



Regular Meeting of the Board of Trustees  
Monday, February 19, 2018  
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 Prellwitz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Chris Prellwitz, and Moudy Nabulsi were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, and SCC staff members Joan Williams, Becky Rump, Jeff Ebbing, Dr. Don Weiss, Laurie Hempen, Kristi Schroeder, Meghan D'Souza, Chuck Chrisman, and Dr. Janet Shepherd.

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

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

## **1.3 Communications**

### **1.3.1 Audience**

No report.

### **1.3.2 Administration**

Executive Director for Institutional Advancement Becky Rump reported that the SCC Foundation fundraiser "Great Tastes" will be held on April 13 at Pzazz.

### **1.3.3 Board**

Trustee Fife-LaFrenz reported on the following meetings and events she attended during the past month:

- IACCT webinar focused on a presentation by the Iowa Department of Education on their website with instruction on how to access data reports.
- Regional Workforce Investment Board meeting
- CTE meeting in Keokuk
- ACCT National Legislative Seminar in Washington, DC
  - Education and Communication Committee meeting

Trustee Hillyard reported on the following meetings and events he attended during the past month:

- Council for Advancement and Support of Education conference in St. Louis wherein President Ash received the CASE District VI Chief Executive Leadership Award
- Two Eggs and Issues meetings at the Greater Burlington Partnership

Trustee Nabulsi reported on the following meetings he attended during the past month:

- IACCT Student Legislative Conference in Des Moines; all of the southeast Iowa legislators participated in the event. Trustee Hillyard also attended this event. He complimented SCC's students on their presentations at the conference.
- ACCT National Legislative Seminar in Washington, DC
  - Diversity, Equity, and Inclusiveness Committee meeting

Trustee Heland reported on the following meetings he attended during the past month:

- ACCT National Legislative Seminar in Washington, DC
  - Finance and Audit Committee meeting

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

Trustee Nabulsi reported that he attended an IACCT Board of Directors meeting on January 24. He gave a summary of the meeting content and shared copies of the 2017 Workforce Training and Economic Development Fund Annual Progress Report, the 2017 Fall Enrollment Report, and the 2017 Annual Condition of Iowa's Community Colleges Report. Trustee Nabulsi also reported on discussions he had with legislators regarding giving community colleges the authority to levy additional property taxes.

### **2.0 World Changing – Changing Our Thinking**

#### **2.1 Emerging Issues/Future Agenda Items**

Trustee Nabulsi recommended that the Trustees review the Mission/Vision statement with a focus on progress with SCC's Strategic Plan.

Trustee Heland recommended that a future discussion item should be the U.S. Department of Labor's audit of Iowa's Workforce Development Department and the proposed changes to the Department.

Chair Prellwitz recommended that the Board's 2018 Goals be reviewed.

#### **2.2 Report on IACCT Student Legislative Seminar by student participants**

Vice President of Student Services Joan Williams reported that nine SCC students attended the IACCT Student Legislative Seminar on January 24 and 25 in Des Moines. She introduced the following eight students who participated in the event: Peggy Wunderlich, Camila Almeida, Lauren Brosseau, Remington Box, Meghan Riley, Evelyn Williams, Emily Powers, and Anna Gaul. Each student gave comments about their personal experiences at the event. The students then presented a brief video depicting their experiences at the Seminar which included meetings with southeast Iowa legislators, Governor Reynolds, and Speaker of the House Linda Upmeyer.

Chair Prellwitz expressed appreciation to the students for their attendance at the conference. President Ash reported that consideration is being given to scheduling student groups to visit the Capitol on a regular basis during the legislative session and to participate in local Eggs and Issues types of events. Trustee Nabulsi expressed appreciation to the students for how well they interacted with the legislators.

### **2.3 IHUM Grant/State Simulation Coordinators' meeting hosted by SCC (Cherry Klein)**

Dean of Health Professions/Director of Nursing Kristi Schroeder introduced IHUM Grant Project Director Cherry Klein who presented a progress report on the Health Simulation program and the State Simulation Conference which was recently hosted by SCC. Director Klein reported that SCC is in the fourth and final year of its IHUM Grant which will conclude on March 31, 2018. She explained that the IHUM acronym stands for Information Technology, Health, Utilities, and Manufacturing and that the grant is funded by the U.S. Department of Labor. Director Klein stated that SCC's IHUM Grant is on track with most of its outcomes but noted that the Department of Labor redefined some of the outcome measurements which has caused all of the Iowa Community Colleges to fall behind on some outcomes. She explained that the focus of the grant is to increase the use of technology to aid students in attaining jobs. SCC's grant focus is on Nursing, Respiratory Therapy, EMS, and Medical Coding and Billing with students continuing to be tracked by Iowa Workforce Development for two years after graduation.

Director Klein stated that a major project under the IHUM Grant is Career Coach which aids students in their exploration of career, salaries, and jobs. She reviewed the significant numbers of students who have used the software and reported that use of the tool has been very high for a college of our size. It was noted that Career Coach is included in the FY 19 Budget (\$12,000).

Director Klein reported that another major project is the Health Simulation program which received a new Sim Man at the Keokuk Campus and a new SimNewB at the West Burlington Campus as a result of the grant's proceeds.

Director Klein reported that SCC hosted the Iowa Community College Simulation Coordinators Conference in November 2017 with some coordination by the Iowa Department of Education.

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

1. Approval of Minutes for the January 8, 2018, Regular Board
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Elizabeth McCormick	Promise Jobs Employment & Training Specialist	11/08/2016	02/19/2018	Reduction in force due to loss of grant funding.
Cindy Schlegel	Adult Basic Education/Vocational Computer Instructor	01/30/2017	02/06/2018	Personal.
Kim Tracy	Marketing Communications Assistant – Graphic Production	01/28/2003	01/31/2018	Accepted Print Shop Supervisor/Graphic Communications Coordinator position.

4. Employment Contracts

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Meghan D’Souza (Replacement)	Marketing Communications Coordinator	February 16, 2018 – June 30, 2018	\$14,769.23 (\$40,000 annual)
Jessica Snowden (New)	International Programs Specialist	January 16, 2018 – June 30, 2018	\$16,019.23 (\$35,000 annual)
Kim Tracy (Replacement)	Print Shop Supervisor/Graphic Communications Coordinator	February 1, 2018 – June 30, 2018	\$20,567.92 (\$50,000 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.

**3.2 Amendment to 403(b) Plan**

Director of Human Resources Laurie Hempen reported that SCC’s original State of Iowa Retirement Investor’s Club (RIC) 403(b) plan for employees allows before-tax contributions to annuities but does not allow for after-tax contributions to Roth IRAs. The proposed Amendment to SCC’s 403(b) Plan allows employees to contribute after-tax dollars to a Roth 403(b) plan. Director Hempen reported that several SCC employees have requested this option.

Trustee Nabulsi moved to approve the Amendment to the 403(b) Plan. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Consider and Approve for Filing and Publication the Proposed Certified Budget for Fiscal Year 2019 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 2019 Certified Budget as follows:

- The certified budget is developed based on actual FY 17 data, re-estimates for FY 18, and other information currently known for FY 19.
- The tax levy proposed rate will remain the same as FY 18 at \$1.15723 per thousand dollars of taxable valuation.
- Regular property tax valuations are up \$196,461.380 (5.04%), debt service tax valuations increased \$181,045,378 (4.4%) and TIF valuations decreased \$16,889,340 (-7.78%).

A Special Board of Trustees meeting is scheduled for March 5 for the public hearing and approval of the Certified Budget in order to meet the March 15 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 5 p.m. on March 5, 2018, in the West Burlington Campus Board Room. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.6 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 16, 2018.

#### **1. The following individuals have agreed to be nominated to three-year terms on the SCC Foundation Board – their terms would end January 2021:**

Kari Bevans	CP(AP)-1 (Camille Anderson's former seat)
Darlys Baum	CBT-16
Kevin Carr	CP(AP)-3
Peggy Collins	CP(FS)-1
Paul Dennison	CBT-6
Tom Holtkamp	CBT-11 (appointed to fill seat in Nov. 2017 for seat that expired 1/2018)
Dana Rheinschmidt	CBT-18

#### **2. The following individual has agreed to be nominated to fill a seat with a January 2020 Expiration Date:**

Lisa Pribyl	CBT-2 (Tim Peevler's former seat) (co-owner, Cahill-Pribyl Jewelers)
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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

Executive Director Rump reported that approval by the Board of Trustees of the SCC Foundation Board members provides for those members to be covered under SCC's Errors and Omissions policy.

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

### **3.5 Board Policy Annual Review**

#### **3.5.1 Board Policy #104 Student Success**

President Ash reviewed the Board Policy #104 Student Success. He reported that work is underway to develop Key Performance Indicators regarding measurements of student success that will tie into the Strategic Plan.

Trustee Hillyard moved to approve Board Policy #104 Student Success. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote. This Board Policy will be reviewed again at the March 19, 2018, Board of Trustees meeting for a second reading per Board Policy #204.

### **3.6 Revisions to Quality Faculty Plan**

Professor of Economics Dr. Deborah Wright reported that the revisions to the Quality Faculty Plan consist of adding Professor of Nursing Deanna Kline to replace a faculty member who resigned, changing the Registrar's name to Dennis Marino to reflect the resignation of Tim Gray, revision of Dr. Deborah "Hedger" to Dr. Deborah "Wright," and the addition of the correct titles for faculty, e.g. Assistant Professor, Professor.

Trustee Fife-LaFrenz moved to approve the revisions to the Quality Faculty Plan. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **4.1 Key Performance Indicator #3, Three-Year Average of Graduation Rates**

President Ash introduced Dr. Janet Shepherd who reported on KPI #3. She reported that the definition and baseline for this KPI were established in 2008 with a baseline of 33.8%. The three-year graduation rate for the 2014 cohort (reported in 2017) was 37.4%. She reviewed the three, four, and five-year averages for SCC's three-year-graduation rates and transfer-out rates. President Ash reported that revisions to Key Performance Indicators in the future will include tracking graduation rates year-to-year and semester-to-semester.

### **4.2 President's Report**

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **STEM Fest** – over 1800 participants for a variety of activities – good work done by a large number of SCC Staff, faculty, students along with individuals from CBIZ,
- 2.) **De-appropriations** – still no final decision but each chamber reduced their amount for this year – House down to \$500,000 and the Senate down to \$1.8 million
- 3.) **Washington D.C.** – Moudy, Janet, Jeff and I traveled to D.C. to meet with our Senators Grassley and Ernst along with Representative Loeb sack to make our case about Community Colleges in general and SCC in particular
  - a. PELL Grant continuation along with preserving the carryover from previous years
  - b. Reducing the risk sharing proposal that some in the Congress are proposing
  - c. Ensuring that Title III remains available for colleges to tap for improvements with college programming
- 4.) **Enrollment Strategies Committee**
  - a. Released the Retention/Persistence Program for this spring and into the fall
  - b. Began discussing the concerns about outreach and recruitment – will develop a similar plan
- 5.) **Concurrent Enrollment** – numerous meetings with Burlington and then the other school districts – introducing that SCC has to raise the rates – we will work on a phased in over three years approach
- 6.) **Systems Portfolio** – work continues on developing the responses necessary for quality report to HLC. Dr. Richardson leads a discussion in PEC nearly every week on various aspects of the Portfolio

Director for Marketing and Communications Jeff Ebbing introduced Marketing Communications Coordinator Meghan D’Souza who recently began her position in the SCC Marketing Department. Ms. D’Souza gave a brief summary of her education and work history.

#### **4.3 Monthly Financial Report**

Vice President for Administrative Services Kevin Carr reported that regarding the impending de-appropriation for FY 18, he made an assumption that the amount will be \$76,000. He reported that property taxes will increase by \$25,000 in the General Fund due to an increase in property tax valuations. Tuition and fees are \$284,000 less than the budget estimate and will be rolled into next year at this level. The current budget assumption reflects a \$4 per credit hour tuition increase and a \$1 per credit hour technology fee increase. Salary and benefits expense is .3% less than last year at this time. In the Restricted General Fund, salary and benefits expenses are reduced 5% due to manpower reductions at the Workforce Development Center by the State. Vice President Carr reported that at a recent Special Operating Budget Committee meeting a zero-based budget was discussed. Given those assumptions, the financial outlook for FY 19 will be workable but very restricted.

#### **4.4 Facilities Update**

Vice President for Administrative Services Carr reported that L.J. Roth Restoration, Inc. has provided a detailed estimate of damages in connection with the frozen pipes incident at Winegard and Witte Halls. The college's insurance provider will fund a large portion of the repair costs. An RFP for the repairs/remodeling will be sent to contractors with the lowest bidder being awarded a contract for the project. The restrooms will be remodeled to provide nine private shower stalls and one private restroom. A common living room area will also be remodeled. Iowa Prison Industries will provide a quote for replacement of the damaged furniture. It is anticipated that the shingled roofs will be replaced with red metal roofs.

Vice President Carr reported that the Hall of Science project is on schedule. The red and grey panels have been installed on the building's exterior and the electrical and flooring are complete. The furniture is scheduled to arrive the second week of May.

#### **5.0 Upcoming Meetings**

Chair Prellwitz reviewed the list of upcoming meetings.

#### **6.0 Adjournment**

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

The meeting ended at 7:06 p.m.

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



Sherry Zeller  
Board Secretary