

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

Monday, January 13, 2020

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 Hillyard called the meeting to order at 5:02 p.m. Roll call indicated Trustees Jeff Heland, Janet Fife-LaFrenz, Lanny Hillyard, and Joseph Johnson were present in the Board Room. Trustee Nabulsi was present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Dean Ashlee Spannagel, Beth Ash, Dean Kristi Schroeder, and Alicia Anderson.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz 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

No report.

1.3.2 Administration

Val Giannettino, Executive Director for Institutional Advancement, reminded Trustees and audience that the Annual Great Tastes Event will be held on Friday, March 27th at 6 pm at the Pzazz Event Center. Tickets are on sale now. They are working on donations for auction items.

1.3.3 Board

Trustee Fife-LaFrenz reported that there was no Rural Workforce Development meeting in December. She noted that she has been attending and doing concessions for the SCC women's basketball team and they are having a good season.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that there has not been an additional IACCT Regular Board meeting since this Board last met on December 9, 2019. The next IACCT Regular Board meeting will be held on January 23nd. Trustee Hillyard will attend to cover for Nabulsi.

2.0 World Changing – Changing Our Thinking

Board Chair Hillyard noted that this agenda item needs to be further discussed for how Trustees wish to utilize it.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes

- **December 9, 2019, Pre-Board Meeting**
- **December 9, 2019, Regular Board Meeting**

2. Presentation of Bills of Account

3. Employment Contracts

Name	Title	Contract Period	Salary
Brianna Akers (Replacement)	Enrollment Specialist - Health	January 2, 2020 – June 30, 2020	\$17,724.60 (\$36,000 annual)
Allison Bowen (Replacement)	Evening Receptionist/Housekeeper .60 FTE - Mt. Pleasant Center	December 16, 2019 – June 30, 2020	\$9,623.88 (\$17,700.06 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 Lobbyist Services for 2020 Legislative Session

President Ash reported that the fee for the college's lobbyist services during 2020 is \$11,428.00 which is the same as last year. He explained that the fee is calculated by using the Iowa community colleges' funding formula. IACCT collects funds and distributes to groups.

Trustee Heland moved to approve the lobbyist services fees for 2020. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.3 Early Childhood Education Program

President Ash introduced Dr. Ashlee Spannagel and Beth Ash to present the Early Childhood Education program for Board approval. Dr. Spannagel and Mrs. Ash noted that significant research has occurred to determine the need for the program including:

- Labor market data analysis supports significant need for qualified childcare workers.
- Insufficient, quality childcare in southeast Iowa.
- Pre-K sections are at capacity often with waiting lists; need for expansion.
- Severe teacher shortage expected to worsen in the next 5 years.

In addition to establishing need for the program, they engaged several stakeholders including:

- Local K-12 District Administrators
- Private childcare facility managers
- DE Education Consultant
- Regional Office of Education #33 – Monmouth, IL
- Family & Consumer Science Teachers for Grades 9-12 to establish concurrent enrollment opportunities
- Iowa Wesleyan University

Dean Spannagel noted that the Early Childhood Education Program is designed with both a Childcare Management Pathway and an Educator Licensure/Transfer Pathway. The Childcare Management Pathway would prepare students for a career in childcare as a manager or teacher and prepare them to serve as a para-educator after completing the first semester. The Educator Licensure/Transfer Pathway would offer career options of being able to work in the childcare field and/or continue on to a university to pursue Baccalaureate in Elementary Education.

She further explained that the program would offer the following Post-Secondary Credentials:

- Associate of Applied Science Degree
- Early Childhood Education Diploma
- Certificates
 - Child Development-Preschool
 - Child Development- Infant/Toddler
 - Parent Educator
- Program courses will allow students to begin process of testing and prep for Child Development Associate (CDA) Credential.

The program will be offered in the evenings in West Burlington and Keokuk. It is designed to serve working learners or traditional aged-students or existing childcare staff to advance their skills. It will allow students to obtain their Associates of Applied Science. The program will be also be offered as concurrent enrollment.

Dean Spannagel also reviewed the financial analysis presented to Trustees as a handout. The analysis includes a 3-year business plan including projected enrollment, expense, and revenue.

Dean Spannagel reviewed the Approval Process for the Early Childhood Education Program which includes approval from the Board of Trustees. Upon Board approval the next step is the Iowa Department of Education and the Higher Learning Commission.

Trustee Johnson inquired what the local demand was for the Childcare management pathway in Southeast Iowa. Dean Spannagel responded that the management certification requirement varies in childcare centers based on their licensure, however, over the last 5 years credentialing requirements have significantly changed to require certification. Other Trustees inquired whether there are instructors available to teach in this program. Dean Spannagel indicated that individuals have been identified.

Following discussion and questions, Trustee Heland moved to approve the Early Childhood Education Program. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

3.4 CNA Certificate Program Approval

Dr. Janet Shepherd brought forth the CNA Certificate Program requesting Board approval to be a credit-bearing program which will allow us to report these students to the state as part of our completion statistics.

Trustee Fife-LaFrenz moved to approve the CNA Certificate program be approved as a credit bearing program. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.5 Approval of Transfer Majors

President Ash reported to the Board that SCC is collaborating with the Iowa Community Colleges and Regent Schools (ISU, UNI, and University of Iowa) to develop Transfer Majors. Transfer majors are in Associates of Science and Associate of Arts degrees. The Guided Pathway is an academic pathway developed by faculty and advisors through the alignment of courses and expected learning outcomes with transfer institutions to optimize applicability of community college credits to university majors. The goal is to develop a transfer major guided pathway for all programs. This will help students avoid excessive credits and decrease their time and cost to completion. Previous Transfer Majors have been brought forward for approval. Here are four additional ones:

- Business Transfer Major (AA)
- Secondary Education Transfer Major (AA)
- Mathematics Transfer Major (AS)
- Biology Transfer Major (AS)

Upon Board approval, these Transfer Majors will be added to the SCC Website.

Trustee Nabulsi moved approval of the Transfer Majors to include Business, Secondary Education, Mathematics, and Biology. Trustee Heland seconded. Motion to approve the Transfer Majors carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

1. **Upcoming Legislative Opportunities** – The Student Legislative Seminar will be held on Wednesday, January 22nd; Community College Day on the Hill will be held on Tuesday, March 3rd.
2. **TRIO Day on the Hill** to be on February 11th.
3. **ACCT NLS** in Washington DC will be February 9-12.
4. **Second Chance Pell Application** – The second round paperwork has been submitted and we are waiting for the Department of Education to finalize their review.
5. **Bio-Technology Program** – We have been looking for someone who could help with teaching out the BioMed Tech program for two students. In the process of searching, we may have found an incredible partner that could allow SCC to be the exclusive provider of online program.
6. **100th Anniversary** – Planning for celebration is coming together and will kick off on January 22nd.
7. **Sports Facilities** – Dr. Ash provided an update with regard to the Courts.

4.2 Monthly Financial Report

Vice President Carr referred Trustees to page 39 in the January Board meeting packet. He noted that in the General Fund, Net Operations are similar to last year at this time. The January 31st financials will reflect tuition more accurately. Overall things look good.

4.3 Facilities Update

Vice President Carr provided an update regarding current facilities projects happening in West Burlington, Fort Madison, and Keokuk. He noted that on the West Burlington campus they are working on converting the greenhouse from propane to natural gas. The Master Gardner's Group and Beth Ash have also been working on cleaning it up. There is a water line that needs to be repaired. This is all being done in an effort to get the greenhouse operational and useful again.

He also reported that on the West Burlington Campus, the storage racks have been added to the Murray Art Gallery and the art vault located where the old chemistry room was. This was needed for safe storage of donated art work. The display for the Distinguished Alumni plaques was also completed over break.

The remodeling has begun in the Fort Madison Center. They have cleared the interior, started framing walls, and the underground plumbing is in place. Myers Construction is on target for timely completion.

In Keokuk a freezer was replaced in the kitchen.

5.0 Future Meetings

Chair Hillyard reviewed the list of future meetings.

6.0 Adjournment

There was consensus that the meeting be adjourned at 6:25 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 Adams".

Darcy Adams
Board Secretary