



## NOTICE OF PUBLIC MEETING

### REGULAR MEETING OF THE BOARD OF TRUSTEES

**Monday, June 8, 2020**

**5:00 p.m.**

**Private Dining**

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

Join via Zoom link as follows: <http://zoom.us/my/mlash>

#### Meeting Minutes

#### **1.0 Routine Items**

##### **1.1 Call to Order, Roll Call, and Pledge of Allegiance**

Board Chair Hillyard called the meeting to order at 5:04 p.m. Roll call indicated Trustees, Jeff Heland, and Lanny Hillyard were present in the room. Trustees Moudy Nabulsi and Janet Fife-LaFrenz were present via Zoom Conference Meeting. Trustee Joseph Johnson arrived at 5:20 p.m. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Joan Williams, Brenda Rubey, Lee Skeens, Val Giannettino, and Kristi Schroeder. Guest presenters were present from the Capitol Theater Board, the Lee County Economic Development Board, Southeast Iowa Regional Planning Commission, and several Lee County manufacturer Plant Managers.

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

Trustee Heland 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**

No report.

###### **1.3.2 Administration**

Val Giannettino, Executive Director for Institutional Advancement reminded Trustees of the upcoming Alumni Golf outing on Friday, July 17<sup>th</sup> and invited them to attend and promote the event.

###### **1.3.3 Board**

Trustee Fife-LaFrenz reported that under the restructuring plan, a new board will form for the Mississippi Valley Workforce Board. She noted that if SCC is awarded the service contracts through the submitted RFP, she cannot be a board member due to the new rules in legislation. There are several existing committees that she can continue to be involved with and report back.

Board Chair Hillyard reported that CCFSA met this month and discussed how the Great River Health System COVID-19 testing site would affect the fair facilities specifically during the fair. Great River Health System Attorney Tim Reuschel attended to provide input on this discussion.

Trustee Heland reported that the Greater Burlington Area Sports Facilities Board met and things are doing much better there than what you would expect given the circumstances. Timing has been as good as it could be to shut down activities.

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

Trustee Nabulsi reported that they will meet on June 11, 2020 for their IACCT Board meeting. He will distribute information following that meeting.

### 2.0 Action Items

#### 2.1 Approval of Consent Agenda

##### 1. Approval of Minutes

- May 11, 2020, Regular Board Meeting

##### 2. Presentation of Bills of Account

##### 3. Employment Contracts

#### 3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

4. Name	Title	Date of Hire	Last day of Employment	Reason
Julie Glasgow	Secretary – Institutional Advancement	01/16/2003	06/15/2020	Accepted Accounts Payable Specialist position.
Lisa Hunter	Secretary – Institutional Advancement	08/18/2014	05/31/2020	Accepted Secretary – Institutional Advancement position.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
James Demopoulos (Replacement)	Assistant Men's Basketball Coach/Resident Advisor	June 1, 2020 – June 30, 2020	\$1,661.18 (\$ 19,783.20 annual)
James Demopoulos (Replacement)	Assistant Men's Basketball Coach/Resident Advisor	July 1, 2020 – June 30, 2021	\$19,783.20 (\$19,783.20 annual)
Julie Glasgow (Replacement)	Accounts Payable Specialist	June 1, 2020 – June 30, 2020	\$1,815.44 (\$ 43,240.48 annual)
Miriam Grimes (Replacement)	Instructor - Math	August 14, 2020 – August 12, 2021	\$55,000 (\$ 55,000 annual)
Lisa Hunter	Secretary – Institutional Advancement	June 1, 2020 – June 30, 2020	\$2,860 (\$ 34,060 annual)

Emily Johnson (Replacement)	Administrative Assistant/Testing Proctor – Student Support Center – 0.75 FTE	June 1, 2020 – June 30, 2020	\$2,821.65 (\$ 22,703.43 annual)
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- a. FY 2021 IMPACC Contracts (see attached list)
- b. FY 2021 Administrative Contracts (see attached list)

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

## **2.2 Approval of New Committee Member for Quality Faculty Plan**

Dr. Lee Skeens, Professor directed the Trustees to the revised Quality Faculty Plan in their packets. The plan has no changes from plan in 2019. The only revision is the membership. The Committee is requesting membership approval for Wesley Carpenter, Assistant Professor in the Auto Tech Program to replace Tim Weaver, Assistant Professor of Automotive Collision Repair. The committee's membership adheres to the gender balance State of Iowa requirement. No other sections of the Quality Faculty Plan were changed.

Trustee Heland moved approval of the New Committee Member for Quality Faculty Plan. Trustee Nabulsi seconded. Motion to approve the New Committee Member for Quality Faculty Plan carried on a 4-0 roll call vote.

## **2.3 Resolution Approving First Amendments to Final New Jobs Training Agreements for Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings)**

CBIZ Director Brenda Rubey presented the Resolution Approving First Amendment to New Jobs Training Agreements Keokuk Mills, LLC Projects Series 2018 and Keokuk Mills, LLC Project (d/b/a Keokuk Mills Steel Castings, Series 2020). The Amendment provides for Mills Carbon, LLC to join and become a party to the 2018 Agreement and the 2020 Agreement.

Trustee Heland moved to approve the Resolution Approving First Amendments to Final New Jobs Training Agreements for Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings). Trustee Nabulsi seconded. Motion carried on a 4-0 roll call vote.

## **2.4 Capitol Theater Plan - Members from Capitol Theater Board to present/Business Plan**

President Ash introduced guests from the Capitol Theater Board to present a proposal for SCC to own and manage the Capitol Theater. Guests included Executive Director Tammy McCoy, Treasurer Ed Mansheim, Zach James, and Tad Good.

Zach James expressed appreciation to the board for the opportunity to present this proposal. He began his presentation reviewing the Mission Statement and Values for the Capitol Theater. He provided a brief history of the Capitol Theater highlighting renovations that were completed with grant funding and community effort. The Theater re-opened in 2012. Over the first 4 to 5 years of opening, they faced many challenges with operations including retaining an executive director, lack of financial management and budgeting. They have recently made changes in the Board, the staff, and management. They have improved the oversight and involvement of the

board. There is now a process for evaluating and booking events. They have improved the financial management by budgeting, reducing costs, commitment to paying down debt, and seeking grants and new revenues.

Mr. James noted that in 2018, they hosted 93 total events. In 2019, they hosted 106 events. The Theater has been closed since March due to COVID-19 and there continues to be limitations to what events they can hold.

Mr. James reviewed current assets and liabilities. He also noted plans for paying the building loan. They have just completed lighting of the marquee and have several future projects planned.

The Capitol Theater Board's Vision is for the Theater to be a vibrant, self-sustaining performing arts center. Their Board is proposing to develop a partnership where SCC is the owner, operator and manager of the Capitol Theater. They would like SCC to be a participant in fundraising effort to help pay down debt.

Executive Director Tammy McCoy would love to see the opportunities this would provide to the college and the students. Their desire is to partner with SCC for fundraising efforts to eliminate the building loan debt and then give it to the college to manage and operate.

Board Chair Hillyard expressed appreciation to the Capitol Theater Board for their presentation. He noted he had reviewed materials prior to the meeting and feels the next step would be for the SCC Board to give authority to do a business plan to provide information needed to make a decision for approval of this plan. Chair Hillyard recommended the motion be to table the item for further study of the pros and cons and review of data in order to make an informed decision.

Trustee Fife-LaFrenz moved to table the vote to approve The Capitol Theater Plan for Partnership with SCC for further review of data. Trustee Johnson seconded. Motion to table the vote to approve The Capitol Theater Plan for Partnership with SCC for further review of data carried on a 5-0 roll call vote.

## **2.5 Lee County Educational Training – EDA Grant/SAVE Grant**

President Ash reported to Trustees that The Lee County Joint Education Center is a project that we have been working on for a number of years. His involvement began in 2016. This has been a labor of effort to try to put something together to assist business and industry and also provide training and exposure to young people. We have been stepping through this and tried different approaches with funding sources being an obstacle. Recently the US Government has put \$1.5 billion into EDA budget to be used as grant funding to help the economy in our communities. This project fits the criteria for this funding. We turned to Mike Norris of the Southeast Iowa Regional Planning Commission to assist in applying for this funding because they are connected with EDA. We worked with Mike and his team when we did the Industrial Technology Training Center. If we want to take advantage of dollars to EDA, we have to act now to get an application in. The expectation is that getting the application in as quickly as possible puts you in a position where you have the greatest success of getting funded. Along with that we could apply with Department of Education for the SAVE Grant. We believe with those 2 funding sources, we would have the funding to buy, remodel, and equip this potential building that we have been working on. This is the Megla building in Montrose which is about equal distance from the 3 high schools.

President Ash introduced Mike Norris, of Southeast Iowa Regional Planning Commission, Dennis Fraise, Executive Director of Lee County Economic Development, along with a number of representatives from Lee County Business and Industry.

Mr. Norris expressed appreciation for the opportunity to present to the board. He directed Trustees to a Memo included in their board packets which provides information about the EDA grant and how it would benefit this project. SCC has a one-time opportunity to secure Economic Development Administration (EDA) funds for the Lee County Joint Education Center (JEC) through CARES Act funds.

Mr. Norris noted that the Joint Education Center has been explored and developed for over four years in Lee County. The concept concentrates resources in a skilled trades education facility to allow deeper and broader education than is possible without concentrating resources. Lee County industries account for over 4,000 positions or 25 percent of total county workforce and \$250 million in annual payroll.

Dennis Fraise, Executive Director for the Lee County Economic Development Board reported that a recent Lee County industry survey administered by Lee County Economic Development Group (LCEDG) documented industry responses to current and future workforce needs. 75 % of Lee County's industries responded, totaling 4,146 full-time employees, 31 part time and 330 temporary staff.

Key responses:

- 10 percent of the industry workforce is anticipated to retire in the next 5 years;
- Over 60 percent of all industry jobs are considered skilled labor;
- 68 percent have trouble filling positions with qualified workers;
- Nearly 60 percent are very likely to implement more technology into their business;
- Nearly 20 percent more positions beyond open positions could be created today if qualified employees were available (totaling 370 jobs)
- 80 percent found benefit to a sequential training relationship between the Joint Ed Center and SCC Keokuk Industrial Tech program (for beginning and advanced instruction, respectively).

Director Fraise noted the need for the facility has been discussed for some time; the recent survey clarifies the impact and purpose of the JEC. An educational partnership that unlocks job creation and helps secure the future workforce of Lee County industry is close to reality.

Director Fraise invited several Business and Industry leaders to discuss their needs and support of such an educational facility. Matt Morris with Connections Bank is a native of Lee County and currently resides and works in Lee County. He sees benefit in this type of center to increase opportunities for students and promote remaining in Lee County. Bob Huffman, FM Economic Development President noted that in his business, machinists and tool and dye makers are needed. ConAgra Plant Manager Bryan Langerud reported that skilled workers are needed to fill positions and retain industry in our community. As companies close plants and relocate workers, they choose regions where positions can be filled. Darrell Allman with OCI Fertilizer noted that in other locations OCI will only hire employees who have been through career center training. This is needed in southeast Iowa.

Trustee Nabulsi moved to approve the pursuing the EDA Grant/SAVE Grant for the Lee County Educational Training Center. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.6 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 2020 in the gross amount of \$104,205.90 for Board approval. The net amount of write-offs is \$45,908.83. This is slightly less than last 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-Off. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **2.7 FY 2021 Iowa Association of Community College Trustees Membership Dues**

President Ash recommended that the FY 2021 Iowa Association of Community College Trustees membership dues be approved. He reported that there was a 4% dues increase for FY2021 in the amount of \$1,309. Also included this year are the IACCP Special Projects Assessments is \$17,444. In the past those were invoiced separately from the dues. The Presidents said that they wanted them included in the dues. The total FY2021 Membership Dues are \$51,306.

Trustee Fife-LaFrenz moved to approve the FY 2021 Iowa Association of Community College Trustees membership dues as presented. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

### **2.8 Approval of the SCC and ESA Association Agreement**

Vice President Carr reported that SCC and ESA have reached and ratified a 3-year agreement with 2% annual salary increase.

Trustee Fife-LaFrenz moved to approve the SCC and ESA Association Agreement. Trustee Heland seconded. Motion carried on a 5-0 roll call vote,

### **2.9 Early Retirement Plan**

Vice President Carr presented the Early Retirement Plan to Trustees for approval. This is an additional offering to 65 eligible employees who will have the option to retire in July 2020, September 2020, December 2020, or June 2021. This has potential to alleviate budget shortfalls due to anticipated COVID-related decline in Fall 2020 enrollment. It is anticipated this plan will not be offered in FY22.

The Board of Trustees reserves the right to suspend the approval of retirement if the bona fide retirement date is before the end of the employment contract and a suitable replacement cannot be found, or to approve a requested retirement date that occurs prior to the end of the current employment contract.

Trustee Johnson moved to approve the Early Retirement Plan. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote,

### 3.0 Accountability

#### 3.1 President's Report

- **SAFE Campus** – A plan was developed and deployed after committee members (and various department and division heads) gave clarification on the document and the Board of Trustees had a copy for their review and input:
  - Employees returning to campus for work and how to remain safe in the process
  - Determining when students and prospective students can come on campus
  - When to be able to offer placement testing
  - Potential use of Health Care Nurse on both campuses
  - Residence Halls
  - Food Service
  - Athletics
  - Cleaning
  - Social Distancing within the classrooms and hallways
  - A comprehensive guide but contingent upon the Governor's guidance
- **SAFE Campus** - These items are either in place or will be over the next few weeks:
  - Plexi-glass has been installed in the following areas:
    - Enrollment Services
    - Financial Aid
    - Libraries
    - Student Support Services – Testing Area
    - TRIO Programs
    - Business Office
    - Bookstore
  - Classrooms/Computer Labs have been made available for larger groups of students/guests to meet and plan the student schedule for the fall
  - Additional computer labs available for placement testing
  - Limited the size of tour groups
  - Limited the number of athletic recruits and family members
  - Placed Clorox wipes in each lab area
  - Will be placing sanitizers in every classroom, athletic area, Libraries, Cafeteria
  - Changed the operational hours of custodial staff to be available during the day and early evening
  - Placed the “Blackhawk emblem on the floors to indicate the social distancing needed in high congregating areas
  - Placed signage throughout the facilities
  - Using hospital grade disinfectants and sanitizers
  - Made masks available for employees
  - Restricted door access to various places on the campuses
  - Through the month of June – health screenings and temperature checks will continue at the restricted door entrances
  - Plans are being made for three different scenarios for convening face-to-face classes for the fall
- **CARES Act** – We continue to receive applications from students to consider emergency funding to whom funds can go which requires us to set a limit of the

amount that can be given, receive requests, review the request and then process the request through the Business Office. We have to track students, their needs, and how much is given them from the \$577,000 set aside for student emergency grants.

- **CARES Act** – We have been allotted \$577,000 to use for needs of the college (under certain guidelines) related to direct issues presented by the COVID-19 virus. We must track those expenses and will draw down the dollars to help offset some of those expenses. Many phone calls and conversations in regard to this. We are still working through this program and process.
- **Status of employees** – Most employees have returned to campus for work. There are a few who need to remain at home as they have child care needs, they have an underlying health issue or are living with someone who has a health issue. They are coordinating their request through Human Resources.
- **COVID Incidents** – I need to clarify that we have had a few cases of COVID-19 on both campuses, the individuals involved were quarantined and have returned as students or employees without any further challenges. In addition we have had some on campus who themselves might have been exposed to others but they were quarantined and no residual effects.
- **COVID-19 Response** – Continue to follow the Governor’s guidance and that of the Department of Health in accordance with Governor’s proclamations and in response to potential exposures and illness on campus.
- **Graduation** – Currently we continue to plan for an August 1<sup>st</sup> graduation provided that more than 50 people can meet at one time in one place. Planning is underway with the 1:00 pm ceremony for West Burlington at the Memorial Auditorium (provided there are no flooding issues) and 7:00 for Keokuk at the Grand Theater. There will be nurse pinning ceremonies with details being finalized. There will be a HISET Graduation and details are being finalized but planning for Friday, July 31 at the West Burlington High School.
- **Grants** – Reviewing three grants – USDA Distance Learning Grant, EDA grant, and the SAVE Grant. DL grant has had an additional \$25M added to it and final aspects of the requirements are being met for submission. The EDA has had a \$1.5B made available and we are working with Southeast Regional Planning to be able to access dollars for the Lee County Education/Training Center as it continues to be discussed and looking for ways to fund it. The SAVE grant is due June 12<sup>th</sup>.
- **WIOA RFP** – SCC filed our response to the RFP seeking a Provider for both the Adult and Youth programs. We were very happy with our response and given the deep and rich history of SCC and WIOA (WIA and other former programs) we are believing the local Regional Workforce Development Board will be pleased as well. We should know results in about two weeks.
- **SCC Excellence Awards (Individual and Team)** –Nominations have been submitted and the selection committee has determined award recipients. The awards will be given at the August In-Service
- **COVID incidents**- Inadvertently overlooked that we had 2 or 3 incidents – the individuals were identified and quarantined and no further incidents.
- **WIOA** – We just learned that we didn’t get adult service. It went to ResCare. We did get the youth workers program. This will be further evaluated.

### 3.2 Financial Report

Vice President Carr reviewed financial statements for period ending May 31, 2020. He noted the line items which make up the General Fund. It appears that tuition revenue will be under



budget. Property tax is coming in. The utility expenses continue to improve with solar installation.

### **3.3 Facilities Update**

Vice President Carr reported that the bike path is complete. In Keokuk, they plan to paint the outside shelter. The Fort Madison Center is mostly complete with the exception of the fire alarm, some trim and gutter work, and signage. We also will get our card access installed. Plant Director Whittlesey will complete a punch list when those items are finished. We will be planning for an open house and ribbon cutting sometime in the fall.

### **4.0 Future Meetings**

Chair Hillyard reviewed a list of future meetings.

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

Trustee Fife-LaFrenz 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 7:30 p.m.

Trustee Heland moved to end the closed session. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 8:15 p.m.

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

Chair Hillyard reported that the Trustees met with Dr. Ash regarding his evaluation and his contract. Chair Hillyard reported that President Ash's base salary was increased somewhat and the term of the contract was extended two years to include FY 2023.

Trustee Nabulsi moved to approve the President's contract. Trustee Johnson seconded. The motion carried on a 5-0 roll call vote.

### **7.0 Adjournment**

There was consensus that the meeting be adjourned at 8:32 p.m.

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



Darcy Adams  
Board Secretary