



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, July 8, 2019

5:00 p.m.

Mt. Pleasant Center

Southeastern Community College

200 North Main Street

Room 203

Meeting Minutes

1.0 Routine Items

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

Board Chair Fife-LaFrenz called the meeting to order at 5:01 p.m. Roll call indicated Trustees Lanny Hillyard, Chris Prellwitz, Jeff Heland, Moudy Nabulsi, and Janet Fife-LaFrenz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Joan Williams, Val Giannettino, and Ashlee Spannagel.

1.2 Adoption of Formal Agenda

Trustee Heland moved that the tentative agenda be adopted. Trustee Hillyard seconded. Motion carried with all trustees recorded as voting aye.

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

1.3.1 Audience

None.

1.3.2 Administration

President Ash introduced the following new staff members, Val Giannettino, the new Executive Director of Institutional Advancement replacing Becky Rump; Ashlee Spannagel, the newest Dean for Career Tech & Workforce Development replacing Don Weiss, Dr. Janet Shepherd formerly Director of Institutional Research and now serving as the Vice President of Academic Affairs, and Chuck Chrisman who has been promoted to a Vice President. Each expressed appreciation for the opportunity to serve SCC in their new roles.

1.3.3 Board

Trustee Nabulsi attended a Community Council meeting. He also participated in a call with the Diversity Committee in preparation for the ACCT Legislative Session in Washington, D.C.

Trustee Heland also participated in an ACCT Education Committee call where the committee reviewed its by-laws.

Trustee Fife-LaFrenz reported that she had a call with Jennifer Horn-Fraiser from Bluebird Sky Solutions to review the report from the retreat. A copy of this report was distributed to the Trustees via email and a hard copy is included in the packet. She also reported that she attended Becky Rump's retirement party. She attended an RWD meeting last week. They are now working with a consultant to plan for how the state will be divided into fewer regions. Currently there are 16 boards and each one has one college representative. She is not certain how that representation will change with the realignment. In that same meeting, she also learned that there

are 1,013 open positions in our SCC region. She noted this may be an opportunity for SCC to plan for how we can meet those needs.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that he attended the regular IACCT meeting on June 13th. He noted several items of discussion from that meeting including the following:

- The IACCT Award winners were announced. He provided a copy of the memo listing those winners.
- They reviewed the Resolution for 2020 Legislative Priorities.
- They discussed IPERS and TIAA and IACCT's responsibility to those retirement programs.
- They also talked about safety and the new ruling allowing the inclusion of tasers.

2.0 World Changing – Changing Our Thinking

2.1 Board Discussion on Critical Issues in Higher Education

Trustee Heland brought an article from the Des Moines Register for review and discussion entitled, "Iowa has a Rural Housing Shortage. Here's how the State's Prison Inmates will Help Solve It". Trustee Heland noted this is being done in Newton, Iowa and wonders how this effort could be done in Southeast Iowa. Board Chair Fife-LaFrenz recognized that Habitat for Humanity has used prison labor to build homes in Keokuk. President Ash stated that Southeast Iowa Regional Planning Commission lobbied for the dollars to get this pilot program and they would like to see this program grow. President Ash has let them know that we are interested in participating in this. We recently entered into a contract with the Department of Corrections through CBIZ to offer industrial technology training and plan to work with SEIRPC to explore what other programs we could offer. Another program for inmate education is the Federal Second Chance Pell Program being piloted at Central Community College. President Ash would like to see both of these programs happening in our region.

2.2 Review of the Board Retreat Summary

Board Chair Fife-LaFrenz noted that the Retreat Summary from Jennifer Horn-Frasier was provided as stated earlier. She asked Trustees for any comments from the retreat. Trustee Hillyard liked the idea of splitting the topics up and then each small group bring it back for more discussion. She referred Trustees to a planning sheet included in their board packets. This planning sheet lists 5 items identified from the retreat as possible topics for further discussion as follows: review open meeting law, restructure (shorten) the agenda, restructure the monthly President's Report, support and practice collaborative communication, and review board policies. She asked that each Trustee rank the items in order of importance to them and add suggested work session topics and then turn them back in with their name on them. These will be used to plan future work sessions or discussed in regular board meetings in the World Changing category.

3.0 Action Items

- 1. Approval of Consent Agenda**
- 2. Approval of Minutes for the June 11, 2019, Regular Board Meeting**
- 3. Presentation of Bills of Account**

4. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Clayton Huston	PACE Career Navigator	06/23/2014	06/30/2019	Accepted Assistant Instructional Technologist position.
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5. Employment Contracts

Name	Title	Contract Period	Salary
Alicia Anderson (Replacement)	Nurse Aide and Health Continuing Education Coordinator	July 1, 2019 – June 30, 2020	\$60,000.00 (\$ 60,000 annual)
Clayton Huston (New)	Assistant Instructional Technologist	July 1, 2019 – June 30, 2020	\$37,228.60 (\$37,228.60 annual)
Shawn Johnson (Replacement)	Learning Resources Coordinator	June 1, 2019 – June 30, 2020	\$40,000.00 (\$ 40,000 annual)
Lisa Latham (Replacement)	Administrative Assistant – Enrollment Services - Keokuk	June 17, 2019 – June 30, 2019	\$1,157.60 (\$ 30,329.12 annual)
Lisa Latham (Replacement)	Administrative Assistant – Enrollment Services - Keokuk	July 1, 2019 – June 30, 2020	\$30,329.12 (\$ 30,329.12 annual)
Janet Meyer (Replacement)	CBIZ Training Developer/Coordinator	July 1, 2019 – June 30, 2020	\$45,000.00 (\$ 45,000.00 annual)
Daniel Pappas (Replacement)	Instructor - Music	August 19, 2019 – August 13, 2020	\$63,989 (\$ 63,989.00 annual)
Mack Turner (Replacement)	Student Success Advocate	July 16, 2019 – June 30, 2020	\$36,404.58 (\$38,000.00 annual)

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

3.2 President's Goals for FY 2020

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

1. Enrollment – He continues to work towards increasing enrollment.
2. Community and Industry Collaboration – This includes working with K-12 and workforce and other entities such as the Chamber, WIOA, and Iowa Works.
3. Funding/Financial Stability – We will continue to lobby legislators and strive for financial stability.
4. Building/Remodeling – This goal would be to finish remodeling projects on time and within budget.

5. Development of the 100th Anniversary Celebration – This will be a celebration over two academic years with a variety of activities.

President Ash noted that while he didn't list specific initiatives to go with each goal, there are many initiatives involved in meeting them. Trustee Hillyard inquired whether the Enrollment goal includes increasing international students. President Ash responded that it does. Trustee Hillyard also inquired if The Courts is part of the Building/Remodeling goal. President Ash responded that he does want to move forward with building The Courts and would like this work to begin possibly in 2021. He needs to discuss options with the Greater Burlington Area Sports Facility Board about revitalizing fundraising efforts and determine SCC's involvement. He spoke to the successes of the indoor turf facility and developing more ideas for more ways to utilize it.

Trustee Prellwitz moved to approve the President's Goals for FY 2020. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

- 1) **100th Anniversary** – A small committee was formed to begin the conversation for the early steps in developing a plan for the celebration of the 100th Year Anniversary of SCC (BJC and KJC) – more to come.
- 2) **Future Ready Iowa - Last Dollar Scholarship** – Working with the State on a marketing campaign and materials to help promote the program. Our Marketing Department has developed press releases and marketing efforts to promote the scholarship for those specific programs with more to come.
- 3) **Honors College** – Students have been applying for the program and the Honors College Committee has been reviewing the applications and making their selections. The College is placing an application with the National Endowment for the Humanities in an attempt to secure a \$100,000 grant in support of the Honors College.
- 4) **New Additions to the College** – While we have had numerous retirement celebrations, we have also been interviewing and hiring new staff to take their place. Many of those staff have had some overlap with the retiring staff for a smoother handoff.
- 5) **Corners Academy** – Since Vern Reed resigned to take another position and we wondered what would become of this new program, I have met with Samantha Hertzler who was Vern's associate this last year. West Burlington would like to continue the Academy under her leadership. As we met and discussed her taking on the responsibilities, she is connecting with all the SCC staff with whom she will interact.
- 6) **Burlington School District** – They are expanding their after school program for elementary students and the number of days they offer the program – called "Pieces." SCC will work to provide limited programming through the Kids Tek U. There may well be opportunities for SCC students to have part time jobs and for SCC student groups to participate in some aspect of the after school programs
- 7) **"I Am SCC Excellence" and "We Are SCC Excellence" awards** – A committee was formed a few years ago under the direction of Julie Meyer to work on how we can value our employees better. Her committee developed some ideas and thus met their Action Project of AQIP. A new committee was formed with some of the same people and led by Julie to work on implementation of those ideas. The committee highlights employees and places those highlights on Hawknet along with distributing them via email. The latest effort of this committee is to establish these two awards. Application were solicited from our employees and a sizeable number were submitted. There was a review committee that

was established to review the applications and make a recommendation to the President's Office. Five nominees were selected for the individual award and one team award winner was selected. During In-Service this fall the winners will be announced and awards given. Award winners will receive a plaque and monetary gift.

- 8) Grants** – Several potential grants being considered include:
- a. The National Endowment for the Humanities (NEH) for the Honors Program
 - b. The US Department of Commerce - Economic Development Administration – support for a potential Lee County Education Center – CTE focus
 - c. TITLE III – for college improvement focused on development of Guided Pathways
 - d. A Guided Pathways grant through another foundation
- 9) Legal Review and Opinion** – We have received from our attorney the legal review and a proposed Board Policy on the Freedom of Speech issue along with the question about the student group. These items will be shared with you after placing the information in the appropriate policy format.

4.2 Facilities Update

Vice President Carr reported that in Keokuk the solar panels are complete and they are waiting on the state inspection. The honor garden is complete. They are making good progress on the remodel in the 400 and 500 building. The nursing portion is about 75% complete. Vice President Carr reported that they had a good conversation with the architect regarding the change orders that he mentioned in the last regular board meeting. They were able to identify which of those charges were our choice and were willing to settle on the part that the architect was responsible for. There have not been any further concerns.

5.0 Future Meetings

Chair Fife-LaFrenz reviewed the list of future meetings.

6.0 Closed Session – Discussion Regarding a Possible Real Estate Transaction – Pursuant to Iowa Code Section 21.5(1)(j)

Trustee Hillyard moved to hold a closed session to discuss a possible real estate transaction pursuant to Iowa Code Section 21.5(1)(j). Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

After a short break, the closed session began at 6:40 p.m.

The closed session concluded at 7:39 p.m.

Trustee Heland moved to end the closed session. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

7.0 Adjournment

There was consensus that the meeting be adjourned at 7:40 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