



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, July 18, 2016

5:00 p.m.

**Mt. Pleasant Center
200 North Main Street
Room 203**

Meeting Minutes

1.0 Routine Items

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

Board Chairperson Nabulsi called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Teresa Garcia, Jeff Ebbing, Michelle Foster, Tina Young, and Dennis Marino.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Art Instructor John Bybee and Vice President of Administrative Services Kevin Carr reported that the Iowa Art Educators Conference will be held at SCC's West Burlington Campus on September 30 and October 1, 2016. Conference sessions will be presented to approximately 200 K-12 faculty and students from area institutions. On September 30, Instructor Bybee plans to host the conference attendees at his home. Burlington's Downtown Partners are also involved in the planning of this event. Vendors are invited and will provide lunch. Great Prairie AEA will provide program accreditation and one graduate credit for participants. The art educators will participate in new teaching techniques, demonstrations, and technologies. Instructor Bybee invited the Trustees to attend the conference.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended the Regional Workforce Development Board meeting on June 28. The Sectors Board is now working with industrial leaders. An action plan will begin in 90 days. Focus of the plan will be on the needs of employers and employees, building relationships with the school districts to develop student interest in industries, and to define the required education for industrial jobs.

Trustee Fife-LaFrenz reported that the Regional Workforce Development Board will expand to a greater degree into Louisa and Lee Counties by providing computer training and resume writing instruction. She also stated that the Regional Workforce Development Board has met with representatives of the Lee County Economic Development Group to review progress and moving forward with a new agenda for this year which focuses on image/future building.

Trustee Hillyard reported that action was taken at the recent College County Fair Service Agency meeting to approve remodeling work for the restrooms at the Fairgrounds. Discussions was also held regarding the proposed indoor sports complex and a possible land trade to allow the Des Moines County Fair Association to maintain a minimum of 10 acres which allows them to receive annual infrastructure money from the state. A meeting has been scheduled with Fair Association Board of Directors representatives to discuss details of a land trade.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi provided written information to Human Resources Director Michelle Foster regarding SCC's participation in the IACCT Defined Contribution TIAA (403)a Plan. He also noted that IACCT elected new Executive Board members.

Trustee Heland reported that in his capacity as a member of the ACCT Public Policy Committee, he evaluated, scored, and submitted nominees for the 2016 ACCT awards which will be announced at the October 2016 ACCT Conference.

Trustee Fife-LaFrenz represented SCC at the June IACCT Board meeting at Chair Nabulsi's request. She noted that Chair Nabulsi had forwarded the IACCT Board meeting summary to the SCC Trustees via email. Trustee Fife-LaFrenz reported that the IACCT Board meeting focused on the following matters:

- All Iowa community colleges need to be in compliance with the IACCT Defined Contribution TIAA (403)a Plan. SCC Board approval of the Plan is required.
- Iowa Department of Education Administrator of Community Colleges Jeremy Varner presented information on the first set of rules for the Career and Technical Education reform bill.
- Legislative priorities will be voted on during the July 28 IACCT teleconference membership meeting.
- Conflict of interest form to be signed by each college's IACCT representative.
- IACCT financial statements were approved.

2.0 World Changing – Changing Our Thinking

Title IX Update

President Ash reported that although Title IX has been in effect for quite some time, the depth of its programming has significantly increased its compliance requirements. Director for Human Resources/Title IX Coordinator Michelle Foster gave a PowerPoint presentation which included the following information:

- Overview of definition of Title IX.
- Title IX protects all persons regardless of perceived sex or gender.
- SCC's Title IX Coordinator: Michelle Foster

- SCC's Title IX Deputy Coordinators: Melissa Flores, Dr. Teresa Garcia, Joan Williams, and Tina Young
- SCC's Title IX Civil Rights Investigators: Dennis Marino, Verties Sails
- Title IX information is provided on HawkNet, bulletin boards, and the SCC website.
- SCC is a member of the Association of Title IX Administrators (ATIXA) which provides excellent training and certification for the Title IX teams and also gives policy guidance, templates, updates, and access to a professional listserv.
- SCC Administrative Guideline #906, Sex/Gender Harassment, Discrimination and Misconduct, which was approved by the President's Cabinet.
- Resource guide for students on sexual misconduct including policies, procedures, and victim services.
- All SCC employees are mandatory reporters.
- Students may speak with confidential reporters through the Rape Victim Advocacy Program (RVAP) or the Domestic Violence Intervention Program (DVAP).
- ATIXA provides information on the training that is required for SCC's employees in order to be in compliance with Title IX.
- SCC's Title IX Coordinator, Deputy Coordinators, and Investigators are ATIXA certified.
- 7% of SCC's students have completed the online training.
- 95% of SCC's Residence Life Advisors and Coaches have completed training.
- Board of Trustees members will be asked to complete the 90-minute training via the internet.
- SCC will enter into a Memorandum of Understanding for services with RVAP and DVAP.
- During the Iowa Department of Education's recent Equity Visit, all of SCC's Title IX files were reviewed.
- Each Trustee received an "It's On Us" jump drive bracelet from Director Foster.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes
 - June 13, 2016, Regular Board Meeting
 - June 17, 2016, Special Board meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
 - Lacee Bates

Position:	Assistant Women's Basketball Coach & Student Activities Coordinator & Residence Life Advisor
Date of Hire:	10/06/2014
Last Day of Employment:	06/10/2016
Reason:	Personal

- Jeremy Klopfenstein
 Position: AEL Program Instructor - MPCF
 Date of Hire: 08/04/2014
 Last Day of Employment: 07/22/2016
 Reason: Personal

- Valentina Rosales
 Position: Adult Basic Education/Vocational Computer
 Instructor - MPCF
 Date of Hire: 10/31/2011
 Last Day of Employment: 07/15/2016
 Reason: Personal

4. Employment Contracts

- Ella Bokman
*Position: AEL Instructor
 (Replacement-Grant)*
 Contract Period: July 1, 2016 – June 30, 2017

- Rachel Daily
*Position: Promise Jobs Employment & Training Specialist – Team
 Lead
 (New-Grant)*
 Contract Period: July 1, 2016 – June 30, 2017

- Susan Dunek
*Position: Interim Dean of Career & Technical Education/CBIZ
 Program Developer
 (Re-Organization)*
 Contract Period: July 1, 2016 – June 30, 2017

- Jennifer Knaack
*Position: Promise Jobs Employment & Training Specialist
 (New-Grant)*
 Contract Period: July 1, 2016 – June 30, 2017

- Rena Larson
*Position: Promise Jobs Pre-Employment Training
 (New-Grant)*
 Contract Period: July 1, 2016 – June 30, 2017

- Amy Myers
*Position: WIOA Training Facilitator
 (Replacement-Grant)*
 Contract Period: July 1, 2016 – June 30, 2017

- Stephanie Nixon
*Position: AEL Instructor
(Replacement-Grant)*
Contract Period: July 1, 2016 – June 30, 2017

- Katie Patterson
*Position: Promise Jobs Employment & Training Specialist
(New-Grant)*
Contract Period: July 1, 2016 – June 30, 2017

- Debbie Spears
*Position: CBIZ Career Navigator
(New)*
Contract Period: July 1, 2016 – 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 President's Goals for FY 2017

President Ash provided a review of each of the following President's Goals for FY 2017:

- Enrollment
- Community and Industry Collaboration
- Continued Efforts with College Climate
- Funding/Financial Stability
- Building/Remodeling

President Ash reported that Enrollment remains as SCC's number one goal. He provided a review of SCC's Enrollment Plan dated June 2016 which was included in the Trustee's meeting folders.

In connection with the goal of "continued efforts with improving college climate," President Ash reported that he would be meeting individually with each Trustee regarding the results of the recent SCC Climate Survey.

In support of the goal of "funding and financial stability," President Ash reported that work continues statewide to search for new resources in the areas of alternative funding. Development of entrepreneur/business incubator programming is being considered as well as a list of ideas compiled by the community college Presidents and Lobbyists which would require ongoing work, e.g. expanding the Board's ability to raise taxes.

With regard to the goal of "Building/Remodeling," the Health Professions building will be ready for fall semester classes. Technology is being installed and Health faculty are beginning to move into the building. President Ash expressed appreciation to Vice President Kevin Carr, Construction Consultant David Metzger, and Director Byron Whittlesey for their efforts to complete the project within its budget.

Chair Nabulsi suggested that the Trustees could accompany Dr. Ash on industry visits to ask for specific program funding.

Trustee Hillyard expressed appreciation that the number of high school visits have been increased in connection with the Enrollment goal. President Ash indicated that students, faculty, and enrollment staff are conducting the visits.

In connection with the Enrollment goal, Trustee Fife-LaFrenz suggested that concurrent enrollment classes for music should be considered.

Trustee Hillyard moved to approve the President's Goals for FY 2017. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.3 Fiscal Year 2017 Operating Budget

Vice President of Administrative Services Kevin Carr reviewed the sections within the FY 2017 Operating Budget book and responded to questions from the Trustees. He reported on the following Budget revenue and expense assumptions:

- State general aid – including the supplemental faculty payment is at \$8,609,587 which reflects an anticipated increase of \$127,000
- Assumed that credit hour enrollment will remain flat (0% change)
- Tuition increase of \$8 per credit hour for in-state, out-of-state, and online courses
- Increased Tech Fee \$1 per credit hour for all courses, including on-line courses
- Property Tax rate increase per the Certified Budget – increase tax levy rate per \$1,000 valuation from \$1.12916 to \$1.15736, generating approximate revenues in:
 - General Fund \$772,000 (\$18,000 increase)
 - Restricted General Fund \$1,908,000 (\$146,000 increase) (property & casualty insurance, equipment replacement and early retirement)
 - Plant and Bond Fund \$1,782,000 (\$48,000 increase)(Plant, bond principal, and bond interest)
 - CBIZ net profit assumed of \$150,000
 - PACE revenues (high school credit revenue at SCC or on-line), estimate decrease of approximately \$200,000 to reflect negotiation with area high schools for a revised 28E agreement. The alternative was to go to PSEO, which would have decreased SCC revenues by an estimated \$400,000
- Workforce Investment Opportunity Act and Promise Jobs administration fee in the general fund of \$200,000
- Assumed use of Fund Balance of \$73,000
- 75% of the college's expenses are incurred in salaries and benefits
- Total package settlement of 2.25% for all employees, except the Higher Education Association, which increased 3% resulting in a total college payroll increase of approximately \$370,000.
- Federal Work Study revenue and related expense of approximately \$66,000. The federal match of \$17,000 ("no-need") is not required in FY 2017, thus no-need match was not budgeted.
- Athletic tuition revenue and related tuition waivers were increased \$38,554 (offset to revenue and expense – if the athlete is coming to SCC only because of this sport). This is related to tuition increase and addition of golf as a team sport.
- Increase in general fund allocation to sports programs of \$85,500. \$24,000 of this is related to golf, in which, additional tuition revenue is anticipated. An additional \$31,500 is related to the increased cost related to D1 athlete's residence hall expense.

- \$67,500 of expense was allocated to subsidize residence hall costs for non-D1 scholarship athletes. This subsidy will decrease by half in FY 2018, and be eliminated in FY 2019.
- Golf returned as a sport to the college for approximately \$37,000. However, new tuition revenue is anticipated to help offset this expense.

Vice President briefly reviewed the Information Technology 7-year budget plan, the FY 2017 list of approved Technical/Instructional Equipment approved for purchase, the Part-Time Rate Schedule, the Residence Hall/Board Meal Plan Rate schedule, and the Service Charges and Fees schedule. He explained that the schedule of West Burlington and Keokuk Campus Student Activities Budget Allocations for FY2017 for students clubs was developed from a list of priorities prepared by the two campus' Student Boards and that these funds come from the General Fund.

Trustee Heland moved to approve the FY 2017 Operating Budget as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

President Ash reviewed the following items from his written President's Report:

MEETINGS:

Internal

- **College Personnel**
 - Good-Bye Reception for Elizabeth Campbell
 - Developing an "Artist In Residence" Program
 - Susan Dunek took on the responsibilities of Interim Dean of Career and Technical Education; will continue to complete I-AM duties as grant comes to a close
 - Met with Julie Meyer – Chairperson of the CREW – faculty and staff recognition committee regarding ways to improve the recognition of our staff
 - Direct Reports meeting – discussed the direction of the College, expectations of the Board, my expectations of them (and myself)
 - Met with Tina Young regarding campus safety and security conferences she attended (Byron Whittlesey attended one too) – next steps on our campus safety program
- **Major Gifts Campaign**
 - Sneak Peeks of new Health Professions building with donors
- **Programs**
 - BHS and SCC teams met to further the planning for this fall's roll out of the 9th grade initiative
 - Commission Board of Directors via telephone conference – SARA is done and our application has been submitted; exemption from registration application has been approved

President Ash reported that a consultant has been hired to help with hazardous materials on our campuses with specific attention on how to store and/or dispose of them properly. The disposal of some of the materials will be conducted prior to the start of the fall 2016 semester by a licensed contractor. Metal shelving will be replaced with heavy duty plastic shelving where appropriate for storage of hazardous materials. SCC expects that the EPA may conduct an inspection sometime after October 2016. The measures taken will help SCC be in compliance with government regulations.

President Ash reported that SCC received notification of its Perkins grant funds in the amount of \$176,340 for this fiscal year.

4.2 Facilities Update

Vice President of Administrative Services Carr reported that the restrooms at the Agri Stock Arena are being remodeled and some electrical work will be completed prior to the Des Moines County Fair. He indicated that an affirmative consensus from the Fair Board was received regarding the new parking lot surface for the horse show exhibitors.

The college was granted occupancy by the State of Iowa for the Health Professions building on July 12 which means that the contractor has met the requirements of substantial completion.

The precast walls for the Keokuk Campus Industrial Technology building have arrived at the site. The new parking lot and the walkway are complete. Occupancy of the building is anticipated for mid-January.

4.3 Report on Upcoming Trustee Election

Board Secretary Zeller reported that HF658 (effective July 1, 2015), changed how vacancies are filled and set the tenure of a school board vacancy appointee as “until a successor is elected and qualified pursuant to section 69.12.” The Iowa Court of Appeals ruled in the City of Bettendorf v. Scott County that the next pending election in section 69.12 means the very next election (which is the November 8, 2016, General Election.) This guidance only applies to school board vacancy appointments that occurred between July 30, 2015, and June 30, 2016. The tenure of school board appointees made after July 1, 2016, will serve until a successor is elected and qualified at the regular school election or an intervening special election for the school district pursuant to changes made by HF2273.

In light of the above-referenced legislation, one SCC Director District seat will be up for election on the November 8, 2016, General Election ballot: District #1 (currently held by Trustee Chris Prellwitz). The successful candidate will fill the remaining term for this Director District seat which will end in October 2019. Board Secretary Zeller reported on the dates for filing of nomination papers in connection with the November 8 election.

5.0 Future Meetings

Chairperson Nabulsi reviewed the list of future meetings.

6.0 Adjournment

Trustee Fife-LaFrenz moved that the meeting be adjourned. Trustee Hillyard seconded. Motion carried.

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

A handwritten signature in cursive script that reads "Sherry Zeller". The signature is written in black ink on a light-colored background.

Sherry Zeller
Board Secretary