



## NOTICE OF PUBLIC MEETING

### REGULAR MEETING OF THE BOARD OF TRUSTEES

**Monday, March 9, 2020**

**5:00 p.m.**

**Southeastern Community College  
1500 West Agency Road, West Burlington, Iowa  
Board Room (Room #AD-1)**

#### Meeting Minutes

#### **1. Routine Items**

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

Board Chair Hillyard called the meeting to order at 5:07 p.m. Roll call indicated Trustees Jeff Heland, Janet Fife-LaFrenz, Lanny Hillyard, and Joseph Johnson were present in the Board Room. Trustee Nabulsi was present via teleconference. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Joan Williams, Val Giannettino, Brenda Rubey, HEA President Dr. Lee Skeens, and Cindy Shireman, instructor.

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

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

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

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

No report.

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

Val Giannettino, Executive Director for Institutional Advancement, reminded Trustees and audience that the Annual Great Tastes Event will be held on Friday, March 27<sup>th</sup> at 6 pm at the Pzazz Event Center. She noted that auction items will become available online on Wednesday, March 25<sup>th</sup>.

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

Trustee Heland reported that his son-in-law recently brought potential soccer players for a visit to SCC. Trustee Heland attended the soccer practice along with the students. The students and coach were very impressed with the coaching staff and facilities.

Trustee Fife-LaFrenz attended the Regional Workforce Development Investment meeting. She noted that the IWD workforce office is providing free CPR classes in Mt. Pleasant and West Burlington and they are especially interested in making sure all day care providers have CPR certification. She also noted that she attended the Legislative Breakfast in Keokuk. She also attended the Spirit of Keokuk Awards Night where Dr. Ash received the 2020 Pride of Keokuk Award on behalf of SCC Keokuk Campus. She attended the All Iowa Academic Team Banquet which was hosted by SCC. She expressed appreciation to the SCC personnel who made the evening successful. Lastly, she attended Community College Day on the Hill noting that Dr. Jared Reed did a wonderful job highlighting SCC's electricity program.

Board Chair Hillyard reported that he also attended the All-Iowa Academic Team Banquet. Three Phi Theta Kappa students from SCC received this honor. He also attended the Community College.

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

Board Chair Hillyard reported that he attended the March 4<sup>th</sup> IACCT Board Meeting. He received the new Directory books and distributed them to all Trustees. He noted the following items from the meeting:

1. Iowa Community Colleges are requesting funding in the amount of \$8.8 million. The Governor's recommendation is \$5.2 million. The House is leaning towards larger amount, while the Senate is recommending a little less.
2. Discussed the House Bill on child care.
3. Discussed the coronavirus issue – colleges were discussing what we should do and what shouldn't we do. Lots of discussion about what each of the community colleges are doing.

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

#### **2.1 CHAD Program Grant Award (Lee Skeens/Cindy Shireman)**

President Ash introduced Dr. Lee Skeens, President of Higher Education of Association to report on the CHAD Program Grant Award. Dr. Skeens introduced Cindy Shireman, Professor who leads the CHAD Program. Dr. Skeens noted that for the 3<sup>rd</sup> year in a row, Professor Shireman and the SCC CHAD Youth Mentoring program are being awarded a \$500 grant from the Iowa State Education Association. No other program has received this grant 3 years consecutively. Professor Shireman did a brief presentation to the Board about the CHAD program and had 3 of her students talk about what they liked best about CHAD.

### **3.0 Action Items**

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

1. **Approval of Minutes**
  - **February 17, 2020, Regular 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>   |
|--------------------------|--|---------------------|-------------------------------|---|
| Cynthia Brinkman-Roysdon | Enrollment Specialist – Traditional Recruitment        | 03/31/2017          | 03/01/2020                    | Accepted Administrative Assistant – Success Center position at WB Campus. |
| Becky DeLang             | Payroll/Administrative Assistant                       | 01/06/2003          | 03/31/2020                    | Accepted Purchasing Agent/Accountant position.                            |
| Habte Gebrehiwot         | Instructor - Math                                      | 08/20/2018          | 08/13/2020                    | Personal.   |
| Kori Rich                | Administrative Assistant – Success Center – WB Campus. | 02/02/2015          | 02/28/2020                    | Personal.   |

#### 4. Employment Contracts

| Name                                      | Title   | Contract Period               | Salary                               |
|---|---|-------------------------------|--------------------------------------|
| Cynthia Brinkman-Roysdon<br>(Replacement) | Administrative Assistant – Success Center – WB Campus | March 2, 2020 – June 30, 2020 | \$10,426.08<br>(\$ 31,398.08 annual) |
| Becky DeLang<br>(Replacement)             | Purchasing Agent/Accountant                           | April 1, 2020 – June 30, 2020 | \$14,885.65<br>(\$60,000.00 annual)  |
| Sandy Ferry<br>(Replacement)              | Payroll Specialist                                    | April 1, 2020 – June 30, 2020 | \$10,914.80<br>(\$ 44,000.00 annual) |
| Carol Parrish<br>(Replacement)            | Accountant  | April 1, 2019 – June 30, 2020 | \$13,644.80<br>(\$ 55,000.00 annual) |

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

#### 3.2 SCC Foundation Board Appointments

Executive Director for Institutional Advancement Val Giannettino reported that the following individuals were approved for appointment to three-year renewable terms at the SCC Foundation Board's annual meeting on February 18, 2020. There are 2 positions still available and she will bring those back for approval as they are filled.

**The following individuals have agreed to be re-nominated to one-year renewable Executive Offices on the SCC Foundation Board:**

Chair, Frank Delaney  
Vice Chair, Mary Moore  
Treasurer, Kevin Carr  
Executive Director, Val Giannettino

**The following individuals have agreed to be re-nominated to renewable SCC Foundation Board seats with three-year terms ending January 2023:**

| <u>Code</u>      | <u>Board Member</u>   | <u>Action</u> |
|------------------|-----------------------|---------------|
| CBT-5            | Mr. Phil Hecht        | Re-nomination |
| CBT-8            | Mrs. Suzanne Messer   | Re-nomination |
| CBT-17 (Trustee) | Mr. Moudy Nabulsi     | Re-nomination |
| CBT-7            | Mrs. Barb Smidt       | Re-nomination |
| CBT-10           | Mr. Charles E. Walsh  | Re-nomination |
| CP(FS)-2         | Mrs. Carlene Woodside | Re-nomination |
| CP(FS)-3         | Cathy Ziglar          | Nomination    |

Legend: AP = Administrative or Professional Services  
CBT= Confirmation required by College Board of Trustees  
CP = Confirmation required by College President  
CBP = Confirmation required by College Board President  
FS= Faculty or Support Staff member

Trustee Fife-LaFrenz moved to approve the Foundation Board Appointments. Trustee Nabulsi seconded the motion. Motion to approve the Foundation Board Appointments carried with a 5-0 roll call vote.

### **3.3 Adopt Budget and Certify Community College Taxes**

#### **3.3.1 Public Hearing**

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

#### **3.3.2 Final Consideration of Budget Estimate for the Fiscal Year July 1, 2020 – June 30, 2021 and Certification of Community College Taxes**

Vice President of Administrative Services Kevin Carr reported that he had reviewed the details of the FY 2021 Certified Budget at the February 17 Board meeting and gave a brief summary of the important points. The certified budget is developed based on actual FY19 data, re-estimates for FY20, and other information currently known for FY21. Vice President Carr recommended approval of the Certified Budget as presented.

Trustee Fife-LaFrenz moved approval of the July 1, 2020– June 30, 2021 Budget Estimate and Certification of Community College Taxes. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

#### **3.4 Approval of 2020-2021 Part-Time Rate Schedule**

Vice President Carr referred Trustees to the proposed Part-Time Rate schedule. He noted there are no recommended changes.

Trustee Fife-LaFrenz moved to approve the 2020-2021 Part-Time Rate Schedule as presented. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

#### **3.5 Resolution on Signatures for Depositories (effective April 1, 2020)**

Vice President Carr reported that replacements have been hired for retiring Business Office staff. He is requesting approval of Resolution on Signatures for Depositories to name the following new/replacement staff:

|                |                             |
|----------------|-----------------------------|
| Jaime Schrader | Controller                  |
| Carol Parrish  | Accountant                  |
| Becky Delang   | Purchasing Agent/Accountant |

Trustee Fife-LaFrenz moved to approve Resolution on Signatures for Depositories (effective April 1, 2020) as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.6 Approval of Resolution Approving Second Amendment to Preliminary Industrial Jobs Training Agreement – Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings)**

CBIZ Project Manager Brenda Rubey reported on March 18, 2019, the college entered into a one year Preliminary Industrial New Jobs Training Agreement with Keokuk Mills, LLC. This Resolution would extend the agreement through July 1, 2020, and is considered to be beneficial to the college and employer.

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

### **3.7 Approval of Final Agreement and Resolution Approving New Jobs Training Agreement – Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings)**

CBIZ Project Manager Brenda Rubey reported on March 18, 2019, the college entered into a one year Preliminary Industrial New Jobs Training Agreement with Keokuk Mills, LLC. This Agreement is extended through July 1, 2020 with no further extensions. She is requesting approval for the Final Agreement and Resolution Approving New Jobs Training Agreement – Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings).

Trustee Fife-LaFrenz moved to approve the Resolution Approving Final Agreement with Keokuk Mills, LLC (d/b/a Keokuk Mills Steel Castings). Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

## **4.0 Accountability**

### **4.1 President's Report**

1. Business Club and Computer Club students participated in the State Leadership Conference in Des Moines this weekend and came back with numerous awards.
2. Carlene Woodside has been selected by Phi Theta Kappa for the 2020 Continued Excellence Award for Advisors (along with student PTK member Claire Hackenmiller and a Coca Cola Bronze Scholarship in the amount of \$1000.
3. Met with all but one legislator while in Des Moines – things look positive for new revenue in the state general aid.
4. Met with Department of Education about a number of issues/ideas....the application is now available for the SAVE Grant program and career academies.
5. Work is continuing on the WIOA realignment and the continued participation of SCC as a provider. More details to come later. This is critical as it has a strong impact on the college's general budget.
6. Planning to invite faculty and staff to participate in the PACE Climate survey after Spring Break.
7. Developing guidance on Coronavirus to send to students, faculty and staff.
8. There will be an upcoming meeting with the Department of Education regarding the Second Chance program in the Corrections program and all colleges that have correction facilities in their region.
9. Had a conversation with Cengage Unlimited to reduce costs of books for students. We are looking for them to send us a potential contract for us to review.
10. SCC in the Spirit of Keokuk Awards – and 2020 Pride of Keokuk Award. Very proud to accept that on behalf of the college.

**4.2 Monthly Financial Report**

Vice President Carr reported on the financial statements for period ending February 29, 2020. He noted that tuition and fees are down from previous year. He noted that utilities are \$70,000 less than last year. There was nothing significant to note from the general and plant funds. Currently the main difference in expenses is the second payout on the Fort Madison Center.

**4.3 Facilities Update**

Director of Physical Plant Byron Whittlesey reported that they have been working on softball and baseball fields. The greenhouse is going through final cleaning. They should be able to go ahead and start using. The Fort Madison Center remodeling is ahead of schedule and there have been no change orders.

**5.0 Future Meetings**

Chair Hillyard reviewed the list of future meetings.

**6.0 Adjournment**

There was consensus that the meeting be adjourned at 6:22 p.m.

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



Darcy Adams  
Board Secretary