



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, January 11, 2021 at 5:00 p.m.  
1500 West Agency Road, West Burlington, Iowa  
Private Dining Room**

**Meeting Minutes**

**1.0 Routine Items**

**1.1 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 Jeff Heland, Janet Fife-LaFrenz, Lanny Hillyard, and Joseph Johnson 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 Adams, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Meghan D’Souza, Val Giannettino, Ashlee Spannagel, Tina Young, and Kristi Schroeder. Guests were present from Iowa Wesleyan University including President Chris Plunkett and members of her Cabinet – Provost DeWayne Frazier, Vice President for Enrollment, Marketing & Communications - Meg Richtman, Vice President for Advancement & Athletics - Derek Zander, and Vice President for Student Development & Title IX Coordinator - Rebecca Beckner.

**1.2 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.

**1.3.3 Administration**

Executive Director of Institutional Advancement Val Giannettino reported that letters have been sent out promoting the Century Club. She also reported that Great Tastes has been moved from March 5, 2021 to November 5<sup>th</sup>, 2021 with the hope that the event can be held live.

**1.3.3 Board**

None.

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

Board Chair Nabulsi reported that the IACCT Board will meet on January 28, 2021. He did meet with the new IACCT Executive Director Emily Shields virtually. She is meeting with each IACCT Board member.

Board Chair Nabulsi reminded Trustees that the Student Legislative Seminar will be held virtually on January 27, 2021. He also noted that the ACCT National Legislative Summit will be held virtually February 7 -10, 2021. He will send out meeting details as he receives them.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

**1. December 14, 2020 Regular Board Meeting**

**2. Presentation of Bills of Account**

### 3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Kelly Kroll	Administrative Assistant – CTHE Dean (Auto) - .71 FTE	11/01/2007	01/15/2021	Accepted Administrative Assistant – Dean of CTE position.
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#### 4. Employment Contracts

Name	Title	Contract Period	Salary
David Haden (New)	Title III – GPS2 Activity Director (Grant Manager)	January 18, 2021 – June 30, 2021	\$24,865.90 (\$ 55,000.00 annual)
Shannon Johnson (Replacement)	Daytime Receptionist	January 6, 2021 – June 30, 2021	\$14,333.76 (\$29,691.36 annual)
Kelly Kroll (Replacement)	Administrative Assistant – Career & Technical Education	January 16, 2021 – June 30, 2021	\$19,248.16 (\$ 42,574.32 annual)
Amber Ross (Replacement)	Instructor – Economics/Mathematics	January 8, 2021 – August 12, 2021	\$ 27,176.47 (\$ 55,000 annual)
Mashyra Taylor (Replacement)	SSS Project Advisor	January 18, 2021 – June 30, 2021	\$17,180.08 (\$ 38,000.00 annual)

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.

#### 2.2 SCC-IW Agreement

President Ash introduced guests from Iowa Wesleyan University. President Christine Plunkett, Provost DeWayne Frazier, Vice President Rebecca Beckner, Vice President Meg Richtman, and Vice President Derek Zander. They are attending to answer any questions and in support of the agreement.

President Ash provided an overview of information previously shared with the Trustees. He referred Trustees to the Cooperation Agreement that had been sent to them for their review, questions and comments.

The Agreement between the two institutions will form under the umbrella of the Southeast Iowa Higher Education Alliance. Within this Alliance, the two institutions will remain separate legal entities and continue to operate as two separate institutions. The Alliance will be a 501(c)(3). The Alliance will have no authority over the SCC President or SCC Board of Trustees, nor the Iowa Wesleyan President or Iowa Wesleyan Board of Trustees. The Alliance is intended to provide opportunities for collaboration and to serve in an advisory capacity.

The Mission of the Alliance will be to serve Iowa Wesleyan University and Southeastern Community College to increase enrollment; provide local educational opportunities for local students; increase retention rates of students to remain in Southeast Iowa throughout their educational journey and as they enter the workforce; enhance strategic planning and marketing efforts; create opportunities for shared services/expenses and joint purchasing; engage in shared

academic planning; enhance academic pathways and internships; create a less expensive bachelor's degree; and improve completion rates of each institution.

The Alliance will also create many joint opportunities including the opportunity of potential grants that neither school could obtain independently. It will provide leadership to increase enrollment in Southeast Iowa and provide those students with expanded guided pathways to continue their education. The Alliance could allow offering intramural sport competitions and an expanded pathway for athletes. IW has moved to the NAIA division, which will allow them to grant athletic scholarships. Many of these discussions for collaboration and working jointly have already begun. The Alliance will also allow for combined purchasing power

The Alliance (SIHEA) Board will consist of the SCC President, the IW President, a Board Chair appointed by SCC Board of Trustees, a Board Vice Chair appointed by Board of Trustees, one additional board member appointed by the SCC Board of Trustees, and one additional board member appointed by the IW Board of Trustees. The staff for the Alliance will consist of a Chancellor, a CFO, and Administrative Support. The Alliance will have Articles of Incorporation, Bylaws, Conflict of Interest Policy, and a Financing Agreement all to be approved by the newly formed Board of the Alliance.

President Ash noted that following the Trustees review of the Cooperation Agreement, there were some minor revisions. One being to use "Alliance" all the way through the document. The other change was in the Affiliation Fee to be based on each semester's gross undergraduate tuition and student fee revenue based on the census enrollment of traditional degree-seeking undergraduate students. This was changed to avoid potential issues with financial aid rules.

President Plunkett noted that Iowa Wesleyan University is very excited about the opportunity. They are excited for what it can mean for our students and southeast Iowa. Everyone we have talked with thus far, has been very positive about that. She also reported that the Iowa Wesleyan Board of Trustees voted unanimously to approve the Cooperation Agreement between Southeastern Community College and Iowa Wesleyan University.

President Ash asked Trustees for their questions and comments. Trustee Nabulsi requested an explanation with regards to allocation of grant funds. President Ash and President Plunkett explained that any grants sought through the Alliance would be in support of this Cooperation Agreement and those funds would belong to the Alliance. Any grants sought separately by each individual institution would remain that institution's grant to be used for the purposes laid out through the grant.

Trustee Hillyard stated he was pleased with the amount of detail presented to them through this process. There was no other discussion.

Trustee Hillyard moved approval of the SCC-IW Agreement. Trustee Johnson seconded. Motion to approve the SCC-IW Agreement carried on a 5-0 roll call vote.

### **3.0 Accountability**

#### **3.1 Cyber-Security Overview**

Vice President Chuck Chrisman provided an overview of SCC's Cybersecurity Plan. He defined cybersecurity as the practice of defending computers, networks and confidential data from digital attacks from the internet, email, Wi-Fi, smartphones, mobile devices, etc. Security is protecting

the confidentiality, integrity, and availability of data, systems, network, etc. Security risks are ongoing. The first goal is to manage them by avoiding them. The second goal is to respond to them when they happen.

Vice President Chrisman provided examples of security attacks including ransomware and demonstrated what happens when the network becomes infected. SCC has security applications that pick up a virus moving through the network. He noted that a couple of incidents that have happened here at the college and fortunately there was minimal or no impact.

Most attacks happen as a result of human error. A Security Awareness Program has been established with different training topics for each month of the academic year. All personnel receive an email notifying them of each month's training and a link to complete the training on Hawknet.

Vice President Chrisman noted there are numerous attacks each day. The #1 security incident is "Phishing" through email. He explained the process for identifying breaches and how the IT team responds to incidents. He reviewed several threat management tools that are in place and working to detect and prevent intrusion and prevent data loss. Security breaches can be costly to the institution.

Trustees expressed appreciation for Vice President Chrisman's detailed explanation of security.

### 3.2 President's Report

President Ash referred Trustees to his report in their folders noting the following items:

1. **New federal emergency dollars** – COVID virus related grant dollars are scheduled to come to SCC. The amount has not been given to us along with some new rules in their use.
2. **Safe Campus Plan** – An updated version for the spring term is in place.
3. **Residence Hall** – Students have moved in a few days early and all have been tested. There were three students who tested positive and have been placed in isolation. Their roommates have been quarantined.
4. **Establishing Meetings with Plant Managers** – These meetings will provide opportunities to discuss training needs. We have been holding a series of meetings with the Fertilizer Plant for training along with securing donated equipment for those training opportunities.
5. **Renewable Energy Category** – SCC will receive the Best Development Award in 2020 by 1000 Friends of Iowa for the Rooftop and Carport Solar Arrays on the West Burlington Campus. There will be a virtual awards ceremony held at noon on Friday, January 29<sup>th</sup>.
6. **Child Care on West Burlington Campus** – A contract and details have been completed with the YMCA and will begin serving SCC and the public in early March.
7. **Two Properties** – Two residential properties were bequeathed to SCC. They have been reviewed and evaluated. One property is in very rough shape. It will be handled through an auction and may yield approximately \$15,000. The second property is in better shape and will be handled through an actual sale. It is potentially worth about \$60,000.
8. **Construction Tech partnered with SEIRPC** - We completed a house that we started with SEIRPC on Hageman Street. It went on the market for \$170,000 and they got an offer for \$168,000. Looking at what the next house is to build.

Scheduled to do one in Burlington, but haven't figured out all details as far as the foundation and building plan to use.

9. **NCMPR Pacesetter Award Article** - As Pacesetter of the Year, the National Council for Marketing & Public Relations Council's publication featured my article entitled "How Communication and Weighing the Power of Words is Important to the Cause of the Betterment of Society – Preparing an Intelligent Workforce."
10. **WIOA** - The complaint against the Mississippi Valley Workforce Area, Region 16 regarding the contract award process has been withdrawn. The attorney advised that there was no evidence to affect that decision.
11. **Early Childhood** – Attended the Keokuk School Board meeting to hear their presentation to the Board about an early childhood program and offered our support and desire to be involved in that program.
12. **New IACCT Executive Director** – Met virtually with Emily Shields, the new IACCT Executive Director. She is scheduling meetings with the IACCT Board member from each community college. She plans to attend our Regular Board Meeting in June.

### **3.3 Monthly Financial Report**

Vice President Kevin Carr provided the monthly financial report based on December 31, 2020 financial information. He reported that in the fall, the college received \$577,000 institutional dollars from the Cares Act to cover expenses that were directly related to the COVID-19 pandemic. Those dollars were used to give a refund back to residence hall students and for technology related to the shift to online learning. SCC will receive additional Cares Act funds, however, he is waiting for the rules as to how those dollars can be used.

Vice President Carr reviewed the operating statement noting that SGA and property tax are on track. We are behind in tuition and fees due to decline in enrollment. The second distribution of Cares Act funds may help recover that shortfall.

### **3.4 Facilities Update**

Vice President Carr noted that the YMCA will open Kiddie Campus on March 1<sup>st</sup>. The maintenance team has been working in there to paint, put up new blinds and freshen it up. The other project is the Residence Hall Loop Road construction. He reminded the Trustees that there will be a Special Board Meeting via Zoom on January 18<sup>th</sup> at 5 pm to approve proceedings for the Residence Life Loop Road construction. Bids are scheduled to be received on the morning of January 18<sup>th</sup>.

### **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 6:42 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

