



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, June 13, 2022 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 Chair Jeff Heland called the meeting to order at 4:30 pm. Roll call indicated Trustees Heland, Nabulsi, and Fife-LaFrenz were present in the room. Trustees Johnson and Hillyard were present via Zoom teleconferencing. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Val Giannettino, Joan Williams, and Meg D'Souza.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz 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

None.

1.3.2 Administration

Executive Director Val Giannettino reminded that the SCC Alumni Golf Outing will be held on July 15, 2022.

1.3.3 Board

Trustee Fife LaFrenz shared information regarding some of the current legislative funding and an increase in the Pell Grant. She noted that she attended the Groundbreaking Ceremony for The Courts.

Trustee Nabulsi and Trustee Heland also attended the Groundbreaking Ceremony for The Courts at Fun City.

1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report

Trustee Nabulsi reported that the Community Colleges for Iowa Board met on June 2, 2022. They reviewed information from the President's Retreat held May 18-20, 2022. They received the Alliance for Equity and Inclusion preliminary strategic priorities. He noted that Trustees should have also received the Board meeting summary for their review.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **May 10, 2022 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
Kristina Blanke	Instructor - Biology	08/13/2021	08/11/2022	Personal.
Melissa Flores	Head Softball Coach – Sports Information Director	08/06/2001	05/31/2022	Accepted open Director of Student Activities position.
Clayton Huston	Lead Instructional Technology Technician - Multimedia	06/23/2014	05/31/2022	Accepted open AEL Instructor – Ft. Madison Center position.
Justin Tabor	Assistant Men’s Basketball Coach – Resident Advisor	08/10/2020	05/18/2022	Personal
Abbey Timberlake	Admissions Recruiter	11/02/2020	06/30/2022	Personal

4. Employment Contracts

Name	Title	Contract Period	Salary
Raymond Deskins (Replacement)	Instructor - Math	August 12, 2022 – August 15, 2023	\$65,000.00 (\$ 65,000.00 annual)
Melissa Flores (New)	Director of Student Activities	June 1, 2022 – June 30, 2022	\$ 5,141.87 (\$ 61,001.27 annual)
Bailea Grier (New)	Instructor – Early Childhood Education	August 12, 2022 – August 15, 2023	\$65,000.00 (\$ 65,000.00 annual)
Clayton Huston (Replacement)	AEL Instructor – Fort Madison Center	June 1, 2022 – June 30, 2022	\$3,521.06. (\$41,772.63 annual)
Kristina Keane (Replacement)	Welcome Center Receptionist/Marketing Assistant	June 20, 2022 – June 30, 2022	\$1059.84 (\$30,735.36 annual)
Kristina Keane (Replacement)	Welcome Center Receptionist/Marketing Assistant	July 1, 2022 – June 30, 2023	\$30,735.36 (\$30,735.36 annual)
Shavonda Price (Replacement)	Head Women’s Basketball Coach	June 15, 2022 – June 30, 2022	\$1862.07 (\$40,500.00 annual)
Shavonda Price (Replacement)	Head Women’s Basketball Coach	July 1, 2022 – June 30, 2023	\$40,500.00

			(\$ 40,500.00 annual)
Jamie Williams (Replacement)	Administrative Assistant – Correction – ISP/MPCF (Level 7)	June 1, 2022 – June 30, 2022	\$2643.52 (\$ 31,361.76 annual)
Jamie Williams (Replacement)	Administrative Assistant – Correction – ISP/MPCF (Level 7)	July 1, 2022 – June 30, 2023	\$31,361.76 (\$ 31,361.76 annual)

Trustee Fife-LaFrenz 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 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 2022 in the gross amount of \$186,857.62 for Board approval. The net amount of the write-offs is \$120,945.59. He referred them to the Bad Debt Data spreadsheet which compares write offs in FY20, FY21, and FY22. 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 \$47,207.34 and \$18,010.40 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. The student's grades and transcripts are held pending payment. This approval is requested annually.

Trustee Nabulsi moved to approve the Accounts Assigned to Collections/Write-Off. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.3 Approval of 2023-2028 Strategic Plan

President Ash referred Trustees to the final draft of the 2023-2028 Strategic Plan. The plan was sent to Trustees for their review prior to the meeting and President Ash has responded to questions received. He reported that the Strategic Plan 2023-2028 draft was developed through a committee that included faculty and staff and students. The committee developed a survey to receive input from students, donors, K-12 administrators, advisory board members and other stakeholders. The Director of Institutional Research compiled the survey data and categorized the comments for review. From that information, a draft of the plan was created and sent back to faculty and staff and this Board for review and input and a final draft was created. We have established a lead person for all of the strategies and initiatives and progress will be tracked quarterly by our Director of Institutional Research.

President Ash stated that we are asking for Board approval of the final draft of the 2023-2028 Strategic Plan. Trustees held discussion and agreed with the plan.

Trustee Nabulsi moved to approve the 2023-2028 Strategic Plan. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.4 Resolution Accepting the Advance Manufacturing and Auto Collision Labs Renovation Project

Vice President Carr reported that the Advance Manufacturing and Auto Collision Labs Renovation Project have been completed in accordance with the terms and conditions of the May 27, 2021, contract. The original contract amount was \$765,147. The total final construction cost to S.G. Construction was \$793,286.98. The total budget approved by the Board was \$979,987 for construction, architect fees, and equipment. The final cost was \$989,180. The project was \$9,193 over budget related to equipment purchases higher than budgeted.

The project is complete and, in a letter, dated June 7, 2022, Russell Brissey of Klingner and Associates, P.C., recommends final acceptance of the Advance Manufacturing and Auto Collision Labs Renovation Project.

Trustee Hillyard moved to approve the Acceptance of the Advance Manufacturing and Auto Collision Labs Renovation Project. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

2.5 Revision of Board Policy – First Reading of Board Policy #107, Nondiscrimination Statement

President Ash referred Trustees to Board Policy #107 noting that the policy was revised and adopted on February 14, 2022 to update an address for the Department of Education. This Board Policy originally was adopted in May 2020. The policy has been updated again. This time the change is related to a personnel change. The policy has been revised to remove any names.

Trustee Fife-LaFrenz made a motion for Board Policy #107 to be approved as presented and to waive the second and third readings. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call

2.6 Approval of Iowa Association of Community College Trustees Invoice

President Ash recommended that the FY 2023 Iowa Association of Community College Trustees membership dues be approved. The total FY2023 Membership Dues are \$44,005.

President Ash also recommended that the FY2023 President's Assessment for Contract Lobbyist services for the 2023 Calendar year be approved in the amount of \$5016. This amount is \$1,133 less than the amount paid for the 2023 legislative session.

Trustee Nabulsi moved to approve the FY 2023 Iowa Association of Community College Trustees membership dues and Lobbyists Services as presented. Trustee Johnson seconded. Motion carried on a 5-0 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. The Upward Bound Grant was approved for another five years.
2. A meeting has been scheduled in July with Toyota Collision to consider SCC as a site for their collision program.
3. I have been meeting with many potential new people to join SCC to fill open faculty and staff positions.
4. The Courts Groundbreaking Ceremony was held on Wednesday, June 8th.
5. Participated in weekly Presidents' Meetings and attended the President's Retreat.

6. The Iowa Community College Presidents are trying to work with IEDA and IWD on the 260e training programs.
7. School safety issues being discussed.
8. We have received word that the Higher Learning Commission will be scheduling their visit to review the two new sites in prisons sometime in the 2022-2023 school year.
9. I will be serving as the President of the NJCAA Region 11 Athletic Conference for the next two years beginning July 1, 2022.

3.2 Financial Report

Vice President Carr referred Trustees to the financial reports in their board packet. He reviewed the HEERF funds and noted that we received estate proceeds and ACE funds. He reported that he is pleased to report we are ahead of budget.

3.3 Facilities Update

On the West Burlington campus, new flooring will be installed in the hallway of the 300 building from the circle drive up to the entrance of the cafeteria. In the West Burlington campus cafeteria, we used OEPI funds to replace the electric range with a gas range and purchase a convection oven and table top steamer. This needed to be completed before Upward Bound arrive on campus for their summer program. Work continues on the Blackhawk Recreation Center project in preparation for the pre-engineered building to arrive at the end of June 2022.

4.0 Future Meetings

Board Chair Heland reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 5:55 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