



## NOTICE OF PUBLIC MEETING

### REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 16, 2019

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 Fife-Lafrenz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, and Jeff Heland were present. Trustees Moudy Nabulsi and Chris Prellwitz were present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Darcy Adams and SCC staff members Dr. Carole Richardson, Joan Williams, Becky Rump, Jeff Ebbing, Meghan D'Souza, and Dr. Janet Shepherd.

##### 1.2 Adoption of Formal Agenda

Trustee Heland 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

Becky Rump, Executive Director for Institutional Advancement, reminded all that the SCC Foundation's Great Tastes event will be held on Friday, April 12<sup>th</sup>. Tables for 8 can be purchased for \$500 and individual tickets are available for \$50. The Foundation hopes to raise \$50,000 to \$55,000 to fund Excellence Scholarships and other projects.

President Ash expressed appreciation to the Trustees for accommodating change in meeting date to allow him to travel with Lawrence and Marilyn Matteson to the Case VI Conference in Denver, Colorado where the Matteson's were honored with the Volunteer of the Year Award.

###### 1.3.3 Board

Trustee Heland expressed thanks to Jeff Ebbing for all of his community efforts most recently participating in the Fireball Run which promoted child recovery efforts.

Trustee Hillyard attended an SCC Men's BB game.

Board Chair Fife-Lafrenz reported the following:

- She participated in a conference call to review agenda items in preparation for the ACCT Member Communications & Education Committee meeting at the ACCT National Legislative Conference in Washington DC.

- She expressed thanks to all board members who were able to participate in the special board meeting on January 7, 2019.
- She noted that she and Trustee Hillyard have been communicating regarding planning a retreat later this spring. They plan to share three potential options at the next regular board meeting.

Trustee Nabulsi communicated that he has participated in a conference call in preparation for the Diversity Committee meeting at the ACCT National Legislative Conference in Washington, DC. He also participated in several IACCT Committee meetings discussing topics including the following:

- Inmate education
- Iowa skilled workers and job creation
- The appropriation of \$600,000 for summer concurrent enrollment program for high school grades 9-12

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

Trustee Nabulsi reported that the IACCT Board did not meet since the last Board of the Trustees meeting. The next IACCT meeting is scheduled for January 23. Trustee Hillyard will be attending on his behalf. He will participate via teleconference.

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

### **2.1 Corners Academy – Vern Reed**

President Ash introduced guest Vern Reed. Vern is a West Burlington High School instructor and through joint efforts between Southeastern Community College and West Burlington School he has developed the Corners Academy which is located here on the West Burlington Campus of SCC. Mr. Reed also leads Bridges out of Poverty and has a project at WBHS called Corners.

Mr. Reed presented to the Board the journey to beginning the Corners Academy. The program targets students who have “social-emotional” problems that hinder their academic learning. Qualifying students are identified using a matrix. The goal of the Corners Academy is to help qualifying students attain a high school diploma and at least a semester of college credits. This is accomplished by utilizing the online learning program from West Burlington high school and adding SCC classes to their schedule. The program utilizes volunteers from Building Bridges to help mentor students.

So far, the Corners Academy has had the following accomplishments:

- 9 students earned 17 out of 17 attempted college credits;
- 11 students have completed about 50 online high school classes;
- 9 students are enrolled in a variety of CTE courses;
- Improved attendance; and
- 6 students have part time jobs through local business partnerships.

Board Chair Fife-Lafrenz inquired about the program in Lee County, which would be in partnership with Young House. Mr. Reed was not able to provide any update.

Trustee Prellwitz inquired if the Corners Academy student that continues on as an SCC student still receives support from Corners Academy. Mr. Reed replied that because Corners Academy is here on campus, students still come there.

Trustee Hillyard inquired as to whether there are other high schools that have similar programs. Mr. Reed responded that there are schools that have alternative settings, but he is not aware of any exactly like Corners Academy.

Trustee Nabulsi inquired how it is determined which students are enrolled in Corners Academy. Mr. Reed stated that the school identifies students who are behind in credits and meet other certain criteria. Those students are invited to join.

### 3.0 Action Items

#### 3.1 Approval of Consent Agenda

1. **Approval of Minutes for the December 10, 2018, Pre-Board Meeting**
2. **Approval of Minutes for the December 10, 2018, Regular Board Meeting**
3. **Approval of Minutes for the January 7, 2019, Special Board Meeting**
4. **Presentation of Bills of Account**
5. **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>
Betsy Hayes	Enrollment Data Specialist	09/29/2003	12/31/2018	Accepted ERP Application Programmer position.
Kelsey Howard	WIOA Youth Employment & Training Specialist	07/23/2012	12/31/2018	Accepted WIOA Co-Director position.
Courtney Mullen	WIOA Youth Employment & Training Specialist	02/08/2016	12/31/2018	Accepted WIOA Co-Director position.
Jason Smith	WIOA Youth Employment & Training Specialist	07/19/2004	11/30/2018	Personal.

## 6. Employment Contracts

Name	Title	Contract Period	Salary
Diana Fincher-Smith (Replacement)	CBIZ/Economic Development Administrative Assistant	January 2, 2019 – June 30, 2019	\$15,482.88 (\$31,449.60 annual)
Betsy Hayes (New)	ERP Application Programmer	January 1, 2019 – June 30, 2019	\$23,796.03 (\$47,961 annual)
Kelsey Howard (Replacement)	WIOA Co-Director	January 1, 2019 – June 30, 2019	\$29,769.33 (\$60,000 annual)
Courtney Mullen (Replacement)	WIOA Co-Director	January 1, 2019 – June 30, 2019	\$29,769.33 (\$60,000 annual)

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

### 3.2 Lobbyist Services for 2019 Legislative Session

President Ash reported that the fee for the college's lobbyist services during 2018 is \$11,428.00 which is \$3,949 less than the previous year. He explained that the fee is calculated by using the Iowa community colleges' funding formula.

Trustee Nabulsi moved to approve the lobbyist services fees for 2019. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### 3.3 Resolution Approving Construction Contract and Bond for Murray Art Gallery

Vice President Carr reviewed that at the January 7, 2019, Board of Trustees Special meeting, the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Murray Art Gallery 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 Murray Art Gallery. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### 3.4 Annual Review of Board Policies in Section 100

#### First Reading of Board Policies #101, #102, #103, #104, #105

President Ash presented Board Policies #101, #102, #103, #104, and #105 for Annual Review. Policies were previously distributed to Trustees and reviewed at the December 10, 2018 Regular Board Meeting. Minor suggestions were made at that meeting with Trustees requesting further review by PEC and Cabinet members. President Ash reported that PEC and Cabinet have reviewed and agreed with revisions of two minor word changes for Policy #101 and two minor punctuation changes for Policy #105. No changes were recommended to Policies #102, #103, and #104.

President Ash requested a motion to approve the revisions to Policies #101 and #105 approve Policies #102, #103, #104 with no revisions and to further motion to waive second and third readings.

Trustee Hillyard moved to approve revisions to Policies #101 and #105 approve Policies #102, #103, #104 with no revisions and to waive second and third readings. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

### **1.5 Academic Programs to Add to Last Dollar Scholarship List**

President Ash referred Trustees to two handouts in their side packets. One being a list of five SCC programs submitted to add to Last Dollar Scholarship List and the other being a list of current Kibbie Grants for their review. Board approval is requested to add the five additional SCC Academic Programs to the Iowa Workforce Development list for Last Dollar Scholarship. This list will be submitted to Iowa Workforce Development at their request.

Trustee Nabulsi moved to approve the list of five SCC Academic Programs to add to the Last Dollar Scholarship list. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

## **4.0 Accountability**

### **4.1 President's Report**

- 1.) **New legislators** – He met and had lunch with our two new legislators – Jeff Kurtz and Joe Mitchell.
- 2.) **Concurrent Enrollment/Supplemental Funding** – He met with Superintendents about the funding and to develop strategies of how to move forward with legislators. Summer Concurrent enrollment is a new program this year. We have developed two programs being submitted to DOE for approval. These are CNA and Welding. State funding covers all the costs, but the dollars come to the college, not to the high school. Our proposals have laid out costs for 5 or 10 students. Once we get approval, we will do marketing effort with schools to get them to sign on. Spring enrollment numbers look good.
- 3.) **Guided Pathways Grant** – Currently working as a group on paperwork to submit to the Great Lakes Education Foundation for support in implementing Guided Pathways programming for our students
- 4.) **Fort Madison Education Center** – We continue to research options.
- 5.) **WIOA** – Interviewed and selected two staff members to oversee operations as Bob Ryan has retired. Hired two women out of this program to co-lead.
- 6.) **PEC – Budget** – The group has been deeply involved in reviewing retirements, programs and potential position replacements in preparations for recommendations to the Board.
- 7.) **Compliance Program** – Staff from Iowa Valley Community College will come to SCC to train our Compliance Team on the use of Share Point and the centralizing of compliance documents on January 21<sup>st</sup>. This is an effort to bring all compliance documents together in one electronic file.
- 8.) **Recovery from shoulder surgery** - All is going well and completed my second week of physical therapy.

### **4.2 Monthly Financial Report**

Vice President Carr referred Trustees to page 57 in the Board Packet. He noted that property taxes and tuition remain on target. He is still thinking we are close to flat on budget. The January 31<sup>st</sup> financials will reflect more accurately. In the General Fund, he noted that Net Operations profit appears higher, but this is due to timing of scholarships in January versus December. For the plant fund, property tax is main source.

### 4.3 Facilities Update

#### Keokuk Campus –

- Construction will begin in Keokuk this week or next. Initially construction will focus on working on the garage and building out the adjunct space. Hopeful to see that complete to move offices by spring break.
- We have been working on the solar project for the Keokuk Campus. This is looking positive. Still working out details.

#### Murray Art Gallery –

- Director of Physical Plant Byron Whittlesey and his staff are completing the demo for the Murray Art Gallery. SG Construction will be able to start Monday.

#### Snowfall –

- Contracting for snow removal taking place due to recent snowfall to keep parking lots open.

#### Residence Halls –

- Cabinet has approved a Mandatory Housing policy starting in 2020. This policy will require that athletes reside in residence halls with exception for those who live within 45 minutes of campus. Non-athletic international students will be required to reside in residence halls beginning in the Fall of this year. For athletes it is important that they are together as a team and we want the student life experience for them. We have study halls in evenings for athletes and expect them to attend. The other part is that we want to make sure our athletes don't get into trouble. For international students we think it is important for them to experience some of our culture. Exceptions will be allowed for second year international students who demonstrate they have captured the culture and/or they are being hosted by local families.

### 5.0 Future Meetings

Chair Fife-LaFrenz reviewed the list of future meetings.

### 6.0 Adjournment

The meeting adjourned by consensus of the Trustees at 6:19 p.m.

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

*Darcy J. Adams*

Darcy Adams, Board Secretary