



**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Monday, June 14, 2021 at 2:00 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 Moudy Nabulsi called the meeting to order at 2:02 p.m. Roll call indicated Trustees Johnson, Heland, Nabulsi, Fife-LaFrenz, and Hillyard were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Brenda Rubey, Meg D'Souza, and Val Giannettino. Also present was IACCT Executive Director Emily Shields.

**1.2 Adoption of Formal Agenda**

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

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

**1.3.1 Audience**

None.

**1.3.2 Administration**

Director of Institutional Advancement Val Giannettino reminded all of the Alumni Golf Outing on July 16, 2021. She reported that the Foundation awarded 270 scholarships for a total of \$272,500.

**1.3.3 Board**

Trustee Fife-LaFrenz reported that she attended two webinars. One was hosted by IACCT Director Emily Shields who provided a review of the legislative session. The legislative session ended well. Community colleges requested 3 percent and received 3.1 percent. Work force training funds were also increased. We will need to update our policies with new language pertaining to free speech and racism. IACCT is working on templates and language to use. She also attended a webinar on parliamentary procedure that was very interesting. Lastly Janet provided information to all Trustees about ACCT expanding their initiative to strengthen rural community colleges.

Trustee Hillyard reported that CCFSA met and there is an individual who would possibly like to start up the Pidgeon Show/West Burlington Flea Market again. He also reported that the Des Moines County Fair Board continues to review ways to expand their facilities.

Board Chair Nabulsi reported that he participated in the Community College Council Committee meeting.

#### 1.4 IACCT Director Report – Emily Shields

Board Chair Nabulsi introduced the new IACCT Director Emily Shields. Chair Nabulsi is the SCC board representative to the IACCT Board. Director Shields replaced Executive Director MJ Dolan following her retirement in December 2020. She began January 4, 2021. Director Shields thanked Chair Nabulsi for his introduction and shared some about herself and her work experiences prior to becoming IACCT Director.

Since beginning with IACCT, her focus has been on the legislative session. She has been working with the college liaisons. The session was successful as community colleges are getting more dollars in state general aid, the worker retraining program and Last Dollar Scholarships. The free speech and racism bills passed and will require community colleges to adopt a new policy. IACCT is receiving guidance for creating that model policy language and training opportunities. She also noted that IACCT has a new Director of Equity and Inclusion starting in September. Lastly she reported that the Annual Conference will be held virtually July 21-22, 2021. This is available to everyone at no cost thanks to generous sponsorships. The conference will have highlights from all the colleges. Trustees asked some questions of Director Shields relating to the workforce development funds. Trustees expressed appreciation for Director Shields coming to meet with them.

#### 1.5 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Regular Board Meeting will take place on June 21.

### 2.0 Action Items

#### 2.1 Approval of Consent Agenda

##### 1.0 Approval of Minutes

- May 11, 2021 Regular Board Meeting
- May 17, 2021 Special Board Meeting
- May 27, 2021 Special Board 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
Martha Bell	AEL Instructor	12/01/2010	05/31/2021	Accepted Director of Adult Education and Literacy/Centers Supervisor position.
Jeron Lindsay	Instructor – Industrial Maintenance Technology	08/16/2010	08/12/2021	Personal.
Kayla Lobberecht	Student Success Advocate	05/28/2019	06/04/2021	Personal.
Carol Parrish	Accountant	04/01/2020	06/30/2021	Personal.
Diane Pepple	Student Success Advocate 0.50 FTE	06/14/2018	06/30/2021	Personal.
Juanita Williams	Custodian I - Housekeeper – WB	08/03/2020	05/03/2021	Personal.

#### 4. Employment Contracts

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Martha Bell (Replacement)	Director of Adult Education and Literacy/Centers Supervisor	June 1, 2021 – June 30, 2021	\$4,636.00 (\$ 55,000.00 annual)
Martha Bell (Replacement)	Director of Adult Education and Literacy/Centers Supervisor	July 1, 2021 – June 30, 2022	\$55,000.00 (\$55,000.00 annual)
Kristina Blanke (Replacement)	Instructor – Biology	August 13, 2021 – August 11, 2022	\$63,500.00 (\$ 63,500.00 annual)
Ean Freels (Replacement)	Student Success Advocate	June , 2021 – June 30, 2022	\$2,191.57 (\$ 44,000.00 annual)
Ean Freels (Replacement)	Student Success Advocate	July 1, 2021 – June 30, 2022	\$44,000.00 (\$44,000.00 annual)
Abu Gafar Hossion (Replacement)	Instructor - Chemistry	August 13, 2021 – August 11, 2022	\$61,500.00 (\$61,500.00 annual)
Pam Peterson (Replacement)	Administrative Assistant – Health Professions	May 17, 2021 – June 30, 2021	\$5,454.24 (\$43,138.08 annual)
Pam Peterson (Replacement)	Administrative Assistant – Health Professions	July 1, 2021 – June 30, 2022	\$43,994.16 (\$43,994.16 annual)

#### 5. Rescission of Resignation

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Notes</b>
Laurie Hempen	Director of Human Resources	01/23/2017	Continue balance of FY21 contract and issue new FY22 contract.

Trustee Heland moved approval of the Consent Agenda items. Trustee Johnson 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 2021 in the gross amount of \$103,057.72 for Board approval. The net amount of write-offs is \$49,110.48. This is slightly more than last year. He referred them to review the Bad Debt Data spreadsheet which compares write offs in FY19, FY20, and FY 21. He noted that SCC receives 75 percent of the funds collected by the collection services. 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 \$38,392.90 and \$15,120.09 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 Hillyard 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 Resolution Approving Preliminary Industrial Jobs Training Agreement – First Capitol Baking**

CBIZ Director Brenda Rubey reported that First Capital Baking Company has purchased the former Jefferson Street Baking Company. They plan to add 35 jobs at about \$18 per hour average wage. They will make bread and rolls for Fareway and Casey's. Director Rubey requested that President Ash sign the Preliminary Agreement on May 25, 2021.

Trustee Fife-LaFrenz moved to approve Resolution Approving Preliminary Industrial Jobs Training Agreement – First Capitol Baking. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

### **2.4 FY 2022 Iowa Association of Community College Trustees Membership Dues and FY2022 Presidents' Assessment for Contract Lobbyist Services**

President Ash recommended that the FY 2022 Iowa Association of Community College Trustees membership dues be approved. The total FY2021 Membership Dues are \$39,864.00. The total IACCT Dues are based on FY2020 community college revenues and provide IACCT a 0% dues increase for FY2022.

President Ash also recommended that the FY2022 President's Assessment for Contract Lobbyist services for the 2022 Calendar year be approved in the amount of \$6,149.00. This amount is \$5,279 less than the amount paid for the 2020 legislative session. The amount decreased because we went to one lobbyist firm.

Trustee Heland moved to approve the FY 2022 Iowa Association of Community College Trustees membership dues and Lobbyists Services as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **2.5 Approval of Transfer Majors:**

Vice President Janet Shepherd reported to the Board that SCC is collaborating with the Iowa Community Colleges and Regent Schools (ISU, UNI, and University of Iowa) to develop Transfer Majors. Several majors have been approved previously. The faculty and curriculum committee have approved these. Our process for approval includes the President's Executive Council, Faculty and Curriculum Committee, Department of Education, and Higher Learning Commission.

The following Transfer Majors have been approved by the Iowa Department of Education:

- Exercise Science and Kinesiology Transfer Major (AA/AS)
- English Transfer Major (AA)
- Communication Transfer Major (AA)

Upon Board approval, these Transfer Majors will be added to the SCC Website. Vice President Shepherd noted that the English AA will only transfer to Iowa State. Exercise Science and Kinesiology AA/AS and the Communication AA will transfer to all 3 Regent schools.

Trustee Fife-LaFrenz moved approval of the Transfer Majors to include Exercise Science and Kinesiology, English, and Communication. Trustee Johnson seconded. Motion to approve the Transfer Majors carried on a 5-0 roll call vote.

## 2.6 Resolution Accepting the Fort Madison Center

Vice President Carr reported that the Fort Madison Center renovations have been completed in accordance with the terms and conditions of the December 10, 2019, contract and plans and specifications by Myers Construction Company. The total project expense on the original budget was \$445,000.00. The actual expense was \$446,746.36 which is over budget approximately \$1,746.36. He reported that the building has been in use, however, the interior doors were not accepted and had to be reordered therefore delaying the actual project completion and acceptance. A small amount of money was withheld pending the replacement of the doors. The project is complete and in a letter dated June 4, 2021, Russell Brissey of Klingner and Associates, P.C., recommends final acceptance of the Fort Madison Center.

Trustee Heland moved to approve the Acceptance of the Fort Madison Center. 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. We have adjusted the mask/face covering mandates given what CDC guidance is, what the Governor's adjusted plan and what other Iowa Community Colleges are doing moving forward. A full review of the protocols will take place in early August for the fall term.
2. An auction for Summer Street house has ended and sold for \$28,000.
3. Janine Clover (Small Business Administration – CBIZ) was awarded **Business Person of the Year** at the Greater Burlington Partnership Annual Award Celebration.
4. We continue developing information and costs for the potential Student Center. We are getting close to the place to be able to bring the information to the Board for discussion and possible approval.
5. Lee County Education Training Center discussions continue and it appears that the following will take place:
  - a. The Megla Building will be purchased by the end of the month by Port Authority
  - b. The Steering Committee is appreciative of the College taking the leadership of the project and guide the project
  - c. Lee County Economic Development Group and SCC will be working with Mike Norris of Southeast Iowa Regional Planning Commission to submit another EDA grant in September/October.
  - d. SCC on behalf of the project will be submitting a SAVE grant application to the Iowa Department of Education

- e. SCC and the Lee County Economic Development Group has formed a steering committee and plan to develop a foundation
  - f. The Steering Committee with SCC's guidance will be developing MOUs with the school districts, business/industry and Lee County Economic Development Group (including Keokuk and Fort Madison)
  - g. The Steering Committee will be developing a marketing plan
  - h. The Steering Committee will be completing work on the curriculum
  - i. We will develop a working operational budget.
6. The Men's Soccer Team won the Division II National Championship on Thursday, June 10. This is the third year for this program and they worked to overcome some serious challenges along the way. It was obvious during various games that they had every reason to quit or give up but they continued to work hard, encourage one another and overcame those challenges.
  7. I have reviewed the file on the Mount Pleasant Education Center and verified that the city still owns it and if SCC were to stop using the center for educational purposes the building would revert back to the city. Discussions will be held with IW's President Chris Plunkett about potentially moving SCC Programming to the IW campus. We currently hold HiSet classes, some CBIZ classes, and Workforce Development programming.
  8. Due to the new contract for food service, SCC will be able to save nearly \$1M for students on the food program at West Burlington. Keokuk Campus will have food service in place for the fall that will be on an ala carte program.
  9. State general aid dollars along with the training dollars came in as expected – SGA in at \$192,709; training dollars remain at \$40.3M for community colleges. An additional \$1.75 million was granted for the 260F training program. Last Dollar Scholarship also received a significant increase.
  10. The Presidents are beginning to draft the 2022 Legislative Platform. No money asks yet.

### **3.2 Financial Report**

Vice President Carr referred Trustees to the monthly financial report included in their board packets. He noted that the year ended with primary tuition coming in at about \$450,000 below budget. Property taxes and State General Aid are all in for the year and came in as expected. We learned that the State General Aid for FY2022 is as we expected and will keep our budget for FY2022 on target.

Vice President Carr also provided Trustees with a handout to update them on the allocations of HEERF I, II, and III. He noted that with HEERF I, we received \$577,000 for students and \$577,000 for the institution. In order for the institution to receive \$577,000, we were required to distribute the full \$577,000 to students. All of that money has been distributed with only one student check uncashed in the amount of \$1,200. For HEERF I, we asked students to complete an application to apply for funds. A committee was formed to review the applications and determine awards. The process was very time consuming.

The rules for HEERF II are much the same as HEERF I. In HEERF II we were eligible to receive \$577,000 for students. To streamline awards to students, a rubric was created to determine how much students were eligible for based on financial need and number of credits they were enrolled in. Eligible students were given the option to apply the dollars to a current balance, payment for fall classes, or receive a check. In HEERF II, the institution is eligible for the \$1.961 million dollars by seeking to replace lost revenue over a period of the last 5 years.

Vice President Carr reported that he is still learning the rules for HEERF III. He has been attending webinars and gleaning information from other higher education institutions. We will distribute those dollars using the same rubric and process as HEERF II. The HEERF III distribution will be in the amount of about \$4.5 million to divide between students and the institution.

### **3.3 Facilities Update**

Vice President Carr provided a brief facilities update. He noted that there have been many meetings with the Shive Hattery architects about the Student Center project. They are working on a design to best meet our needs and wants within the budget. We are looking forward to getting a final cost back from them and being able to present the project to the board in the near future. The loop road construction is beginning.

### **5.0 Closed Session Pursuant to Section 21.5(1)(i), Code of Iowa/ Evaluation of President**

Trustee Hillyard moved that the Southeastern Community College Board of Trustees conduct its business by closed session as provided by Section 21.5(1)(i) of the Code of Iowa, to evaluate the professional competency of an individual whose appointment and hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Trustee Heland seconded. Motion carried on a 5-0 roll call vote. The closed session began at 3:32 p.m.

Trustee Fife-LaFrenz moved to end the closed session. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 4:56 p.m.

### **6.0 President's Contract**

Board Chair Nabulsi reported that at the May 11, 2021, Regular Board meeting, the President's contract was presented and approved, however, further deliberations were requested and granted to discuss language within the contract. Discussion was held in closed session and the President's contract as presented and approved at the May 11, 2021 regular board meeting remains acceptable. No further motions or approval were deemed necessary.

### **7.0 Future Meetings**

Board Chair Nabulsi reviewed the list of future meetings.

### **8.0 Adjournment**

There was consensus that the meeting be adjourned at 4:58 p.m.

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

*Darcy Burdette*

Darcy Burdette  
Board Secretary