

NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, March 8, 2021, at 5:00 p.m.
Southeastern Community College,
1500 West Agency Road, West Burlington, Iowa, Private Dining Room
Join via Zoom link as follows: <http://zoom.us/my/mlash>

Meeting Minutes

1.0 Routine Items

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

Board Trustee Lanny Hillyard called the meeting to order at 5:02 p.m. Roll call indicated Trustees Lanny Hillyard, Joseph Johnson, and Janet Fife-LaFrenz were present in the room. Board Chair Moudy Nabulsi and Vice Chair Jeff Heland were present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Joan Williams, Jeff Ebbing (via Zoom), and Brenda Rubey.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration

President Ash reported on behalf of Val Giannettino that the scholarship applications increased about 5 percent over last year. She made a real push to make students aware of opportunities. April 1st is the transfer scholarship deadline.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended the February 24th IACCT Webinar on Summer Melt. Summer melt refers to the intentions that students have to attend college change from May to September. Colleges lose students. This webinar made suggestions on how to change that cycle.

Trustee Fife-LaFrenz also reported that she had a conference call with the ACCT Education and Communications Committee. They talked a great deal about Community College Month plans for April. She provided a handout that gave ideas on how to market this to our communities.

Trustee Hillyard reported that he and Vice Chair Heland attended the quarterly CCFSA meeting. They discussed fairground improvements and using funds from CCFSA to contribute.

1.4 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Board will meet on Friday, March 12th. He reminded everyone that Community College Day on the Hill will be held virtually. If you are interested in participating you can register and IACCT will send you a Zoom link.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **February 22, 2021 Regular 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
Mary Hofmann	Work-Based Learning Specialist, Vocational Rehabilitation	01/03/2017	02/25/2021	Personal.
Shonteria Johnson	Assistant Professor Biology	08/21/2017	08/12/2021	Personal.
Kelly Prickett	CBIZ-Program Developer	05/06/2013	03/23/2021	Personal.
Jorge Sierra Galeas	Assistant Men's & Women's Soccer Coach	07/01/2019	02/26/2021	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Kelli Larson (New)	OVW Grant Director	March 8, 2021 – June 30, 2021	\$15,900.31 (\$ 50,000.00 annual)
Elizabeth Pezley (Replacement)	Administrative Assistant – Student Affairs – Keokuk Campus	February 9, 2020– June 30, 2021	\$9,052.80 (\$23,095.68 annual)

Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Nabulsi 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 Nabulsi 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. Trustee Hillyard asked if there were any comments from the public. There were none. Trustee Hillyard asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Heland 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, 2021 – June 30, 2022 and Certification of Community College Taxes

Vice President of Administrative Services Kevin Carr reported that he had reviewed the details of the FY 2022 Certified Budget at the February 22nd Board meeting and gave a brief summary of the important points. The certified budget is developed based on actual FY20 data, re-estimates for FY21, and other information currently known for FY22. Vice President Carr recommended approval of the Certified Budget as presented.

Trustee Fife-LaFrenz moved approval of the July 1, 2021– June 30, 2022 Budget Estimate and Certification of Community College Taxes. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

2.3 Resolution Approving First Amendment to Preliminary Industrial Jobs Training Agreement – Conagra Foods Packaged Foods, LLC

CBIZ Director Brenda Rubey reported on March 9, 2020, the college entered in to a one year Preliminary Industrial New Jobs Training Agreement with Conagra Foods Packaged Foods, LLC. Additional time is needed to finalize the agreement. She is requesting the Agreement be extended through March 9, 2022. They are bringing 108 jobs to the Fort Madison facility. She is requesting approval for the First Amendment to Preliminary Industrial Jobs Training Agreement with Conagra Foods.

Trustee Fife-LaFrenz moved to approve Resolution Approving First Amendment to Preliminary Industrial Jobs Training Agreement – Conagra Foods Packaged Foods, LLC. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

2.4 Resolution Approving Preliminary Industrial Jobs Training Agreement – Integra Pools

CBIZ Director Brenda Rubey reported that she has been working with Jeremy Hess from Grow Greater Burlington who notified her of the Integra Pools company that will be located at the Siemens building. They make the covers and the vinyl liners for in ground pools. They are going to add 80 unique jobs to our region including sewing, hot welding, and quality positions. They are part of Leisure Pools out of Tennessee. This is an additional plant. Salary indications are for \$14/hour to \$25 per hour. They will secure the building in the next couple of months and start hiring at the beginning of the year.

Trustee Nabulsi moved to approve Resolution Approving Preliminary Industrial Jobs Training Agreement – Integra Pools. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.5 Third Reading of Board Policy #501

President Ash reported that at the February 8, 2021, Regular Board meeting, three board policies were reviewed. Two of those were approved. Board Policy #501 was tabled to review wording. Trustee Fife-LaFrenz moved to take it from the table. Trustee Johnson seconded. All in favor.

Based on the comments and recommendations, the wording has been adjusted and is being brought for the Board's approval. Trustees discussed and were in agreement with the proposed wording. Trustee Johnson moved to approve Board Policy 501 as amended. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 President's Report

1. **Department of Education** – The DOE Site team was here (virtually) last week for two days completing their re-accreditation visit. All went very well. Their team expressed great satisfaction and appreciation for all the quality efforts that are happening at SCC and for meeting all the requirements for accreditation. The Site Team will be recommending full accreditation. A final report will be available for a May visit with the Community College Council.
2. **Community College Day on the Hill** – This is being held virtually on March 11, 2021.
3. **Computer Club Students/Business Club Students** –
 - Computer Club students attended the Business Professionals of America State Leadership Conference Awards Ceremony and all 5 placed in every event they participated.
 - Business Club members competed in the virtual state competition. They all qualified for nationals.
4. **CBET** – The College of Biomedical Equipment Technology, an institution from Texas, will be here Monday through Wednesday meeting people and having discussions about our agreement and steps forward for this program. PEC met with them today and had a good conversation with them. They are filled with additional ideas beyond the Biomed program. We initially contacted them to teach out students in our program when our program instructor left for another position. They would like to partner with SCC for their students to take general education courses here at SCC. CBET will teach the biomedical specific courses online with some of the hands-on teaching being done at SCC. CBET is also interested in partnering with us to help them with being able to accept international students. International students that enroll at CBET would become our students and take general education courses at SCC. There are other program possibilities including Bio Education and Cybersecurity.
5. **Lee County Education/Training Center** – Work continues on trying to find a workable plan for the desired programming. SCC is focused on the Keokuk Campus. Our SCC team is meeting with Lee County Steering Committee on Thursday. We have worked up a new budget and program utilizing the Keokuk Campus. Although it is not central to Lee County schools, we would suggest that it would be central to the Tri-State region. The Lee County Economic Development group would like to make a decision by April 15th. We are still trying to be a part of it.
6. **Grants** - Implementation of the numerous grants is underway as we also plan for submission for National Science Foundation - STEM grant for scholarships and faculty support. This is in coordination with IW and could possibly bring \$5M to both institutions (collectively).
7. **USDA Distance Learning and Telemedicine Infrastructure Program Grant** – This grant was awarded to SCC in the amount of \$248,475. This will allow us to establish Zoom connectivity with partner high schools and IW. Vice President Chuck Chrisman

is the lead for the grant. He is going through the grant, budget and processing and we will get that into place.

8. **Joint Positions** – Have had good conversations with IW President Chris Plunkett as we work on developing joint positions between SCC-IW. There are potentially three shared positions that could provide services for both institutions. By sharing the positions, we can share the cost and have savings. Some of the positions we don't have and some of the positions we have. Through savings we would be able to put in place a new position for Director of Student Activities. We are developing job descriptions and figuring out who should do what and still do quality work. The other two shared positions would be Director of Title X and we are discussing possibly a Director of Tutoring Services. The person currently handling Title IX at Iowa Wesleyan is retiring April 30th.

President Ash also provided an update on his 2020-2021 goals. He reported that all of the goals are ongoing. He referred the Trustees to the handout he provided in their folders.

1. Enrollment –

- a. Review current plans and make adjustments to stabilize enrollment following the interruption by COVID-19
 - Many planning meetings. Strengthening outreach efforts and developing Guided Pathways that will aid students in planning their time at SCC and their next steps.
- b. Develop new programming with enrollment goals
 - Added early childhood;
 - CBET Programming for online biomedical equipment technology;
 - Programming in our computer science field
- c. Consider the next athletic sport(s) addition
 - A decision has not been determined as we consider other sports – bowling, E-Sports, women's flag football, etc.

2. Community and Industry Collaboration

- a. Work with industry leaders in Lee County to underwrite the Lee County Education/Training Center
 - Ongoing efforts and discussions
- b. Continue the connection with industry for customized training.
 - Working individually with area business and industry to establish training opportunities
 - Plant Manager meetings/luncheons to learn their specific training needs.
- c. Develop avenues for partnering for grants.
 - Working with a variety of partners to establish grants.

3. Funding/Financial Stability

- a. Continue to look for funding sources that can be added or replace existing expenses – to reduce the expense line.
 - Several grants have been received and are being implemented.
- b. Continue to look for partners, programs, grants that would help in funding and stability
 - Developed a working alliance with IW for the next 10 years.

- c. Review budget and processes for possible reduction in expenses and functioning more efficiently.
 - Shared positions with Iowa Wesleyan.
- 4. Building/Remodeling
 - a. Develop a plan for a Student Center – West Burlington
 - Working with an architect and waiting for schematic and cost estimates.
 - b. Review options for possible residence hall at Keokuk
 - Researching costs for building.
 - c. Plan for the painting of the Advanced Manufacturing Lab (and equipment) and the Auto Collision Lab
 - The process and scheduling is underway. Will bring the Board an overall plan.
- 5. Implementation of New Projects
 - a. Development of the Contract for Managed services for IW
 - This effort resulted in a ten year Cooperative Agreement to benefit students, our region and both institutions.
 - b. Work to finalize the Lee County Education/Training Center
 - This effort continues.
 - c. Establish avenues for new academic programs
 - Reviewing current programs and exploring expanding programs without adding costs. Also looking at new programs.

3.2 Monthly Financial Report

Vice President Carr referred Trustees to financial statements included in their board packet. He reported that Tuition and Student Fees is holding pretty steady at about \$400,000 behind budget. The first distribution of CARES Act dollars to the institution covered cost of information technology budgeted expenses allowing us to save that money in the restricted general fund. The second round of CARES Act money has been received. We are waiting to learn how those dollars can be utilized. There is a webinar tomorrow that will provide more information.

3.3 Facilities Update

Vice President Carr noted that we received approval from the state for a \$42,000 change order to put into the entrance road off West Agency to replace bad concrete. This will all fall under the IDOT grant for \$231,000 with no additional cost to the college.

4.0 Future Meetings

Trustee Hillyard reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:10 p.m.

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

Darcy Burdette

Darcy Burdette
Board Secretary