



Regular Meeting of the Board of Trustees
Monday, March 19, 2018
5:00 p.m.
West Burlington Campus Board Room (#AD-1)

1.0 Routine Items

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

Board Chair Prellwitz participated in the meeting via teleconference. She requested that Board Vice Chair Fife-LaFrenz chair the meeting.

Board Vice 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 Sherry Zeller, and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Dr. Don Weiss, Laurie Hempen, and Brenda Rubey.

1.2 Adoption of the Formal Agenda

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

Vice Chair Fife-LaFrenz expressed condolences to the friends and family of SCC Professor Don Krekel. She also reported that Professor John Bybee was having a medical procedure and wished him well on behalf of the Trustees.

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 13. She encouraged the Trustees to attend and reviewed the various opportunities for giving that will be offered at the event.

1.3.3 Board

Trustee Fife-LaFrenz reported that she participated in the following events since the last Board meeting:

- Keokuk Spirits Awards event
- IACCT webinar focused on upcoming lobbying days at the Capitol
- Presentation by Dr. Hal Chase on African American History in America

- RWIB meeting focused on the future structure of WIOA
- PTK All-Iowa Academic Team Banquet in Des Moines honoring four SCC students and Dr. Ash being recognized for receiving the PTK Shirley B. Gordon Award
- Attended IACCT meeting as SCC's alternate for Trustee Nabulsi
 - Department of Education is developing an educational task force document
 - Development of a document to steer the community colleges towards attaining the Future Ready Iowa goals

Trustee Hillyard reported that he participated in the following events since the last Board meeting:

- College County Fair Service Agency meeting wherein improvements at the Fairgrounds were discussed
- Eggs and Issues legislative meeting

1.4 Iowa Association of Community College Trustees Report

Vice Chair Fife-LaFrenz reported that she attended the recent IACCT Board meeting as SCC's alternate. She indicated that she reported on the meeting in the previous agenda item and that she emailed a copy of the minutes from the meeting to the Trustees.

2.0 World Changing – Changing Our Thinking

2.1 Emerging Issues/Future Agenda Items

Chair Prellwitz indicated that one of the Board's Goals for 2018 is to evaluate and consider revising the Board's Self-Assessment Survey form. Trustee Hillyard volunteered to work with Chair Prellwitz on revising the form. A draft of the revised document will be presented as an action item at the next Board meeting.

2.2 Tour of Hall of Science

President Ash led a tour of the nearly complete Hall of Science building for the Trustees and some college personnel.

3.1 Approval of Consent Agenda Items

1. Approval of Minutes for the February 19, 2018, Regular Board Meeting and the March 5, 2018 Special Board Meeting
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
Cherry Klein	IHUM Grant Project Director	01/02/2014	03/23/2018	Personal
James Rogers	Head Volleyball Coach / Enrollment Project Specialist	03/01/2017	04/02/2018	Personal

4. Employment Contracts

Name	Title	Contract Period	Salary
Mariah Wolfe (Replacement)	Enrollment Specialist	March 19, 2018 – June 30, 2018	\$10,384.61 (\$36,000 annual)

In response to a question raised, discussion was held regarding the difference between the job titles “Enrollment Project Specialist” and “Enrollment Specialist.”

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

3.2 Approval of FY 2020 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 year 2020. She referred the Trustees to a memo listing the Calendar Committee members. Hempen reported that the Calendar Committee recommends approval of the proposed FY 2020 Academic Calendar which contains no major changes in concept from the previous year’s calendar.

Trustee Heland moved to approve the FY 2020 Academic Calendar as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.3 Industrial New Jobs Training Agreement – ContiTech USA, Inc. Project #1

CBIZ Project Manager Brenda Rubey reported that ContiTech USA, Inc., which specializes in the engineering and distribution of industrial hose products, plans to add 14 new jobs. The total issuance for this project is \$195,000.

Trustee Hillyard moved to approve the Industrial New Jobs Training Agreement with ContiTech USA, Inc. (Project #1). Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.4 Industrial New Jobs Training Agreement – ContiTech USA, Inc. Project #2

CBIZ Project Manager Brenda Rubey reported that ContiTech USA, Inc.’s second INJT project includes plans for 41 new jobs. The total issuance for this project is \$305,000.

Trustee Heland moved to approve the Industrial New Jobs Training Agreement with ContiTech USA, Inc. (Project #2). Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.5 Industrial New Jobs Training Agreement – Keokuk Mills, LLC Project

CBIZ Project Manager Brenda Rubey reported that Keokuk Mills, LLC, which manufactures steel castings, plans to add 25 new jobs. The total issuance for this project is \$255,000.

Trustee Hillyard moved to approve the Industrial New Jobs Training Agreement with Keokuk Mills, Inc. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.6 Iowa New Jobs Training Preliminary Agreement – Keokuk Mills Steel Castings

CBIZ Project Manager Brenda Rubey presented an INJT Preliminary Training Agreement with Keokuk Mills Steel Castings.

Trustee Heland moved to approve the Industrial New Jobs Training Preliminary Agreement with Keokuk Mills, Inc. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.7 Board Policy Review

3.7.1 Board Policy #104, Student Success (second reading)

President Ash reviewed Board Policy #104 Student Success. He noted that this was the second reading of this Policy. Since there were no revisions proposed by the Trustees, he recommended approval.

Trustee Hillyard moved to approve Board Policy #104 Student Success and to waive the third reading. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.1 President’s Review of Goals

President Ash reviewed a written detailed progress report on the President’s goals for FY 2018. He reported that the percentages of completion are arbitrary on his part with a focus on being fairly represented. He noted that progress or completion of some of the goals are beyond his control (e.g. development of outreach efforts with additional schools in our region which has issues with transportation, timing, and staffing manpower limits so we are investigating how to address students who are too far away to drive or have transportation to class.)

Discussion was held regarding the various workforce development initiatives that are being introduced in Iowa and how they will be coordinated in the future to be most efficient and progressive for the state.

Discussion was also held regarding the college's constant fundraising endeavors.

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.) **Future Ready Iowa** – working with the Governor's Office on refining an appropriate interface between Future Ready Iowa and the community colleges. We believe that we have been able to preserve the community colleges' workforce dollars.
- 2.) **De-appropriation** – Revenue Estimating Committee numbers are very positive for the current budget and for the 2019 budget. However, we do not know yet what the legislators will do but should know during this next week.
- 3.) **Achieving Maximum Potential (AMP) Youth Conference** – SCC hosted this youth conference for kids in the foster system and demonstrated ways in which these kids could plan to attend college.
- 4.) **The Greater Burlington Area Sports Facilities Board of Directors** – The Board approved moving forward with building the air-supported structure (bubble) for The Turf facility at the Rec Plex but on the Greater Burlington Partnership's land – approximately nine acres +/- . Renewed fundraising can get focused as the decision on what to do was holding up some on their giving. Construction Committee will begin work on the design for The Courts.
- 5.) **Concurrent Enrollment** – developed a “stair-step” approach to move the pricing for the courses (with multiple variables) to a more workable level.
- 6.) **Industrial Technology Training Center** – a tour was given for leadership of business and industries of this facility so they can understand what we are doing to support their needs and efforts.
- 7.) **Mount Pleasant Economic Development** – met with Mt. Pleasant Chamber Executive Director Kristi Ray regarding developing a more workable support system for Henry County and economic development. A meeting with numerous college personnel will be held after spring break including Kristi Ray to discuss the needs and appropriate approaches to address those needs.
- 8.) **2011 - 2016 Strategic Plan Review** – Direct reports reviewed the recent past Strategic Plan to determine the completeness of the items in that plan. Some of the items are ongoing and are moved into the 2017- 2022 Strategic Plan.
- 9.) **2012 Improvements Spreadsheet** – has been reviewed to determine the status of each project. Most have been completed, some removed as a change in plans, and still others are ongoing.
- 10.) **Strategy Forum** – a team from SCC will travel to near Chicago to attend another Strategy Forum as per requirements for our accreditation. Preparations are underway for the May trip.

11.) **Systems Portfolio** – Work continues on the development of the Systems Portfolio. A team from various sectors of the college are working to address the needed elements. At each PEC meeting, Dr. Richardson presents a section of the Portfolio so ensure that we have captured everything as well as being clear with its presentation.

4.3 Monthly Financial Report

Vice President Carr reported on the financial statements for period ending February 28, 2018. He noted that although a statewide reduction in funding for Promise Jobs is anticipated, the reduction will not take effect until FY 2020.

Vice President Carr reported that tuition and fees revenue is \$300,000 below the budget estimate with salaries and related costs slightly less than last year at this time. Vice President Carr reviewed how year-end accounting entries will affect the financial statements and reported that \$184,000 of the fund balance will be used at year-end to balance the budget.

4.4 Facilities Update

Vice President Carr reported that the bids for repair/remodeling work at Winegard and Witte student residence halls are expected this week. It is anticipated that work on this project will begin immediately. Vice President Carr reported that due to water damage in both facilities, the project will be primarily funded with insurance proceeds. He noted that a majority of the furniture in both residence halls will also be replaced.

5.0 Future Meetings

Vice 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 6:52 p.m.

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



Sherry Zeller
Board Secretary