



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

**Tuesday, May 10, 2022, 4:30 p.m.**

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

**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 4:31 pm. Roll call indicated Trustees Heland, Nabulsi, Fife-LaFrenz, Hillyard, and Johnson were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Val Giannettino, Joan Williams, and Ben Lofthus.

**1.2 Adoption of Formal Agenda**

Trustee Fife-LaFrenz moved to approve the formal agenda. Trustee Hillyard 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 reminded all of the Distinguished Alumnus receptions for both Keokuk and West Burlington to be held just prior to graduations. She reported that many have participated in awarding scholarships at 20 different high school assemblies. Lastly, she reminded all that the SCC Alumni Golf Outing will be held on July 15, 2022.

**1.3.3 Board**

Trustee Fife-LaFrenz reported that she attended the signing event held for the SCC and University of Iowa 3+1 Nursing Program. She also noted that she attended the Midsummer Night's Dream performance and it was excellent.

Trustee Hillyard and Trustee Nabulsi also attended the signing event.

**1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report**

Trustee Nabulsi reported that the Community Colleges for Iowa Board met on May 5, 2022. He noted that registration is now open for the ACCT Leadership Congress conference to be held October 24-29, 2022. The Community Colleges for Iowa Board policies are being reviewed and the committee suggested several changes. They are discussing changes to employee time off and alcohol purchase policies. Trustee Nabulsi also attended the Community College Council where they discussed concurrent enrollment.

President Ash announced that the 2022 John P. Kibbie award winner is Janet Fife LaFrenz. He presented her with a letter and announced that Trustee Fife-LaFrenz will receive this award

during the awards banquet on July 21<sup>st</sup> at the Community Colleges for Iowa Annual Conference hosted by Western Iowa Tech Community College in Sioux City, Iowa.

## 2.0 Action Items

### 2.1 Approval of Consent Agenda

#### 1. Approval of Minutes

- **April 11, 2022 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
Kelsey Howard	Work Based Learning Specialist – Vocational Rehabilitation	07/16/2021	05/15/2022	Accepted open TRiO Upward Bound Advisor position.
Kelly Huber	Assistant Director – TriO Upward Bound	01/14/2013	04/22/2022	Personal
Michelle Moyer	Bookstore Sales Assistant	8/17/2006	05/11/2022	Personal
Jared Reed	Director of Financial Aid	01/14/2013	06/30/2022	Personal
Stephani Smith	Assistant Professor – Business & Entrepreneurship	8/21/2017	08/11/2022	Personal

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Chris Evans (New)	ESL Instructor – SCC & IWU	August 12, 2022 – August 15, 2023	\$ 65,000.00 (\$ 65,000 annual)
Dillon Galer (New)	Student Success Advocate – High School/Concurrent Enrollment	May 16, 2022 – June 30, 2022	\$4950.19 (\$ 38,000 annual)
Mary Hofmann (New)	SCC/IW Alliance Advisor	March 1, 2022 – June 30, 2022	\$16,521.07 (\$49,000.00 annual)
Kelsey Howard (New)	TRiO Upward Bound Advisor	May 16, 2022 – June 30, 2022	\$5471.26 (\$42,000.00 annual)

Becky Johnson (New)	Nursing Instructor – Keokuk Campus	August 12, 2022 – August 15, 2023	\$62,100.00 (\$ 62,100.00 annual)
Cecille Vinson (New)	Nursing Instructor – Keokuk Campus	August 12, 2022 – August 15,2023	\$65,000.00 (\$65,000.00 annual)

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

## **2.2 Re-Approve Facilities Plan (2023-2031)**

Vice President of Administrative Services Kevin Carr referred Trustees to the updated Facilities Master Plan “Working” Document. This Plan is being presented to the Board for approval. The Plan is updated on an annual basis. He briefly highlighted the available funds used for improvements and maintenance including dollars received from ACE, OEPI and property taxes. He noted that this is a working plan that is constantly being updated. We just try to get things on the plan in advance of when they will need to be done.

Director of Facilities Ben Lofthus provided an overview of some of the larger dollar items in the Facilities Plan. Some of those items include vehicle replacement funds, athletic field maintenance, and kitchen equipment. They also need to replace a lawn mower and add handicap operators to restrooms in Hall of Science and Health Professions Building.

The primary goals of the master plan are to support the college Mission, Vision, Values and Strategic Goals through the physical development of its campuses. Guided by the overarching college values and goals, the following specific goals for this FY 2023-2031 Facilities Master Plan:

- Build a new Student Center to meet the needs of our students and community.
- Renovation of our cafeteria (to allow for growth of students in residence life) and creation of new athletic offices, by moving our bookstore to a new location.
- Renovation of two classrooms to bring together some related student services, including our PACE program.
- Expansion of the residence halls in a public/private partnership to support additional sports and expanded international student program.
- Recruit and retain students.
- Enhance the existing character, architecture, natural environment, and open spaces.
- Create construction planning that includes flexibility, adaptability and sustainable design.
- Create easy pedestrian access.
- Create 21st century learning environments.
- Provide a healthy, safe, accessible place for learning.
- Promote the conservations of natural resources and energy in the construction, maintenance, and operation of buildings.
- Enhance the college’s connections to and with its communities through its physical environments.
- Anticipate and fulfill short-term instructional needs while planning for long-term academic programs.

- Avoid waste and disruption resulting from piecemeal projects.
- Establish realistic schedules and capital budgeting plans.
- Enhance fund raising and development opportunities by improving the image of the college in the community.

The master plan established a series of physical objectives. These fall into the following general areas:

- New construction projects to be developed via various funding sources for growth and renovation projects.
- Campus infrastructure improvements including buildings, parking, IT, lighting, windows and HVAC.
- Campus environmental upgrades which will enhance the physical environment for students, the community, and its visitors, including signage, circulation, landscaping, diversity, and outdoor recreational opportunities.
- Upgrades required by Federal/State Compliance Requirements (Equity Visit).

Trustee Hillyard moved to approve the Facilities Master Plan Update for 2023-2031. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.3 Fiscal Year 2023 College Operating Budget**

Vice President Carr referred Trustees to the FY 2023 Financial Budget in their packets. He noted that this is still being updated. State General Aid has not been passed at this point. He provided the most recent information noting the following from a one-page summary:

#### **Recap**

- Operating deficit budgeted of \$385K (should reduce down with normal employee turnover).
- Assumed 2.5% state increase in SGA, with \$213K additional allocated to SCC. Primary tuition revenue (including PACE) based upon 3/31/2022 revenues to-date.
- Assumed flat enrollment.
- Assumed \$4 tuition increase.
- Assumed a new FT activities director, women's basketball coach position changed from PT to FT (\$42K), IW revenue of \$300,000, continued tele-health mental health services (\$43K), a new early childhood education faculty position (offset by increased enrollment specific to this program), a 2.25% wage settlement (\$300K), a new ESL faculty position shared with IW (\$37K) and new expense related to the reduction in the Title III Guided Pathways grant (\$150K).

#### **Revenues**

- Total revenues budgeted of \$23,479K, of which 87% of revenues from the following sources:
  - State general aid budgeted at \$9,259K, which reflects a net increase of \$213K from FY 2022
  - Primary tuition revenue and fees (including PACE) at \$8,861K
  - Property tax related income at \$971K
  - OEPI technology and maintenance hours reimbursed revenue at \$609K
  - STEP tuition at \$114K

- Great River Health Foundation contribution to the nursing program of \$747K (plus an additional \$200K contributed to the plant fund)
- Tuition increase of \$4 per credit hour for in-state, out-of-state and on-line courses.
- No increase in technology fee (\$7/credit hour) or on-line courses (\$5/credit hour).
- CBIZ net profit assumed of \$100K.

### **Expenses**

- Total package settlement of 2.25% for all employees, resulting in a total college payroll package increase of approximately \$300K.
- Single health insurance premium increase of 0%.
- Federal Work Study revenue and related expense at \$57K.
- Culture on Campus budget at \$11K.
- Federal professional federal grant writing services budget of \$27K.
- Student clubs at \$59K.
- IW transfer scholarships of \$54K.
- Athletic direct program support at \$448K and \$588K for athletic scholarships.
- Rent payment to Capital Theater of \$20K.
  - Other state allocation assumptions include: ACE \$400,000 (Fund 7); Adult Education \$164,000 (Fund 2); GAP Tuition \$84,000 (Fund 2); and WTED \$487,000 (Fund 2); Other Fund 2 revenues include PACE; Intermediary Network grant; and Perkins - federal grant.

Trustee Nabulsi moved to approve Fiscal Year 2023 Financial Budget. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Fiscal Year 2023 Tuition Rate**

Vice President Carr referred Trustees to a Memorandum in their board packet with a Tuition Increase Recommendation. He noted that we are requesting an increase of \$4 per credit hour for in-state, out-of-state, and on-line tuition for FY 2023 to maintain a quality and competitive student service, and to maintain a reasonable balanced budget. No increase is requested for technology fees or online fees. This increase represents a 1.9% increase in our tuition/tech fee per credit hour.

Vice President Carr noted that he is recommending this increase to keep SCC fiscally sound for the long haul. President Ash reported that the other Iowa Community Colleges are increasing by \$4 to \$10 per credit hour with most leaning toward \$10. Vice President Carr anticipates the need for an additional increase next year. Trustees had further discussion with regard to retention and recruitment efforts taking place to increase enrollment. They understood the need for the increase tuition recommendation.

Trustee Hillyard moved to approve the Fiscal Year 2023 Tuition. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

### **2.5 Voluntary Early Retirement Plan**

Vice President Carr presented the Early Retirement Plan to Trustees for approval. This plan was not offered last year. The parameters of the plan have not changed from what was previously offered. Employees that are eligible must be age 55 by June 30, 2023, have worked the most

recent 10 years consecutively at Southeastern Community College, and inform the Board of Trustees in writing of his/her intention to retire on or before December 1, 2022. There are 45 eligible employees, faculty and non-faculty that are eligible. He reviewed the early retirement benefits and noted the financial benefits to the college.

Trustee Fife-LaFrenz moved to approve the Early Retirement Plan. 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 NCLEX scores for PN and RN continue to surpass the Iowa and national test scores.
2. Lots of meetings have been held to discuss building improvements.
3. A draft of the Strategic Plan for 2023-2028 was sent for review and suggestions. Vice President Janet Shepherd has been leading this effort. In the next board meeting we will ask for the board's approval.
4. Met with the Mt. Pleasant City Manager regarding the SCC Mt. Pleasant Center to discuss the City's willingness to transfer ownership of the building. The next step will be a letter to the City of Mt. Pleasant's City Council expressing our desire to own the building and seeking their approval. Following their approval, the matter would come to this Board for approval and appropriate legal proceedings.
5. As reported in the Operating Budget review, the State General Aid has not yet been approved by the House. Presidents are meeting weekly to receive legislative session updates.
6. The Quality Team is working with a consultant and they conducted a survey of employees with regard to communication. The consultant met with a number of people and shared the results in a report that was sent to all personnel and to the Board. The consultant was very positive and complimentary and shared some areas for improvement.
7. The signing event with the University of Iowa was held for the 3+1 Bachelor's of Nursing Program. The program started 2 years ago, however, due to COVID, the official signing of the agreement was delayed.
8. A luncheon was held to celebrate our administrative professionals.
9. Campus cleanup is scheduled for both campuses.
10. The Business Club and Computer Club performed very well at Nationals.

#### **3.2 Financial Report**

Vice President Carr referred Trustees to the financial reports in their board packet. He provided a brief report noting that he is pleased to report we are ahead of budget.

#### **3.3 Facilities Update**

Plant Director Benjamin Lofthus provided a brief facility update. Currently they are doing graduation set ups and regular spring maintenance projects. The work on the West Burlington practice track and student center have been picking up again.

### **5.0 President's Contract**

Board Chair Heland reported that President Ash's base salary was increased somewhat and the term of the contract was extended to include FY2025. He expressed appreciation on behalf of the Board for President Ash's work.

Trustee Johnson moved to approve the President's contract. Trustee Heland seconded. The motion carried on a 5-0 roll call vote

### **6.0 Future Meetings**

Board Chair Heland reviewed the list of future meetings.

### **7.0 Adjournment**

There was consensus that the meeting be adjourned at 6:26 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