



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, July 11, 2022 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 Jeff Heland called the meeting to order at 4:30 pm. Roll call indicated Trustees Hillyard, Johnson, Heland, Nabulsi, and Fife-LaFrenz were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Jeff Ebbing and Val Giannettino.

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

Executive Director Val Giannettino reminded that the SCC Alumni Golf Outing will be held on July 15, 2022. They have 31 teams registered. She also distributed a new Alumni brochure.

1.3.3 Board

Trustee Fife-LaFrenz reported that she listened to the Community Colleges for Iowa (CCI f/k/a IACCT) webinar that summarized the legislative session. Overall the Executive Director of Community Colleges for Iowa felt that the legislative session was successful.

Trustee Hillyard reported that he and Trustee Heland attended the CCFSA meeting on June 30, 2022. They discussed the fairground building improvements and the plans for the Des Moines County Fair.

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

Trustee Nabulsi reported that the Community Colleges for Iowa Board will meet during the annual conference at WITCC in Sioux City, Iowa July 20-22, 2022. He noted that the Community College Council will also meet in Sioux City.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **June 13, 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
Shawn Johnson	Learning Resources Coordinator	07/01/2019	06/15/2022	Personal.
Sheri Knipe	Financial Aid Officer	10/15/2012	07/20/2021	Accepted open Financial Aid Director position.
Lindsey Simpson	Student Success Advocate	08/09/2021	07/01/2022	Accepted open Financial Aid Officer position.
Michelle Vandenberg	CBIZ Program Developer	07/01/1995	07/29/2022	Accepted Early Retirement.

4. Employment Contracts

Name	Title	Contract Period	Salary
Madeline Brent (New)	Instructor - Nursing	August 12, 2022 – August 15, 2023	\$59,787.06 (\$ 59,787.06 annual)
Maureen Ewinger (New)	Associate Dean of Nursing	August 1, 2022 – June 30, 2023	\$68,695.52 (\$75,000.00 annual)
Sheri Knipe (Replacement)	Financial Aid Director	June 16, 2022 – June 30, 2022	\$2,844.83 (\$ 67,500.00 annual)
Sheri Knipe (Replacement)	Financial Aid Director	July 1, 2022 – June 30, 2023	\$67,500.00 (\$ 67,500.00 annual)
Richard Mansheim (New)	Industrial Maintenance Lab Assistant (0.5 FTE)	July 1, 2022 – June 30, 2023	\$33,000.00 (\$ 33,000.00 annual)
Tony Miller (New)	Health Professions Simulation Technician	July 5, 2022 – June 30, 2023	\$35,724.14 (\$ 36,000.00 annual)
Lori Muntz (Replacement)	Instructor - English	August 12, 2022 – August 15, 2023	\$66,500.00 (\$ 66,500.00 annual)
Lindsey Simpson (Replacement)	Financial Aid Officer	July 1, 2022 – June 30, 2023	\$42,000.00 (\$42,000.00 annual)

Trustee Hillyard moved approval of the Consent Agenda items. Trustee Nabulsi seconded. Trustee Fife-LaFrenz questioned a repeat entry on the Bills of Account and requested clarification. Board Chair Heland noted that the Consent Agenda must be approved in entirety without discussion on individual items. If Trustee Fife-LaFrenz desires discussion for her question, then the Bills of Account should be separately approved in a separate vote at the end of the meeting.

Trustee Hillyard motioned to approve the Consent Agenda without the Bills of Account and that the Bills of Account be approved in a separate agenda item at the end of the meeting. Trustee Nabulsi seconded motion. Motion to approve the Consent Agenda without the Bills of Account and to add Approval of Bills of Account as a separate agenda item at the end of the meeting carried on a 5-0 roll call vote.

2.2 Quality Faculty Plan Approval

Dr. Lee Skeens Professor of Psychology directed the Trustees to the Quality Faculty Plan in their board packet. Dr. Skeens reported on behalf of Polly Falcon, the Chair of the Committee. Dr. Skeens reviewed a few minor changes to the Quality Faculty Plan including naming Polly Falcon as the Chair, no longer the interim. He also referred Trustees to statements removed from the Quality Plan that refer to activities that the committee has never done and does not plan to do.

Trustee Hillyard moved to approve the Quality Faculty Plan with changes presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.3 President's Goals for FY2022

President Ash provided a list of five President's Goals for FY 2023 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. He noted that the Southeast Iowa Higher Education Alliance (SIHEA) with Iowa Wesleyan and the partnership with the hospital to enhance the nursing program are examples of community and industry collaboration. Both of these are being established and we continue to seek opportunities for other partnerships. We continually pursue various avenues for funding and financial stability. We are currently both building and remodeling at the West Burlington Campus with the addition of the Blackhawk Student Center and remodeling spaces for offices and restrooms on both campuses. New projects include the Toyota training programs and exploring the addition of more athletic programs.

Trustees reviewed and discussed details of the goals.

Trustee Johnson moved approval of the President's Goals for FY 2023. Trustee Nabulsi seconded. Motion to approve the President's Goals for FY 2023 carried on a 5-0 roll call vote.

3.0 Accountability

3.1 President's Report

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

1. **Toyota Collision Group** visiting campus and meeting with Administration and Academic Affairs about curriculum, timing, and business plans.
2. **260 Jobs Training Programs** – As a result of a consultant's study and report to the Governor, the oversight of workforce programs is moving under IWD and out of IEDA.

3. **Mt Pleasant Center** – A letter expressing SCC’s interest in the Mt. Pleasant Center building was sent to the City Manager of Mt. Pleasant. He has shared with his City Council and it is currently being reviewed by their attorney to develop revisions to the original agreement.
4. **Food Service and Security**– We are reviewing the food service and security contracts and proposals from other entities to potentially continue shared services with Iowa Wesleyan. Looking at both quality and cost effectiveness.
5. **The Student Affairs Division** is reorganizing to better manage growth and responsibilities. We have set a general direction for that Division over the next few years.
6. **Office Furniture** – The College was gifted a used desk and office furnishings from the Shottenkirk Car Dealership in West Burlington that have been placed in the President’s office.
7. **Office/Space Discussions** – We have been holding numerous meetings/discussions on office relocations along with space and sizing that space for the needed remodeling at both campuses.
8. **FEMA SAFE Room** –We have updated the program/performance form required by FEMA. The percentage has been changed by the government from 75% to 90% for the federal government and 10% for the state to cover. Our portion will be needed to cover the additional things desired in the building beyond what FEMA will cover. We do not know yet if we will be awarded anything but we keep working to meet their requirements.
9. **Housing** – Continue to look for possible housing options for the Keokuk Campus. We have held numerous meetings with a potential developer.

3.2 Facilities Update

Vice President Carr provided a facilities update. He reported that the flooring in the 300 Building in West Burlington is about halfway completed. He noted that Ben Lofthus, the Director of Facilities has been working on the ADA requirements for AEL in West Burlington and Mount Pleasant. Work continues on the track and soccer field. The steel arrived for the Blackhawk Student Center. The goal is to have the Student Center enclosed by the end of October.

4.0 Future Meetings

Board Chair Heland reviewed the list of future meetings.

5.0 Approval of Bills of Account

Per a motion made earlier in the meeting, the Approval of Bills of Account is being added as a separate agenda item. Trustee Lanny Hillyard moved approval of the Bills of Account. Trustee Johnson seconded. Trustee Fife-LaFrenz requested clarification of three entries on Bills of Account for 25th Hour marketing for three different amounts. Satisfactory explanation of the charges was provided. Motion to approve Bills of Account carried on a 5-0 roll call vote.

6.0 Adjournment

There was consensus that the meeting be adjourned at 5:52 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

