



NOTICE OF PUBLIC MEETING

REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, February 18, 2019

5:00 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 Fife-Lafrenz called the meeting to order at 5:01 p.m. Roll call indicated Trustees Chris Prellwitz, Jeff Heland, Janet Fife-Lafrenz and Lanny Hillyard were present. Trustee Moudy Nabulsi was present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Darcy Adams and SCC staff members Dr. Carole Richardson, Joan Williams, Becky Rump, Jeff Ebbing, Meghan D'Souza, Chuck Chrisman, Don Weiss, Kristi Schroeder, and Dr. Janet Shepherd.

1.2 Adoption of Formal Agenda

Trustee Prellwitz 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

Executive Director for Institutional Advancement Becky Rump reported that the SCC Foundation fundraiser "Great Tastes" will be held on April 12 at Pzazz.

1.3.3 Board

Trustee Heland reported that he attended the local Eggs & Issues gathering where they discussed work force development issues. He also attended the ACCT National Legislative Seminar in Washington, DC where he participated in several committee meetings and other sessions. In addition, he had opportunity to visit with representatives and meet with Senator Ernst and Congressman Loeb sack. Lastly, he attended a Martin Luther King, Jr. Observance at The Loft which featured President Ash as the guest speaker.

Trustee Hillyard attended the IACCT Student Legislative Seminar. SCC students were unable to attend due to weather. There were good sessions with two Senators and two Representatives. Terry Mims from Snap-On Tools was the closing speaker. Mr. Mims did a good job of pulling information from the students and talking about cultural generations.

Trustee Hillyard also attended the IACCT meeting. Routine information was presented. Lobbyists reported that they felt good about their contact so far. They feel good about chances of gaining at least what the Governor recommended.

Board Chair Fife-Lafrenz reported that she attended several activities to include:

- A Legislative Forum in Keokuk with Kurtz and Taylor. The discussion included community college funding.
- She attended MLK celebration at the Keokuk Campus.
- She attended ACCT National Legislative Seminar in Washington, DC. Her meetings included the Education/Communication Committee as well as many sessions and meetings with Legislators. She noted that there was good discussion regarding increasing max award for Pell grants and short-term Pell grants. Short-term Pell grants would benefit programs for truck drivers, CNAs, etc. that do not require a 12-month course of study. Currently these programs do not have a way to get federal financial assistance. She also noted that Connie Hornbeck presented regarding the Second Chance Program which would be training for incarcerated individuals.
- She also reported that she and Trustee Hillyard are working on some retreat items that they will report on in the future.

Trustee Nabulsi also attended the ACCT National Legislative Seminar. There he attended the Diversity committee meeting and other sessions. He was pleased with the discussions about the Second Chance Program and the Pell Grant.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi had nothing further to add to Trustee Hillyard's report from the IACCT Meeting.

2.0 World Changing – Changing Our Thinking

2.1 Retention Report – Dr. Janet Shepherd

President Ash introduced Dr. Janet Shepherd to share the Fall 2018 Retention Report. Retention rates are measured in four separate categories. No retention rate is either right or wrong, they are just different based on Cohort or calculation used.

The first category is by the National Community College Benchmark Project (NCCBP). This Cohort is the most inclusive and comprehensive as it includes all regular students both degree and non-degree seeking. The calculation for NCCBP is based on the number of completers still enrolled. This particular retention rate is what we use across the institution for our Retention Oversight Council (ROC). Last year it was 43%. This year it went up to 44%. This met our goal. This percentage does not include the 95 students we had in the CNA program. We will have to work with our accreditor to see how we can count them as completers. We participate in this voluntarily.

The next category is Integrated Postsecondary Education Data System (IPEDS). We are required to participate in IPEDS because we use Title IV funds. This Cohort looks

at first time, full-time, and degree seeking students. The calculation for IPEDS is based on still enrolled + completers/beginning cohort. This data set reflects an increase in completers and a decrease for still enrolled students. IPEDS does not look at transfer outs.

The next category is Key Performance Indicator (KPI #2). This Cohort looks at first-time, full-time, and degree-seeking. The calculation for KPI #2 is based on still enrolled plus completers plus transfers. There was no change in retention from Fall 2016 to Fall 2017.

The last category is Voluntary Framework of Accountability Two-Year Outcomes. This category is further divided into Main Cohort, Sub Cohort A, and Sub Cohort B.

- The Main Cohort looks at New Students, Full-time/Part-time, degree/non-degree seeking and is calculated based on still enrolled plus completers plus transfers. Looking at the data this way, there is a decrease of 5%.
- Sub Cohort A looks at students who earned 12 credits by the end of year two. This reflects a 2% decrease from Fall 2014 to Fall 2015.
- Sub Cohort B looks at first time, full-time and part-time (no transfers). This shows an increase of 2% between 2014 and 2015.

Trustee Prellwitz inquired whether we are looking at outdated data. Dr. Shepherd explained that it is based on past two-year outcomes. This fall we will submit 2016 data.

In summary, NCCBP has the most inclusive data and shows a 1% increase in retention. This is the data set being used for the Retention Oversight Council (ROC) and meets our goal of 1% set in the Strategic Plan. IPEDS shows a slight decrease and KPI shows no change. The Retention Oversight Council (ROC) started in 2017-2018. ROC has many initiatives going on that should improve all of these scores.

Trustee Hillyard inquired whether the retention plan identifies why students are not staying. Dr. Shepherd responded that students are already gone before we can ask them why they are leaving. We are working on retention using Dropout Detective which identifies struggling students and offers assistance before they make a decision to leave.

2.2 PLA Students

President Ash introduced three students to share their experiences in the President's Leadership Academy (PLA). He and his wife, Beth, began The President's Leadership Academy about 4 years ago. They set a target of including twelve students. They currently have nine students. For the fall semester they had eleven. Two of those students graduated. The group meets monthly. They serve as volunteers for many SCC events.

- Remington Box will graduate with his AA in May. He plans to further his education with Buena Vista. PLA has helped him grow and interact with people.
- Isabelle Collins is from Ames, Iowa. She came to SCC to play softball. She will graduate in May. She plans to continue softball career in Delaware. She didn't get involved much her freshman year. This year she join PLA to expand her college experience. While in PLA she has participated in TRIO leadership council,

Dreamcatchers and many other events. She feels PLA helps prepare students to be persons of influence by learning to lead and lead well.

- Claire Hackenmiller is a freshman from Burlington, Iowa. She was very active in high school both in sports and clubs. She appreciates the opportunities she has had through President's Leadership Academy. She expressed thanks to the Ash's for including her in this opportunity.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the January 16, 2019, Regular Board Meeting
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
Deanne Enderle	Secretary – Enrollment Services - Keokuk	05/17/1999	02/15/2019	Accepted Enrollment Data Specialist position.
Kimberly Kingery	Administrative Assistant - Corrections	06/21/2016	02/08/2019	Personal.

3. Employment Contracts

Name	Title	Contract Period	Salary
Deanne Enderle (Replacement)	Enrollment Data Specialist	February 16, 2019 – June 30, 2019	\$16,076.92 (\$44,000 annual)

3.2 Consider and Approve for Filing and Publication the Proposed Certified Budget for Fiscal Year 2020 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 2020. He reviewed pertinent points of the FY 2020 Certified Budget as follows:

- The certified budget is developed based on actual FY 2018 data, re-estimates for FY 2019, and other information currently known for FY 2020.
- The tax levy proposed rate will remain the same as FY 2019 at \$1.5723 per thousand dollars of taxable valuation.
- Regular property tax valuations are up \$272,160,412 (6.65%), debt service tax valuations increased \$281,181,370 (6.55%) and TIF valuations increased \$9,020,958(4.51%).

A Special Board of Trustees meeting is scheduled for March 6, 2019, for the Public Hearing and approval of the Certified Budget in order to meet the March 15th deadline for certification of the Certified Budget with the County Auditor.

Trustee Heland 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, 2019, in the West Burlington Campus Board Room. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.3 SCC Foundation Board Appointments

Executive Director for Institutional Advancement Becky Rump reported that the following individuals were approved for appointment to three-year renewable terms at the SCC Foundation Board's annual meeting on January 22, 2019.

1. The following individuals have agreed to be nominated or re-nominated to renewable SCC Foundation Board seats with three-year terms ending January 2022:

Rena Armentrout	CP(AP)-2
Robert Cardoni	CBT-12
Mac Coffin	CBT-1
Frank Delaney	CBT-9
Terri Dowell	CBT-15
Mike Greenwald	CBT-13 (new nomination)
Mary Moore	CBT-3
Cristy Schmidt	CBT-4

Legend: AP = Administrative or Professional Services
 CBT= Confirmation required by College Board of Trustees
 CP = Confirmation required by College President
 CBP = Confirmation required by College Board President
 FS= Faculty or Support Staff member

4.0 Accountability

4.1 Strategic Plan Update

President Ash reviewed a tracking spreadsheet with the Board to demonstrate that we are actively using the Strategic Plan. Each initiative has an identified lead person who facilitates the work towards reaching the initiatives. The progress is tracked in the spreadsheet and reported to Cabinet each October. The spreadsheet is available for all to document and review.

4.2 President's Report

- 1) January 9, 2019** Nursing faculty and staff attended the Next Generation NCLEX Conference at Kirkwood Community College in preparation for the RN-NCLEX Test Plan changes effective in 2022. Based upon research and clinical evidence test question format is changing.
- 2) January 11, 2019** The SCC Nursing Program was approved for continuous placement of students for a two-year period as an out-of-state program at IL facilities Unity Point-Memorial Hospital, Carthage, IL and Blessing Hospital in Quincy,

- IL. This will expand clinical learning experiences for Keokuk Campus nursing students as well as potential employment opportunities.
- 3) **Keokuk Economic Development** – Met with Shelley Oltmans and members of the KEDG sharing about the Keokuk Campus and the projects and plans for improvements in facilities and programs. Agreed to meet together every three to four months.
 - 4) **Legislative Education Appropriations Committee** – met in Des Moines with this committee to share about the needs of the community colleges. I was able to share specific items about SCC and the formula that we have used many times – Quality + Costs = Value. I showed how community colleges had about a ¼ the cost of University of Iowa and about 1/8 the cost of private institutions. It appeared that the sharing along with Dr. Daniel Kinney, Jr. went well and was received.
 - 5) **Goldman Sachs** – Attended a reception for the initial group of small business owners going through this special 10,000 Small Businesses program. We had 3 small businesses involved and I had the chance to speak to each of the owners. The participants were very excited about the program and what they anticipated being able to use in growing themselves and their businesses.
 - 6) **Guided Pathways** – Grant application was completed and submitted with an expected response in the March/April timeframe.
 - 7) **Grants** – exploring programming which we could tap to help us with researching and developing grant materials for the potential of additional revenues.
 - 8) **Radio** – Working out a timeframe for a regular time slot on a radio station in Keokuk
 - 9) **ACCT – National Legislative Summit** – Program was in Washington DC – met with Senators Grassley and Ernst along with Representative Dave Loebsack and individuals from various federal agencies – major focus was on FAFSA and making that more simple, and increasing PELL and adding Second Chance Pell for offenders, programming for short-term certificates
 - 10) **IW** – Continue to follow the University and its efforts to secure a partner and develop a plan for sustainability
 - 11) **WIOA** –Iowa Workforce development is working on a new plan to separate the work force development offices. We had 15 and they want to go to 6. Under the new plan, we cannot be a provider and a fiscal agent which has approx. \$90,000 impact on budget for next year.
 - 12) Exploring how we can expand our grants program. Missing out on \$50 to \$60 million on federal grants. Investing that as a possible solution to help us get in the game of grants.

4.3 Monthly Financial Report

Vice President Carr reported on the financial statements for period ending January 31, 2019. Currently best estimate is that property tax is at 96%. Tuition and fees are up approximately \$75,000 to \$125,000 above budget. Net Operations is at \$3.7 million compared to \$3.4 million last year. Interest rates are starting to become more meaningful and beneficial. Restricted General Fund and Plant Funds are right on track.

4.4 Facilities Update

President Ash provided an update on the Solar Project for Keokuk. This project was previously presented at the September 2018 board meeting and has been a work in progress. Mohrfeld Electric has been working with the Catholic schools on an agreement to move this

project forward. He reviewed the cost savings benefits over 25 years. As part of this project, they are replacing light bulbs with all new LED light bulbs in the 100 to 500 buildings and new fixtures in the Library, Administration, and Cafeteria. The solar panels will produce 90% to 95% of electrical needs.

Vice President Carr reported that SG Construction is working on the Keokuk Nursing and Science Lab Renovation as well as the Murray Art Gallery. They are making good progress with the Art Gallery.

5.0 Future Meetings

Chair Fife-Lafrenz reviewed the list of upcoming meetings.

6.0 Adjournment

Trustee Prellwitz moved to adjourn the meeting. Trustee Hillyard seconded. Motion carried with all Trustees voting aye.

The meeting ended at 7:03 p.m.

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



Darcy Adams, Board Secretary