



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, June 9, 2025 @ 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 4:39 p.m. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, and Heland were present in the room. Trustee Howard arrived at 4:44 pm. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Michelle Allmendinger, Jeff Ebbing, and Chuck Chrisman.

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

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

##### **1.3.2 Administration**

None.

##### **1.3.3 Board**

Trustee Nabulsi shared that he is pleased with the newspaper coverage of SCC activities. Trustee Heland shared that he recently interacted with SCC Nursing student graduates who provided great care. All Trustees commented on the successful commencement ceremonies.

##### **1.4 Community Colleges for Iowa Trustees Report**

Trustee Nabulsi reported that the IACCT Trustee Board has not met. The Annual Trustees Summer Conference will be held July 9-10, 2025 hosted by Iowa Central Community College.

#### **2.0 Action Items**

##### **2.1 Approval of Consent Agenda**

###### **1. Approval of Minutes**

###### **1. May 12, 2025, Regular Board Meeting Minutes**

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

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

4. Name	Title	Date of Hire	Last day of Employment	Reason
Sandy Ferry	Payroll/HR Specialist	04/01/2020	06/30/2025	Accepted open Enterprise Application Specialist (Ellucian).
Brian Hoekstra	E-Sports Gaming Coordinator	07/15/2024	06/06/2025	Reduction in Force.
Thad Maxwell	E-Sports Gaming Coordinator	08/05/2024	06/06/2025	Reduction in Force.
Kathy Messer	Administrative Assistant – Title III Grant – 0.5 FTE	04/17/2023	06/30/2025	Termination - Title III Grant Funding Ending.

### 4. Employment Contracts

Name	Title	Contract Period	Salary
Ariana Dampier (Replacement)	Assistant Women's Basketball Coach	July 1, 2025 – June 30, 2026	\$18,000.00 (\$18,000.00 annual)
Sandy Ferry (New)	Enterprise Application Specialist (Ellucian)	July 1, 2025 – June 30, 2026	\$51,172.95 (\$51,172.95 annual)
Aaron Jensen (Replacement)	Dean of Career and Technical Education	July 1, 2025 – June 30, 2026	\$100,000.00 (\$100,000.00 annual)
Emily Murphy (Replacement)	Associate Women's Soccer Coach	July 1, 2025 – June 30, 2026	\$20,000.00 (\$ 20,000.00 annual)
Chad Payne (Replacement)	Health Professions Simulation Technician	June 16, 2025 – June 30, 2025	\$1,849.69 (\$43,888.00 annual)

Chad Payne  (Replacement)	Health Professions Simulation Technician	July 1, 2025 – June 30, 2026	\$43,888.00  (\$ 43,888.00  annual)
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Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Heland seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

## **2.2 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 and he presented them to President Ash. The plan was updated by adding Vice President for Academic Affairs to Dr. Amanda Estey. The only other recommended change is the addition of Appendix B 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.

## **2.3 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington 300 Building Renovation Project**

Trustee Fife-LaFrenz 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 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 Howard 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 Fife-LaFrenz seconded the motion. The motion carried with all trustees recorded as voting aye.

## **2.4 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington 300 Building Renovation Project**

Vice President Cory Gall provided a brief overview of the West Burlington 300 Building Renovation Project plans. He referred Trustees to an estimate of the costs for construction of the roof replacement, which were reviewed at the May 12, 2025, Board meeting. One bid was received on June 5, 2025, for the 300 Building Renovation Project. The low bid for the project was submitted by SG Construction Company in the amount of \$1,043,988.00 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 SG Construction Company. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, July 14, 2025.

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

## **2.5 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the West Burlington 300 Building Renovation Project**

Vice President Gall recommended award of the construction contract to SG Construction Company in the amount of \$1,043,988.00 for the Construction of the West Burlington 300 Building Renovation Project. Trustee Heland motioned to approve award of the construction contract to Construction of the West Burlington 300 Building Renovation Project. 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 designated for collections for Board approval. He also directed the Trustees to the list of uncashed checks in their board packet. Gall noted that the individuals associated with these checks have been contacted but have not responded by cashing them. For FY25, the total amount being sent to collections or written off is \$213,493, involving 199 students. The net write-off amount is \$131,622. He highlighted the Bad Debt Data spreadsheet included in the materials, which provides a comparison of write-offs from FY23 through FY25. Vice President Gall emphasized the extensive efforts made to collect these debts before they are sent to collections. Trustees held discussion and asked questions.

Trustee Fife-LaFrenz 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 2026 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 \$49,500.00. This does not include the fees for the lobbyist. The Presidents are doing an RFP to seek other lobbying options prior to committing with the current lobbyist. Trustee Howard moved to approve the FY 2026 Iowa Association of Community College Trustees membership dues as presented. Trustee Heland 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 and making note of a few of the items.

1. Two new trucks are coming soon that were purchased with funds from the DOL CDL grant.
2. Working on implementing the IGNITE program for high school programs that will provide training to high school students. The trainers for this program from Amatrol will arrive approximately in September. This is part of LIFT program with the IAAAP.
3. Met with the new leadership of the Capitol Theater to discuss continued use of the Theater for various SCC activities.
4. Notification received from IWD for continuation of the AEL program.
5. A new CTE Dean was selected. Dr. Aaron Jensen will join SCC on July 1, 2025.
6. Attended the Presidents' Retreat. Some of the topics included continue discussion of the Bachelor Degree Program, DOGE, Pell, and student loan default.

### **3.2 Monthly Financial Report**

Vice President Gall directed the Trustees to the comparative data summary in their board packets through May 31, 2025. He noted that things look good financially due to enrollment growth. He reviewed some of the line items on the financial summary. Trustees discussed and were pleased with the growth.

### **3.3 Facilities Update**

Vice President Gall reported that the Keokuk roof project is completed. The HVAC install for the West Burlington server room is nearing completion. He noted that the residence halls have temporarily been taken off the market until the Fall.

### **5.0 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.

### **6.0 Future Meetings**

Board Chair Hillyard reviewed the list of future meetings.

### **7.0 Adjournment**

There was consensus that the meeting be adjourned at 5:47 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