



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, January 13, 2025 at 4:30 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 Lanny Hillyard called the meeting to order at 4:30 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, and Howard were present in the room. Trustees Heland and Nabulsi were present via Zoom. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Val Giannettino, Amanda Estey, Michelle Allmendinger, Laurie Hempen, Chuck Chrisman, and Jeff Ebbing.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration

None

1.3.3 Board

Trustee Howard shared that he attended a local reception with legislators, where there was productive discussion. Representatives from Senator Ernst and Senator Grassley were also present. Trustees Heland and Howard reported that the CCFSA meeting took place, and during the meeting, they approved another group to host a flea market at the fairgrounds over the summer. Trustee Hillyard provided the Board with a handout outlining suggested 2025 Board Goals, asking for review and feedback. He hopes to have these goals voted on at the February board meeting.

1.4.4 Community Colleges for Iowa Trustee Board Report

Trustee Nabulsi reported that the IACCT Board will next meet as a Board in February 19, 2025. He shared the most recent Community Colleges for Iowa newsletter via email with the other Trustees. The ACCT National Legislative meeting in Washington, DC, February 9-12, 2025, and all Trustees will be attending. The Student Legislative Seminar, Phi Theta Kappa All-Iowa Academic Team Banquet, and Community College Day on the Hill will be held on February 18th and 19, 2025.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **December 9, 2024 Pre-Board Meeting Minutes**
- **December 9, 2024 Regular Board Meeting Minutes**

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
Guilherme DeLima Cunha	Assistant Soccer Coach and Residence Life Advisor	04/01/2024	12/15/2024	Personal.
Deneen Holley	Administrative Assistant – Financial Aid	05/21/2024	01/15/2025	Personal.
Nanette Mansell	Administrative Assistant – TRIO SSS	11/01/2021	12/31/2024	Personal.
Mark Pfaffe	Custodian I – Housekeeper - Keokuk	12/10/2021	01/02/2025	Personal.
Katrina Vincent	AEL Program Lead Instructor	04/17/2023	12/31/2024	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Christopher Harwood (Replacement)	Administrative Assistant – TRIO SSS – Level 7	December 1, 2024 – June 30, 2025	\$19,038.08 (\$32,906.88 annual)

Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Nabulsi seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

2.2 Naming of the Multi-Purpose Building (FEMA Safe Room)

President Ash reported that the Multi-Purpose Building is nearly finished and ready for use. Employees were invited to suggest names for the building. One suggestion was made to honor an alumnus of Burlington Junior College. Dr. Ash referred Trustees to the bio of Reverend Dr. William Amos "Booker" Smith, Sr., the first Black graduate of Burlington Junior College. Dr. Smith had a distinguished career as an athlete, teacher, preacher, and military service member. In 2011, SCC Alumni celebrated him for his accomplishments.

Dr. Ash recommends naming the Multi-Purpose Building (FEMA Safe Room) the *Reverend Dr. William Amos "Booker" Smith, Sr. Activity Hall* in his honor. Additional signage will note the building's FEMA Safe Room status. Dr. Ash also plans to introduce a “nickname” for internal use at the Professional Development Day on February 21, 2025.

Trustee Heland motioned to approve naming the Multi-Purpose Building (FEMA Safe Room) the Reverend Dr. William Amos “Booker” Smith, Sr. Activity Hall. Trustee Fife-LaFrenz seconded. Motion to approve the naming of the Multi-Purpose Building (FEMA Safe Room) the Reverend Dr. William Amos “Booker” Smith, Sr. Activity Hall carried on a 5-0 roll call vote.

3.0 Accountability

3.1 Annex Project Presentation

Vice President Cory Gall shared that the necessary funds are now available to complete the Annex portion of the Blackhawk Student Center. This project would remodel the 3 classrooms in the lower level of the 300 Building making them into two rooms. One large room that would become the weight room and one smaller room to be utilized as a yoga/dance room. The hallway flooring for this project was previously completed. The furnishings near the windows would be replaced. This project does include a two potential add alternates to add a coffee kiosk and remodel the bathrooms located adjacent to the circle drive entrance. He reviewed the available funds and estimated cost of the project. The two add alternates will be completed if funds are available. The project is set to be presented for Board approval in the winter/spring, with construction planned for summer and completion expected in fall 2025.

3.2 President's Report

President Ash referred Trustees to his report in their folders making note of a few of the items including the following:

1. Preliminary data suggests continued enrollment growth for the Spring Semester, marking the 12th consecutive semester of growth. Official figures will be provided later.
2. The college has withdrawn from a grant opportunity with the University of Wisconsin due to a lack of available staff resources to meet participation requirements.
3. With the enrollment growth, technology costs are rising. Lots of technology fees are based on headcount and other programs like Microsoft Office are increasing fees by \$10,000. The college is closely monitoring these expenses and will present a plan to address them alongside potential tuition increase.
4. In response to feedback received from employee lunches, we are painting some office spaces and providing more space for the SIM lab in Keokuk.

3.3 Monthly Financial Report

Vice President Cory Gall gave the financial report highlighting several items. On the Cash and Investment report he noted that total cash balance has increased from \$17.2 million to \$19.4 million. He continues to look for ways to maximize interest income. One of those is through the Iowa Schools Joint Investment Trust (IJEST), which allows access to money markets and CDs with competitive interest rates. He plans to increase investment to \$7 million in a 6-month CD with a 4.25% interest rate. From the Financial Comparative Data Summary, he noted that the college is in a strong financial position for the fiscal year, with all revenue sources seeing an increase (17.2%, up from 15.4% last year). Expenses are aligning closely with the budget. The Federal Reserve is expected to decrease interest rates, which may impact future financial plans. There has been little activity in the restricted general fund, though expenditures are expected to rise with the Department of Labor grant having large purchases in the latter half of FY2025.

3.4 Facilities Update

Vice President Cory Gall reported that we have the occupancy certificate for Multi-Purpose Building/FEMA Safe Room. The building project is substantially complete with all systems operating. There are some small items to complete.

4.0 Future Meetings

Board Chair Hillyard reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 5:37 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 Burdette".

Darcy Burdette, Board Secretary