot is needed to replace parking that will be lost when the new residence halls are constructed. Although there will still be adequate parking overall on campus, more convenient parking is desired by students. He explained that the area where the parking lot will be constructed has poor drainage during peak rain times. Construction plans for the new parking lot include provisions to correct the drainage issues. President Ash also noted that the college has been named as the tentative site for a new indoor sports complex. The proposed parking lot, with approximately 125 spaces, would also be used for this facility in the future.

President Ash reported that several meetings were held with the Des Moines County Fair Association and the College County Fair Service Agency (CCFSA) in order to gather input and gain support for the parking lot project. The Fair Association voted that one of three options presented would be viable. This option was then approved by the CCFSA.

In light of concerns raised by Doug Pohren earlier in this meeting, further discussion will be held with the 4-H horse exhibitor representatives to assure the design of the parking lot provides for the safety of participants and animals. President Ash noted that during the Des Moines County Fair, the Fair Association has the right to make adjustments to the parking lot to assure the safety of the Fair participants and spectators.

Vice President Carr reported that the budget estimate for the new parking lot is \$404,630.

Trustee Heland moved to adopt the Resolution Ordering Construction of a New Parking lot on the West Burlington Campus, Setting a Date for a Public Hearing Thereon, and Taking Bids Therefor and that the public hearing be set for March 21 at 5 p.m. in the West Burlington Campus Board Room. He noted that the college will make the necessary revisions to the parking lot plans in accordance with the needs of the 4-H horse show exhibitors. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Consider and Approve for Filing and Publication the Proposed Certified Budget for Fiscal Year 2017 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. He reviewed pertinent points of the FY 2017 Certified Budget as follows:

- Regular property tax valuations increased 2.3% and the debt service tax valuations (including TIF) increased 2.6%
- Rollback on tax valuations is 95% in FY 2015 and 90% in subsequent years.
- History of tax levy rates of not to exceed 2.8 cents.

- County data on local property tax valuations

Vice President Carr indicated that the proposed Certified Budget assumes that the \$7.885 million General Obligation Bonds remaining balance will be sold but since that full amount is not required at this time, a lesser amount will actually be sold. Discussion was held regarding how the remaining bond proceeds could be earmarked for other projects such as the Science building, Keokuk Campus reuse, and/or new front entrance at West Burlington Campus and also how this might reduce the need for additional fundraising. President Ash noted that this will not reduce the efforts towards attaining the \$12 million fundraising goal.

The Board's approval of the proposed Certified Budget provides for a 2.8 cent increase in the levy rate. Vice President Carr recommended that the increase be used for the early retirement levy fund deficit.

Trustee Hillyard moved to approve the proposed Certified Budget for filing and publication and to fix the time and place for a public hearing for 5 p.m. on March 7, 2016, in the West Burlington Campus Board Room. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

### **3.5 Resolution Directing the Advertisement for Sale of Not to Exceed \$7,885,000 General Obligation School Bonds, Series 2016**

Vice President Carr presented the Resolution and stated that Board approval will authorize the advertisement of the sale of not to exceed \$7,885,000 General Obligation (G.O.) bonds and the use of electronic bidding. He referred to Schedules A and B prepared by Speer Financial Inc. and a list of capital project priorities for possible funding with G.O. bond proceeds. Schedule A shows the scenario of an issuance of \$6.130 million of G.O. bonds with Schedule B depicting the sale of the remaining amount of the G.O. bonds (\$1.755 million) two years later. The impact on the tax levy rate for Schedule A is \$.2052 per \$1,000 of estimated tax valuation and Schedule B is \$.2147 per \$1,000 of estimated tax valuation. These levy rates are within the amounts that were represented to the voters.

Vice President Carr gave a detailed explanation of a list of building priorities with their respective costs which could be funded with the proceeds of the bond sale. He reported that \$1,755,000 of the \$7,885,000 will not be drawn down at this time and will be reserved for the Science Building, the Keokuk Campus Reuse, and/or the new front entrance for the West Burlington Campus or some other building priority to be determined at a later date. The \$1,755,000 will be a third issuance for the G.O. Bonds in the future. Speer Financial will hold a bond sale for \$6,130,000 the morning of March 21 and the Board of Trustees will be asked to approve this sale later that day. At a special meeting on March 7, the Board will approve an official statement for the sale of \$6,130,000 G.O. bonds.

Trustee Fife-LaFrenz moved to approve the Resolution Directing the Advertisement for Sale of Not to Exceed \$7,885,000 General Obligation School Bonds, Series 2016. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.6 Industrial New Jobs Training Agreement – Beck’s Superior Hybrids, Inc.**

CBIZ Project Manager Brenda Rubey reported that Beck’s Superior Hybrids, Inc. plans to add 21 new jobs at \$12.50 to \$43 per hour with benefits with a total issuance of \$261,000.

Trustee Hillyard moved to approve the Industrial New Jobs Training Agreement with Beck’s Superior Hybrids, Inc. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.7 Industrial New Jobs Training Agreement – Silgan Containers Manufacturing Corporation**

CBIZ Project Manager Brenda Rubey reported that Silgan Containers Manufacturing Corporation plans to add 129 new jobs with a total issuance of \$1.9 million.

Trustee Fife-LaFrenz moved to approve the Industrial New Jobs Training Agreement with Silgan Containers Manufacturing Corporation. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.8 SCC Foundation Board Appointments**

Executive Director of Institutional Advancement Rump reported that the following individuals were approved for appointment to three-year renewable terms at the SCC Foundation Board’s annual meeting, January 19, 2016. Seven of the eight individuals are reappointments.

### **SOUTHEASTERN COMMUNITY COLLEGE BOARD MEMBERS: THREE-YEAR RENEWABLE TERMS**

- |             |                 |  |
|-------------|-----------------|--|
| 1. CBT-12   | Robert Cardoni  |  |
| 2. CBT-1    | Mac Coffin      |  |
| 3. CBT-9    | Frank Delaney   |  |
| 4. CBT-15   | Terri Dowell    |  |
| 5. CP(AP)-2 | Rena Armentrout |  |
| 6. CBT-13   | Matt Hodges     |  |
| 7. CBT-3    | Mary Moore      |  |
| 8. CBT-4    | Christy Schmidt | (new appointment, to fill seat vacated by Sherri Krause) |

Trustee Fife-LaFrenz moved to confirm the SCC Foundation Board appointments as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **4.1 President’s Report**

President Ash provided a written report of his monthly activities.

President Ash referred to a spreadsheet containing information on the reorganization of staff which is required to cover the job responsibilities of unfilled positions of individuals who have recently retired or resigned. He indicated that 35 employees have taken on additional job

responsibilities. The reorganization spreadsheet was shared recently with all faculty and staff. President Ash noted that additional job reassignments are likely in the future.

President Ash reported that the COMPASS test is being discontinued and replaced by ALEKS. There are some additional costs in connection with ALEKS compared to COMPASS's costs. Writing and reading comprehension will be tested with ACCUPLACER. For the time being, both testing systems will be used simultaneously to ensure accuracy.

President Ash reported that the planning process for the new strategic plan is under development. The anticipated completion date for the new plan is fall 2016. Career and Technical Advisory Committees will be asked for their input as well as numerous other focus groups.

President Ash reported that he attended a meeting with U.S. Department of Education Assistant Director Mark Mitsui during the ACCT National Legislative Conference in Washington, DC. Year-round Pell grants are being considered by the federal government as well as a Pell bonus for students who are taking more than 12 credit hours per semester. It is doubtful that the HEA Reauthorization will be enacted this year.

#### **4.2 Monthly Financial Report**

Vice President of Administrative Services Carr reported on the financial statements for period ending January 31, 2016. He reported that tuition revenue is reduced more than anticipated due to decreased spring enrollment figures. Additional reductions in expenditures may be required. Expenses to date are reduced \$310,000 due to open/unfilled positions.

#### **4.3 Facilities Update**

Vice President of Administrative Services Carr reported that the Health Professions building is approximately 70% complete. The anticipated construction substantial completion date is May 10 with new furniture scheduled to arrive on June 15. Vice President Carr reviewed a report related to the building's expenditures and noted there were no additional change orders during the past month.

The Board recessed from 7:26 – 7:33 p.m.

#### **5.0 Closed Session pursuant to Chapter 21.5(1)i to discuss Residence Hall Development**

Trustee Fife-LaFrenz moved to close the session. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

The closed session was held beginning at 7:33 p.m.

Trustee Heland moved to end the closed session. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

The closed session concluded at 8:29 p.m.



## **6.0 Residence Halls**

### **6.1 First Amendment to Tower Ground Lease Agreement**

Trustee Heland requested that the minutes show that no decisions were made during the closed session.

During discussion, each Trustee commented on their support of the partnership with Campus Community Developers (CCD). They covered questions they had about the projects and CCD's ability to be successful with the projects and the answers provided by CCD.

Trustee Hillyard noted that CCD's Ron Massner is his cousin, but since he has no financial relationship with CCD, he plans to vote on the amendments. The other Trustees concurred.

Vice President Carr reviewed the provisions of the First Amendment to Tower Ground Lease Agreement.

Trustee Heland moved to approve the First Amendment to Tower Ground Lease Agreement as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **6.2 First Amendment to Purchase Agreement for Millennium Hall**

Vice President Carr reviewed the provisions of the First Amendment to Purchase Agreement for Millennium Hall.

Trustee Hillyard moved to approve the First Amendment to Purchase Agreement for Millennium Hall as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

### **6.3 First Amendment to Millennium Hall Ground Lease Agreement**

#### **User fee**

Vice President Carr reviewed the provisions of the First Amendment to Millennium Hall Ground Lease Agreement.

Trustee Fife-LaFrenz moved to approve the First Amendment to Millennium Hall Ground Lease Agreement as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **7.0 Upcoming Meetings**

Chair Nabulsi reviewed the list of upcoming meetings.

**8.0 Adjournment**

Trustee Fife-LaFrenz moved to adjourn the meeting. Trustee Hillyard seconded. Motion carried with all trustees voting aye.

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 "Sherry Zeller". The signature is written in black ink and is positioned above the printed name and title.

Sherry Zeller  
Board Secretary