



Work Session Meeting of the Board of Trustees  
Tuesday, June 19, 2018  
1:00 p.m. – 4:00 p.m.  
SCC Board Room

## **1.0 Routine Items**

### **1.1 Call to Order and Roll Call**

Board Chair Prellwitz called the meeting to order at 1:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller. Staff/faculty members Joan Williams, Chuck Chrisman, Tina Young, Rob Dengler, and Sara Butler were also present.

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

Trustee Hillyard moved that the tentative agenda be adopted. Trustee Fife-LaFrenz seconded. Motion carried with all trustees recorded as voting aye.

## **2.0 Retreat Discussion Items**

### **2.1 Retention Oversight Plan**

President Ash gave a brief overview of the planning meetings that resulted in the compilation of the Retention Plan and the Retention Oversight Council which is led by volunteer co-facilitators Professor of Mathematics Rob Dengler and Student Success Advocate Sara Butler. Student Success Advocate Butler reviewed the background information about the Council and its evolution which included President Ash's leadership to gather a group of faculty, staff, and administrators together to talk about retention/persistence and its effect on enrollment. The Retention Oversight Council chart was distributed. President Ash reported that he, Vice President of Student Services Joan Williams, and Vice President of Academic Affairs Dr. Carole Richardson held numerous discussions on the needs for the departments and/or program areas depicted on the chart. Multiple revisions of the chart have evolved from the input given at these meetings and also from meetings held with other smaller groups of individuals whose departments are shown on the Retention Oversight Council chart. Efforts were made to eliminate duplication of efforts among departments. The reverse side of the chart provides a list of Retention Oversight Council members who lead various groups/programs.

Professor Dengler reported that the core Council group plans to meet 5 times each semester with a focus on reporting on each groups' progress on initiatives and to share information, give advice, collaborate, and provide accountability to each other.

President Ash reported that some new elements for retention efforts are the result of input from students in the general college population and residence life students. Director of Institutional Research Dr. Janet Shepherd is also very involved in this process and will provide a year-end progress report each year. Professor Dengler, who served as a resident assistant at the University of Iowa for five years, has volunteered to augment students' activities on campus.

Discussion was held regarding the various elements of the Retention Oversight Council which includes the new Drop Out Detective software. CANVAS interfaces with Drop Out Detective and provides academic alerts to faculty, TRIO, PACE, Disability Services personnel, and others in student advising roles.

Trustee Nabulsi recommended that the SCC Foundation should become involved in retention by helping students who need financial assistance to attend college.

Student Success Advocate Butler reported on some of the activities which are part of the new student experience class, e.g., online orientation, Welcome Day, and student question/answer panel. She noted that if students are not comfortable with responding to a list of online orientation questions, assistance from college personnel is available.

Currently, faculty determine how they deliver advising/mentoring to their students. Professor Dengler reported that under the Student Development area coordination of an Arts and Science faculty advising/mentoring program similar to that of the Career/Technical program is underway. Professor Deborah Wright has developed a method for Student Support Advocates to work the students. Drop Out Detective and Tutor Trac are also initiatives under this area. Student Success Advocate Butler explained how Tutor Trac benefits faculty and students.

Trustee Nabulsi recommended that adding a sentence to the chart explaining each of the Retention Oversight Council elements would be beneficial.

The following activities are included in the Student Involvement (co-curricular) initiative: development of international student support programs which includes language acquisition, improved on-campus activities such as intramurals for ping pong, volleyball, and basketball, dances, and karaoke at least twice a month.

Trustee Nabulsi expressed the importance of having activities for the international students. Vice President of Student Services Joan Williams reported that International Programs Specialist Jessica Snowden serves as the adviser for the SCC Multicultural Club. International and traditional students are eligible for membership in the club.

Discussion was held regarding the reduced number of students who attend SCC sports events. It was noted that SCC students receive free admittance to sports events. Trustee Fife-LaFrenz suggested that students be given a free ticket to be used by a non-student guest in an effort to increase attendance at sports events.

Student Success Advocate Butler reported that under the Student Preparation area of the Retention Oversight Council, efforts are underway to provide students with quicker access to transferrable courses which should allow them to remain at SCC longer. Also, students will be allowed to take the ALEKS test one time at no cost. More support will be available for developmental students. Some instructors encourage their students to complete their homework in the Academic Achievement Center.

## **2.2 Review of Category 5 of AQIP Systems Portfolio**

President Ash reported that SCC's Systems Portfolio was submitted on June 1 to the Higher Learning Commission which was prior to the actual due date of June 4. The Portfolio consists of 39,958 words which is slightly less than the 40,000 word maximum. He reviewed Category 5.1 – Knowledge Management of SCC's Portfolio from the HLC Assurance System website. One of the links reviewed within Category 5.1 contained the 2017 Community College Transfer Report compiled by the regent universities. A Systems Portfolio Feedback Report will be received from the HLC in the fall of 2018. In September 2019, the HLC will send a review team to SCC for an on-site accreditation visit.

President Ash expressed appreciation to Dr. Carole Richardson, Dr. Janet Shepherd, Julie Meyer, and Becky Rump for their work on the Systems Portfolio.

### **2.3 Review/update Board Self-Assessment Survey instrument**

Board Chair Prellwitz and Trustee Hillyard reported that per consensus of the Board they conducted a review of the Board Self-Assessment Survey. Their recommendation is that while they believe the document continues to adequately serve its purpose, they did make some revisions. The proposed revisions were reviewed by the Trustees and the following comments were noted:

- The survey should be conducted every year with adequate time spent to review/discuss the cumulative results.
- Board goals should be developed every year based on the results of the survey.
- The Trustees should list in the comments section under Section IX of the survey the community college-related entities and other community functions in which they are involved.

Chair Prellwitz indicated that the Trustees could discuss their expectations of the Board Self-Assessment Survey at a Work Session in September 2018. The Trustees expressed appreciation to Chair Prellwitz and Trustee Hillyard for their work on the revisions to the survey. Chair Prellwitz recommended that the proposed revisions to the survey be reviewed as an action item on the next Board meeting agenda.

### **2.4 Safety Update**

President Ash reviewed a list of Security and Safety Initiatives which have been put in place over the past three years at SCC. He noted that these initiatives are constantly being evaluated by the SCC Emergency Management Team and aligned where improvements are needed.

President Ash reviewed the communication plan which is used by the Emergency Management Team when there is an issue on campus. He also explained that there is a secured control room with no windows and no hallway entrance which houses the monitors for the security camera system, the fire alarm system controls, and access to the campus public address system.

Discussion was held regarding how the President should communicate with the Trustees in the event of a serious incident on campus. There was consensus of the Board that the President should phone the Board Chair with a report about the incident.

Executive Director for Information Technology Chuck Chrisman gave an overview of SCC's current cyber security/technical security. He reported that a third-party company will be conducting a security audit soon and that the SCC Information Technology Department is currently conducting security awareness sessions with various departments within the college. Executive Director Chrisman reviewed the new vendor access Administrative Guideline which includes a requirement for vendors to wear an identification badge while they are on campus.

President Ash reviewed the Title IX/Equity Complaint Resource Process diagram and noted that this process is overseen by Supervisor of Campus Safety & Security / Title IX / Equity Coordinator Tina Young. He noted that since there is an increased awareness of Title IX/equity issues ("see something...report something"), individuals are coming forth to report possible incidents which can lead to expulsion from school for students or dismissal from their job for college personnel.

Executive Director for Information Technology Services Chuck Chrisman led a tour and demonstration of the college's new security control room which houses monitors for campus security cameras and controls for the fire alarm system. He expressed appreciation to Director of Physical Plant Byron Whittlesey for his improvements with the fire safety system.

### **3.0 Adjournment**

The meeting adjourned at 4:05 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".

Sherry Zeller  
Board Secretary