

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, March 18, 2019

5:00 p.m.

1500 West Agency Road

West Burlington, Iowa

Board Room

### Meeting Minutes

#### **1.0 Routine Items**

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

Board Chair Fife-LaFrenz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Jeff Heland, and Lanny Hillyard were present in the Board Room. Trustees Chris Prellwitz and Moudy Nabulsi participated in the meeting via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Chuck Chrisman, Dr. Don Weiss, Laurie Hempen, Brenda Rubey, Becky Rump, Jeff Ebbing, and Meghan D'Souza.

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

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

##### **1.3 Communications**

###### **1.3.1 Audience**

No report.

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

Executive Director for Institutional Advancement Becky Rump reported that the SCC Foundation's fundraiser event, Great Tastes, will be held on April 12. She encouraged the Trustees to attend and reviewed the various opportunities for giving that will be offered at the event. Still have sponsorship tables available.

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

Trustee Hillyard attended the following:

- Eggs & Issues Legislative Meeting along with President Ash where they mostly discussed health care.
- Attended Phi Theta Kappa All Academic Awards event. SCC had 2 students receive awards. It was nice event.
- Attended Community College Day on the Hill. SCC highlighted their Ag Program with Adam Raub and Sabrina Pidgeon attending.
- CCFSA held their quarterly meeting. The main topic of that meeting was RAGBRAI. We are considering hosting a group on the grounds during their Friday overnight stop in Burlington.

Trustee Heland also participated in the CCFSA meeting.

Trustee Fife-LaFrenz participated in the following:

- WIOA Board meeting where they reviewed regional maps. They have written an appeal letter to express concern with the divisions.
- Various conference calls to organize Board Retreat.

Trustee Nabulsi reported that he has been receiving and reviewing lots of information from the Speaker of the House related to education and safety.

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

Vice Chair Hillyard reported that he attended the recent Community College Day on the Hill and IACCT Board meeting as SCC's alternate. At the IACCT Board meeting the topics of discussion were:

- Legislative Discussion/Lobbyist Report - Governor's Education Funding Recommendation
- Campus safety and security
- New IACCT Website is much improved. It will be locally managed.
- WIOA Realignment Map – We objected and an appeal process is taking place.
- Student Legislative Seminar – Revising this event to be a one day event to reduce costs.

#### **2.0 World Changing – Changing Our Thinking**

##### **2.1 Business Club – Trisha Hopper**

President Ash introduced Assistant Professor for the Administrative Assistant Program Trisha Hopper and Business Instructor Kevin Rosenberg. They serve as leaders for the Business Club. Six students from the Business Club recently competed at the Business Professionals of America State Competition in Des Moines and all of them qualified for national competition in every event they entered as well as receiving several more high honors in general business contests. Students Jakob Anderson, Brandon Kinkaid, Edie Puga, and Peggy Wunderlich are here to share their successes. Each of them described the competitions and passed their awards for all to view. Assistant Professor Hopper reported that two other Business Club students, Gabrielle Duttweiler and Aaron Scarff, also won state awards. All six students will travel to the Business Professionals of America Competition in Anaheim, California in May. They are currently fundraising to offset their costs.

President Ash introduced Instructor Brenda Wamsley as leader of the Computer Club. They also had many students compete at the State Competition and were very successful. Several of them will be traveling to the national competition.

Dr. Don Weiss also reported that Ag had 15 students compete in Colorado last week for National Professional Ag Competitions. They placed third. Very proud of students and instructors.

#### **3.1 Approval of Consent Agenda Items**

##### **1. Approval of Minutes for the February 18, 2019, Regular Board Meeting and the March 6, 2019 Special Board Meeting**

**2. Presentation of Bills of Account**

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

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Angela Hampton	WIOA Employment & Training Specialist/Team Leader	12/04/2000	03/21/2019	Personal
Charles Rump	CBIZ – Program Developer	09/01/2012	04/30/2019	Retirement
Madison Stearns	Evening Receptionist/Housekeeper – Mt. Pleasant Center	07/06/2017	02/22/2019	Accepted Administrative Assistant – Corrections position

**4. Employment Contracts**

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Lauren Allender (Replacement)	WIOA Youth Employment & Training Specialist	March 1, 2019 – June 30, 2019	\$10,915.38 (\$33,000.00 annual)
April Gerst (Replacement)	WIOA Youth Employment and Training Specialist	March 1, 2019 – June 30, 2019	\$10,915.38 (\$33,000.00 annual)
Madison Stearns (Replacement)	Administrative Assistant – Corrections	February 25, 2019 – June 30, 2019	\$10,634.40 (\$30,721.60 annual)
Anne Walker (Replacement)	WIOA Youth Employment & Training Specialist	February 18, 2019 – June 30, 2019	\$12,057.69 (\$33,000 annual)

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

**3.2 Approval of FY 2021 and FY 2022 Academic Calendar**

Director of Human Resources Laurie Hempen reported that the SCC Calendar Committee was charged with reviewing the college calendar and making necessary changes for academic years FY2021 and FY2022. She referred the Trustees to a memo listing the eleven Calendar Committee members. Hempen reported that the Calendar Committee recommends approval of the proposed FY 2021 and FY 2022 Academic Calendars which contain no major changes in

concept from the previous year's calendar. The committee requests approval of two fiscal year calendars to fit with the needs of the new student planning module.

Trustee Hillyard moved to approve the FY 2021 and FY 2022 Academic Calendars as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Approval of 2019-2020 Part-Time Rate Schedule**

Director of Human Resources Laurie Hempen referred Trustees to the proposed Part-Time Rate schedule. She noted that there are just three changes recommended. One is to increase pay for Certification Testing Assistant for live patients from \$50 to \$75. The second recommendation is to bring C.N.A. instruction in line with other non-credit health instruction. Lastly recommend a minor change for how CBIZ pays for course development.

Trustee Heland moved to approve the 2019-2020 Part-Time Rate Schedule as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement – Frank Millard & Co, Inc.**

CBIZ Project Manager Brenda Rubey reported that on April 9, 2018, the college entered into a Preliminary Industrial New Jobs Training Agreement with Frank Millard & Co, Inc. That agreement was for one year. It has taken Frank Millard & Co., Inc. a little longer to get their patent and start their hiring. This Resolution would extend the agreement for an additional year through and including April 9, 2020 and is considered to be beneficial to the college and employer.

Trustee Heland moved to approve the Resolution for First Amendment to Industrial New Jobs Training Agreement with Frank Millard & Co, Inc. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.5 Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement – Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings)**

CBIZ Project Manager Brenda Rubey reported on March 19, 2018, the college entered into a one year Preliminary Industrial New Jobs Training Agreement with Keokuk Mills, LLC. This Resolution would extend the agreement for an additional year through and including March 19, 2020, and is considered to be beneficial to the college and employer.

Trustee Hillyard moved to approve the Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement with Keokuk Mills, LLC. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **3.6 Resolution Approving Assignment & Assumption Agreement with KPI Concepts**

CBIZ Project Manager Brenda Rubey reported that KPI Concepts Inc. sold a portion of its business to KPI Concepts LLC. KPI Concepts LLC has agreed to assume the obligations and liabilities of KPI Concepts Inc., under that certain Industrial New Jobs Training Agreement

between KPI Concepts Inc., and Southeastern Community College dated November 11, 2013. This Resolution would accept this Assignment and Assumption Agreement with KPI Concepts.

Trustee Hillyard moved to approve the Resolution Approving Assignment & Assumption Agreement with KPI Concepts. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.7 Board Retreat**

Board Chair Fife-Lafrenz reported that a Letter of Agreement with Jennifer Horn-Frasier of Bluebird Sky for Board Survey and Retreat Facilitation Services was emailed to all Trustees for review and approval. She reported that she, Trustee Hillyard, and President Ash spoke with Ms. Horn-Frasier prior to the regular board meeting requesting a few changes. They requested that the retreat should be limited to the Board and President Ash. They also requested that Ms. Horn-Frasier hold one-on-one calls with each Trustee and President Ash prior to the retreat as opposed to sending a survey for their completion. Secretary Adams will schedule phone interviews with Ms. Horn-Frasier. All Trustees seemed in favor with this approach and expressed appreciation to the Chair and Vice Chair for their time to research this. Board Chair Fife-Lafrenz proposed that the retreat take place on Saturday June 1 or sometime the following week. Trustees will review calendars and report availability.

Trustee Hillyard moved to approve the Board Retreat Agreement with Bluebird Sky. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

### **3.8 Acceptance of Enrollment Services, Business Office and Administrative Services Construction**

Treasurer Kevin Carr presented Resolution Accepting the Building 100- Interior Renovations (Business Office, Enrollment Services, and Administrative Services). This project was completed in accordance with the terms and conditions of the contract and plans and specifications by SG Construction. This Resolution is for the Board to accept the final public project.

Trustee Hillyard moved to approve the Resolution Accepting the Building 100- Interior Renovations (Business Office, Enrollment Services, and Administrative Services). Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **4.0 Accountability**

### **4.1 President's Review of Goals**

President Ash reviewed a written detailed progress report on the President's Goals for FY2019. He reported that there has been good progress towards many of his goals and has identified some changes in others. He referred Trustees to his goal of establishing a regional leadership team for business and industry leaders. This goal has not been successful and was found to be a duplication of other community groups. He reports that he is discarding this goal and will focus on efforts through those other Economic Development groups within the region. Trustees inquired whether there is anything else needed to grow the international student program as this

affects enrollment and residence halls. President Ash noted that a guideline was created to require international students to live in student housing unless they meet one of the exceptions noted in the guideline. This should increase numbers in residence halls. He also reported that we have been working on programming to grow enrollment with the Japanese school in Okinawa. Larissa Connor went there over spring break and taught ESL. She reports they are interested in sending students back.

#### 4.2 President's Report

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information.

The following items were discussed:

- 1.) **AMP Conference** – Welcomed 40 young people as part of the AMP Conference (foster care students) held on the WB campus and in conjunction with Young House.
- 2.) **Fort Madison** – Met with community leaders about various options on potential locations for an SCC site
- 3.) **STEM Fest** – Over 1800 attended the Saturday event; many “hands on” opportunities for all ages.
- 4.) **Chinese New Year** – Celebrated the New Year in Loren Walker Arena with dinner and a program that gave students and others an opportunity to perform. I had the pleasure of welcoming them and sampling some of the food that was brought by community members, faculty, students and staff
- 5.) **PTK – All Iowa Academic Team** – A banquet was held to honor the members of PTK who were selected for the All Iowa Academic Team. It was a nice event and SCC had two scholars honored along with Trustees Janet Fife-LaFrenz and Lanny Hillyard. We will be the sponsors of that next year.
- 6.) **Community College on the Hill** – Adam Raub and Sabrina Pigeon represented our booth with projects from the agriculture program. Began about 8:00 am and closed out around 1:00 pm. Many legislators came by to see the displays from all 15 colleges. There was excellent interaction by all who attended. Thanks to Becky for organizing the SCC portion of the event.
- 7.) **Super Conference Science Fair** – Spoke to the 7-12 grade students and their sponsors. It was a great day with 159 young people who had science displays and judging happening of their projects in our Hall of Sciences. Many also participated in science experiments in our labs.
- 8.) **5<sup>th</sup> and 6<sup>th</sup> Grade students and 8th Grade Girls** – These groups of students were on campus during the SCC Spring Break as part of career week. Thanks to Michelle Randall and her volunteers for hosting these exciting events during the week.
- 9.) **Free Speech Bill** - Which is intended to assure that free speech is allowed for all who are on our campuses. Unlike other laws that have effective dates of sometime after June 30<sup>th</sup>, this one will become effective the day the Governor signs it. This bill passed both the House and Senate and is expected to be signed by the Governor.
- 10.) **Professional Development Day** was a successful event. Keynote speaker Dr. Theresa Cooper from Iowa State University lead off the program with a presentation on Diversity, Equity and Inclusion. Following her presentation were breakout sessions with a large variety of topics from which to choose. During lunch there were several

roundtable discussions for faculty and staff in which to participate. It was a great day of opportunity and experience.

- 11.) **Programs** - Looking at more options to offer additional foreign language.
- 12.) **Senior College** - Executive Director Rump and President Ash have had meetings with community members about senior college. This would not take the place of CBIZ, but look at a pilot group that would take a class for free if they are over 60. This will be for certain courses and there will be no tuition charged.
- 13.) **Marketing** - Marketing will provide a report next month. We are on the radio a lot. He reported he does monthly radio interviews with KBUR and has also been on Keokuk radio.
- 14.) **Future Ready Iowa** – The Governor plans to continue this program and has requested \$17.2 million for Last Dollar Scholarships. Qualifying students have to be enrolled full-time in a program for a high demand job and they have to apply all their financial aid first. They are in the process of writing the rules.

#### **4.3 Monthly Financial Report**

Vice President Carr reported on the financial statements for period ending February 28, 2019. He referred Trustees to Page 74 of their Board packet. He noted that on the unrestricted general fund – student fees, tuition, property tax, state general aid equal 96% of revenue. Property Tax and state general aid are on target as noted in budget. We are about an estimated \$100,000 above budget. Lots of that is due to tuition increase. He reported that interest income on short-term rates is increasing.

Vice President Carr noted that all state and federal grants go through the restricted general fund. Under federal revenue we are down because we are not fiscal agent for Promise Jobs. We are the fiscal agent for ICCOC. There is about a \$1 million reserve in there and by end of year about \$800,000. This year we get \$20,000 for doing all accounting and HR and we get to keep \$18,000 to \$23,000 interest income. WTED is very critical for SCC. It pays for 5 faculty salaries. If we lose WTED we would struggle to recoup that. WTED is appropriated by the state. We get around \$480,000 and that should be untouched for next year. It is state money.

#### **4.4 Facilities Update**

Vice President Carr reported that there is good progress on the Murray Art Gallery. Flooring and ceiling tiles are being installed. They need to install air conditioning, finish painting, and install blinds and glass doors. In another week, it will be getting really close. A new roof was installed above the new art gallery.

At Keokuk Campus, they completed an electrical switchover during Spring Break. The concrete pad is complete on the north side of campus. Keokuk Cardinal Stritch has signed land lease with Mohrfeld for solar field and they are completing final review of purchasing power agreement. Mohrfeld has started some dirt work where the solar panels will go. All LED lighting has been installed.

### **5.0 Future Meetings**

Chair Fife-LaFrenz reviewed the list of future meetings.

### **6.0 Adjournment**

Trustee Hillyard moved to adjourn the meeting. Trustee Heland seconded. Motion carried with all trustees voting aye.

The meeting adjourned at 6:34 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 "Darcy Adams".

Darcy Adams  
Board Secretary