NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, June 8, 2026 @ 4:30 p.m.
Southeastern Community College, 1500 West Agency Road, West Burlington, Iowa
Board Room (Room #AD-1)

Meeting Minutes

1.0 **Routine Items**

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

Board Chair Lanny Hillyard called the meeting to order at 4:30 p.m. Roll call indicated Trustees Hillyard, Howard, Heland, Nabulsi, and Fife-LaFrenz were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Laurie Hempen, Chuck Chrisman, Val Gianettino, and Tadd Good.

1.2 **Adoption of Formal Agenda**

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

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

1.3.1 Audience

None

1.3.2 Administration

Executive Director of Institutional Advancement Val Giannettino reported her office is working on the fall scholarship selections. The Alumni Golf Outing is Friday, June 12th.

1.3.3 Board

Trustee Fife-LaFrenz reported that she reviewed the recent Trustee mailing and noted several timely articles, including information on Workforce Pell initiatives, the role of artificial intelligence from a trustee governance perspective, and an article discussing the qualities of an effective board chair.

Trustee Heland reported on the recent ACCT Budget and Finance Committee meeting. He noted that the proposed budget aligns with several objectives established by the Executive Committee and that ACCT's financial position remains strong.

1.4 Community Colleges for Iowa Trustee Board Report

Trustee Hillyard reported on the recent Iowa Association of Community College Trustees (IACCT) Board retreat. He noted that trustees approved combining the summer conference with the annual conference beginning next year, while this year's summer conference will still be held in Marshalltown. He shared that the retreat included a relationship-building session, approval of the Community Colleges for Iowa budget, and an update on the completion of the organization's building renovation project. Trustee Hillyard also reported on discussions regarding the state's fiscal outlook, the results of the recent legislative session, potential impacts on future education funding, and legislative priorities for the upcoming session, including community college bachelor's degree legislation.

1.5 World Changing – Discuss Topics for Future Meetings
Trustee Hillyard facilitated a discussion regarding potential topics for future Board meetings and invited Trustees to share suggestions. Trustee Fife-LaFrenz recommended identifying topics following the summer conference. President Ash suggested a future review of the Iowa Association of School Boards Lighthouse Study, which had been distributed to the Trustees, and recommended that Trustee Howard provide a summary at a future meeting.

2.0 Action Items
2.1 Approval of Consent Agenda

1. **Approval of Minutes**
    - **May 11, 2026, 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**
Rachel Hill	Nursing Instructor	08/14/2024	08/11/2026	Personal.
Kelly Maxwell	ICCOC Instructional Designer and Training Manager	08/17/2020	05/29/2026	Personal.
John McVey	Residence Life Coordinator/Assistant Men's Baseball Coach	05/01/2017	05/31/2026	Accepted open Director of Intercollegiate Athletics position.
Shavonna Rhodes	Interim Head Volleyball Coach	07/14/2025	06/19/2026	Personal.
Greg Stevenson	Custodian I – Housekeeper – Level 6	04/03/2023	06/30/2026	Terminated for performance.
Michelle Thilges	Professional Nursing Tutor	02/02/2024	06/12/2026	Personal.

2. Employment Contracts

Name	**Title**	**Contract Period**	**Salary**
Joseph Caston (Replacement)	Instructor – Industrial Controls, Automation and Robotics	08/12/2026 – 08/10/2027	$62,600.00 ($62,600.00 annual)
Jackson Creasy (Replacement)	Assistant Men's and Women's Wrestling Coach – (0.8 FTE)	07/01/2026 – 06/30/2027	$18,000.00 ($18,000.00 annual)
Jeremy Kay (Replacement	Instructor – Respiratory Care/Clinical Coordinator	08/12/2026 – 08/10/2027	$77,948.24 ($77,948.24 annual)
John McVey (Replacement)	Director of Intercollegiate Athletics	06/01/2026 – 06/30/2026	$6,743.29 ($80,000.00 annual)

John McVey (Replacement)	Director of Intercollegiate Athletics	07/01/2026 – 06/30/2027	$80,000.00 ($80,000.00 annual)
Christina Norton (Replacement)	Head Women's Volleyball Coach	06/22/2026 – 06/30/2026	$1,126.44 ($42,000.00 annual)
Christina Norton (Replacement)	Head Women's Volleyball Coach	07/01/2026 – 06/30/2027	$42,000.00 ($42,000.00 annual)
Zachary Pedigo (New)	Instructor – EMS – Part-time (0.6 FTE)	08/12/2026 – 08/10/2027	$47,061.71 ($47,061.71) annual)
Matteus Valone (Replacement)	Assistant men's and Women's Soccer Coach (0.8 FTE)	07/01/2026 – 06/30/2027	$18,000.00 ($18,000.00 annual)

Trustee Howard moved approval of the Consent Agenda items. Trustee Nabulsi seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

2.2 Resolution Approving Preliminary Industrial Jobs Training Agreement- Conitech, USA
President Michael Ash reported that Conitech USA LLC plans to add 50 new positions as part of its expansion including building a modern compounding center that integrates production, warehousing, and office space in support of growing market demand. The anticipated starting wage for these roles is $21.50 per hour.

Trustee Howard moved to approve Resolution Approving Preliminary Industrial Jobs Training Agreement – Conitech USA LLC. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.3 Quality Faculty Plan Approval
President Ash reported that the Quality Faculty Plan Committee has completed their annual review of the Quality Faculty Plan. They presented their recommendations to Tim VanGinkel, the HEA President. The plan was updated to add a section for Concurrent Enrollment Instructors and Adjunct Faculty to complete professional development activities. The only other change was to include School Dude as part of the Checklist for New Faculty Mentoring.

Trustee Nabulsi moved to approve the Quality Faculty Plan with changes presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote

2.4 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Track Surfacing Project
Trustee Heland moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the West Burlington Track Surfacing Project be opened. Trustee Howard seconded. The motion passed with all Trustees recorded as voting aye. Board Chair Hillyard asked if there were any comments from the public. There were none. Board Chair Hillyard asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Heland moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the West Burlington 300 Building Renovation Project be closed. Trustee Howard seconded the motion. The motion carried with all trustees recorded as voting aye.

2.5 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Track Surfacing Project and Consideration of Construction Bids and Resolution Making Award of ConstructionContract of the West Burlington Track Surfacing Project

Vice President Cory Gall reported that the bid meeting for the West Burlington Track Surfacing Project was held on June 4, 2026. There were 3 bids received. The low bid for the project was submitted by Fisher Tracks, Inc. in the amount of $214,215.00 which was less than the estimated cost of the project. Vice President Gall reported that Russell Brissey of Klinger & Associates recommends that the Board accept the proposal and the contract be issued to Fisher Tracks, Inc. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, July 13, 2026.

Trustee Howard motioned to approve the Resolution as presented. 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 Gall presented the accounts recommended for collection action and write-off for Board approval. He also referred Trustees to the list of uncashed checks included in the Board packet, noting that the individuals associated with those checks had been contacted but had not responded. For FY2026, a total of $175,864, representing 182 student accounts, is being submitted for collection or write-off. Following collection agency efforts and additional follow-up by the SCC Business Office and Student Services, the net write-off amount is $82,868, a decrease from $120,762 in FY2025. Vice President Gall also reviewed the Bad Debt Data spreadsheet, which compares write-off amounts for FY2024 through FY2026, and emphasized the extensive collection efforts made before accounts are recommended for write-off. Trustees discussed the report and asked questions.

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.

2.7 Approval of West Burlington Residence Halls Lease Purchase

Vice President Cory Gall directed Trustees to the Lease Termination and Improvement Transfer Agreement included in their board packets, noting that the agreement reflects the terms previously presented to and discussed by the Board at the May meeting, with no substantive changes. He explained that the agreement provides for the purchase of one developer's interest in Millennium Hall and Blackhawk Tower effective July 1, 2026, while the remaining developer will continue as the College's partner during a transition period. Beginning July 1, 2026, the College will assume responsibility for the operation and expenses of the residence halls and will make the required monthly and annual payments to the remaining developer as outlined in the agreement. Upon completion of the agreement term in 2031, the College will make the final payment and assume full ownership of the residence hall improvements. Vice President Gall also reviewed the funding sources for the acquisition and responded to Trustees' questions. Trustees expressed their appreciation for the work completed to negotiate the agreement. Hearing no further discussion, Vice President Gall recommended approval of the Resolution Approving the Acquisition of an Interest in Real Property for the Millennium Hall and Blackhawk Tower Dormitory Improvements from Campus Community Developers, LLC.

Trustee Howard moved to approve the Resolution as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.8 Final Acceptance of Keokuk 200 Building Re-Roof Project
Vice President Cory Gall reported that the work completed by R3 Commercial Roofing, LLC under the November 11, 2024, contract for the Keokuk Campus Building 200 Re-Roof Project has been reviewed and found to be complete in accordance with the project plans and specifications. He noted that the total final construction cost was $152,969, with project expenses paid from the Plant Fund. Vice President Gall reported that the required asphalt repairs resulting from the construction project have been completed and recommended Board approval of the Final Acceptance of the Keokuk Campus Building 200 Re-Roof Project.

Trustee Fife-LaFrenz moved to approve the Final Acceptance of Keokuk 200 Building Re-Roof Project as presented. Trustee Heland seconded. Motion carried on 5-0 roll call vote.

2.9 Approve Updated Facilities Plan (2027-2035)
Vice President Cory Gall referred Trustees to the Facilities Master Plan spreadsheet included in their board packets, which outlines the College's planned capital projects and ongoing maintenance needs. He noted that approximately $450,000 is available annually to support facilities improvements. Vice President Gall highlighted the major Fiscal Year 2027 projects, including the West Burlington track resurfacing and the 600 Building renovation, with the remaining planned expenditures consisting primarily of routine maintenance. He also reviewed the funding sources for the projects and noted that, subject to Board approval, the parking lot adjacent to Blackhawk Tower is planned for replacement following graduation in May 2027. Looking ahead to Fiscal Year 2028, he reported that the Loren Walker Arena floor is scheduled for replacement during the summer months. He concluded by noting that the Facilities Master Plan is developed with input from the College's Facilities Committee..

Trustee Howard moved to approve the Facilities Master Plan Update for 2027-2035. Trustee Fife-LaFrenz seconded.

2.10 FY 2027 Iowa Association of Community College Trustees Membership Dues
President Ash shared the invoice for the Iowa Association of Community College Trustees membership dues. The total due is $51,480.00. This does not include the fees for the lobbyist. Trustee Heland moved to approve the FY 2027 Iowa Association of Community College Trustees membership dues as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 President's Report
President Ash referred Trustees to his written report and highlighted several college updates, including the start of summer online courses, upcoming Upward Bound and Kid Tek programs, the hiring of a new Athletic Director, and the ongoing search for a Vice President for Student Affairs. He also provided updates on legislative and foundation activities, facilities projects, and meetings with state and local partners. President Ash reported on discussions from the Iowa community college presidents' retreat, which focused on future strategic priorities, legislative and funding issues, workforce development initiatives, concurrent enrollment, and grant opportunities. He concluded by reviewing key summer projects underway across the College, including strategic planning, technology initiatives, enrollment and student success efforts, facilities improvements, policy review, and operational planning.

3.2 Financial Report
Vice President Cory Gall referred Trustees to the financial reports included in their board packets. He reported that the College's financial position remains strong and stable. He also noted that the liquid cash currently invested in the money market will be transferred to certificates of deposit after July 1, 2026, to maximize investment earnings.

3.3 Facilities Update
Vice President Gall provided a facilities update, reporting that construction on the 600 Building renovation and the IT Office remodel is underway. He also noted that the maintenance team has been preparing the residence halls for the upcoming academic year through cleaning and routine maintenance.

3.4 Data Review
Vice President Chuck Chrisman provided a presentation on the College's artificial intelligence (AI) initiatives, highlighting the rapid adoption of AI in higher education, common opportunities and challenges, and SCC's progress in developing a responsible, institution-wide AI strategy. He reviewed the College's AI governance structure, Board-approved AI usage guidelines, technology plan, employee training efforts, and implementation roadmap, emphasizing the importance of security, privacy, ethical use, workforce preparation, and AI literacy to support student success and institutional effectiveness. Trustees discussed the presentation and asked questions.

4.0 President’s Contract
Board Chair Hillyard reported he and Vice Chair Moudy Nabulsi talked with President Ash and offered him a contract proposal. He considered and they agreed on the contract offer. Chair Hillyard and Vice Chair Nabulsi shared this with each of the Trustees and they were all in agreement with the contract offer. The Board and President Ash agree on the contract proposed. President Ash expressed appreciation for the opportunity to continue to serve as SCC’s President.

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

4.0 Future Meetings
Board Chair Hillyard reviewed the list of future meetings.

5.0 Adjournment
There was consensus that the meeting be adjourned at 6:15 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