

**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Tuesday, January 18, 2022 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 Jeff Heland called the meeting to order at 4:31 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, and Johnson were present in the room. Trustee Nabulsi was present via Zoom teleconferencing. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Meg D’Souza, Val Giannettino, Joan Williams, Kristi Schroeder, Martha Bell, and Ben Lofthus.

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.

1.3.2 Administration

None.

1.3.3 Board

Trustee Fife-LaFrenz reported she has attended several SCC women’s basketball games. She has been participating in meetings with the Communication & Education committee in preparation for their meeting at the ACCT National Legislative Conference. She requested any information that we can gather for her to contribute in her committee’s discussion regarding community college month. Finally, she shared a note from Chris Duree thanking SCC for hosting LINC in November.

Trustee Hillyard shared that he read a nice article about capitol theater and fundraising efforts.

Board Chair Heland reported that he has been participating in Finance & Audit committee meetings in preparation for ACCT.

Trustee Nabulsi reported that he participated in Diversity, Equity and Inclusion meetings.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board will meet on January 27th. Trustee Hillyard will attend in his place. He reported that the Student Legislative Day has been moved to March 2nd.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **December 13, 2021 Pre-Board Meeting Minutes**
- **December 13, 2021 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
Shannon Johnson	Daytime Receptionist	01/06/21	01/31/2022	Accepted Administrative Assistant – VP for Administrative Services & Director of Facilities.

4. Employment Contracts

Name	Title	Contract Period	Salary
William Claus (New)	CDL Instructor - CBIZ	January 10, 2022 – June 30, 2022	\$ 24,704.98 (\$ 52,000.00 annual)
Shannon Johnson (Replacement)	Administrative Assistant – VP for Administrative Services & Director of Facilities	February 1, 2022 – June 30, 2022	\$ 20,689.56 (\$ 50,000.00 annual)
Micaela Williams (Replacement)	Admissions Recruiter	January 10, 2022 – June 30, 2022	\$ 18,053.64 (\$ 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 Resolution Ordering Construction of the New Practice Track and Soccer Field, Setting a Date for Public Hearing Thereon and Taking of Bids Therefor

Vice President Carr Kevin reviewed with Trustees that at the November 18, 2021 Special Board meeting, they had rejected Bid Package #4 as it related to the construction of the New Practice Track and Soccer Field and approved the other bid packages as presented for this project. Bid package #4 was for the track surface and was approximately \$250,000 over bid. We have been reviewing options for surfaces to reduce the cost. Plant Director Ben Lofthus shared those surface options with Trustees discussing the approximate cost and quality of each surface. The Bid Packages being proposed include alternates if needed to remain within the budget. Trustees held discussion and asked questions. We will have more information when the new bids are received.

Trustee Hillyard moved to approve the Resolution Ordering Construction of the New Practice Track and Soccer Field, Setting a Date for Public Hearing Theron and Taking of Bids Therefor. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. The public hearing will take place during the Regular Board of Trustee’s Meeting at 4:30 pm at the West Burlington Campus Board Room.

3.0 Accountability

3.1 President's Report

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

1. **Vaccine Mandate Update** – The Supreme Court upheld the stay and sent the matter back to the lower courts. The CDC shortened their recommendation for isolation and quarantine periods for the general public.
2. **Pros/Cons of Mt. Pleasant Center** – We are in the process of reviewing the pros and cons of receiving the Mt. Pleasant Center from the City of Mt. Pleasant. A list of those was sent to Trustees. While we weigh the options, we are proceeding with repairing the roof by sharing the costs with Southeast Iowa Higher Education Alliance. We are increasing utilization of the building by adding programs shared with Iowa Wesleyan. We will continue to gather information before making any decisions about ownership of the building.
3. **University of Iowa President** – Will meet with Dr. Barb Wilson, on January 31 via Zoom.
4. **Department of Education** – SCC was notified that we were granted \$250,000 through the Parks and Institutional Road Fund Projects in FY 2024. This would be to make road improvements near the Fair Grounds and the existing state road.
5. **ICCOC Status** – Needing to strengthen the security of the online programming with and for all partners. Also, ICCOC was never established as a business entity and is now in the process of doing so with the Presidents serving as the Board of Directors and the CAOs serving as the Oversight Committee handling general operations.
6. **Legislature** – Lobbyists are hearing good things from many of the legislators about Community Colleges.
7. **Governor's Budget** – For a starting point, the Governor is recommending a 2.5% increase in SGA and the other programs remain status quo.
8. **Workforce Re-alignment Report** – The Governor hired a consultant to look for ways to streamline the workforce programs. The initial work has been completed with a report to the Governor of the consultant's findings and recommendations. We are waiting to see what is in the report but have been assured that we should like what we see.
9. **Student Legislative Seminar** has been moved to coincide with the Community College Day on the Hill scheduled for March.
10. **Legislators** – We need to encourage our legislators about the needs that community colleges have and the value in the \$14M new SGA. We have the credit side which as seen some decline over some time, but we also have the non-credit programming that has seen growth.
11. **The Greater Burlington Partnership Dinner** – The dinner has been postponed until February 18th due to COVID concerns with the numbers that would be attending.
12. **Leadership Training** – Putting into place a leadership training program with the first session beginning in February and run through April. The next session to begin in September/October. This is taught by Laurie Hempen who received specialized training to offer. It is initially by recommendation by the Vice Presidents but will expand as we move forward. This is part of developing leaders and professional development. The training will start with about 10 people.
13. **Joint Faculty Position** – SCC and IW will share a full time ESL instructor beginning in the fall term. The individual will spend some days at SCC and the opposite days at IW. This is the second joint position.
14. **Student Well-Being** – The consultant hired by a grant has completed her report in review of areas for improvements on safety and security for students. The report is being reviewed and will be sent to the Guided Pathways Steering Committee for consideration on next steps. We will most likely revitalize the CARE Team and update the training and use of the MAXIENT Reporting system.

15. Tele-Mental Health – The program with Virtual Care is now in place and available to students. We will get a monthly utilization report and issues. We signed a one-year contract.

3.2 Update on Accreditation Assurance Report (Janet)

Vice President Janet Shepherd provided an update on Accreditations. For the Higher Learning Commission Accreditation, we chose the Open Pathway. She noted that per the Open Pathways timeline, this is Year 3. Throughout this year we will be writing our self-assurance and preparing and compiling all documents into their system. The Higher Learning Commission will review these documents September 18, 2023 and provide a report to us. This will not include a site visit. In years 7 through 9 (2026-2028) we will do a quality initiative report. In year 10 (2029-2030) will be our Comprehensive Evaluation for Reaffirmation.

3.3 Accreditation on Health Professions (Janet)

Vice President Janet Shepherd provided an update on the various accreditations for health professions programs noting the following:

- The Medical Assistant program will have a virtual site visit with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) March 3-4, 2022).
- The PN and ADN Nursing programs are preparing the self-study report for the Iowa Board of Nursing (IBON) for program reapproval with a site visit scheduled for November 2-3, 2022.
- The Respiratory Care program has submitted the self-study report to the Commission on Accreditation for Respiratory Care (CoArc). The site visit date is pending.
- The Emergency Medical Services program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) and reviewed by the Committee on Accreditation of Educational Program for the Emergency Medical Services Professions (CoAEMSP). This site visit date is pending.

In addition, the following are seeking first-time accreditations:

- The PN and ADN programs are on track for the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) pre-accreditation approval. The initial pre-candidacy application was submitted November 8th and we have received notification that it has been preliminarily approved. The final approval to move forward with the pre-accreditation process will be made by the NLN CNEA Commission on February 9th. If approved, we can begin the initial self-study.

Lastly, for the first time, the Auto Collision program is seeking ASE (National Institute Automotive Service Excellence) accreditation. The application for accreditation is being prepared and will be submitted in early spring. The site visit date is pending. The Auto Technology program has been re-accredited by the National Institute for Automotive Service Excellence (ASE) through December 2026.

3.4 Monthly Financial Report

Vice President Carr reviewed the monthly financial report. He noted that the general fund on the revenue side is looking positive for tuition and student fees. He reminded Trustees that the income statement shows the Higher Education Emergency Relief funds as income in the general fund and as an expense to the Restricted General Fund where they were distributed to students. He reported that the distribution of those funds was successful. He also reported that a deposit from IDOT to reimburse for the Loop Road construction was received and deposited.

3.5 Facilities Update

Vice President Carr reported that we received notification from Iowa Department of Education Parks and Institutional Road Fund Projects that we will be awarded an additional \$250,000 in FY 2024 that we can use for road repairs. Plant Director Ben Lofthus plans for that to possibly be utilized for the parking lot/road on the north side of the fair grounds.

Plant Director Ben Lofthus shared that the utility work for the student center is proceeding as weather permits. The work at the practice track and soccer field has stopped for the time being due to weather. He also shared that the fire extinguishers and sprinklers were inspected over Christmas break.

4.0 Future Meetings

Board Chair Heland reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:03 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