



**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Monday, March 6, 2023, at 4:30 p.m.**  
**Southeastern Community College,**  
**1500 West Agency Road, West Burlington, Iowa, Board Room**

**MINUTES**

**1.0 Routine Items**

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

Board Chair Joseph Johnson called the meeting to order at 4:33 p.m. Roll call indicated Trustees Hillyard, Johnson, Heland, and Fife-LaFrenz were present in the room. Trustee Nabulsi was present via Zoom teleconferencing. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Joan Williams, Jeff Ebbing, Chuck Chrisman, Laurie Hempen, Val Giannettino, Trisha Hopper, Brenda Rubey, and Brenda Wamsley.

**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**

None.

**1.3.2 Administration**

Executive Director of Institutional Advancement Val Giannettino provided updates on upcoming events including the April 20<sup>th</sup> Donor Reception and the July 14<sup>th</sup> Alumni Golf Outing. She also reminded Trustees that the Business After Hours/Ribbon Cutting for the Blackhawk Student Center will be September 14<sup>th</sup>.

**1.3.3 Board**

Trustees Hillyard, Heland, and Fife-LaFrenz reported that they attended the Phi Theta Kappa All Academic Iowa Team Banquet in Des Moines honoring 5 SCC students. Trustee Hillyard also attended the Student Legislative Seminar and the Community College Day on the Hill.

Trustee Fife-Lafrenz attended Spirit of Keokuk awards with Lanny. They presented 4 community awards. The event was very well attended.

Trustee Hillyard reported that the quarterly CCFSa meeting was held.

**1.4 Recognition of Computer Club and Business Club Student Achievements**

President Ash introduced Assistant Professor of Business Trisha Hopper and Network Administration/Cyber Security Instructor Brenda Wamsley. He reported that students in both of those clubs brought home awards and many are heading to Nationals.

Professor Trisha Hopper reported that 6 students from the Business Club competed and all qualified for Nationals in Anaheim, California. Students shared their experiences and awards.

Instructor Brenda Wamsley reported that 6 students from the Computer Club competed in the state competition and they placed very well. All 6 students qualified to advance to Nationals in Anaheim, California.

### 1.5 Community Colleges for Iowa (f/k/a IACCT) Trustees Report

Trustee Lanny Hillyard reported that he attended the Community Colleges for Iowa Board meeting on behalf of Trustee Nabulsi on March 1, 2023. He shared some of the discussion items from that meeting. There will be a Community Colleges for Iowa Convention for staff and faculty November 28-30. The Trustee summer conference will be July 19-20, 2023 at Kirkwood Community College.

## 2.0 Action Items

### 2.1 Approval of Consent Agenda

1. Approval of Minutes
  - February 13, 2023, 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
Beth Ash	Education Program Coordinator	09/15/2017	03/01/2023	Personal.
Miranda Coleman	Administrative Assistant/Testing Proctor – Student Support Center (1.0 FTE)	09/01/2015	03/02/2023	Personal.
Michael Smith	Custodian I - Housekeeper	06/21/2021	01/31/2023	Accepted open Custodian/Groundskeeper – Level 8 position.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Stephanie Hale (Replacement)	Student Success Advocate - Keokuk	February 15, 2023 – June 30, 2023	\$14,268.20 (\$38,000.00 annual)
Sierra Hase (Replacement)	Student Success Advocate – High School Concurrent Enrollment	February 20, 2023– June 30, 2023	\$13,831.42 (\$38,000.00 annual)

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

### 2.2 Adopt Budget and Certify Community College Taxes

#### 2.2.1 Public Hearing

Trustee Fife-LaFrenz moved that the public hearing on the adoption of the Certified Budget be opened. Trustee Heland seconded. The motion passed with all trustees recorded as voting aye. Board Chair Johnson asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Hillyard moved that the public hearing on the Certified Budget be closed. Trustee Fife-LaFrenz seconded the motion. The motion carried with all trustees recorded as voting aye.

### **2.2.2 Final Consideration of Budget Estimate for the Fiscal Year July 1, 2023 – June 30, 2024 and Certification of Community College Taxes**

Vice President of Administrative Services Kevin Carr reported that he reviewed the details of the FY 2024 Certified Budget at the February 13<sup>th</sup> Board meeting and gave a brief summary of the important points. The certified budget is developed based on actual FY22 data, re-estimates for FY23, and other information currently known for FY24.

Vice President Carr recommended approval of the Certified Budget as presented.

Trustee Heland moved approval of the July 1, 2023– June 30, 2024 Budget Estimate and Certification of Community College Taxes. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **2.3 Approval of Final Agreement and Resolution Approving New Jobs Training Agreement – Western Smokehouse & Meat Market LLC**

CBIZ Director Brenda Rubey reported on January 22, 2022, the college entered into a one-year Preliminary Industrial New Jobs Training Agreement with Western Smokehouse & Meat Market, LLC. This Agreement is extended through January 22, 2024, with no further extensions. She is requesting approval for the Final Agreement and Resolution Approving New Jobs Training Agreement – Western Smokehouse & Meat Market, LLC.

Trustee Heland moved to approve the Resolution Approving Final Agreement with Western Smokehouse & Meat Market, LLC. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Collective Bargaining Ratification - Higher Education Association (HEA) and Employee Support Association (ESA)**

Vice President Kevin Carr and Director of Human Resources Laurie Hempen reported that a tentative agreement has been reached in the negotiations of the Higher Education Association (HEA) and Employee Support Association (ESA) contracts pending final vote. The tentative agreement is for a 3-year contract at 3 percent increase per year. Other details of the agreement were discussed. Vice President Carr was very complimentary of the HEA and ESA negotiating teams and to HR Director Hempen for her leadership.

Vice President Carr and HR Director Hempen recommend the tentative agreement be approved by the Board subject to ratification by their respective organizations. Trustee Heland moved to approve the tentative collective bargaining agreements for Higher Education Association and Employee Support Association subject to ratification by each association. Trustee Hillyard 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 noting the following items:

- 1.) The Iowa Army Ammunition Plant hosted a Civic Leader Event providing the opportunity to ride the Chinook helicopter.
- 2.) The Presidents' meeting was held on February 28<sup>th</sup>. The meeting focused on the activities of the current legislative season. A summary of those topics was provided as well as the position and actions of the Presidents' and Community Colleges for Iowa as they advocate for Community Colleges.
- 3.) Attended a meeting held by Matt Mohrfeld in Fort Madison about Ukrainian Refugees.

- 4.) Interviews for Vice President of Student Affairs and Vice President of Administrative Services are being held. Anticipate that reference checks and job offer will be made following Spring Break.
- 5.) The college will be closed for Spring Break March 13-17.
- 6.) We are hosting an Advisory Council Appreciation Dinner on April 19<sup>th</sup> and have invited all Advisory Council members to attend.
- 7.) The Foundation Donor Reception will be held on Thursday, April 20<sup>th</sup> from 2 to 4 pm.
- 8.) Business After Hours/Open House & Ribbon Cutting for the Blackhawk Student Center is set to be September 14<sup>th</sup>.

### **3.2 Redistricting Update**

President Ash reported that the Redistricting Maps have been released by the Department of Ed and the President's group has been reviewing them. SCC and a number of other Iowa Community Colleges have raised concerns about the new map as it relates to our re-drawn District Boundaries. The re-districting map given to us puts more than one of our current Trustees living in the same district. Our concerns have been reported and the Presidents' group has been discussing. Jeremy Varner and the Department of Ed are working to assist in allowable changes based on my suggestions. We have been asked to review the first map plan with our Boards before rejecting it. Once we have rejected it, we cannot return to the Plan 1 Map. Trustees reviewed and discussed. President Ash noted that a new map is being created and he will send to the Trustees when he has received. Approval of the Re-districting map will be on the April 10, 2023 Board agenda.

### **3.3 Spring Enrollment Update**

Vice President Chuck Chrisman provided a report on Spring 2023 Enrollment. The report is great news. Enrollment is up in head count and credit hours for 6 semesters in a row. SCC has the highest percentage of enrollment growth for Iowa Community Colleges in the Spring semester. In Fall 2022, SCC was #2. There is an increase in new and returning students and a significant increase in high school and online enrollments.

### **3.4 Monthly Financial Report**

Vice President Carr reviewed the monthly financial report. He referred Trustees to the Financial Comparative Data Summary in their packets. Last month he reported that student fees and tuition were estimated \$415,000 above budget and this month it increased up to \$500,000 above budget. State General Aid and property tax continue to come in as expected.

### **3.5 Facilities Update**

Vice President Carr provided a facilities update. He reported that plans are moving forward with the FEMA Safe Room. Currently waiting for the architect to provide the estimated cost.

We have received our generator that has been on back order for 14 months. All of the prep work for installation has been completed. We are just waiting for firm soil to get it out here.

The flower beds around campus will have mulching done soon.

The Blackhawk Student Center is progressing well. They are finishing drywall and working on painting. The framing is in place below the track and they will be installing the high impact panels. The basketball hoops are in. The flooring should be going in soon and the gym wood floor will go in week of April 24<sup>th</sup>. It is possible that substantial completion will be on or about May 1.

#### **4.0 Future Meetings**

Board Chair Johnson reviewed the list of future meetings.

#### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:08 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 Burdette".

Darcy Burdette, Board Secretary