



**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Monday, February 17, 2025 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 Lanny Hillyard called the meeting to order at 4:33 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, and Howard were present in the room. Trustees Heland and Nabulsi were present via Zoom. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette (via Zoom), and SCC staff members Amanda Estey, Michelle Allmendinger, Chuck Chrisman, and Jeff Ebbing.

**1.2 Adoption of Formal Agenda**

Trustee Howard 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**

None.

**1.3.2 Administration**

None

**1.3.3 Board**

All of the Board Trustees attended ACCT National Legislative Session in Washington, DC. Trustees Nabulsi, Fife-LaFrenz, and Heland gave reports from their various committees. The Trustees appreciated the meetings with legislators and found those conversations beneficial. Each of the Trustees provided a brief report from meetings they attended.

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

Trustee Nabulsi reported that the IACCT Board will next meet as a Board on February 19, 2025. Those meetings will now be held quarterly. He reminded all that the Student Legislative Seminar, Phi Theta Kappa All-Iowa Academic Team Banquet, and Community College Day on the Hill will be held on February 18<sup>th</sup> and 19, 2025.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **January 13, 2025 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
Taylor Bartlett	Administrative Assistant – Testing Center & Student	10/09/2023	03/02/2025	Accepted open Financial Aid Officer –

	Affairs – Keokuk _ Level 6			Keokuk position.
Debbie Boyer	Financial Aid Officer - Keokuk	11/16/2022	01/31/2025	Accepted open TRIO SSS Program Advisor – Keokuk position.
Sara Mills	.	08/19/2022	02/04/2025	Removal of security permission at ISP.
Jolene Rogers	Project Manager – Strengthening Community Colleges Grant	07/22/2024	02/28/2025	Personal.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Taylor Bartlett (Replacement)	Financial Aid Officer - Keokuk	March 3, 2025 – June 30, 2025	\$14,461.18 (\$43,888.00 annual)
Debbie Boyer (Replacement)	TRIO SSS Program Advisor – Keokuk	February 1, 2025 – June 30, 2025	\$18,275.86 (\$45,000.00 annual)
Amy Gugliotta	PACE Career Navigator	February 17, 2025 – June 30, 2025	\$16,142.71 (\$43,888.00 annual)
Katerina Koscova (Replacement)	Student Success Advocate	February 27, 2025 – June 30, 2025	\$14,797.48 (\$43,888.00 annual)
Jeffrah Levins (Replacement)	Accounting Associate	February 3, 2025 – June 30, 2025	\$16,245.21 (\$40,000.00 annual)
Gary Woods (New)	Head Men’s & Women’s Wrestling Coach	March 10, 2025 – June 30, 2025	\$12,413.79 (\$40,000.00 annual)

Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Howard 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 2026 and Fix Time and Place for the Public Hearing

Vice President Cory Gall referred Trustees to their Board packets for review of the Certified Property Tax Budget for FY 2026 making note of the following:

- The certified budget is developed based on actual FY 25 data, re-estimates for FY 25, and other information currently known for FY 26.
- The tax levy proposed includes an increase of \$.02257 cents per \$1,000 value of taxable valuation for FY 26, related to \$1.57927

- Regular property tax valuations are down \$55M (-1.10%), debt service tax valuations decreased \$71M (1.35%) and TIF valuations decreased \$15.8M (6.78%).
- Last year, Des Moines County challenged Southeast Iowa Regional Medical Center's tax-exempt status. The issue was resolved in favor of SEIRMC. SEIRMC's valuations were never included in the College's calculations. However, approximately \$150,000,000 in valuation was included in the FY2025 valuations. Exact differences in valuation are not exactly known, however overall valuations are believed to be approximately flat after factoring out the SEIRMC valuation.

Vice President Gall noted that the Trustees will need to approve for filing and publication of the Budget Estimate for Fiscal year July 1, 2025 – June 30, 2026, and set March 10, 2025 at 4:30 pm at the Board Room, 1500 West Agency Road, West Burlington, Iowa as the time and location for a public hearing.

Trustee Fife-LaFrenz moved approval of the July 1, 2025– June 30, 2026 Budget Estimate and Certification of Community College Taxes. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **2.3 Approval of Board Goals for Calendar Year 2025**

Board Chair Lanny Hillyard reviewed a list of the goals for Calendar Year 2025. He would like to approve these and then review at the end of the year to see how we did. The goals include:

- Each board member will meet with at least one state legislator to discuss Community College issues by December 31, 2025.
- All 5 Trustees will attend the Community Colleges for Iowa Annual Conference in the summer of 2025.
- Participate in a minimum of one webinar offered by Community Colleges for Iowa and ACCT by December 31, 2025
- The SCC Board of Trustees will participate in one retreat/work session during the 2025 calendar year.

Trustee Nabulsi moved to approve the goals as listed. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Resolution on Signatures for Depositories**

Vice President Gall recommended approval of the Resolution on Signatures for Depositories which has been updated to add the name of our new accounting associate. No other changes were made. Trustee Howard moved approval of the addition of the name of our new accounting associate to the Resolution on Signatures for Depositories. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.5 Resolution to Approve Equipment Purchase for CDL Program through Department of Labor Grant**

Vice President Cory Gall reported that The College's Department of Labor grant provides funding for the College to purchase two CDL driving simulators. One to be installed at the Mount Pleasant Correctional Center, the second to be installed in a mobile trailer. An RFP was submitted and three vendors submitted bids. The Administration recommends the Board approve the bid from Doran Precision Systems to provide two CDL simulators and one mobile trailer at a total cost of \$318,400. While this is not the least costly option it is the best fit for SCC in terms on installation, ease of use and quality of equipment. The Board discussed and asked questions.

Trustee Nabulsi moved to approve the Resolution to Approve Equipment Purchase for CDL Program through the Department of Labor Grant. 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. This report includes college news and his involvement and activities over the last month. Some of the items mentioned were as follows:

1. Enrollment is up for the 12<sup>th</sup> semester in a row. A more detailed report will be given later.
2. The Amendment to the Nursing Agreement has been finalized and we are working on the marketing pieces with the new information for future nursing students.
3. The Open House/Ribbon Cutting for the Multipurpose Building/Safe Room will be Tuesday, February 25<sup>th</sup> at 4:30 pm.
4. Met with the new CEO for Community Health Clinic to discuss their future plans.
5. No offers have been made to purchase the CBIZ property downtown.
6. Searches are underway for the CTE Dean and the Director of Assessment, Curriculum, and Learning Resources.
7. We will be administering a student satisfaction inventory this spring.
8. We will also give the PACE Climate Survey to our faculty and staff.

The Board discussed items and asked questions.

#### **3.2 Student Tech Fees**

President Ash noted that at the last meeting he made mention in his report about the increasing technology needs of the college and that a plan was being considered to help pay for those needs. Vice President Chrisman has given lots of time, effort and energy to demonstrate where the IT budget is at, what increasing costs we are experiencing, and what we might be able to do going forward.

Vice President Chrisman discussed the increasing costs of technology and the need for a potential increase in the student tech fee. There are demands for more technology, more bandwidth and network speed, and existing technology that has reached life cycle requiring updates and replacement. The costs go up with increased enrollment. Vice President Chrisman also mentioned that the budget is funded in various ways, including grants and one-time funding. For example, the health simulation mannequins were funded with one-time money and will need replaced. He highlighted the rapid increase in costs for Ellucian, Microsoft, Canvas and others that will cause expenses for IT to increase by nearly \$1M. He also discussed the history of the tech fee, noting that it hasn't been increased since fiscal year 2021. He shared with the board what dollars could be generated with \$1, \$2, and \$3 tech fee increase per credit hour for academic year 2025-2026. The board discussed. President Ash noted that this is for the board to consider for approval at the April or May board meeting. We are not requesting approval at this time.

#### **3.3 Monthly Financial Report**

Vice President Cory Gall gave the financial report highlighting several items. He directed Trustees to the Financial Comparative Data Summary. He noted that total revenues have outpaced the prior year due to increased enrollment. He pointed out the other income is increased due to continued high rates for invested funds. Expenses have held steady. Salaries

and related costs have increased. We are looking very solid for budgetary performance for the FY. He also reviewed the plant fund and restricted fund.

### **3.4 Facilities Update**

Vice President Cory Gall reported that the preconstruction meeting was held for the roof repair in Keokuk. They will do this over spring break. On this campus, they are working on the HVAC project. We will see the large unit added in next couple of months.

### **4.0 Future Meetings**

Board Chair Hillyard reviewed the list of future meetings.

### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:29 p.m.

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