



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

**Monday, June 11, 2018  
5:00 p.m.  
1500 West Agency Road  
West Burlington  
Room AD-1**

### **Meeting Minutes**

#### **1.0 Routine Items**

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

Board Chair Prellwitz 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 Chuck Chrisman, Joan Williams, Dr. Janet Shepherd, Dr. Don Weiss, and Becky Rump.

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

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

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

##### **2.1 Audience**

No report.

##### **2.2 Administration**

Executive Director for Institutional Advancement Rump reported that the Alumni Association Golf Outing is scheduled for July 20.

Dr. Don Weiss reported that he taught a computer coding class for six female students during Kid Tek University held at the college last week. He expressed appreciation to Executive Director Rump for her assistance in providing scholarships for the students which reduced the tuition from approximately \$995 to \$95 per student.

##### **2.3 Board**

Trustee Hillyard reported that at a recent College County Fair Service Agency Board of Directors meeting the same officers were retained for the next fiscal year.

Trustee Fife-LaFrenz reported that she presented SCC Foundation scholarships at a West Burlington High School student awards event. She also participated in the recent online IACCT Leadership Seminar regarding the 2018 legislative session.

Trustee Fife-LaFrenz reported that she participated in a teleconference meeting focused on the State's recommendation to reduce the number of WIOA districts to four regions. The State Board will make a decision on the recommendation in the near future.

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

Trustee Nabulsi reported that the IACCT Board will meet on June 14 in Des Moines.

### **3.0 World Changing – Changing Our Thinking**

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

Board Chair Prellwitz reported that the Board of Trustees will hold a Work Session meeting on June 19 at 1 p.m. in the Board Room. The Board's Self-Assessment Survey instrument is one of the agenda items.

#### **3.2 Overview of Insurance – IMPACC**

President Ash reported that it became apparent during recent budget discussions with the Trustees that more information about the Insurance Management Program for Area Community Colleges (IMPACC) was needed. IMPACC Pool Administrator/Risk Manager Kevin Murphy and IMPACC Treasurer Kevin Carr gave a PowerPoint presentation focused on IMPACC's history, operations, and financial highlights. IMPACC was originally organized in 1988 and consisted of the Iowa Association of Community College Trustees (IACCT) and seven community colleges as a self-insurance pool under the Iowa Code as a 28E non-profit entity. SCC serves as the fiscal agent for IMPACC. A review was given of Operating Equipment Protection Insurance (OEPI) which allows SCC to levy property taxes.

### **4.0 Action Items**

#### **4.1 Approval of Consent Agenda**

1. Approval of Minutes for the May 8, 2018 Board of Trustees meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

| <b>Name</b>    | <b>Title</b>                                    | <b>Date of Hire</b> | <b>Last day of Employment</b> | <b>Reason</b>                                    |
|----------------|---|---------------------|-------------------------------|--|
| Matthew Auliff | Promise Jobs Employment and Training Specialist | 11/07/2016          | 05/18/2018                    | Personal   |
| Devin Blint    | Promise Jobs Employment and Training Specialist | 07/19/2004          | 06/29/2018                    | Reduction in force due to loss of grant funding. |
| Chadley Carr   | Promise Jobs Employment and Training Specialist | 01/18/2016          | 06/29/2018                    | Reduction in force due to loss of grant funding. |

|                   |  |            |            |  |
|-------------------|--|------------|------------|--|
| Rachel Daily      | Promise Jobs Employment & Training Specialist/Team Lead – Cedar Rapids | 07/1/2016  | 06/29/2018 | Reduction in force due to loss of grant funding. |
| Courtney Dayton   | Promise Jobs Employment and Training Specialist – Cedar Rapids         | 07/01/2016 | 06/29/2018 | Reduction in force due to loss of grant funding. |
| Stewart Jack      | Assistant Professor – Information Technology                           | 01/09/2012 | 08/19/2018 | Personal   |
| Victoria Kiger    | Adult Education & Literacy Program Instructor                          | 08/17/2017 | 06/15/2018 | Personal   |
| Jennifer Knaack   | Promise Jobs Employment and Training Specialist – Cedar Rapids         | 07/01/2016 | 06/29/2018 | Reduction in force due to loss of grant funding. |
| Holly Luttenegger | PACE Career Navigator  | 04/05/2015 | 06/15/2018 | Accepted TRIO SSS Project Advisor position.      |
| Kristina Martinez | Director of Adult Education & Literacy                                 | 11/28/2016 | 05/17/2018 | Personal   |
| Sloane Murray     | Program Advisor, TRIO Student Support Services                         | 02/28/2017 | 06/29/2018 | Unable to meet requirements of the position.     |
| Katie Patterson   | Promise Jobs Employment & Training Specialist – Cedar Rapids           | 07/01/2016 | 06/29/2018 | Reduction in force due to loss of grant funding. |
| Rebecca Rome      | Promise Jobs Pre-Employment Training Facilitator - Davenport           | 11/01/2012 | 06/29/2018 | Reduction in force due to loss of grant funding. |

|                     |   |            |            |  |
|---------------------|---|------------|------------|--|
| Trisha Rounds-Smith | Adult Education & Literacy Program Lead Instructor        | 07/07/2017 | 05/15/2018 | Personal   |
| Tyrannie Thomas     | Promise Jobs Employment & Training Specialist - Davenport | 12/15/2014 | 06/29/2018 | Reduction in force due to loss of grant funding. |

#### 4. Employment Contracts

| Name                            | Title  | Contract Period                   | Salary                        |
|---------------------------------|--|-----------------------------------|-------------------------------|
| Michelle Glass (Replacement)    | Head Volleyball Coach/Enrollment Specialist/Resident Advisor | June 18, 2018 – June 30, 2018     | \$1615.40 (\$42,000 annual)   |
| Holly Luttenegger (Replacement) | TRIO SSS Project Advisor                                     | June 18, 2018 – June 30, 2019     | \$1,417.69 (\$36,860 annual)  |
| Randall Moffett (Replacement)   | Assistant Professor, History                                 | August 20, 2018 – August 19, 2019 | \$58,989.00 (\$58,989 annual) |
| Diane Pepple (Replacement)      | Student Success Advocate – Keokuk (.50 FTE)                  | June 14, 2018 – June 30, 2018     | \$876.96 (\$19,000 annual)    |

#### 5. FY 2019 Board of Trustees Meeting Schedule (see attachments)

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

#### 4.2 Tuition Rate

President Ash reported that meetings were held individually with the Trustees to discuss the FY 19 Operating Budget and the rationale for a recommendation for a \$5 per credit hour tuition increase and a \$1 tech fee (\$6 per credit hour total tuition increase.) He noted that his perception during the meetings with the Trustees was that while no one wishes to increase tuition, there were no other options in light of insufficient state general aid and the college's low property tax base not keeping up with the rising costs of college operations.

During discussion each of the Trustees expressed their concerns about the rising costs of tuition and how that affects the number of individuals who are financially unable to attend college but also understand that it is necessary to keep the college in a sound financial condition. Declining enrollment and increasing tuition are ongoing challenges among higher education institutions.

President Ash reported that non-academic and academic programs will be reviewed during this fiscal year to determine areas that are not operating efficiently and develop a plan to shift dollars to create a better use of revenue.

Trustee Hillyard moved to approve the increase in tuition of \$5 per credit hour and a \$1 per credit hour technology fee (\$186 per credit hour in-state tuition, \$191 per credit hour non-resident tuition, \$186 per credit hour online tuition, and \$214 per credit hour international tuition). Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **4.3 FY 2019 Operating Budget**

Vice President of Administrative Services Carr reviewed the sections within the FY 2019 Operating Budget book and responded to questions from the Trustees. He reported on the following Budget revenue and expense assumptions:

#### General Fund Revenues:

- State general aid at \$8,542,170, which reflects a net increase of \$63,216 from FY 2018 initial appropriation.
- Assumed credit hour enrollment remained flat.
- Tuition increase of \$5 per credit hour for in-state, out-of-state, international and on-line courses.
- Tech fee increase of \$1 per credit hour.
- Property tax rate at \$.2025 generating approximately \$829,000.
  - Note: All funds property levy tax rate remained unchanged from the prior year per \$1,000 valuation at \$1.15723, generating approximate revenues in the other funds of:
    - Restricted General Fund approximately of \$2,170,000 (Property & casualty insurance, equipment replacement and early retirement).
    - Plant & Bond Fund approximately of \$1,781,000 (Plant, bond principal and bond interest)
- CBIZ net profit assumed of \$76,000
- Workforce Investment Opportunity Act administration fee in the general fund of \$95,000.
- Assumed use of Fund Balance of \$54,000.
- Operating Equipment Purchase Insurance (OEPI) contribution was increased from \$300,000 to \$350,000 for IT staff and from \$50,000 to \$100,000 for maintenance staff, related to preventative maintenance programs.
- Other state allocations include: ACE \$400,000 (Fund 7); Adult Education \$163,644 (Fund 2); GAP Tuition \$84,288 (Fund 2); WTED \$488,816 (Fund 2); Other Fund 2 revenues include PACE; Intermediary Network grant; and Perkins - federal grant.
- A decrease of STEP revenue of \$63,000
- High School Enrollments were budgeted at an assumed increase in margin earned of \$37,000.

General Fund Expenses:

- Total package settlement of 1.00% for all employees, resulting in a total college payroll package increase of approximately \$134,000.
- Single health insurance premium provided to eligible employees – 9% increase.
- The Executive Dean, Dean of Arts & Sciences, and Dean of Health Professions positions are filled. The Dean of CTE and CBIZ are consolidated into one position.
- Federal Work Study revenue and related expense of approximately \$68,000. The federal match (“no-need”) is not required in FY 2019, thus no-need match was not budgeted.
- Culture on Campus – budget is \$11,400.
- CBIZ will pay for 80% of the mobile unit in Ft. Madison. WIOA will pay for 100% of the mobile unit in Keokuk.
- Assumed Adult Basic Education accounted for in the restricted general fund has a limit related to reimbursable fees for administrative compensation of 10% for federal and 15% for state funds. The general fund will pay for these excess administrative fees of approximately \$49,000.
- IHUM grant funding was eliminated March 31, 2018, requiring the general fund to fund a staff technician person to operate the health simulation manikins.
- International professional position was added to focus on recruitment of international students, which is paid for by the restricted general fund strategic initiatives fund.
- General fund support for student clubs is \$59,500.

Trustee Nabulsi moved to approve the FY 2019 Operating Budget. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

**4.4 Presentation of Accounts Assigned to Collections/Write-Off**

Vice President of Administrative Services Carr presented a list of accounts assigned to collection/write-off for FY 2018 in the gross amount of \$121,791.86 for Board approval. The net amount of write-offs is \$58,968. He reported that the largest amount of accounts written off is for students whose outstanding balance is the result of a financial aid return due to Federal Title IV regulations. SCC receives 75% of the funds collected by the collection service entity. When students make payment to SCC, the college is billed for 25% of the amount collected. President Ash noted that SCC’s Financial Aid office continues to educate students on responsible financial borrowing.

Trustee Fife-LaFrenz moved to approve the accounts assigned to collections/write-offs. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

**4.5 FY 2019 Iowa Association of Community College Trustees Membership Dues**

President Ash recommended that the FY 2019 Iowa Association of Community College Trustees membership dues be approved. He reported that the notation on the invoice stating that there was no dues increase for FY2019 refers to the total dues for all the Iowa community colleges and that SCC incurred a slight decrease (\$200) due to the funding formula.

Trustee Nabulsi moved to approve the FY 2019 Iowa Association of Community College Trustees membership dues as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

## **5.0 Accountability**

### **5.1 Key Performance Indicator #4 – Student Satisfaction**

Director of Institutional Research Dr. Janet Shepherd gave a PowerPoint presentation on Key Performance Indicator #4 – Student Satisfaction. She reported that the Student Satisfaction Inventory (SSI) was conducted during the spring semester of 2018. Dr. Shepherd explained that although this was the sixth time SCC has conducted the SSI, it was the first time the survey was conducted digitally. The results of the survey indicate that SCC's strengths are in the following areas:

- The campus is safe and secure for all students.
- Students are made to feel welcome here.
- This campus provides online access to services I need.
- Computer labs are adequate and accessible.
- On the whole, the campus is well-maintained.

The results of the survey indicated that SCC's challenges are in the following areas:

- Faculty provide timely feedback about my academic progress.
- Faculty are fair and unbiased in their treatment of individual students.
- My academic advisor is knowledgeable about my program requirements.
- My advisor helps me apply my program of study to career goals.
- My academic advisor is knowledgeable about transfer requirements of other schools.

Dr. Shepherd reported on an improvement initiative for each of the survey questions which received a result in the challenge response range. She noted that the data results from the SSI are used for strategic planning, retention/student success efforts, accreditation efforts, and recruiting efforts. The Trustees suggested that the data results for the strength areas could be included in marketing materials for prospective/current students and the public.

### **5.2 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:

- **Systems Portfolio** – submitted to HLC via the electronic programming on Friday, June 1<sup>st</sup>
- **Performance Reviews** – self-evaluations by direct reports and then face to face meetings to include their divisional tactical plan and how it supports the Strategic Plan
- **3-D Programming** – reviewed and selected 3-D programs for the STEM Room – Health/Sciences, CTE programs – Auto Tech and Welding; Keokuk Campus. Expect the programs/equipment to be in place for this fall classes
- **Honor Garden** – is taking shape and should be in place for the Donor Event in July

- **Met with Civic, Business and Education Leaders** – in Keokuk to discuss how we can find ways for them to support the College more, especially the Keokuk Campus
- **Data Results** – are showing our students are doing very well at Regent Universities; student satisfaction is very strong at SCC
- **Kids Tek U** – is underway and going very well
- **Upward Bound** – summer program on campus/online is going very well
- **Emergency Management System** – tested our emergency system via student issues that did not materialize

### **5.3 Financial Report**

Vice President of Administrative Services Carr reviewed financial statements for period ending May 31, 2018. He reported that tuition revenue is approximately \$470,000 less than the budget estimate which includes the \$21,000 de-appropriation in State General Aid. Property tax revenue is approximately \$6,000 below the budget estimate but this deficit should be corrected by the end of the fiscal year. Vice President Carr reviewed the accounts which make up the General Fund.

### **5.4 Facilities Update**

Vice President of Administrative Services Carr reported on the following items:

- A small number of punch list items remain incomplete for the Hall of Sciences including the skywalk tiles which have been reordered.
- The loop road is complete and open.
- An assessment of the residence halls is underway to develop a five-year plan.
- Cores are being replaced in the door locks at Keokuk Campus.
- Construction of the Honor Courtyard between the Hall of Sciences and the Health Professions Building is underway.
- Repairs to asphalt parking lots are being completed.
- Case New Holland employees will hold their Community Impact Day at the Des Moines County Fairgrounds on June 29.
- West Burlington Campus cafeteria is being expanded to add 8' for a dry storage area, additional cabinets, a new convection oven, two woks, a smoker, and more working space in the kitchen.
- Work on Millennium Hall is nearly complete.

### **6.0 Future Meetings**

Chair Prellwitz reviewed the list of future meetings and noted one correction for the day of the week for the upcoming Board Work Session.

**7.0Adjournment**

Trustee Hillyard moved to adjourn the meeting. Trustee Nabulsi seconded. Motion carried.

The meeting adjourned at 6:51 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 "Sherry Zeller". The signature is written in black ink on a white background.

Sherry Zeller  
Board Secretary