

**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, January 9, 2023 at 4:30 p.m.
1500 West Agency Road, West Burlington, Iowa
Board Room**

MINUTES

1.0 Routine Items

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

Board Chair Joseph Johnson called the meeting to order at 4:31 p.m. Roll call indicated Trustees Heland, 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, Joan Williams, Jeff Ebbing, Chuck Chrisman, Brenda Rubey, Laurie Hempen, and Val Giannettino.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration

Vice President Janet Shepherd reported that there will be several music performances in honor of Dr. Martin Luther King Day. Trustees are invited to attend.

1.3.3 Board

None.

1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report

Trustee Nabulsi reported that the Community Colleges for Iowa Trustees Board will meet on January 26, 2023. Trustee Hillyard will join for that meeting.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **December 12, 2022, Pre-Board Meeting Minutes**
- **December 12, 2022, 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
Kevin Carr	Vice President for Administrative Services/Board Treasurer	01/02/2014	06/30/2023	Changed resignation date from 01/03/23 to 06/30/23.

4. Employment Contracts

Name	Title	Contract Period	Salary
------	-------	-----------------	--------

Molly Schroeder (Replacement)	Administrative Assistant – Financial Aid – WB – Level 7	December 12, 2022 – June 30, 2023	\$17,423.20 (\$ 31,361.76 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 Approval of Employee Stipends

President Ash noted that the Board had previously verbally reviewed a one-time stipend payment to all employees. The bonus was paid to employees in their December 15, 2022 paycheck. President Ash reported the total cost was \$56,000. The Board is being asked to approve a Resolution Approving the Employee Bonus Payment as a formal Board action.

Trustee Nabulsi moved approval of the Resolution Approving Employee Bonus Payments. Trustee Heland seconded. Motion to approve the Resolution Approving Employee Bonus Payments carried on a 5-0 roll call vote.

2.3 Approval of Transfer Majors

Vice President Janet Shepherd reported that Academics have completed the articulations for two additional transfer majors for Engineering and Computer Science. These transfer majors will begin in Fall 2023. Following this Board's approval, the transfer majors will go to HLC for approval. Vice President Shepherd reviewed the process noting all of the approvals necessary including through the state. The discipline framework is set up specifically to transfer to the three regents in Iowa. Other articulation agreements can be made with other 4-year universities and private institutions.

Trustee Heland moved approval of the Engineering and Computer Science Transfer Majors. Trustee Fife-LaFrenz seconded. Motion to approve Transfer Majors for Engineering and Computer Science carried on a 5-0 roll call vote.

2.4 Resolution Approving First Amendment to Preliminary Industrial Jobs Training Agreement – PVpallet, Inc.

CBIZ Director Brenda Rubey reported that the College entered into Agreement with PVpallet, Inc., dated January 22, 2022. PVpallet is located in Montrose. A First Amendment to Preliminary Industrial Jobs Training Agreement has been negotiated with the Employer, which First Amendment provides for an extension of time within which the parties may enter into a permanent training agreement, through and including January 22, 2024, and such First Amendment is deemed to be beneficial to the Community College and to the Employer. Director Rubey reported that she is working with the company and the sale is approved in May 2022. The original Agreement expires January 22, 2023; therefore, the Amendment will grant additional time for the sale to be complete.

Trustee Fife-LaFrenz moved to approve Resolution Approving First Amendment to Preliminary Industrial Jobs Training Agreement – PVpallet, Inc. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.5 Appointment of Treasurer

Trustee Hillyard moved that Vice President Kevin Carr be appointed Board Treasurer. Trustee Fife-LaFrenz seconded. Motion carried.

2.6 Revised Resolution on Signatures for Depositories

President Ash recommended approval of a Revised Resolution on Signatures for Depositories containing revisions required as a result of the Board reorganization. He stated that the original resolution approved in December 2022 stated that the position of Treasurer was vacant. The revised resolution states Kevin Carr as the Treasurer. No other changes were made to the Resolution.

Trustee Nabulsi moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Hillyard seconded. Motion carried.

3.0 Accountability

3.1 President's Report

President Ash referred Trustees to his report in their folders which provided a review of the accomplishments in 2022. He highlighted a few of the items and made note of all the things SCC is working on for 2023.

3.2 Monthly Financial Report

Vice President Carr reviewed the monthly financial report with Trustees from their board packet. He noted that the financial report remains positive and is similar to what he has stated over the last few months. Currently he is reporting above \$400,000 over budget related to tuition. He noted that he continues to monitor the bond rates. Interest rates will go up likely. Overall, a very favorable financial report.

3.3 Facilities Update

Vice President Carr provided facilities update. He reported that the score board in Keokuk is waiting to be connected to electricity. The backup boiler at West Burlington has a hole and will be replaced next week. The Blackhawk Student Center continues to progress. Graphic designs for the interior of the Student Center are being reviewed. The remodeling projects are all well underway.

4.0 Future Meetings

Board Chair Johnson reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 5:31 p.m.

6.0 Exempt Session Pursuant to Iowa Code Section 20.17

Exempt Session Pursuant to Iowa Code Section 20.17 was held.

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



Darcy Burdette, Board Secretary