



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, July 10, 2023 at 4:30 p.m.
Southeastern Community College, Mt. Pleasant Center
200 North Main Street, Room 203, Mt. Pleasant, Iowa**

Meeting 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 pm. Roll call indicated Trustees Hillyard, Johnson, Heland, Nabulsi, and Fife-LaFrenz were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Jeff Ebbing, Val Giannettino, Laurie Hempen, Michelle Allmendinger, Janet Shepherd, Chuck Chrisman.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration

None.

1.3.2 Board

Trustee Hillyard reported that CCFSA met on June 22, 2023. They are still working on facilities including sound and electrical. The Board approved Cory Gall as the new Treasurer as Kevin Carr is retiring.

Trustee Heland reported that Greater Burlington Area Sports Board met for their regular meeting on June 29th. They heard report from the Director about the indoor season. An Assistant Director has been hired for The Turf operations. The Director will shift his focus more to The Courts operations. The Courts has an anticipated opening in October.

1.4 Iowa Association of Community College Trustees Report

Trustee Moudy Nabulsi reported that the Community Colleges for Iowa met on June 22, 2023. The board discussed the State General Aid formula that the Presidents have been reviewing. He reminded all of the ACCT Leadership Conference October 9 through 12. All Trustees plan to attend the Trustee Conference hosted by Kirkwood July 19-20, 2023.

2.0 Action Items

2.1 Approval of Consent Agenda

- 1. Approval of Minutes**
 - **June 12, 2023, 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
Stefanie Ball	Administrative Assistant – (Project Assistant) – TRIO SSS	08/09/2021	06/15/2023	Accepted open Project Advisor, TRIO SSS position.
Conlan Burd	Assistant Men’s & Women’s Track & Field / Resident Advisor	08/02/2021	06/30/2023	Personal.
Stephanie Hale	Student Success Advocate	02/15/2023	06/21/2022	Personal.
Ryan Raasch	Assistant Women’s Basketball Coach /Student Activities Coordinator/Residence Life Advisor	10/01/2022	06/29/2023	Personal.
Janet Shepherd	Vice President of Academic Affairs	09/15/2017	06/30/2024	Retirement.

4. Employment Contracts

Name	Title	Contract Period	Salary
Nathan Alexander (Replacement)	First Assistant Men’s & Women’s Soccer Coach/Resident Advisor	July 17, 2023 – June 30, 2024	\$17,307.69 (\$ 18,000.00 annual)
Stefanie Ball (Replacement)	SSS Project Advisor - WB	June 16, 2023 – June 30, 2023	\$1,685.82 (\$40,000.00 annual)
Stefanie Ball (Replacement)	SSS Project Advisor - WB	July 1, 2023 – June 30, 2024	\$42,000.00 (\$42,000.00)
Amanda Chase (Replacement)	Administrative Assistant – Mailroom/Shipping Receiving	July 11, 2023 – June 30, 2024	\$19,200.00 (\$19,650.00 annual)
Cole Higgins (New)	Assistant Athletic Director	June 12, 2023 – June 30, 2023	\$2,298.85 (\$ 40,000.00 annual)
Cole Higgins (New)	Assistant Athletic Director	July 1, 2023 – June 30, 2024	\$40,000.00 (\$ 40,000.00 annual)

Jeffrey Houghtby (Replacement)	Instructor – History/Social Science	August 16, 2023 – August 13, 2024	\$66,500.00 (\$ 66,500.00 annual)
Michelle Huppenbauer (New)	CBIZ Accounts Specialist	July 10, 2023 – June 30, 2024	\$39,230.77 (\$ 40,000.00 annual)
Keeley Madison (Replacement)	Instructor - English	August 16, 2023 – August 13, 2024	\$59,000.00 (\$ 59,000.00 annual)
Richard Mansheim (Replacement)	Instructor – Industrial Controls, Automation and Robotics Technology	August 16, 2023 – August 13, 2024	\$62,800.00 (\$62,800.00 annual)
Katelyn Nack (New)	Accessibility Services Specialist (0.50 FTE)	June 26, 2023 – June 30, 2023	\$383.14 (\$20,000.00 annual)
Katelyn Nack (New)	Accessibility Services Specialist (0.50 FTE)	July 1, 2023 – June 30, 2024	\$20,000.00 (\$20,000.00 annual)
Tiffany West (New)	Instructor – Nursing	August 16, 2023 – August 13, 2024	\$65,000.00 (\$65,000.00 annual)
Steven Williamson (Replacement)	Head Women’s Basketball Coach	July 1, 2023 – June 30, 2024	\$48,000.00 (\$ 48,000.00 annual)

Trustee Hillyard 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 Southeastern Community College Saferoom, Setting a Date for Public Hearing Thereon and Taking of Bids Therefor

Vice President Cory Gall presented the final plans and architectural renderings for construction of the Saferoom. He made note of the location of the Safe room showing that it will be connected to the Student Center, the gym and the existing corridor to the locker rooms.

The main structure is prefabricated concrete that will take about 6 months to arrive. The Saferoom will be about 5,000 square feet and would seat about 315 for conferences and large meetings and can potentially be used for wrestling in the future. It will hold 1,500 people for emergencies.

He also provided a review of the budget including the details of how the project will be funded. The FEMA grant provides for a very basic structure. We want to make it more functional and plan to use unrestricted dollars from the HEERF grant and ACE funds for those enhancements.

Vice President Gall reviewed the project timeline. The FEMA grant requires that substantial completion must be by February 2025. We are requesting the Board’s consideration for approval to proceed with the project and to set a date for public hearing and give notice to bidders.

Board held discussion.

Trustee Hillyard moved to approve the Resolution Ordering Construction of the Southeastern Community College Saferoom, Setting a date for Public Hearing and Taking of Bids Therefor. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.3 President's Goals for FY 2024

President Ash provided a list of five President's Goals for FY 2024 as follows:

1. Enrollment
2. Community and Industry Collaboration
3. Funding/Financial Stability
4. Building/Remodeling
5. Implementation of New Projects

President Ash reviewed the 5 goals and initiatives for each goal. The actual goals remain the same from last year with changes to the strategies. The primary goal continues to be enrollment. The other 4 goals all contribute to enrollment growth. Plan to pull together a focus group in the fall to work on recruitment strategies to target high school students who are not choosing college in preparation for the decrease in high school enrollment coming. Also continue to work on establishing partnerships with business and industry.

He noted an increased focus on professional development with an internal leadership class taught by our Human Resources Director Laurie Hempen. Ten SCC staff have completed the series. The second cohort will begin in the fall and will include faculty. We also had staff complete the Iowa State University LINC and ICCLI programs. Additional staff are being nominated for those in the fall.

Trustees reviewed and discussed details of the goals.

Trustee Hillyard moved approval of the President's Goals for FY 2024. Trustee Heland seconded. Motion to approve the President's Goals for FY 2024 carried on a 5-0 roll call vote.

3.0 Accountability

3.1 President's Report

President Ash referred Trustees to his President's Report. He began his report with a review of the successes of 2023. He further made note of some of the following:

1. Have been meeting with leaders from Shearers to discuss ways to work together for training opportunities and other ways to partner with them for mutual success.
2. Dr. Ashlee Spannagel, Dean of CTE, was named the recipient of the Iowa Association for Career and Technical Education Postsecondary Professional of the Year award – advancing her to the Region III competition. Region III of ACTE consists of Iowa, Illinois, Missouri, Wisconsin, Minnesota, and Indiana.
3. There is a new Director of the Iowa Department of Education – McKenzie Snow.
4. Working on ways to rebuild the women's basketball program after having to prematurely end their season last year. One of the issues seems to be the housing and we are temporarily moving the Women's Basketball players to housing at West Burlington campus while we determine how to improve housing in Keokuk. Their games will continue to be played in Keokuk. This program has been struggling for a number of years and we are taking the steps to make it successful.

3.2 Facilities Update

Vice President Cory Gall provided a brief facilities update noting that the Blackhawk Recreation Center is near completion with the final punch list being reviewed. This will be ready for Fall students.

The remodeling project for the West Burlington cafeteria is fully gutted and essentially built. Equipment to be moved in by end of this week. Still planning to be open for students.

Other projects include painting and cleaning and landscaping projects. Everything is coming along nicely in preparation for the Fall semester.

3.3 Radiology Tech Program Partnership with Southeast Iowa Regional Medical Center

President Ash reported that Southeast Iowa Regional Medical Center has requested an additional partnership with us for a Radiology Tech Program to fill their shortfall for these positions. At this time, the official agreement is still being reviewed and we hope to sign that very soon. The program will be funded from the already committed \$10M gift provided for the nursing program. It will be taught at the hospital with their funds providing for a Director for that program and a clinical coordinator as well as remodeling of the classroom space and clinical space. We are working on curriculum and the appropriate approvals to establish this as an accredited program. This program will have less students than nursing with a max of 20 students. Unlike the nursing program, the students will be eligible to apply for a sponsorship in the form of a forgivable gift in the second year of the program. The gift will expect students to work for the hospital or to pay back in full.

Vice President Cory Gall reviewed more details of the cost summary and the timeline for the program.

4.0 Future Meetings

Vice Chair Fife-LaFrenz reviewed the list of future meetings.

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



Darcy Burdette, Board Secretary