



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Tuesday, June 11, 2019**

**6:00 p.m.**

**Board Room**

**1500 West Agency Road, West Burlington, Iowa**

**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 6:04 p.m. Roll call indicated Trustees Chris Prellwitz, Jeff Heland, Moudy Nabulsi and Janet Fife-LaFrenz were present in the Board Room. Trustee Lanny Hillyard was present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Chuck Chrisman, Joan Williams, Dr. Don Weiss, Becky Rump, Jeff Ebbing, and Meghan D'Souza.

**1.2 Adoption of Formal Agenda**

Trustee Heland moved that the tentative agenda be adopted. Trustee Prellwitz 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**

Executive Director for Institutional Advancement Becky Rump announced that July 19<sup>th</sup> is the SCC Alumni Association Annual Golf Outing. Lunch and dinner are available. They are seeking teams, sponsorships, and donating raffle items. Executive Director Rump also introduced Valeen Giannettino as her replacement upon retirement.

**1.3.3 Board**

Trustee Heland reported that he recently read a newspaper article involving the Iowa Prison Industries and Housing Shortages in Southeast Iowa and in the state overall. He found this interesting and thought that it would be beneficial to discuss in further depth to determine if SCC should play a role. He also noted a nice article written by Representative Kerr that laid out some education funding issues.

Board Chair Fife-LaFrenz reported that she presented scholarship awards to 10 students at Fort Madison High School. She also participated in a routine Regional Workforce Development meeting by phone. They adopted a training program and can use it to train other organizations. Board Chair Fife-LaFrenz shared that she was pleased to read an article in the newspaper where an SCC student shared her success story of balancing work and school.

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

Trustee Nabulsi stated that the June IACCT meeting will be held on June 13<sup>th</sup>. He will also be attending Community College Council.

## 2.0 Action Items

### 2.1 Approval of Consent Agenda

1. Approval of Minutes for the May 14, 2019, Regular Board Meeting
2. Approval of Minutes for the June 3, 2019, Retreat Meeting
3. Presentation of Bills of Account
4. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Name	Title	Date of Hire	Last day of Employment	Reason
Stacey Abell	Financial Aid Specialist	2/11/2008	05/31/2019	Accepted Director of Financial Aid position.
Dustin Hellberg	Learning Resources Coordinator	08/02/2018	06/28/2019	Personal.
Janet Shepherd	Director of Institutional Research, Planning, and Effectiveness	09/15/2017	05/31/2019	Accepted Vice President of Academic Affairs position.

## 5. Employment Contracts

### a. FY 2020 IMPACC Contract – Kevin Murphy

Name	Title	Contract Period	Salary
Stacey Abell (Replacement)	Director of Financial Aid	June 1, 2019 – June 30, 2019	\$4000.00 (\$ 52,000 annual)
Stacey Abell (Replacement)	Director of Financial Aid	July 1, 2019 – June 30, 2020	\$52,000 (\$52,000 annual)
Valeen Giannettino (Replacement)	Executive Director for Institutional Advancement	June 1, 2019 – June 30, 2019	\$6,538.45 (\$ 85,000.00 annual)
Valeen Giannettino (Replacement)	Executive Director for Institutional Advancement	July 1, 2019 – June 30, 2020	\$85,000 (\$ 85,000 annual)
Kayley Lobberecht (Replacement)	Administrative Assistant – Career & Technical Education	May 28, 2019 – June 30, 2019	\$2,835.84 (\$ 30,957.92 annual)
Kayley Lobberecht (Replacement)	Administrative Assistant – Career & Technical Education	July 1, 2019 – June 30, 2020	\$30,957.92 (\$ 30,957.92 annual)
Janet Shepherd (Replacement)	Vice President of Academic Affairs	June 1, 2019 – June 30, 2019	\$10,000 (\$ 130,000 annual)
Janet Shepherd (Replacement)	Vice President of Academic Affairs	July 1, 2019 – June 30, 2020	\$130,000 (\$ 130,000 annual)
Ashlee Spannagel (Replacement)	Dean of Career & Technical Education &	July 1, 2019 – June 30, 2020	\$85,000 (\$ 85,000 annual)

	Workforce Development		
Coltin Taylor (Replacement)	Computer Technician – Keokuk Campus	May 28, 2019 – June 30, 2019	\$2,903.04 (\$ 31,691.52 annual)
Coltin Taylor (Replacement)	Computer Technician – Keokuk Campus	July 1, 2019 – June 30, 2020	\$31,691.52 (\$ 31,691.52 annual)
Tim Van Ginkel (Replacement)	Instructor – Art	August 19, 2019 – August 18, 2020	\$62,504.00 (\$62,504 annual)

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

## 2.2 Approval of Tuition Rate

Vice President of Administrative Services Carr reported that we are requesting a smaller tuition increase, compared to the past few years, of \$3 tuition per credit hour for in-state, out-of-state and on-line tuition for FY 2020. This increase will allow us to maintain a quality and competitive student service. No increase is requested for technology fees. This increase represents a 1.6% increase in our tuition/tech fee per credit hour (basically an inflation increase). We also propose to reduce the international tuition rate to the same level as the non-resident rate. The tuition increase and additional state general aid allows us to keep up with inflation, and to maintain our staff including:

- Replacing all retirements (including Elizabeth Oldfield, Carla Pilkington Becky Rump, Barb Altheide, Barb Carroll, Leanne Humiston, Leigh Pirtle, Mike Bennett, Charlie Rump and CTE Dean)
- Replace FT art faculty member in Keokuk (prior year Susie Messer retirement)
- Add 1 staff support for our strategic initiative of improved retention (“Drop-Out Detective” support and follow-up)
- Increase the Learning Resource Coordinator (Academic Achievement Center) from part-time to full-time.

Vice President Carr noted that excluding Kirkwood Community College, DMACC and Indian Hills Community College, we are the fourth lowest tuition rate compared to the other 12 Iowa Community Colleges.

Vice President Carr reported that on May 15, 2019, the ICCOC raised the minimum tuition charged by its members by \$5. The current ICCOC minimum rate (tuition + mandatory fees) is \$184; this increase would bring the minimum rate to \$189. This minimum rate is compared to our mandatory tuition rate which is currently at \$186. If SCC raises tuition by \$3, and raises the tech fee by \$0, then SCC’s mandatory fees would be \$189. There is an agreement between the participating schools, that all schools use a rate for on-line courses equal to or greater than the minimum.

The Trustees inquired whether costs for the international students would be sufficiently covered with no changes in their tuition. President Ash responded that for FY2020 there is no impact. The change for international students is necessary to have consistency in tuition rates for international athletes and non-international athletes. He noted that there is conversation about having a processing fee of some type to capture additional revenue to support international students. This will be further discussed. Other community colleges are doing this. Another

discussion is whether we want to require international students to carry major medical insurance. Over the next year, we will explore possible options for a medical group plan that SCC would pay for and in turn collect the premium from the student. Most international students are athletes and they are covered by athletic injury insurance. However, we are finding they have no primary medical insurance to cover them and SCC becomes responsible for the remainder not covered by the injury insurance. One of our strategic visions is to get more international students. This is an effort to get it right for FY 20 and then look more closely at 2021. Lots of things have to be discussed. Further information will be provided as discussions continue.

Trustee Heland moved to approve the increase in tuition of \$3 per credit hour (\$184.00 per credit hour in-state tuition, \$189.00 per credit hour non-resident tuition, \$184.00 per credit hour online tuition, and reduction of international student tuition to match non-resident tuition at \$189.00 per credit hour). Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **2.3 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 2019 in the gross amount of \$107,829.44 for Board approval. The net amount of write-offs is \$54,216.94. This is similar to the prior year. 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 Nabulsi moved to approve the accounts assigned to collections/write-offs. Trustee Heland seconded. Motion carried on a 5-0 roll call vote

### **2.4 FY 2020 Operating Budget**

Vice President of Administrative Services Carr reviewed the sections within the FY 2020 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 budgeted at \$8,771,520, which reflects a net increase of \$229,000 from FY 2019.
- Assumed enrollment remained flat.
- Traditional student tuition revenue (excluding high school students) was budgeted at \$7,407,000 (1.67% growth related to a tuition credit hour increase).
- Tuition increase of \$3 per credit hour for in-state, out-of-state and on-line courses.
- No increase in the technology fee (remains at \$5 per credit hour).
- Property tax rate at \$.2025 generating approximately \$883,000.
- 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 \$2,423,000 (Property & casualty insurance, equipment replacement and early retirement).
  - Plant & Bond Fund approximately of \$1,783,000 (Plant, bond principal and bond interest).
- CBIZ net profit assumed of \$85,000.
- Workforce Investment Opportunity Act administration fee in the general fund of \$80,000.
- Assumed increase in Fund Balance of \$53,000.

- Operating Equipment Purchase Insurance (OEPI) contribution was increased from \$350,000 to \$457,000 for IT staff and remained at \$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 \$487,841 (Fund 2); Other Fund 2 revenues include PACE; Intermediary Network grant; and Perkins - federal grant.
- A decrease of STEP tuition revenue of \$75,000 to \$108,000.
- High School Concurrent Enrollment, net of direct expenses, was budgeted flat at \$186,000, while PACE high school tuition revenue was budgeted at \$589,000.

### **General Fund Expenses**

- Total package settlement of 1.00% for all employees, resulting in a total college payroll package increase of approximately \$139,000.
- Single health insurance premium provided to eligible employees – 0% increase (however, there was an increase in deductible to the employee).
- 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 of \$11,400.
- Board budget includes \$120,000 related to potential future payroll increase.
- Professional federal grant writing services budget of \$68,000.
- CBIZ will pay for the mobile unit in Ft. Madison, and WIOA will pay for the mobile unit in Keokuk.
- 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 \$69,000.
- General fund support for student clubs is \$59,500.
- General fund support athletics include direct program support of \$319,000 and \$442,000 for athletic scholarships.

Trustee Prellwitz moved to approve the FY 2020 Operating Budget. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **2.5 FY 2020 Iowa Association of Community College Trustees Membership Dues**

President Ash recommended that the FY 2020 Iowa Association of Community College Trustees membership dues be approved. He reported that there was no dues increase for FY2020.

Trustee Heland moved to approve the FY 2020 Iowa Association of Community College Trustees membership dues as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

## **2.6 Approval of Assignment of Paying Agent Agreement (Trustee, Escrow Agent and Paying Agent) from Bankers Trust to UMB Bank**

Vice President Carr presented Assignment of Paying Agent Agreement (Trustee, Escrow Agent and Paying Agent) for approval. The Assignment changes the name of the agent who pays the principle and interest from Bankers Trust to United Missouri Bank. UMB has purchased the service center for this from Bankers Trust. Vice President Carr noted that he has verified with legal counsel that board approval is the only necessary action.

Trustee Nabulsi for Approval of Assignment of Paying Agent Agreement (Trustee, Escrow Agent and Paying Agent) from Bankers Trust to UMB Bank. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **2.7 Proposed Revisions to Resolution Naming Depositories**

Vice President Carr stated that the Proposed Revision to Resolution Naming Depositories is also necessary to change from Bankers Trust to United Missouri Bank (UMB). We are just updating the name of depository to United Missouri Bank (UMB). No other changes.

Trustee Hillyard moved to approve Proposed Revisions to Resolution Naming Depositories. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

Board Chair Fife-LaFrenz noted additional corrections needed on the Proposed Revisions to Resolution Naming Depositories to update Keokuk Savings Bank and Fort Madison Bank & Trust to Connection Bank. Vice President Carr acknowledged and appreciated the Chair for noting those corrections and indicated those would be made.

Trustee Hillyard made a motion to amend Proposed Revisions to Resolution Naming Depositories to correct the name of Keokuk Savings Bank and Fort Madison Bank & Trust to Connection Bank and list as one depository with Maximum Balance of \$7,000,000. Trustee Heland seconded the motion to amend the Proposed Revisions to Resolution Naming Depositories.

Trustee Hillyard moved to approve Proposed Revisions to Resolution Naming Depositories as amended. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **2.8 Acceptance of The Harry & Virginia Murray Art Gallery Construction**

Vice President Carr reported that The Harry & Virginia Murray Art Gallery Construction has been completed in accordance with the terms and conditions of the contract and plans and specifications by SG Construction. The total project expense on the original budget was \$285,726 with the majority paid by The Harry & Virginia Murray Foundation. Actual expense was \$295,900. Vice President Carr notes that Klinger & Associates has provided Certificate of Substantial Completion. He is requesting the Board's acceptance of this public work.

Trustee Nabulsi moved to approve the Acceptance of The Harry & Virginia Murray Art Gallery Construction. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **2.9 Resolution Approving Iowa New Jobs Training Program Preliminary Agreement with KPI Concepts, LLC.**

CBIZ Project Manager Brenda Rubey reported that KPI Concepts, LLC is expanding their market to Casey's and Target which will add about 20 new jobs. She is asking that the Board approve the Iowa New Jobs Training Program (260E) Preliminary Agreement with KPI Concepts, LLC for this program.

Trustee Heland moved to approve the Resolution Approving Iowa New Jobs Training Program Preliminary Agreement with KPI Concepts, LLC. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

## **3.0 Accountability**

### **3.1 President's Report**

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information. President Ash presented information on the following items:

1. **College Personnel** – Many positions have been filled with only a few outstanding.
2. **Graduations** – All went very well. He expressed appreciation to all involved.
3. **Enrollment** – Summer enrollment numbers are not complete. Beginning to look at Fall Enrollment.
4. **Programs** – Looking at possibly adding Foreign Language programs utilizing Zoom and instructors teaching their own native language. Plan to launch in the spring term.
5. **Last Dollar Scholarship** – Details are being worked out by identifying what high demand statewide jobs should be on the list using specific criteria along with the individual regional Community Colleges having five they can add. There will be a “new” list for the Board to review and approve at the next meeting.
6. **Guided Pathways** – Waiting on the Department of Education to announce which college has been awarded \$60,000 over two years for the implementation. Many of these dollars will be used to support faculty who will need to work to develop the pathways in their disciplines.
7. **Legislators** – Need to send letters of thanks, phone calls, personal visits to thank our legislators for their support this session. We can do letters to the Editors as well.
8. **260e Training Program** – This is always under scrutiny but the training programs covered by this program are not as strong as they were before and this was a staple for CBIZ.
9. **Centralizing** – This effort/attitude continues in Des Moines by certain department heads and some within the Governor's Office. There does appear to be an effort to “gut” the DE and perhaps replace with individuals chosen by the “Centralist.” This will handicap the efforts of Community Colleges.
10. **GAP Program** – Tuition support for students who are eligible and are taking non-credit programming. The legislature made some important adjustments allowing for multiple credentials for an individual thus giving that individual the ability to use dollars to secure the employment they are seeking.
11. **TASER Bill** – SF 188 allows for the use by anyone on the college campus non-projectile Tasers. We are adjusting our Administrative Guideline that deals with Firearms and Weapons.

### **3.2 Financial Report**

Vice President Carr reviewed financial statements for period ending May 31, 2019. He noted the line items which make up the General Fund. It appears that we will be around \$153,000 above budget in tuition. Property tax is coming in. State General Aid will be to the dollar. He reiterated that interest income has been beneficial this year. The difference between year to date compared to last year is about \$336,000.

### **3.3 Facilities Update**

Vice President Carr reported that the Keokuk Campus solar project is near completion. The items remaining are the fence construction and the state inspector needs to approve. This should be complete by end of June.

The second project is the remodeling at the Keokuk campus in the 400 and 500 buildings. He referred Trustees to a handout noting the number of change orders that are occurring with this project. This has become a concern. The total budget renovation is approximately \$839,000. Of that \$563,146 is with general contractor. We had a contingency of \$28,157 and we are up to \$35,000 cumulatively of change orders or price requests. A few of these are owner changes and some are normal anticipated are things they found. Others are changes with availability of items to complete the project. Vice President Carr has scheduled a conference call with architect to address our concerns and discuss responsibility. He will follow up with President Ash following that.

### **4.0 Future Meetings**

Chair Fife-LaFrenz reviewed the list of future meetings.

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

Trustee Prellwitz 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.

The closed session began at 7:35 p.m.

The closed session ended at 8:10 p.m.

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

### **6.0 Exempt Session Pursuant to Iowa Code Section 20.17**

Exempt Session Pursuant to Iowa Code Section 20.17 was held.

### **7.0 Adjournment**

There was consensus that the meeting be adjourned at 8:10 p.m.

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

*Darcy J. Adams*

Darcy Adams, Board Secretary