



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, June 12, 2023 at 4:30 p.m.
SCC 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 Vice Chair Janet Fife-LaFrenz called the meeting to order at 4:30 p.m. Roll call indicated Trustees Heland, Nabulsi, and Fife-LaFrenz were present in the room. Board Chair Joseph Johnson was absent. Trustee Hillyard joined via Zoom conferencing. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Jeff Ebbing, Tadd Good, Laurie Hempen, Kevin Carr, Janet Shepherd, Michelle Allmendinger, Ben Lofthus, and Val Giannettino.

1.2 Adoption of Formal Agenda

Trustee Heland moved to approve the formal agenda. Trustee Nabulsi seconded. Motion carried.

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

1.3.1 Audience

1.3.2 Administration

Executive Director of Institutional Advancement Val Giannettino provided an update on scholarship awards. She reported that the fiscal year 2023 scholarship awards totaled \$522,767. She also reported that there are a record number of applicants for academic year 2023-2024. Director Giannettino reminded Trustees that the Alumni Golf Outing is Friday, July 14th.

Director of Marketing and Communications Jeff Ebbing introduced Tadd Good as the new Marketing Communication Coordinator.

President Michael Ash introduced Dr. Michelle Allmendinger as the new Vice President for Student Affairs.

1.3.3 Board

Trustee Fife-LaFrenz noted that she enjoyed the opportunity to award scholarships at five different high schools.

1.4 Iowa Association of Community College Trustees Report

Trustee Moudy Nabulsi reported that the Community Colleges for Iowa will meet on June 22, 2023. He reminded all of the Trustee Conference hosted by Kirkwood July 19-20, 2023.

2.0 Action Items

2.1 Approval of Consent Agenda

- 1. Approval of Minutes**
 - **April 24, 2023, Special Board Meeting Minutes**
 - **May 8, 2023, Regular Board Meeting Minutes**
- 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
Shavonda Price	Head Women's Basketball Coach	06/15/2022	06/30/2023	Terminated for performance.
Makayla Wesley-Morris	Admissions Recruiter	02/15/2021	05/31/2023	Accepted open position of Student Success Advocate.
Micaela Williams	Admissions Recruiter	01/20/2022	05/31/2023	Accepted open position of Student Success Advocate.

4. Employment Contracts

Name	Title	Contract Period	Salary
Daniel Walters (Replacement)	Computer Support Specialist – Keokuk Campus	June 1, 2023 – June 30, 2023	\$3,371.65 (\$40,000.00 annual)
Daniel Walters (Replacement)	Computer Support Specialist – Keokuk Campus	July 1, 2023 – June 30, 2024	\$40,000.00 (\$40,000.00 annual)
Makayla Wesley-Morris (Replacement)	Student Success Advocate	June 1, 2023 – June 30, 2023	\$3,438.40 (\$ 40,791.88 annual)
Makayla Wesley-Morris (Replacement)	Student Success Advocate	July 1, 2023 – June 30, 2024	\$44,075.64 (\$ 44,075.64 annual)
Micaela Williams (Replacement)	Student Success Advocate	June 1, 2023 – June 30, 2023	\$3,329.07 (\$ 39,494.88 annual)
Micaela Williams (Replacement)	Student Success Advocate	July 1, 2023 – June 30, 2024	\$42,739.73 (\$42,739.73 annual)

Trustee Heland approval of the Consent Agenda items. Trustee Hillyard seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

2.2 Presentation of Accounts Assigned to Collections/Write-Off

Vice President of Administrative Services Cory Gall presented a list of accounts assigned to collection/write-off for FY 2023 in the gross amount of \$172,898.77 for Board approval. The net amount of the write-offs is \$130,938.87. He referred them to the Bad Debt Data spreadsheet which compares write offs in FY21, FY22, and FY23. He noted that SCC receives 75 percent of the funds collected by the various collection programs. Historically, 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. Due to COVID, the return of Federal Title IV funds was suspended temporarily, resulting in decreased write-offs in this category. We have received state offset amount of \$27,616.89 and \$9,934.99 from our own efforts to collect. We received very little from collection services compared to previous years. He also noted a listing of checks that have not been cashed. Uncashed checks over \$50 are returned to the state of Iowa. Lastly,

he reviewed the list of accounts that will be given to the collection agency. This approval is requested annually.

Trustee Heland moved to approve the Accounts Assigned to Collections/Write-Off. Trustee Hillyard seconded. Motion carried on a 4-0 roll call vote.

2.3 Appointment of Board Treasurer

President Ash recommended that Cory Gall be appointed as Board Treasurer.

Trustee Heland moved to appoint Cory Gall as Board Treasurer. Trustee Nabulsi seconded. Motion carried on a 4-0 roll call vote.

2.4 Approval of Resolution on Signatures for Depositories

President Ash reported that the proposed revisions to the Resolution on Signatures for Depositories adds Cory Gall as the Board Treasurer and Vice President of Administrative Services.

Trustee Nabulsi moved to approve the revised Resolution on Signatures for Depositories. Trustee Heland seconded. Motion carried on a 4-0 roll call vote.

3.0 Accountability

3.1 President's Report

President Ash referred Trustees to his report in their folders noting the following items:

1. Attended the NJCAA Division II World Series in Enid, Oklahoma with the SCC baseball team. They finished #2 in the nation. Very proud of their accomplishments and their representation of SCC. Last time they attended Nationals was in 2014.
2. Attended a meeting at the Iowa Army Ammunition Plant with community leaders and State Representatives Taylor Collins and Matt Rinker.
3. There were 195 Keokuk graduates and 524 West Burlington Graduates for a total of 737 total graduates for Academic Year 2022-2023. HiSet had 77 total graduates.
4. We are working on adding a Radiology Tech program in partnership with the Southeast Iowa Regional Medical Center. Their Board has approved. We are finalizing the terms of the agreement. We are responsible for the educational side as far as curriculum and accreditation. This program will take place at the hospital. We will provide an update on this at the July Board meeting and bring for Board approval as part of the HLC Accreditation process in the fall.

3.2 Financial Report

Vice President Gall referred Trustees to the Consolidated Balance Sheet in their packets making note of cash balances. He is pleased to report that SCC is in a very solid financial position. He reviewed the other reports in their packets and answered questions from Trustees. We will likely be very close to budgeted revenue goal for fiscal year end.

3.3 Facilities Update

Vice President Gall reported that the overlay for the millennium hall parking lot is completed. The new bookstore is up and running. We are waiting on a few punch list items on that project prior to bringing it to the Board for acceptance.

The Student Affairs staff have moved into their new space. Similar to the bookstore project, they are waiting on a few items including countertops and door hardware.

The Cafeteria remodel is well underway. It has a very short timeline for completion, so we are watching that very closely.

The Blackhawk Student Center is near completion with painting now complete and wall graphics up.

The track project is still a work in progress.

4.0 Future Meetings

Vice Chair Fife-LaFrenz reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 5:18 p.m.

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



Darcy Burdette, Board Secretary