



Regular Meeting of the Board of Trustees  
Monday, January 8, 2018  
5:00 p.m.  
West Burlington Campus Board Room (#AD-1)

## **1.0 Routine Items**

### **1.1 Call to Order, Roll Call, and Pledge of Allegiance**

Chair Prellwitz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Lanny Hillyard, Jeff Heland, Janet Fife-LaFrenz, and Chris Prellwitz were present in the Board Room. Moudy Nabulsi was present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, and SCC staff members Dr. Carole Richardson, Joan Williams, Jeff Ebbing, Dr. Don Weiss, Becky Rump, Tina Young, and Chuck Chrisman. Guests M.J. Dolan and Rich Gaumer were also present.

### **1.2 Adoption of the Formal Agenda**

Trustee Fife-LaFrenz moved that the tentative agenda be adopted. Trustee Heland seconded. Motion carried with all trustees recorded as voting aye.

### **1.3 Communications**

#### **1.3.1 Audience**

No report.

#### **1.3.2 Administration**

No report.

#### **1.3.3 Board**

No report.

### **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 24.

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

### **2.1 Emerging Issues/Future Agenda Items**

The Trustees did not have any items to discuss.

### **2.2 IACCT Board Chair Rich Gaumer and IACCT Executive Director M.J. Dolan**

IACCT Board Chair Rich Gaumer reported that he has been meeting with all of the Iowa community colleges over the past year during their regular monthly meetings. He presented information on IACCT's financial status, budget, and building maintenance plans. Mr. Gaumer recommended that the Trustees advocate for community colleges by attending legislative fundraising events prior to the session and weekend legislative forums during the session. He reviewed the legislative priorities for the 2019 session and referred to a flyer entitled Workforce

Trainers of Iowa which is a compilation of stories about students from each of the 15 community colleges.

IACCT Executive Director Dolan recommended that the Trustees read the IACCT legislative newsletters which will be published during the session.

The Trustees expressed appreciation for Dolan and Gaumer attending the Board meeting.

**3.1 Approval of Consent Agenda Items**

1. Approval of Minutes
  - December 11, 2017, Board Work Session meeting
  - December 11, 2017, Pre-Board meeting
  - December 11, 2017, Regular Board meeting
2. Presentation of Bills of Account
3. 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>
Sara Butler	Student Success Advocate (.50 FTE)	06/19/2017	12/31/2017	Accepted FT Student Success Advocate position.
Tammy Hobbs	PC Lab Technician	07/26/1999	12/31/2017	Accepted Coordinator of Distance Learning Services position.

4. Employment Contracts

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Sara Butler (New)	Student Success Advocate	January 1, 2018 – June 30, 2018	\$19,000 (\$38,000 annual)
Tammy Hobbs (New)	Coordinator of Distance Learning Services	January 1, 2018 – June 30, 2018	\$22,500 (\$45,000 annual)
Zachary Newton (New)	Head Men’s and Women’s Soccer Coach	January 2, 2018 – June 30, 2018	\$19,846.65 (\$40,000 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.

### **3.2 Third Amendment to Ground Lease Agreement with Campus Community Developers LLC for the Tower Project**

Vice President of Administrative Services Carr referred to the Third Amendment to Ground Lease Agreement with Campus Community Developers. He reported that the amendment expands the definition of “project” to include the remodeling of Witte and Winegard Halls per the discussion held at the December Board of Trustees meeting. The amendment was prepared by the college’s attorney. Vice President Carr reviewed pertinent details from the first and second amendments and future uses of Millennium, Witte, and Winegard Halls.

Trustee Heland moved to approve the Third Amendment to Ground Lease Agreement with Campus Community Developers LLC for the Tower Project. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.3 First Amendment to Industrial New Jobs Training (INJT) Agreement with Axalta Coating Systems, LLC**

Executive Director for CBIZ Dr. Don Weiss reported that in November 2014 SCC approved an INJT agreement with Axalta Coating Systems, LLC of Fort Madison. On January 1, 2018, Axalta changed its name to Axalta Coating Systems U.S.A., LLC. The First Amendment to INJT is required to recognize the name change.

Trustee Hillyard moved to approve the First Amendment to Industrial New Jobs Training Agreement with Axalta Coating Systems U.S.A., LLC. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Annual review of Section 100 of Board Policies**

#### **3.4.1. First reading of Board Policy #103, College Vision and Strategic Directions**

President Ash reported that the review of Board Policy #103 is in connection with the Trustee’s annual review of all Board Policies in Section 100. No revisions to Board Policy #103 were recommended.

Trustee Heland moved to approve Board Policy #103 with no revisions and to waive the second and third readings. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **4.1 President’s Report**

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **De-appropriations** – It does appear that there will be a de-appropriations for state agencies including Community Colleges. While we do not yet know the actual amount it appears that it could be around \$1.4 million dollars.
- 2.) **Apprenticeship Programming** – SCC/CBIZ will be holding a continental breakfast for area employers regarding information on the topic of apprenticeships and how that will proceed forward.

- 3.) **Budget/Enrollment/Outreach/Recruitment/Retention Plan** – A comprehensive plan is being developed that will bring these areas into greater focus and answer how we plan to deal with the budget this year and for FY2019.
- 4.) **Athletics** – We now have on staff a new soccer coach who has already begun his duties and is recruiting both in this area and outside of our region. Our goal is have between 25-30 males and around 25 females on the two soccer teams.
  - a. **Cross country** – We have also hired a part time coach who is in the process of relocating the area but has begun recruiting for both men and women’s teams.
  - b. **Hall of Fame** – Plans are being developed that will provide a new program to honor SCC athletes who excel not only in their sport but also in leadership and academics. Expect to have our first class in place in the fall of 2018.
- 5.) **Advising Program** – Working with Dr. Wright, SCC is putting together an advising program that will work with students in addition to the efforts by Enrollment Services staff. More details will be rolled out as they are finalized.
- 6.) **Higher Learning Commission (HLC)** – HLC has established September 16-19, 2019 as the dates they will be here at the College for our site visit.

Discussion was held regarding the salary and benefits for the soccer coach and the expectations that the soccer program would recruit a sufficient number of student athletes to support the program costs. There is a similar expectation for the cross country program.

#### **4.2 Monthly Financial Report**

Vice President of Administrative Services Carr reported on the financial statements for period ending December 31, 2017. He reported that tuition revenue is decreased approximately \$250,000 from the budget estimate. Salary expense is decreased .8% due to unfilled positions. Early retirements will have an important financial impact during FY 2019.

#### **4.3 Facilities Update**

Vice President of Administrative Services Carr reported there were no change orders or payments requested during December for the Hall of Science project.

Vice President Carr reported that water pipes froze and burst during the recent extremely cold weather in Winegard and Witte Residence Halls causing substantial water damage. Flooring and some drywall will need to be replaced. L.J. Roth Co. has been hired to clean up the water and estimate the damage. A claim will be filed with the college’s insurance provider.

#### **5.0 Future Meetings**

Chair Prellwitz reviewed the upcoming meetings.

#### **6.0 Adjournment**

Trustee Fife-LaFrenz moved to adjourn the meeting. Trustee Heland seconded. Motion carried with all trustees voting aye.

The meeting adjourned at 6:01 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 "Sherry Zeller". The signature is written in black ink on a light-colored background.

Sherry Zeller  
Board Secretary