



NOTICE OF PUBLIC MEETING

REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, July 13, 2020

5:00 p.m.

Private Dining

1500 West Agency Road, West Burlington, Iowa

Join via Zoom link as follows: <http://zoom.us/my/mlash>

Meeting Minutes

1.0 Routine Items

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

Board Chair Hillyard called the meeting to order at 5:02 p.m. Roll call indicated Trustees Lanny Hillyard, Joseph Johnson, Jeff Heland, and Janet Fife-LaFrenz were present in the room.

Trustees Moudy Nabulsi was present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Janet Shepherd, Chuck Chrisman, Joan Williams, Ashlee Spannagel, Lee Skeens, Jeff Ebbing, and Val Giannettino. Guests were present from Iowa Wesleyan University including President Chris Plunkett and members of her Cabinet – Provost DeWayne Frazier, Vice President Meg Richtman, Vice President Derek Zander, and Associate Vice President, Rebecca Beckner. Guests Tammy McCoy and Zach James were present from the Capitol Theater Board.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Professor, Lee Skeens, President of HEA expressed thanks to Dr. Ash and executive team for keeping college safe during the COVID-19 pandemic. On behalf of the HEA, he came to express concern over use of masks at SCC. He referred to the original Plan for Re-Opening the College Campus noting it stated masks were recommended, but not required. Later, it was amended to state that faculty may require it in their classrooms. The faculty feels strongly that masks should be worn and are requesting that the college require them.

1.3.2 Administration

Director of Marketing, Jeff Ebbing recognized President Ash for being awarded the NCMPR National Pacesetter Award and presented the award plaque to him. This was to be awarded at the National Conference in March which was cancelled due to COVID-19.

Executive Director of Institutional Advancement, Val Giannettino reminded Trustees that the Alumni Golf Outing will be held on Friday, July 17th at the Schaeffer Memorial Golf Course. She also reminded Trustees of the Distinguished Alumnus Receptions to be held prior to graduations for West Burlington and Keokuk Campuses on Saturday, August 1st. She also noted two upcoming Business after Hours Events that will be held on September 23rd in Keokuk and on September 24th in West Burlington.

1.3.3 Board

Trustee Fife-LaFrenz along with Trustees Heland and Nabulsi attended an online session in which we were talking about rural Iowa Community Colleges. Colleges across the nation shared success stories and noted challenges of engaging students. We will have a report out of all the dialogue taking place across the United States in February 2021. Trustee Fife LaFrenz further reported that she participated in a webinar providing a legislative update.

Trustee Heland reported from CCFSA that there will be a Des Moines County Fair for livestock only.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that they met on June 11, 2020 for their IACCT Board meeting. He forwarded the report to the Trustees. The IACCP President is changing from Dan Kinney to Terry Murrell. Executive Director MJ Dolan will be retiring sometime in December. IACCT will meet on July 22nd to review the new executive director job description.

2.0 World Changing – Changing Our Thinking

Board Chair Hillyard noted there was no discussion on this item.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes
 - June 8, 2020, Regular Board Meeting
2. Presentation of Bills of Account
3. Employment Contracts

| 4. Name | Title | Date of Hire | Last day of Employment | Reason |
|--------------------------|---|--------------|------------------------|---|
| Lauren Allender | WIOA Youth Employment & Training Specialist | 03/01/2019 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| Cynthia Brinkman-Roysdon | Administrative Assistant/Testing Proctor – Student Support Center | 03/31/2017 | 07/15/2020 | Accepted Project Assistant – TRIO SSS position. |
| James Demopoulos | Assistant Men's Basketball Coach/Resident Advisor – 0.80 FTE | 06/01/2020 | 06/19/2020 | Personal. |
| Maria Gapen | WIOA Employment & Training Specialist | 08/06/2001 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| April Gerst | WIOA Youth Employment & Training Specialist | 03/01/2019 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |

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|---------------------|--|------------|------------|---|
| Lanae Greene | WIOA Disability Employment Specialist | 09/01/2012 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| Kelsey Howard | WIOA Co-Director | 07/23/2012 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| Katerina Koscova | AEL Program Instructor - ISP | 08/17/2018 | 07/02/2020 | Personal. |
| Courtney Mullen | WIOA Co-Director | 02/08/2016 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| Taylor Reusch | WIOA Youth Employment & Training Specialist | 10/01/2019 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| James Sandy | Custodian II | 11/06/2001 | 07/06/2020 | Early Retirement. |
| Michelle Vandenberg | WIOA Employment & Training Specialist | 05/01/1996 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |
| Kelly Walker | Administrative Assistant – Enrollment Services/Financial Aid | 04/01/2019 | 07/01/2020 | Accepted Secretary – Enrollment Services/Registrar position. |
| Shannon Weaver | WIOA Youth Employment & Training Specialist | 05/18/2015 | 06/30/2020 | Reduction in Force due to termination of federal grant funds. |

4. Employment Contracts

| Name | Title | Contract Period | Salary |
|--|--|-------------------------------|-----------------------------------|
| Cynthia Brinkman-Roysdon (Replacement) | Project Assistant – TRIO SSS | July 16, 2020 – June 30, 2021 | \$31,260.00 (\$ 32,635.44 annual) |
| Miranda Coleman (Replacement) | Administrative Assistant – Enrollment Services/Financial Aid | July 1, 2020 – June 30, 2021 | \$33,867.36 (\$ 33,867.36 annual) |

| | | | |
|-------------------------------|---|---------------------------------|--|
| Kelly Walker (Replacement) | Secretary – Enrollment Services /Registrar | July 1, 2020 – June 30, 2021 | \$31,320.00 (\$31,320.00 annual) |
|-------------------------------|---|---------------------------------|--|

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

3.2 Capitol Theater Business Plan

President Ash brought forth the Capitol Theater Plan for discussion and referred Trustees to the Business plan that was sent to them for their review. The Capitol Theater Board is seeking SCC's approval to assist in fundraising efforts to eliminate the debt of the Capitol Theater and then receive the Capitol Theater to own and manage. He noted that further review of the created business plan reveals this to be a viable option for SCC and in turn provide many opportunities for students.

Last month we had guests from the theater and at that time the Board requested that we do more homework and put together a plan. We have developed a budget and taken a conservative approach and you have received all of the materials from last time along with the budget. The third thing you requested was to develop pros and cons as to why the college should own at the end of their fundraising. That list is included. The President's Executive Council feels it is a good opportunity. We are honored they would want to do something like this. Along with the budget, we gave you a plan of how we plan utilize. Some elements would have to be flushed out more. Nonetheless it is conservative and we feel we would be breaking even in short order. Capitol Theater Board Chair Zach James and Executive Director Tammy McCoy have joined us to answer any questions Trustees have.

Trustees Fife-LaFrenz and Trustee Nabulsi inquired about the fundraising and where that responsibility would lie. Executive Director McCoy stated that the Capitol Theater Board is fully prepared to do all the fundraising, not SCC. Director McCoy noted that the goal would be to raise money from community so that the theater could be gifted to SCC to run with students. Many varieties of students could benefit. The Capitol Theater is an asset to Burlington. She believes the young people have great opportunity to learn from an operational business. If they can get it paid off, the college would be a great entity to take it over. They are working with Convergent for their fundraising efforts.

Trustees Johnson and Heland both agreed it is a good opportunity and could boost enrollment. There is no financial obligation and no commitment to receive the Theater if the debt is not paid.

Board Chair Hillyard expressed appreciation to the Capitol Theater Board for the confidence that the theater board has with SCC and the staff. His concerns are related to the potential financial impacts from lack of revenue from the theater and expenses for programming and maintenance. He also wants to make sure the education piece fits with the mission. Lastly, he noted it would be important to have a discussion about future facility planning on the SCC West Burlington Campus and weighing what will benefit SCC the most.

Board Chair Hillyard called for a motion. Trustee Nabulsi motioned to table the decision to accept the Capitol Theater business plan for further consideration and review. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.3 Iowa Wesleyan University Memo of Understanding

President Ash introduced guests from Iowa Wesleyan University. President Christine Plunkett, Provost DeWayne Frazier, Associate Vice President Rebecca Beckner, Vice President Meg Richtman, and Vice President Derek Zander. He has invited IW President Christine Plunkett and her Cabinet to share with regard to an affiliation.

President Ash noted that in 2019, Iowa Wesleyan University had announced financial hardship and the possibility of closing their college. At that time, Iowa Wesleyan approached SCC for the purpose of securing an affiliation with SCC to develop a sustainable and healthy relationship of the two institutions. In February 2019, SCC and Iowa Wesleyan entered into a Confidentiality Agreement and SCC submitted information in response to a Request for Proposal to begin exploration of an affiliation between the two institutions. Shortly after that time, Iowa Wesleyan University chose to enter into an agreement with St. Leo University. In December 2019, Iowa Wesleyan University notified SCC that they were no longer pursuing the affiliation with St. Leo University and approached SCC to further explore with them options for an affiliation. Information from both parties was exchanged and reviewed. Over the past several months SCC and Iowa Wesleyan University engaged an outside consultant to provide advice and guide these discussions. SCC Vice President Carr and IWU President Christine Plunkett have extensively reviewed finances. Academic Affairs from SCC and IW have reviewed programs and opportunities. We have also reviewed information technology and facilities. Our exploration has led us to share this idea in the public arena and seek your approval of a Memo of Understanding Agreement between the two institutions to allow further exploration of this affiliation.

Iowa Wesleyan University President Chris Plunkett along with her Cabinet expressed appreciation to President Ash for the invitation to talk with Trustees. She noted she has been working very closely with Vice President Carr and President Ash. Provost Frazier has been working with Vice President Shepherd.

President Plunkett provided a review of the history of Iowa Wesleyan University and notable alumni. She provided statistics with regard to student population and diversity. She noted that twenty months ago IW announced they were going to close. It was risky. They felt they had to do it to find out whether their students, alums and community members were interested in assisting to navigate through a difficult financial time and to continue operations. The community came through financially and raised \$1 million in 30 days. At that point, Iowa Wesleyan began to address what is happening in private institutions nationally and the possibility of an affiliation with another institution. Pursuing this affiliation seemed to be the logical next step for Iowa Wesleyan to secure a sustainable future.

President Plunkett stated that the IW Board of Trustees is supportive of an affiliation with SCC for contract management services and they have voted unanimously to go ahead with the Memorandum of Understanding you are considering tonight. She noted the primary reasons for pursuing an affiliation is for financial stability and growing revenue and enrollment. Both institutions have a significant economic impact in this region. Both institutions have a common goal of providing a breadth of opportunities in the region for students. This would provide a seamless pathway for students to pursue higher education in southeast Iowa. There are not a lot of examples of public and private and this could be a creative model for the future.

The approval of the Memorandum of Understanding will allow IW and SCC to continue to the due diligence process and discussions with the intent of entering a Management Services Contract.

Trustee Fife-LaFrenz moved approval of the Iowa Wesleyan University Memo of Understanding. Trustee Heland seconded. Motion to approve the Iowa Wesleyan University Memo of Understanding carried on a 5-0 roll call vote.

3.4 Approval of Iowa Association of Community College Trustees Resolution for 2021 Legislative Priorities

Trustee Nabulsi referred Trustees to the Resolution for 2021 Legislative Priorities in their board packet. He reported that the IACCT Resolution for 2021 Legislative Priorities is normally approved at the IACCT Annual Conference. Since that conference was not held this year, IACCT is requesting the Legislative Priorities be approved by each of the community colleges' Board of Trustees.

Trustee Nabulsi moved approval of the Iowa Association of Community College Trustees Resolution for 2021 Legislative Priorities items. Trustee Heland seconded. Motion to approve the IACCT Resolution for 2021 Legislative Priorities carried on a 5-0 roll call vote.

3.5 President's Goals for FY 2021

President Ash provided a list of five President's Goals for FY 2020 as follows:

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

President Ash noted that while he did not list specific initiatives to go with each goal, there are many initiatives involved in meeting those goals.

Trustee Nabulsi moved approval of the President's Goals for FY 2021. Trustee Fife-LaFrenz seconded. Motion to approve the President's Goals for FY 2021 carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Re-Open Plan Discussion

President Ash introduced discussion regarding the Re-Opening Plan. He shared that there have been a number of discussions in creating this plan. Committees have attended webinars and much research went into creating it. We have already implemented many things within that plan including placing signage, installing plexi-glass, and rearranging classroom space to allow for social distancing. Masks have been the most sensitive issue. In our original Re-Open Plan, we stated masks were highly recommended, but not required. After hearing concerns from faculty, an addendum was added allowing faculty to require masks in their classrooms. As we heard from Dr. Skeens earlier this evening, faculty and staff continue to have concerns and are requesting masks be mandatory. Hearing those concerns, a survey was sent to all SCC personnel requesting their opinion with regard to masking. The survey offered 3 options including: Highly Recommended/Not Required, Expected with Faculty/Staff having the option to require, or Mandatory across All Campuses. The survey resulted in 45 percent of faculty/staff wanting masks to be highly recommended and not required. As Professor Skeens shared with you earlier in this meeting, there are still strong feelings that masks should be required. Requiring masks does cause some concern with the ability to hear instructors and for

hearing impaired to be able to read lips. We are providing 2 masks each to personnel and we have purchased clear face shields that can be given to faculty. We will have disposable masks available for students initially.

We have tried to take all steps in a proactive manner so that we can have a safe college/campus. President Ash is requesting guidance from the Board as to what he should do.

Trustees discussed the topic in detail. They each shared support or concern for this matter. Their guidance to President Ash was to require masks across the campuses.

4.2 President's Report

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

- 1.) **WIOA – Youth Service Provider** – After many reviews and considerations, we have decided not to sign a contract to serve as the provider. There are too many discrepancies and a general poor attitude towards SCC by the Regional Workforce Boards
- 2.) **Graduation** – We surveyed the students again and there appears to be 100 students at West Burlington that plan to attend graduation and 35 students at Keokuk who plan to attend. Many of the graduates will be nursing students. We are developing plans for social distancing and will have some special aspects to the ceremonies this year as it is 100 Anniversary. Nursing students will receive their pin during the graduation ceremony and thus we will not be holding any separate ceremonies. We are looking for an alternative location for the Keokuk Graduation as we just learned the Grand Theater is not available to us.
- 3.) **HiSET Graduation** – Graduation will be held on Friday evening, July 31st beginning at 7:00 pm in the Loren Walker Arena.
- 4.) **Safe Campus Plan** – Many efforts have been made to begin the process of preparing for opening this fall for face to face classes. The following are those precautionary efforts:
 - a. Adding additional security for nearly a month at both campuses
 - b. Signs have been placed on all exterior entrances with the message “Stop Here” asking the individual if they have any symptoms to not enter
 - c. Placed “The Hawk” insignia on high congestion areas for social distancing
 - d. Classroom furniture is being realigned to give room for social distancing – classes will be placed in classrooms for social distancing but also for efficiency
 - e. Yellow tape will be placed on the floor informing students about social distancing for faculty
 - f. Plexi-glass has been installed in many areas where students receive services or for social distancing (science labs, etc.) (Plexi-glass is in short supply)
 - i. Libraries
 - ii. Enrollment Services
 - iii. Financial Aid
 - iv. TRIO
 - v. Welcome Desk
 - g. Signage will be placed in all restrooms and classrooms –reminding all about hand washing, social distancing
 - h. Hand sanitizer dispensers are expected to be placed in all classrooms and high traffic areas around the campuses
 - i. Signs have been made that faculty can post that state, “This classroom requires masks/face coverings.”

- j. All SCC employees have the opportunity to receive two cloth masks – cleaning of the masks will be the responsibility of each employee
 - k. Face shields are no on site for faculty to use in lace of a mask – will help with sound and the ability of some to be able to read lips – distribution will be through Academic Affairs
 - l. 10,000 disposable masks have been ordered for use with students on the first day and in any classroom/office that requires masks
 - m. The schedules for the Custodial Team have been altered to have more staff present during the day to do regular cleaning along with cleaning the high touch areas including water fountains
 - n. 3 - Hydro-Static 360 Clorox machines are here and will be used to sanitize classrooms and other larges spaces on a regular basis...the actual product availability will drive how often we can use the machines for sanitizing
 - o. Cafeteria – WB – eating area has already been arranged for social distancing with potential overflow in the Little Theater (due to low participation Keokuk foodservice will not open this fall...we hope to have it back this spring). There will be no self-serve items, all will be served by the Consolidated staff with “To-Go” boxes
 - p. The number of trash containers in the cafeteria will be increased to handle the extra waste products
 - q. Athletics – Athletes will be brought back in stages and they will undergo a quarantine – we will supply them food and beverages while they are isolated. They will undergo regular health screenings by both our staff and the Training staff. When it is time to travel to other schools for games/matches, each athlete will receive a health screening before they get on the bus. If they have a fever or are not feeling well they will not travel.
 - r. The athletic areas and equipment will be regularly sanitized
 - s. Plans are being developed on how we have fans to view athletic contests
 - t. Plans are being developed for large fall activities – Black Hawk Bash picnics, etc.
- 5.) **Department of Health** – The Iowa Department of Health will be sending testing materials to SCC for use on site in the event we have any issues or potential issues related to the virus. Area Departments of Health will be administering the tests and handling those details.
- 6.) **Capitol Theater Plan** – A utilization and business model has been developed after multiple conversation with various groups.
- 7.) **Iowa Wesleyan University Plan** – Many financial iterations with many meetings between and with our various staff members have brought us to a place where we are recommending to take the next step...a MOU. This is simply the next step and does not mean that everything is finalized or even completed. There are still many details – loan refinancing, HLC, organizational structure, etc. However, where we are at presently would mean a significant flow of revenue from IW to SCC each year for having SCC manage the IW organization, students who would be taking lower level classes, students who would transfer to IW from SCC as well as revenue to cover the cost of management’s time overseeing the operation (Contract for Services). Within the projected IW budget would be additional staff that would support the CFO and his work, in IT to support the VP for Technology Services, and the Admission Counselors to support Student Services along with the time of the President. This together could be a sizeable amount of ongoing revenue for SCC.
- 8.) **EDA Grant** – Southeast Iowa Regional Planning has submitted the grant application and expect to hear from EDA in early August.

- 9.) **SAVE Grant** – Materials are being collected to submit for the grant and hopefully will be accomplished in large part by next week

4.3 Facilities Update

Vice President Carr reported that the mobile unit used for WIOA in Keokuk has been removed. Remaining projects in Keokuk are landscaping on the north side of the remodel and painting the shelter roof. The Fort Madison Center is complete with technology to be in place in the next few days and furnishings. The Center is expected to be ready for use on August 15th.

4.4 Schedule Board Retreat

Board Chair Hillyard noted that he would like to hold a board retreat in September. He requested that we set a date and then plan topics for discussion. Secretary Adams and President Ash will review available dates to send to Trustees to determine best available time.

5.0 Future Meetings

Chair Hillyard reviewed a list of future meetings.

7.0 Adjournment

There was consensus that the meeting be adjourned at 8:01 p.m.

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



Darcy Adams
Board Secretary