



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Monday, March 7, 2022, at 4:30 p.m.

**Southeastern Community College, 1500 West Agency Road, West Burlington, Iowa
SCC Board Room**

Meeting Minutes

1.0 Routine Items

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

Board Chair Jeff Heland called the meeting to order at 4:30 p.m. Roll call indicated Trustees Hillyard, Heland, and Fife-LaFrenz were present in the room. Trustee Nabulsi was present via Zoom teleconferencing. Trustee Johnson was absent. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Val Giannettino, and Joan Williams. Assistant Professor of Business Trisha Hopper, Network Administration/Cyber Security Instructor Brenda Wamsley and Professor of Business/Accounting Kevin Rosenberg were present with students from the Business Club and Computer Club.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Vice Chair Johnson seconded. Motion carried.

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

1.3.1 Audience

None.

1.3.2 Administration

Executive Director Val Giannettino invited Trustees to attend the golf outing on July 15, 2022. President Ash reported that the Diversity, Equity and Inclusion Council have activities through the month to celebrate Women's History.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended several of the Chamber dinners. She also attended many of the women's basketball games in Keokuk and noted congratulations to them on their successful season. She shared a copy of the minutes from the ACCT Membership and Education Committee that she attended making mention of some items discussed at that meeting.

Trustee Hillyard reported that he attended the Greater Burlington Partnership Chamber dinner where SCC received recognition along with Burlington Schools for the Early Childhood Learning Center at Corse Schools. He also attended the Fort Madison Partners dinner where SCC, along with Moudy Nabulsi and the Shottenkirk Family, was nominated for an award for Community Developer of the Year. Trustee Hillyard also attended the PTK All Iowa Academic Team Banquet in Des Moines.

Trustee Nabulsi attended the Community College Council meeting. He also attended the Diversity Committee meeting.

Board Chair Heland also attended the Greater Burlington Partnership Chamber dinner and used the opportunity to network with the community on behalf of SCC.

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 the Computer Club and Business Club brought home numerous awards from their State competition and many are heading to Nationals.

Professor Trisha Hopper reported that 3 students from the Business Club competed at State and all qualified for Nationals in Dallas, Texas. Students shared their experiences and awards.

Instructor Brenda Wamsley reported that 8 students from the Computer Club competed in the State competition and they placed very well. Four students qualified to advance to Nationals in Dallas, Texas.

1.5 Iowa Association of Community College Trustees Report

Trustee Hillyard provided the IACCT board report from March 4, 2022 IACCT Board meeting which he attended on behalf of Trustee Nabulsi. He noted that IACCT is working on a new logo. They reviewed the legislative priorities and discussed updates on state general aid.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **February 14, 2021 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
Paula Faulkner	Literacy Coordinator/AEL Facilitator	12/01/2010	03/31/2022	Personal.
Kelee Marcy	Assistant Men's and Women's Soccer Coach/Resident Advisor (.8 FTE)	04/27/2021	01/31/2022	Accepted Head Men's & Women's Soccer Coach position.
Madison Stearns	Administrative Assistant – Corrections – Level 7	07/06/2017	02/28/2022	Accepted Statewide Correctional Education Pathway Navigator position.
Kali Watson	Instructor - Nursing	03/01/2017	05/11/2022	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Shawn Hopper (Replacement)	Correctional Education Coordinator	March 1, 2022 – June 30, 2022	\$ 18,375.48 (\$ 54,500.00 annual)
Kelee Marcy (Replacement)	Head Men's & Women's Soccer Coach	February 1, 2022 – June 30, 2022	\$ 16,551.72 (\$ 40,000.00 annual)
Madison Stearns (New)	Statewide Correctional Education Pathway Navigator	March 1, 2022 – June 30, 2022	\$ 14,160.92 (\$ 42,000.00 annual)

Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Nabulsi seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

2.2 Adopt Budget and Certify Community College Taxes

2.2.1 Public Hearing

Trustee Hillyard moved that the public hearing on the adoption of the Certified Budget be opened. Trustee Fife-LaFrenz seconded. The motion passed with all trustees recorded as voting aye. Board Chair Heland asked if there were any comments from the public. There were none. Board Chair Heland asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Fife-LaFrenz moved that the public hearing on the Certified Budget be closed. Trustee Hillyard 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, 2022 – June 30, 2023 and Certification of Community College Taxes

Vice President of Administrative Services Kevin Carr reported that he had reviewed the details of the FY 2023 Certified Budget at the February 14th Board meeting and gave a brief summary of the important points. The certified budget is developed based on actual FY21 data, re-estimates for FY22, and other information currently known for FY23. The tax levy proposed includes an increase of \$.045 cents per \$1,000 value of taxable valuation for FY23, related to replacement of two of our air conditioning chillers and increased costs to enhance our cybersecurity. Regular property tax valuations are up. Vice President Carr recommended approval of the Certified Budget as presented.

Trustee Hillyard moved approval of the July 1, 2022– June 30, 2023 Budget Estimate and Certification of Community College Taxes. Trustee Nabulsi seconded. Motion carried on a 4-0 roll call vote.

2.3 Resolution Approving Construction Contracts and Bonds for Bid Package #4 for the Construction of the New Practice Track and Soccer Field

Vice President Carr reviewed that at the February 14, 2022, Regular Board meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the New Track and Soccer Field for Bid Package #4 along with Consideration of Construction Bids and Award of Construction Contract were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Trustee Hillyard moved approval of the Resolution Approving Construction Contract and Bond for Bid Package #4 for the construction of the New Practice and Track Soccer Field. Trustee Fife-LaFrenz seconded. Motion carried on a 4-0 roll call vote.

2.4 Approval of Board Goals for 2022

Board Chair Heland reviewed a draft of Board Goals for 2022 to include the following:

- Understand fiduciary responsibilities
 - Each board member will attend one webinar or conference session pertaining to Community College Trustee Fiduciary Responsibilities by December 31, 2022.
- Attend the state annual conference
 - All 5 Trustees will attend the IACCT Annual Conference in the summer of 2022.
- Participate in the webinars prepared by IACCT.
 - Each board member will attend a minimum of one IACCT webinar by December 31, 2022.
- Board retreat/work session
 - The SCC Board of Trustees will participate in one retreat during the 2022 calendar year.

Trustees discussed the Board Goals presented. Board Chair Heland recommended approval of the above-stated goals.

Trustee Nabulsi moved to approve the 2022 Board Goals as presented. Trustee Heland seconded. Motion carried on a 4-0 roll call vote.

3.0 Accountability

3.1 President's Review of Goals

President Ash reported that he sent a progress report for his goals to Trustees for their review prior to the meeting. Most of the goals remain in progress. He noted that we continue to look for new programs including adding medical programs at the Keokuk campus. Other programs have added additional tracks such as Education adding Early Childhood Education and Business adding sports management. We are very thankful that we are experiencing enrollment growth last summer, fall and spring. With that enrollment growth we are looking at how to expand the cafeteria and how to increase housing options on both campuses. We have been able to offer mental health and many students are utilizing that service. In summary, there has been and continues to be progress for each of the 4 goals.

3.2 President's Report

President Ash referred Trustees to his report in their folders noting the following items:

1. Nursing

"Southeastern Community College Practical/Vocational Nursing and Associate Degree in Nursing programs hold pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 800-669-1656. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received".

Respiratory Care

The CoARC re-accreditation self-study has been submitted. The RC Program Director is currently working on the annual report and site visit documents.

The 2nd year Respiratory Care students are in their final externship experiences and students are being highly recruited. One student just accepted an offer at their current externship site for \$26.00/hr. with a sign-on bonus.

Medical Assistant

The Medical Assistant Educational Review Board re-accreditation virtual site visit was held on March 3rd and 4th. The site visit was very successful noting the strengths of the Program Coordinator and program knowledge and the resources available in the Health Professions MA and lab. There were no deficiencies noted. The final report will be available in one month.

EMS

The CoAEMSP re-accreditation self-study has been submitted. The site visit date is yet to be determined.

Medical Coding and Billing

Patient Access – First time offering last semester was successful with very positive feedback from the 11 students that completed the program. There are 10 students enrolled this semester.

2. **STEM Fest** to be held on March 11-12, 2022.
3. **Lunar New Year** Celebration on March 8th from 5 to 7.
4. **Three students from our Upward Bound Program** were selected to attend DECA Internationals in Atlanta Georgia April 23-27, 2022.
5. **SCC-IW Open House** at the West Burlington Campus (Held one at the Keokuk Campus earlier – met with students) March 9th 1:00 – 3:00 pm.
6. **Advocacy** – Work with the legislature is moving right along. There are some changes to the High Demand Jobs designation returning to the way it was and allowing each CC to determine five high demand jobs in our areas without all the criteria being required or met.
7. **Last Dollar Scholarship** – Part-time students will now be able to participate in LDS in the high demand jobs.
8. **Department of Education** – The Department of Education released two reports - Developmental Education and Joint Enrollment.
9. **PTK- All Iowa Scholar Program** – We celebrated two of our students who were selected as Scholars within the PTK program. It was enjoyable to meet the two young ladies and learn more about them.
10. **Community College on the Hill** – The theme was Manufacturing 4.0. We chose to showcase our Early Childhood Development program. Childcare is critical in Iowa and is greatly needed to ensure that manufacturing and other professions have support for their children when the parents need to be able to work.

3.3 Monthly Financial Report

Vice President Carr reviewed the February 28, 2022 financial statements making note that in the general fund we are above budget in tuition and fees. Property taxes and state general aid are coming in as expected. He noted that the HEERF dollars show as revenue and then as an expense as those dollars were distributed to students. We have applied for a supplemental award under American rescue plan.

3.4 Facilities Update

Facilities Director Ben Lofthus reported that all elevators inspected. Snow removal continues. The progress on the track and student center stagnated until weather improves. The maintenance staff has completed more OSHA training.

4.0 Future Meetings

Board Chair Heland reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:06 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