



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, July 9, 2018  
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 Prellwitz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Secretary Sherry Zeller, Treasurer Kevin Carr, and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Becky Rump, Jeff Ebbing, Tina Young, and Teresa Garcia. Guest Darcy Adams was also present.

##### **1.2 Adoption of Formal Agenda**

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

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

###### **1.3.1 Audience**

No report.

###### **1.3.2 Administration**

Executive Vice President for Institutional Advancement Becky Rump reported that the SCC Alumni Golf Outing is scheduled for July 20 at Sheaffers Golf Course. She encouraged everyone to attend as a golfer or as a volunteer.

###### **1.3.3 Board**

Trustee Fife-LaFrenz reported that she participated in the following activities during the past month:

- Board of Trustees Work Session
- Keokuk Pride Award presentation with Dr. Ash
- WIOA State Board teleconference meeting wherein the State Board listened to proposals but did not vote on the number of regional centers. More information on the matter was requested by the State Board.

Trustee Hillyard reported that at the recent College County Fair Service Agency meeting, a report was given on the Case New Holland volunteer work day at the Des Moines County Fairgrounds. He expressed appreciation to Vice President Kevin Carr and Director of Physical Plant Byron Whittlesey for their coordination of the volunteer

workday with Case New Holland. He noted that good progress was made on painting and other maintenance improvements for the Fairgrounds.

Chair Prellwitz reported that she, President Ash, and Trustee Heland participated in a recent Greater Burlington Area Sports Facilities Board of Directors meeting focused on construction of The Turf at the Burlington/West Burlington Rec Plex. Site excavation work began today for this project. A groundbreaking ceremony is scheduled for July 23.

Chair Prellwitz welcomed guest Darcy Adams whose appointment to the position of SCC's Senior Executive Assistant to the President/Board Secretary will be reviewed for approval later in this meeting.

Trustee Nabulsi distributed copies of a Wall Street Journal Article entitled "Tech's Hot New Talent Incubator: Community College" which focused on the importance of a community college education in some of the high-tech industries. The article indicates that somewhat of a stigma remains that a four-year education is preferred but that many industries are beginning to see value in a community college education.

#### **1.4 Iowa Association of Community College Trustees Report**

Trustee Nabulsi reported on the following items which were discussed at the recent IACCT Board of Directors meeting:

- Approval of the Iowa community colleges' legislative priorities for the FY19 session.
- Awards will be announced during the IACCT conference in Mason City.
- Development Education reports from the Iowa Department of Education were reviewed.

Trustee Nabulsi indicated that he had emailed the minutes of the last IACCT Board of Directors meeting to the SCC Trustees for their review.

## **2.0 World Changing – Changing Our Thinking**

### **2.1 Emerging Issues/Future Agenda Items**

Trustee Nabulsi recommended that a presentation on the Corners Academy, which focuses on the Bridges Out of Poverty program, could be a future agenda item.

### **2.2 One-Year Facilities Plan**

President Ash reviewed the first two pages of the revised SCC Master Facilities Plan which showed the West Burlington and Keokuk Campus Master Plans with both completed structures and areas noted for possible future construction of buildings and parking lots. He indicated that Vice President Carr and Director of Physical Plant Whittlesey have worked with DLR Group to develop the architect's renderings of the campuses.

President Ash reported that the West Burlington center courtyard renovation is underway. This project includes replacement of sidewalks per the Iowa Department of Education's Equity Review requirements. President Ash reported that between the Hall of Sciences and the Health Professions Building an Honor Garden has been constructed which consists of landscaping, a sculpture honoring donors Lawrence and Marilyn Matteson, and numerous inscribed donor paver bricks. A similar Honor Garden will be established

sometime in the future at Keokuk Campus. President Ash reviewed the tentative plans for the Keokuk Campus which includes remodeling of Building 500's Nursing and Science Labs during the summer of 2019. He indicated that more detailed drawings and budget estimates will be presented for the Trustees' consideration this fall.

Trustee Nabulsi inquired about future plans for a physical presence by SCC in Fort Madison. President Ash explained that a facility in Fort Madison is being considered but is not shown in the Facilities Master Plan. He indicated that several existing Fort Madison facilities were considered for purchase/remodel but that those plans did not come to fruition because the facility being considered for donation was instead sold by its owner.

Vice President Carr and Director Whittlesey provided details including budget information for the FY 2018 annual maintenance plan. Trustee Nabulsi expressed appreciation for the detailed plan presented. It was noted that some flexibility is included in the plan in the event funds need to be reallocated to other maintenance priorities.

Trustee Hillyard reported on the recent work at the Des Moines County Fairgrounds which was donated by Case New Holland (CNH) workers. Director Whittlesey gave a summary of the work that was completed during the CNH work day and expressed appreciation to CNH and the participants.

### 3.0 Action Items

#### 3.1 Approval of Consent Agenda

1. Approval of Minutes for the June 11, 2018, Regular Board Meeting and the June 19, 2018, Board Work Session meeting
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
Hunter Wallingford	Custodian I - Housekeeper	07/05/2017	06/18/2018	Termination for cause.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Darcy Adams (Replacement)	Senior Executive Assistant to the President / Board Secretary	July 16, 2018 – June 30, 2019	\$62,500 (\$65,000 annual)
Habte Gebrehiwot (Replacement)	Instructor - Math	August 20, 2018 – August 19, 2019	\$68,989 (\$68,989 annual)

#### 5. I.M.P.A.C.C. Professional Services Contract – Kevin Murphy

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

### **3.2 President's Goals for FY 2019**

President Ash provided a review of the President's Goals for FY 2019. A new initiative for succession planning includes plans to update the Administrative Guidelines and development of standard operating procedures for all areas of the college. He explained that every employee should have digital files which could be used by the next person to fill their position. President Ash noted that enrollment continues to be his top priority and that the Retention Council is facilitating a number of new initiatives. SCC's Marketing programs are expanding and a regional leadership team consisting of business and industry leaders has been developed. Sources of new revenue are continuously being sought in addition to seeking donors for the remodeling of the Keokuk Campus Science and Lab spaces.

Trustee Fife-LaFrenz requested that specific details about the actions taken that is then tied to the percentage of completion be included in the Notes section on the matrix. Trustee Hillyard expressed appreciation for half of the initiatives being focused on enrollment.

Trustee Hillyard moved to approve the President's Goals for FY 2019. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Appointment of Board Secretary (effective July 16, 2018)**

President Ash reported that the transition has already begun with Darcy Adams moving into the position of Senior Executive Assistant to the President/Board Secretary. He noted that although Ms. Adams' first official day in her new position is July 16, she has already met with Board Secretary Sherry Zeller to learn some of the job procedures.

Trustee Nabulsi moved to appoint Darcy Adams as Board Secretary effective July 16, 2018. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Resolution on Signatures for Depositories (effective July 16, 2018)**

Vice President Carr reported that due to the appointment of Darcy Adams as Board Secretary, revisions to the Resolution on Signatures for Depositories is required. He recommended that Darcy Adams' name be added to the list of individuals authorized to sign and/or countersign SCC checks.

Trustee Hillyard moved to approve the Resolution on Signatures for Depositories which adds Darcy Adams as Board Secretary effective July 16, 2018. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.5 Revisions to the Board Self-Assessment Survey Instrument**

Chair Prellwitz reported that the Trustees had reviewed and discussed proposed revisions to the Board Self-Assessment Survey Instrument at the June 19 Work Session.

Trustee Fife-LaFrenz moved to approve the revisions to the Board Self-Assessment Survey Instrument. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## 4.0 Accountability

### 4.1 President's Report

President Ash referred the Trustees to his written report and asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **Work-based learning, registered apprenticeships, pre-apprenticeships** – a great deal of discussion by the Presidents on these topics and how best to approach
- 2.) **Apprenticeship** - Presidents working on a state-wide system for apprenticeship programs; this is to continue seeking ways in which to address the local employers' needs for a prepared workforce.
- 3.) **Concurrent Enrollment** – meeting set with the DOE and four community colleges and four superintendents
- 4.) **Planning Grant** – Great Lakes Foundation – career pathways – took part in a survey and now will see how that comes together for all Iowa community colleges
- 5.) **WIOA Regions** – still in a stalemate on how that will be finalized. Presently the Workforce Development State Board has tabled the decision until more information can be gathered. It does appear that the Board leans towards four regions while the Department wants two regions.
- 6.) **Retention Council** – has begun their work in facilitating retention initiatives
- 7.) **Outreach to the Legislators** – grass roots letters/email/phone calls are ways in which to reach out to our legislators. However the most effective is letter writing (or email) that way they can hold up the “stack” of letters/email they have received on a particular topic

### 4.3 Facilities Update

Director of Physical Plant Byron Whittlesey reported on the following items:

- Final preparations are being made for the Hall of Sciences Donor event scheduled for July 16.
- The Honor Garden located between the Health Professions and Hall of Science Buildings will be complete by July 16.
- Work on the West Burlington Campus center courtyard continues with old sidewalks being removed and replaced with new curved sidewalks and a pagoda.
- Roof and exterior painting continues at the Keokuk Campus. Some trees on campus are scheduled to be removed.

### 5.0 Future Meetings

Chair Prellwitz reviewed the list of future meetings.

**6.0 Adjournment**

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

The meeting adjourned at 6:27 p.m.

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 "Darcy Adams".

Darcy Adams  
Board Secretary