



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

Monday, February 22, 2021 at 5:00 p.m.
1500 West Agency Road, West Burlington, Iowa
Private Dining Room
Join via Zoom link as follows: <http://zoom.us/my/mlash>

Meeting Minutes

1.0 Routine Items

2.0 Call to Order, Roll Call, and Pledge of Allegiance

Board Vice Chair Heland called the meeting to order at 5:00 p.m. Roll call indicated Trustees Joseph Johnson, Jeff Heland, Janet Fife-LaFrenz, and Lanny Hillyard were present in the room. Board Chair Moudy Nabulsi was present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Joan Williams, Jeff Ebbing, and Val Giannettino.

3.0 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration

Executive Director of Institutional Advancement Val Giannettino reported that the scholarship deadline is March 1, 2021. There are over 200 scholarship applications turned in so far.

1.3.3 Board

Trustee Fife-LaFrenz provided a report of activities she has participated in as follows:

- The IACCT webinar to meet the new IACCT Executive Director Emily Shields. Director Shields encouraged Trustees to share with legislators about how they each have benefitted from community college.
- A virtual meeting with the ACCT Communication and Education Committee she serves on. The Committee plans to meet again in March to discuss plans for 2021 Community College Month in April. She will provide additional details following her next meeting.
- Virtual sessions from the ACCT National Legislative Summit. She provided a copy of the Community College Legislative Priorities for Trustees to review. Several sessions focused on the CARES Act funds being distributed to community colleges and how those could potentially be utilized.

She also noted that The Daily Gate had an article about SCCs' partnership with the Keokuk High School for the welding program. Lastly, she noted that the new FAFSA form is complete. They have reduced the amount of questions to 30 to simplify the application. This will go in to effect in the fall.

Trustee Johnson reported that he travelled with President Ash and Trustee Hillyard and several K12 representatives to the Capitol to meet with legislators about vertically aligning education K12 through community college.

Trustee Heland also attended sessions of the ACCT National Legislative Conference.

Board Chair Nabulsi also commented on the improved FAFSA form. He reported he attended the January 27th Community College Council meeting.

Trustee Hillyard attended the webinar to meet the new IACCT Executive Director. He also travelled to the Capital to speak with legislators about K12 education aligning through community college.

1.4 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Board met on January 28th. At that meeting, Dr. Ash presented about Public-Private Partnerships. It was rewarding to hear about SCC accomplishments and the partnerships that have been established. The IACCT Board has posted a new position for a Director of Equity and Inclusion. This position will be shared through a partnership with IACCT, the Department of Education, and all of the community colleges. The new Director will work with the partnership to cultivate and maintain campus cultures committed to equity and inclusion. Each college will contribute to the salary based on a formula.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **January 11, 2021 Regular Board Meeting**
- **January 18, 2021 Special 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
Stacy Abell	Director of Financial Aid	02/11/2008	02/28/2021	Accepted Student Success Advocate position.
Briana Akers	Student Success Advocate	01/02/2020	01/31/2021	Accepted PACE Program Lead Navigator position.
Brandy Myers	Administrative Assistant – Academic Affairs (0.50 FTE) – (Level 7)	08/27/2018	01/31/2021	Accepted Administrative Assistant – Arts & Sciences position.
Jared Reed	PACE Program Lead Navigator	01/14/2013	01/15/2021	Accepted Director of Financial Aid position.

4. Employment Contracts

5. Name	Title	Contract Period	Salary
Stacey Abell (New)	Student Success Advocate	March 1, 2021 – June 30, 2021	\$14,516.94 (\$ 43,056.00 annual)
Brianna Akers (Replacement)	PACE Program Lead Navigator	February 1, 2021 – June 30, 2021	\$20,689.66 (\$50,000.00 annual)
Kathleen Cook (Replacement)	Student Affairs/Financial Aid Specialist - Keokuk	February 1, 2021 – June 30, 2021	\$15,724.14 (\$ 38,000.00 annual)
Christie Holtkamp (Replacement)	Administrative Assistant – Student Affairs – (Level 6) Keokuk	February 1, 2021 – June 30, 2021	\$ 12,718.08 (\$ 30,735.36 annual)
Brandy Myers (Replacement)	Administrative Assistant – Dean of Arts & Sciences – (Level 7)	February 1, 2021 – June 30, 2021	\$13,227.84 (\$ 31,967.28 annual)
Ryan Pratt (Replacement)	SSS Project Advisor - WB	January 25, 2021 – June 30, 2021	\$16,451.67 (\$ 38,000.00 annual)

Trustee Hillyard moved approval of the Consent Agenda items. Trustee Johnson 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 2022 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 2021. He reviewed pertinent points of the FY 2021 Certified Budget as follows:

- The certified budget is developed based on actual FY 20 data, re-estimates for FY 21, and other information currently known for FY 22.
- The tax levy proposed \$.06 rate increase is to address the following items:
 - Operating Equipment Purchase Insurance (OEPI) has increased significantly, creating a deficit in our insurance account estimated at 6/30/21 of (\$437K). Total OEPI is budgeted at \$1,053,000 (\$567,000 related to payroll hours for preventative maintenance performed by Maintenance and IT Staff).
 - An increase in property & casualty insurance of 74% based upon the Insurance Management Program for Area Community Colleges (IMPACC) Board meeting on 1/15/2020 (final renewal not received until May, 2020 for FY 2021).
- Regular property tax valuations are up \$104,489,273 (2.3%), debt service tax valuations increased \$104,746,912 (2.2%) and TIF valuations increased \$257,939 (.13%). He noted that Des Moines County is the largest, however, Lee County is not far behind.

Vice President Carr noted the Trustees will need to approve for filing and publication of the Budget Estimate for fiscal year July 1, 2021, through June 30, 2022, and set March 8, 2021 at

5:00 p.m. in the Private Dining Room, 1500 West Agency Road, West Burlington, Iowa as the time and location for a public hearing.

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 5:00 p.m. on March 8, 2021, in the West Burlington Campus Private Dining Room. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.3 Acceptance of Gift of Land Parcel partially owned by Southeastern Community College Foundation

President Ash reported that the Southeastern Community College Foundation Board met on February 16, 2021 and they unanimously approved gifting the farm parcel of land jointly owned to Southeastern Community College. This farm parcel was jointly purchased in January 1998 with SCC being 81% owner and SCCF being 19%. The Foundation is gifting their 19% of this parcel to SCC. SCC will become the sole owner of the farm parcel with the Board's vote to accept this gift.

Trustee Nabulsi moved to accept the gift of the land parcel partially owned by the Southeastern Community College Foundation. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.4 Second Reading of Board Policies #206, #401, and #501

President Ash noted that at the November 9, 2020 Regular Board meeting Board Policies 206, 401, and 501 were reviewed. At that meeting, the Board made several comments and suggested changes and moved for each of the policies to be reviewed at a second reading. Having made note of those suggestions, each of the policies were amended and are being presented for a second reading. He made note that after hearing many comments on Board Policy 206, it was completely re-worked. He requested the Board review each policy and take separate action on each to approve or move forward to a third reading.

Trustees discussed Board Policy #206 and agreed that the policy is more simplified. It meets the needs and is more positive and welcoming.

Trustee Fife-LaFrenz made a motion to waive the third reading and approve Board Policy 206. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

Trustees likewise reviewed Board Policy 401 noting the suggested changes that were made. With no additional changes recommended, Trustee Hillyard made a motion to waive the third reading and approve Board Policy 401. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

Trustees also reviewed Board Policy 501. There were language changes in this policy to change to a more positive tone. Trustee Hillyard noted a word change in Item 2D where the word "prevent" should be changed to a positive word to match the tone of the rest of the policy. Trustees discussed suggested wording for that portion of the policy and determined they would review again.

Trustee Fife-LaFrenz made a motion for Board Policy 501 to be moved to a third reading at the March 8, 2021 Regular Board of Trustees meeting. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.5 Approval of the Contract and Bond for the Loop Road construction

Vice President Carr reviewed that at the January 18, 2021, Special Board Meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Residence Life Loop Road along with Consideration of Construction Bids and Resolution to Award Construction were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Trustee Hillyard moved approval of the Resolution Approving Construction Contract and Bond for the Residence Life Loop Road. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.6 Nomination & Election of Southeast Iowa Higher Education Alliance Board Member(s)

President Ash reported that the next step in forming the Southeast Iowa Higher Education Alliance is filling the Board seats. He noted that the proposed SIHEA By-Laws establish that the SIHEA Board shall be 6 members consisting of the following:

- Board Chair – Appointment of SCC Board of Trustees
- Board Vice Chair – Appointment of IW Board of Trustees
- Board Member – President of Southeastern Community College
- Board Member – President of Iowa Wesleyan University
- Board Member - Appointment of SCC Board of Trustees
- Board Member – Appointment of IW Board of Trustees

The Iowa Wesleyan University Board met and they have selected their two representatives to the Southeast Iowa Higher Education Alliance Board. We need to appoint the positions of Board Chair and Board Member.

President Ash requested a motion to appoint a Board Member as Board Chair of the Southeast Iowa Higher Education Alliance. Trustee Nabulsi motioned that Trustee Lanny Hillyard be the Board Chair of the Southeast Iowa Higher Education Alliance. Trustee Johnson seconded the motion. Motion carried on a 5-0 roll call vote.

President Ash requested a motion to appoint a second Board Member to the Southeast Iowa Higher Education Alliance. Trustee Hillyard motioned that Trustee Joseph Johnson represent the SCC Board by filling the Board Member seat for the Southeast Iowa Higher Education Alliance. Trustee Nabulsi seconded the motion. 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. **From Kristi Schroeder on 1/15/21** - The Practical Nursing Diploma program (WB/KK) has been awarded a \$1,000 study launch stipend from the National Council State Boards of Nursing (NCSBN) for their robust participation in the National Prelicensure-RN Study: Assessing the Impact of COVID-19 on Nursing Education led by Trisha Thomann, Research Coordinator, and Tiffany West, Clinical Research Coordinator.
2. **The Medical Coding & Billing program** had a 100% pass rate on the AAPC certification exam for 2020 graduates and have recently added a Medical Billing Certificate and Patient Access Associate Certificate. (That will provide students with entry level employment opportunities relatively quickly as they are only one semester.)
3. **Plant Managers Luncheon** – Held a luncheon with five members from area industries. A presentation was made on how we could work together in developing programs for

training to address the needs of each. Additional discussions ensued regarding other needs each industry had and working with CBIZ and our credit side of the college. We will develop the appropriate approach.

4. **Sale of Gifted Property** – We engaged a realtor to help us determine the potential value of each house. One is being placed in an auction and the other through a realtor. We believe that is sold, but we are working through the process.
5. **Online Academy** – Planning continues in an effort to establish a regional online programming for K-12 and SCC. In the meeting with legislators today – Pat Coen let them know that K-14 would possibly be in this academy. From his standpoint it would be located here at the college. He is working with his team and Dr. Janet Shepherd and Dean Ashlee Spannagel have been involved. The online academy would be able to provide educational opportunities for high school students and elementary students. They are not ready to unveil anything just yet. Just want you to know that the process continues.
6. **Food Assistance – Employment and Training Program** – Investigating this program through the Department of Human Services as a possible solution for students with food challenges. We will see in our research what all is involved and how it can be implemented. We used to have that through WIOA. We are trying to clean up records from the past and have started working with Hawkeye Community College to offer the same type of program for students and others in our community who may be unemployed. He will talk about it at PEC and they will discuss pros and cons.
7. **Lee County Education/Training Center** – Discussions continue in an attempt to put something in place that would add to the training of high school students before they graduate and perhaps leave the area without knowing what all is available here in the way of good paying jobs with good skills. That effort continues. We are trying to figure out the best thing to do. Vice President Carr has worked up budget for use of Keokuk Campus. They have looked at programming for it and when we would need to have the use of ACE funds and SAVE grant. Working on a time to meet with LCED and the 3 superintendents. He met with Andy Crozier and they talked about the fact that he wants to be involved, but not without the college. Continuing to work on a solution. The LCED are being very aggressive with their timeline and would like to have something by April 15th. There is not enough money to do much. LCED did attempt to work with legislators to have them change the law so that regional economic development groups could establish their own training.
8. **Student Center** – We have held faculty/staff input sessions, reviewed student survey results, and selected an architect to help develop some ideas and help understand the cost for the facility. The general consensus is that there is a need for play space. We thought we were addressing by having an indoor sports facility on our campus. It was going to be on the west side of the gym. Built a new parking lot in preparation. We did a land swap with fair board in preparation. The Turf was going to be about 20,000 feet and the soccer people didn't think this was going to be enough space, so the plans changed as well as the location. We still believed there was a possibility of building The Courts on the SCC Campus. However, that plan has changed as Mr. Winegard has put up \$3 million to invest in a courts facility by Fun City. That location was chosen to maximize tax incentives in an Opportunity Zone. Opportunity Zones do not exist in West Burlington. The Greater Burlington Sports Board has been working with them and it is now at the legal stage of discussion about what will this look like and who will operate the facility. When we initially asked our donors to prioritize projects in Building the Dream, the Donors listed Student Center as #4. The Student Center was included in the Building the Dream campaign. We are completing analysis of available funds and have had preliminary discussion with the bank. The SCCF holds the Building the Dream remaining

pledges, so the project will need to be built by SCCF like Hall of Sciences. Depending upon size of loan, an analysis will be done to determine if traditional or tax deferred financing (conduit) will be used. Plant Director Whittlesey, Vice President Carr and myself went to the Quad Cities to see other sites. We are waiting for the architect to give schematic drawing along with costs. Shive-Hattery is the architect selected. Once we get to the point where we are ready, we will present to you.

9. **Emergency Relief Funds** – SCC has been allocated about \$2.5M with \$577,000 going to students for their needs which may have been caused by COVID. The remainder can be used by the College but under certain applications. We are still working to get the definitions of the rules on both pieces to ensure that we are handling appropriately. There is another relief bill in the works which might result in \$40B for colleges and universities along with some dollars set aside for training/retraining.
10. **Legislators** – Planning to travel to Des Moines on Feb 22 to meet with some (maybe all) of our legislators.
11. **IACCT On Social Media** – From Emily Shields: We are now on [Facebook](#), Twitter (@IowaCCT), and [LinkedIn](#). Please follow us and share with folks on your campus to get your institutional accounts to follow us as well. Please also send stories, links, videos, and any other content we can share with Monica at mdclark@iacct.com

3.2 Monthly Financial Report

Vice President Kevin Carr provided the monthly financial report based on January 31, 2021, financial information. He referred Trustees to the Data Summary noting that the CARES Act will have impact on the operating budget. Property tax and State General Aid are still as expected. He estimates a shortfall of approximately \$400,000 in tuition and student fees related to COVID. We have been able to offset the shortfall by utilizing CARES Act money for budgeted IT expenses. We will receive a second distribution from CARES Act. We are waiting for further communication about how that money can be used.

3.3 Facilities Update

Vice President Carr noted that the YMCA will open Kiddie Campus on March 1st. The maintenance team has been working in there to paint, put up new blinds and freshen it up. Byron and Kevin have been working on details of student center. The snow and ice have been a challenge to keep up with.

4.0 Future Meetings

Vice Chair Heland reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:36 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