



Regular Meeting of the Board of Trustees
Monday, January 9, 2017
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 Heland called the meeting to order at 5:00 p.m. Roll call indicated Trustees Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present in the Board Room. Janet Fife-LaFrenz and Moudy Nabulsi were 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, Dick Springsteen, Becky Rump, David Metzger, Byron Whittlesey, Tina Young, and Chuck Chrisman.

1.2 Adoption of the Formal Agenda

Trustee Hillyard moved that the tentative agenda be adopted. Trustee Prellwitz seconded. Motion carried with all trustees recorded as voting aye.

1.3 Communications

1.3.1 Audience

Higher Education Association (HEA) President/Economics Professor Dr. Deborah Wright read Resolution #5 from a list of Resolutions written by the HEA. The subject of the Resolution pertained to SCC's Student Judicial Code of Conduct.

1.3.2 Administration

Interim Director of Human Resources Dick Springsteen reported that seven employees (four faculty and three professional staff) have elected to take early retirement pursuant to the 2017 Voluntary Early Retirement Plan. He expressed appreciation to the seven employees for their 147 total years of service.

1.3.3 Board

Trustee Hillyard expressed appreciation to the college employees who helped plan the Blackhawk Tower Ribbon-Cutting Ceremony and Open House on January 6.

Chair Heland reported that he received a letter from Brian McAtee and Beth Oldfield of the Higher Education Association which stated their willingness to meet with the Trustees and the Administration to discuss ways to improve the community college movement.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board has not met since the last Board of Trustees meeting.

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 Compliance: Safety and Emergency

President Ash introduced Supervisor of Campus Safety & Security/Title IX Coordinator Tina Young. He reported that her responsibilities include Clery Act reporting and other compliance related areas. Supervisor Young gave a PowerPoint presentation entitled “Safety & Emergency Planning.”

Supervisor Young reported that the college has been developing plans for campus and community emergencies based on action plans from other colleges. She indicated that she and Director of Physical Plant Whittlesey work closely together in many of the areas involving campus safety and security. SCC’s current campus safety and security plan is accessible on the SCC website and also contains links to SCC’s Title IX efforts.

Supervisor Young reported about a disaster drill led by the office of Des Moines County Emergency Management which was held on SCC’s campus.

The following safety/security measures are currently in place at the college:

- First aid kits and auto defibrillators are available at various locations on SCC’s campuses.
- Emergency Operations Team which would operate in coordination with local law enforcement in case of an emergency.
 - The Team meets immediately whenever there is a safety/security issue on campus.
 - Any Team member can call a meeting using a group text application.
- Annual Federal safety report completed by October 1 of each year.
- Active killer drill will be held during Professional Development Day (February 17) coordinated by area law enforcement. A follow-up report will be prepared by law enforcement regarding what went well and/or what needs improvement.
- CARE Team addresses student behavioral incidences and assesses threats.

Supervisor Young and Director Whittlesey participated in a national conference on community-based Integrated Emergency Management in Emmetsburg, Maryland, with 77 safety/security individuals from our region. As a result of this conference, SCC will participate in a regional tornado drill in April 2017.

3.1 Approval of Consent Agenda Items

1. Approval of Minutes

- December 7, 2016, Board Retreat meeting
- December 12, 2016, Pre-Board Meeting
- December 12, 2016, Regular Board Meeting
- December 21, 2016, Special Board Meeting

2. Presentation of Bills of Account

3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

a. Myra Bruegger

Position: Professor – Accounting/Business
Date of Hire: 11/02/1987
Last Day of Employment: 08/20/2017
Reason: Early Retirement

b. Karen Cahill

Position: Professor - English
Date of Hire: 08/17/1987
Last Day of Employment: 08/20/2017
Reason: Early Retirement

c. Susan Dunlay

Position: AEL Instructor
Date of Hire: 07/08/1996
Last Day of Employment: 01/31/2017
Reason: Early Retirement

d. David Hoelzen

Position: Systems Administrator
Date of Hire: 07/05/2006
Last Day of Employment: 09/30/2017
Reason: Early Retirement

e. J. Michael Sallee

Position: Professor - Biology
Date of Hire: 01/08/1998
Last Day of Employment: 08/20/2017
Reason: Early Retirement

f. Jan Wolbers

Position: Interim Dean of Academic Planning and Institutional Effectiveness
Date of Hire: 08/17/2006
Last Day of Employment: 01/18/2017
Reason: Personal

4. Employment Contracts

a. Laurie Hempen

Position: Director of Human Resources (Replacement)
Contract Period: January 23, 2017 – June 30, 2017

b. Laura Holtkamp

Position: AEL Instructor – Keokuk (Part-Time) (Replacement)
Contract Period: January 5, 2015 – June 30, 2017

c. Tebble Stearns

Position: Evening Receptionist/Housekeeper (Part-Time) (Replacement)
Contract Period: January 9, 2017 – June 30, 2017

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

3.2 Resolution Approving Construction Contract and Bond for New Hall of Sciences

Vice President of Administrative Services Carr reported that the contract being presented for approval for the new Hall of Sciences was part of the project's specifications and has been reviewed by the college's legal counsel. Bi-State Contracting, Inc. is the low bidder on the project with a total contract amount of \$6,350,163 which includes the accepted alternates. Vice President Carr noted that the Performance Bond for the project is in order.

Trustee Prellwitz moved to approve the Resolution Approving Construction Contract and Bond for the New Hall of Sciences. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Resolution Accepting the New Health Professions Building

Vice President of Administrative Services Carr reported that the Board of Trustees approval is required for final acceptance of the Health Professions Building. The warranty period on the building has officially begun. Some warranties are for a one-year period with others being up to 25 years. The general contractor, Bi-State Contracting, Inc., was paid a total of \$6,889,775 for the project. Change orders, which are included in the total cost, amounted to \$109,728.

Trustee Hillyard moved to approve the Resolution Accepting the New Health Professions Building. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

4.1 Review of President's Goals

President Ash reviewed the President's Goals 2016-2017 update document. He reported that while the majority of his goals are progressing well, there were three areas in which progress is somewhat behind schedule:

- Collaborate with four-year institutions about programming at SCC
 - Due to an already decreased number of staff and compounded by the resignation of Interim Dean Jan Wolbers, this goal is somewhat behind schedule at 45% complete. Interim Dean Wolbers worked with 4-year institutions in developing program articulation. Faculty members are also involved in this effort by analyzing the competencies.
- Working with Sector groups
 - Manufacturing Sector group is in place; no progress yet with Health and Information Technology groups.
- Establish process where various programs within the College can share what is done in their programs
 - Work continues on a system but heavy workloads have prevented progress

President Ash noted the following accomplishments:

- Completion of new Health Professions Building with classes beginning in the 2016 fall semester
- Completed plans for new Hall of Sciences. Construction to begin in March 2017 with completion anticipated in 16 to 18 months.

4.2 Review Key Performance Indicator #1 (Percent of students who have reached their educational goal)

President Ash reported that the data source for Key Performance Indicator #1 is the Student Satisfaction Inventory which is conducted every two years during the spring semester. The survey results for Key Performance Indicator #1 shows data from 2008 – 2016. The results for 2016 indicates that 73.7% of students who participated in the survey were satisfied or very satisfied with the progress on reaching their education goals at SCC.

Discussion was held regarding how the targets for the Key Performance Indicators are developed. President Ash noted that target figures were originally set as challenges and need to be reviewed for viability.

4.3 Indoor Sports Complex

President Ash reported that he anticipates having drafts of the Articles of Incorporation, the Conflict of Interest document, and the Bylaws for the Indoor Sports Complex ready for the Trustees to review soon. Development of the 501c3 paperwork for the Complex is moving forward but has not yet been submitted to the IRS. President Ash noted that he had asked the Trustees for their questions and/or concerns regarding the Complex after his presentation at the December Board of Trustees meeting.

Chair Heland stated that he has attended events at an indoor sports complex in Ames. He indicated that it appears that the facility is very successful and believes that a similar facility would benefit our area.

President Ash reported that the proposed Indoor Sports Complex would have a positive impact on the college. He noted that he and Vice President Carr have been very involved in representing the college's interests during the planning stages of the Complex.

Concerns were expressed by the Trustees regarding the management and financial responsibilities of the Complex. It is important to the Trustees that the college's interests are fairly represented.

Trustee Hillyard stated that it is important that the college's interests are not diluted by the entity that will control the Complex. He wants to assure that the Complex is a positive aspect for the college into the future.

President Ash reported that after the Trustees have had sufficient time to review and give their input on the proposed articles of incorporation, the conflict of interest document, and the bylaws, the documents will be reviewed by an attorney.

4.4 President's Report

President Ash reported on the following activities from his written report:

MEETINGS/ACTIVITIES:

Internal

- Attended funeral of SCC Professor Ross Teal
- **Facilities**
 - **Blackhawk Tower**
 - Planning meetings for open house/ribbon-cutting event
 - Open House/Ribbon-cutting Ceremony on January 6
- **Board of Trustees**
 - Dinner with Board of Trustees, area legislators, students, faculty and staff
 - Special Board of Trustees meeting on December 21 to approve construction bid for new Hall of Sciences

Upcoming Events

- February 28 – Community College on the Hill event; SCC will have a table showcasing our programs

4.5 Facilities Re-Use Plan

President Ash reported that construction of new facilities has provided an opportunity to review the use of existing facilities. A plan was developed by Vice President Carr, Director of Physical Plant Whittlesey, and Construction Consultant David Metzger which included input from several employee groups.

Vice President Carr gave a PowerPoint presentation which included information on a significant number of projects completed to improve existing facilities over the past two years.

Director of Physical Plant Whittlesey reviewed PowerPoint slides which listed recently completed projects, projects currently underway, and projects expected to be undertaken in the near future.

Construction Manager Advisor Metzger reviewed highlights of the West Burlington Reuse Plan. He explained that the main focus of the plan is to create a one-stop shop for students who visit the West Burlington Campus Enrollment Services area. Construction Manager Metzger showed proposed reuse drawings of the Business Office, Student Services, and Student Support Center areas.

Discussion was held regarding funding sources for the various reuse projects.

4.6 Monthly Financial Report

Vice President of Administrative Services Carr reported on the financial statements for period ending December 31, 2016. Revenue figures for the fall semester met the budget projections. A decrease in enrollment and tuition revenue was budgeted for the spring semester. Salary expenses are decreased by 5.6% compared to last year due to not filling open positions.

4.7 Facilities Update

Vice President of Administrative Services Carr expressed appreciation to the baseball coaching staff for their work to move the residence hall students' boxes of belongings into the new Blackhawk Tower over the weekend.

Substantial completion is anticipated by the end of January for the new Industrial Maintenance Technology building at the Keokuk Campus. Landscaping will be placed when weather allows.

5.0 Future Meetings

Chair Heland reviewed the upcoming meetings.

6.0 Adjournment

Trustee Prellwitz moved to adjourn the meeting. Trustee Hillyard seconded. Motion carried with all trustees voting aye.

The meeting adjourned at 6:40 p.m.

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



Sherry Zeller
Board Secretary