



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, March 9, 2026, at 4:30 p.m.
Southeastern Community College,
1500 West Agency Road, West Burlington, Iowa
Board Room**

Meeting Minutes

1.0 Routine Items

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

Board Chair Lanny Hillyard called the meeting to order at 4:30 p.m. Roll call indicated Trustees Howard, Fife-LaFrenz, and Hillyard were present in the room. Trustee Nabulsi and Trustee Heland were present via Zoom. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Laurie Hempten, Jeff Ebbing, and Val Giannettino.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Instructor Kristine Madison came to provide statement with regard to her probationary faculty termination.

1.3.2 Administration

President Ash introduced Carlene Woodside, Instructor for Multimedia Design and PTK Advisor, and recognized her 25 years of service in that role with a commemorative pin. Instructor Woodside then introduced PTK student Kadence Dieckow, who was recently honored at the PTK Banquet in Des Moines as a member of the All-Iowa Academic Team and a recipient of the Coca-Cola Scholarship.

1.3.3 Board

Trustee Hillyard reported that he attended the PTK All-Iowa Academic Team Banquet. Trustee Howard and Hillyard both participated in Community College Day on the Hill where they had lots of opportunities to speak with legislators.

Trustee Fife-LaFrenz was chosen to be one of the judges for the Southeast Iowa Super Conference Science Fair that was held at SCC on March 5th. Over 300 students from area schools participated.

Trustee Howard reported that he met with Rachel Lindeen, Director for the Mt Pleasant Chamber on ways to bridge school and work force.

1.4 Community Colleges for Iowa Trustee Board Report

Trustee Hillyard reported that the IACCT Board met March 3, 2026. He shared a proposed integration of the Trustee Summer Conference and Convention for the Board to consider and discuss. This change would take place in 2027. Trustee Hillyard noted that he will bring the feedback to the next IACCT Board Meeting. The summer conference this year will take place at Iowa Valley in Marshalltown. The IACCT Board also discussed the Bachelor’s Pilot Program and other legislative updates.

1.5 World Changing – Changing our Thinking (20 minutes)

“Trusteeship in Community Colleges – A Guide for Effective Governance” – focus on Chapter 7

Trustees continued their review of “Trusteeship in Community Colleges: A Guide for Effective Governance.” Trustee Fife-LaFrenz led the discussion, highlighting key points for Board consideration. The review will continue at the April Board meeting with the final chapter.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **February 16, 2026, 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
Cristien Balmer	Industrial Controls, Automation and Robotics Instructor	11/04/2024	08/11/2026	Personal.
Lorenzo Plata	Project Advisor, TRIO Student Support Services (SSS)	03/10/2025	03/16/2026	Terminated for performance.

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 Approval to Terminate the Contract of a Probationary Instructor, Kristine Madison

Trustee Nabulsi moved approval to Terminate the Contract of a Probationary Instructor, Kristine Madison. Trustee Heland seconded. Motion to approve Termination of the Contract of Probationary Instructor, Kristin Madison carried on a 5-0 roll call vote.

2.3 Adopt Budget and Certify Community College Taxes

2.3.1 Public Hearing

Trustee Fife-LaFrenz moved that the public hearing on the adoption of the Certified Budget be opened. Trustee Howard seconded. The motion passed with all trustees recorded as voting aye. Board Chair Hillyard asked if any written comments had been received. Board Secretary Burdette indicated none had been received. There were no public comments at the meeting. Trustee Howard 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.

2.3.2 Final Consideration of Budget Estimate for the Fiscal Year July 1, 2026 – June 30, 2027 and Certification of Community College Taxes

Vice President of Administrative Services Cory Gall reported that he reviewed the details of the FY 2027 Certified Budget at the February 16th Board meeting and gave a brief summary of the important points. The certified budget is developed based on actual FY25 data, re-estimates for FY26, and other information currently known for FY27.

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

Trustee Fife-LaFrenz moved approval of the July 1, 2026– June 30, 2027 Budget Estimate and Certification of Community College Taxes. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.4 Resolution Ordering Construction of the West Burlington 600 Building Renovation Project

Vice President Cory Gall presented the Resolution Ordering Construction of the West Burlington 600 Building Renovation Project. This project would remodel a portion of the 600 building to become the CBIZ offices as well as remodel the IT offices to create exits into the main hallway to assist with climate and noise control. Lastly, the project includes updating the offices for the Foundation, President’s office, lobby and Board Room with new wall covering, new carpet, lights and ceiling tiles. He reviewed the project timeline. Construction expected for the 600-building renovation from May through December 2026. The IT offices and Executive Suite to be December 2026 through May 2027. The project budget estimate is \$1,561,000. The source of funds will include ACE funding and ERTC funds.

Trustee Heland moved to approve the Resolution Ordering Construction of the West Burlington 600 Building Renovation Project, setting a date for Public Hearing and Taking of Bids Therefor. Trustee Howard seconded. Motion carried on a 5-0 roll call vote.

2.5 Consideration and Approval of Title IX Policy Review Recommendations

Trustees reviewed and discussed the recommendations from the legal review of the College’s sexual harassment policy, noting that the policy is generally compliant with Title IX requirements and that suggested improvements focus on enhancing clarity, accessibility, reporting guidance, training, and consideration of the use of external investigators in certain cases specifically when it involves a college administrator.

Board Chair Hillyard moved to direct the college to make the recommended changes to the Title IX Policy including improving accessibility of the policy; providing training to staff about the policy and procedures for reporting; and consideration to use of external investigators in certain cases specifically when it involves a college administrator. Trustee Heland seconded. The Board would like to see the revisions once they are completed. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 CBIZ SCC4 DOL Grant

CBIZ Director Brenda Rubey and Project Manager Natalie Soltow provided a progress report on the U.S. Department of Labor Strengthening Community Colleges Grant. SCC received this grant to expand training for CDL drivers. Through these funds, the College has implemented 11 CDL-related courses, established 15 local employer partnerships, purchased capital equipment to enhance hands-on training capacity, and served 115 participants. Project Manager Soltow shared that the team is pleased with the progress to date and has identified opportunities to further increase enrollment through enhanced recruitment efforts, particularly in high schools, and deeper employer integration. They also aim to expand awareness of regional CDL career opportunities among younger learners. The CDL program is well-positioned for long-term sustainability beyond the grant period.

3.2 President's Report

President Ash referred Trustees to his report included in their folders and highlighted several key items, with particular attention to current legislative issues. He noted that the Community College Baccalaureate program bill has passed the House and is now pending consideration in the Senate. He also shared that funding levels for ACE and WTED are still being determined. In addition, State General Aid has not yet been finalized and is currently projected to increase by no more than 2%.

3.3 Monthly Financial Report

Vice President Cory Gall referred Trustees to the financial reports included in their board packets. In reviewing the Cash and Investments Report, he noted that funds at First Interstate Bank remain in a money market account to maintain flexibility until more favorable CD rates become available. He reported that revenues and expenses in the Financial Comparative Data Summary are closely aligned with both the budget and the prior year, with salaries tracking at budget. Overall, the College remains in a strong financial position. He also noted that the Restricted Fund continues to reflect other income from ERTC funds received in November. Plant Fund expenditures are currently lower than the prior year but are expected to increase as additional projects move forward.

3.4 Facilities Update

Vice President Gall provided a brief update. The annex project is complete. The two replacement windows for the FEMA safe room are scheduled to arrive soon and will be installed. The initial windows were damaged during construction. A detailed analysis was conducted with Alliant regarding the campus's main electrical meter, with a focus on energy usage patterns as building loads cycle on and off. This review also included an evaluation of building management systems to identify opportunities for more efficient plant operations.

3.5 Data Review

Vice President Chuck Chrisman will provide a presentation on the communication hub developed to enhance internal communication at SCC during the April 13, 2026, Regular Board of Trustees meeting.

4.0 Future Meetings

Board Chair Hillyard reviewed the list of future meetings.

5.0 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 Burdette

Darcy Burdette, Board Secretary