



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

Monday, May 11, 2020

5:00 p.m.

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

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 Chair Hillyard called the meeting to order at 5:05 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard, and Joseph Johnson were present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Joan Williams, Brenda Rubey, and Byron Whittlesey. SCC staff members Val Giannettino, Stacey Abell, and Kristi Schroeder were also present via Zoom.

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

Executive Director Val Giannettino reported that the Virtual Great Tastes Event was successful and they raised about \$30,000 on the online auction and donated items. The Foundation office plans to do a special appeal via email and social media before wrapping up the event. Director Giannettino expressed thanks to her Assistants Julie Glasgow and Pam Peterson as well as Marketing Director Jeff Ebbing and Communication Coordinator Meghan D'Souza.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended a webinar in mid-April which encouraged Community College Trustees to be informed and involved and continue with lobbying efforts in the state and keeping local officials informed. She also attended the last formal Region 16 Iowa Workforce meeting. The new region will be called the Mississippi Valley Workforce area. They will meet July 1. RFPs for service provider have been released and will all be awarded by July 1, 2020. SCC has applied to be a service provider.

Trustee Nabulsi attended the Community College Council meeting. They discussed certified budgets for approval.

Board Chair Hillyard and Trustee Johnson commended Executive Director Giannettino for a successful Great Tastes event.

Board Chair Hillyard noted that he also attended the webinar mentioned by Trustee Fife-LaFrenz. CCFSA will hold its quarterly board meeting on May 18, 2020. The Des Moines County Fair Board will be meeting in June to determine if they will be holding the Des Moines County Fair.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that he attended the May 7, 2020 IACCT Board meeting. He noted that they made a decision to cancel the IACCT Conference at WITCC. At this time, the ACCT Conference is still planned. A committee will be talking about it end of this week whether it would still be in Chicago.

2.0 World Changing – Changing Our Thinking

2.1 Student Emergency Grant Program (CARES Act)

President Ash reported that SCC has received \$1,155,058 Total Funding from the Cares Act related to COVID-19. Half of that total - \$577,529 is the institutional portion and the other \$577,529 is the HEERF Grants - Student Portion. He noted that there is a team including Vice Presidents Kevin Carr and Joan Williams who have been working on understanding what the government is trying to say and try to follow the guidance. Students are being required to apply for a grant from those dollars. Vice President Joan Williams and Financial Aid Director Stacy Abell will explain the student distribution process.

Vice President Williams reported that SCC filed for certification to receive the Higher Education Emergency Relief Funds (HEERF Grant) on Tuesday April 21 and received the funds on April 27th. Financial Aid Director Stacy Abell will cover the Student portion of HEERF. They have identified approximately 840 students eligible. Students must be credit students in an eligible degree program demonstrating Title IV eligibility (filing of a FAFSA) and were enrolled as of March 13, 2020, when the declaration of national emergency was made. Student Populations not eligible include: International/undocumented students, non-credit/non-degree students, students otherwise ineligible for Title IV Aid (i.e. FA Dismissal, Loan Default, etc).

A simple electronic request form was developed and placed on Hawk Net May 7, 2020. Students complete that form and the information feeds into an access database. To qualify for a grant, the expense the student is claiming must be related to disruption of campus operations due to the coronavirus. Examples are expenses for additional technology because they need internet or laptop, printer, paper, etc. The form gives them the ability to select multiple categories associated with his or her need for funds.

Emails were sent to directly to eligible students with a link to the request form. There was also a notice posted on the public website and on Canvas dashboards. A text message was also sent giving them information that they may be eligible for one of those grants.

SCC has one full year to spend these funds, but our goal is to get the funds out quickly. A small task force is meeting weekly to guide the communication, distribution, and tracking of the funds. The biggest challenge is determining that each student incurred expense related to campus disruption due to COVID-19. There are changes in the Federal Guidance daily. We have established an internal limit of \$1,500 during this initial disbursement period. HEERF Grants are not taxable, but will be reported on the student's 1098-T.

Vice President Williams also reported that SCC qualified additional HEERF Grant Funding in the amount of \$57,000 distributed specifically to institutions serving minorities and low income students. This money will be set aside and may be used to go back and award to students who

we were not able to fund in the first group and/or use the money to support general technology in an expanded virtual environment. They have pending questions related to both the initial HEERF grant and the additional SIP HEERF grant.

President Ash expressed appreciation to Vice President Williams and Financial Aid Director Abell for their work.

3.1 Approval of Consent Agenda

1. Approval of Minutes

- **April 13, 2020, Regular Board Meeting**

2. Presentation of Bills of Account

3. Employment Contracts

- a. FY 2021 Athletic Contracts (see attached list)
- b. FY 2021 Faculty Contracts (see attached list)
- c. FY 2021 H.E.A. Professional Services Contracts (see attached list)
- d. FY 2021 PESA Contracts (see attached list)
- e. FY 2021 Professional Services Contracts (see attached list)
- f. FY 2021 Support Staff Contracts (see attached list)

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

3.2 Receive Teachers' Notices and Recommendations to Terminate Contracts of Department of Corrections Chapter 279 Employees for Budgetary Reasons/No Hearing Requested/Take Action on Termination Recommendations for Reasons Stated in Notice

President Ash reported that SCC Department of Corrections Chapter 279 teachers Christina Carlson, Kerry Murray, Sarah Raymond, Katerina Koscova, Darrell Swope, and Jolene Cox have been served with notices to terminate their contracts. These notices were placed on file with the Board Secretary. The teachers have not requested a private hearing with the Board. President Ash recommended the termination of these teachers' contracts for the reasons stated in the notices. President Ash notes this is a regular process because our contract period is not in alignment with state budgeting for the Department of Corrections. We are required to exercise our due responsibilities in April. We have met with each of them and they have been given a letter that terminates them based on the fact that there is no immediate funding. The expectation is that we wait until funding to reinstate their employment.

Trustee Heland moved to approve the Department of Corrections faculty termination recommendations as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.3 Re-Approve Facilities Plan (2021-2028)

Vice President of Administrative Services Carr referred to the updated Facilities Master Plan "Working" Document reviewed earlier in the meeting. This Plan is being presented to the Board for approval. The Plan is updated on an annual basis.

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 are established for this FY 2021-2028 Facilities Master Plan:

- Build a new Ft. Madison Center to meet the needs of this community.
- Expansion of a Des Moines County bike path to the West Burlington Campus.
- Improved safety crossing for our West Burlington student athletes to use Great River Medical Center and Greater Burlington Area Sports Facilities (“the Turf”) facilities.
- Expansion of the residence halls in a public/private partnership to support additional sports and expanded international student programs.
- 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.

He noted completed projects including the Keokuk Nursing remodel, and the solar projects on both campuses. The plan being presented is expanded to an 8 year plan to help us with estimated costs and allows for documentation to show what needs to be done and prioritized.

Plant Director Byron Whittlesey noted some of the following projects for Fiscal Year 2021.

- \$25,000 that we move forward each year for the vehicle replacement fund. We have been increasing the fleet and may do so again.
- Replace wall pads under baskets in gym – West Burlington Campus
- Replace Fryer in the West Burlington Cafeteria Kitchen
- Mt Pleasant Center – need to replace a roof, repair and plaster walls.
- Roberta’s dorm deck repair – Keokuk Campus
- Painting and HVAC Repair – Keokuk Campus
- Audio alarm system – Keokuk Campus
- Greenhouse improvements – West Burlington Campus

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

3.4 Approval of the SCC and HEA Association Agreement

Vice President Carr reported that SCC and HEA have reached and ratified a 3-year agreement with 2% annual salary increase. HEA has requested review of the language “definition of overload”. Vice President Carr met with the HEA President and committed to work on that next week to come to better language on that and commit to 3 year agreement. Fife-LaFrenz expressed appreciation for an amicable agreement.

Trustee Johnson moved to approve the SCC and HEA Association Agreement. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.5 Industrial New Jobs Training Certificates (2020-1)

3.5.1 Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$200,000 Industrial New Jobs Training Certificates (2020-1)

3.5.2 Resolution Directing the Sale and Delivery of \$200,000 Industrial New Jobs Training Certificates, Series 2020-1

3.5.3 Resolution Ratifying and Approving Preliminary Official Statement

3.5.4 Resolution Ratifying the Publication of Notice of Issuance of Not to Exceed \$200,000 Industrial New Jobs Training Certificates

3.5.5 Resolution Authorizing the Issuance of \$200,000 INJT Certificates, Series 2020-1 and Providing for the Securing of Such Certificates for the Purpose of Carrying out an INJT Program Project designated as the 2020-1 Project

CBIZ Director Brenda Rubey reported that the INJT 2020-1 Multiple Project consists of the INJT Agreements with Keokuk Mills, LLC which were approved by the Board of Trustees. She explained that the above-stated Resolutions and approvals are required to sell the bonds for these projects.

Maggie Burger of Speer Financial, Inc. reported on the results of the sale of the Industrial New Jobs Training Certificates (2020-1 Multiple Project) which was held today. She referred the Trustees to a summary of the bids that were received and reported that UMB Bank of Kansas City, Missouri, provided the best bid at a true interest rate of 2.2%. Ms. Burger recommended that the Certificates be awarded to UMB Bank for a small issuance of \$200,000.

Director Brenda Rubey recommended approval of the Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$200,000 Industrial New Jobs Training Certificates (2018-1 Multiple Project); Resolution Directing the Sale and Delivery of \$200,000 Industrial New Jobs Training Certificates, Series 2020-1; Resolution Ratifying and Approving Preliminary Official Statement; Resolution Ratifying the Publication of Notice of Issuance of Not to Exceed \$200,000 Industrial New Jobs Training Certificates; Resolution Authorizing the Issuance of \$200,000 INJT Certificates, Series 2020-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying out an INJT Program Project designated as the 2020-1 Project.

Trustee Heland moved to approve the above-stated Resolutions. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.6 First Reading of Board Policies #107 Nondiscrimination Statement

President Ash referred Trustees to Board Policy #107 Nondiscrimination Statement in their board packet. He noted that this policy was adjusted a couple of years ago in preparation for our equity review and when we added a few terms in the nondiscrimination statement. Now our effort is to prepare for the State to come back for our accreditation visit. We have rearranged

some working to best match what we have on other items for consistency. He noted on the Board Policy is the legal portion added for reference. There were only minor adjustments. He asked the Trustees for a motion to refer the proposed revisions to the June 8 Board meeting for a second reading or to approve the revisions as presented and waive the second and third readings. May or may not want to go to third reading.

Trustee Johnson moved to waive the second and third readings and approve Board Policy #107 Nondiscrimination Statement with the proposed revisions. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

3.7 Tuition and Technology Fee Increase

3.7.1 Increase in-state, out-of-state, and international tuition \$6/credit hour

3.7.2 Increase tech fee: \$2 for FY 2021-2023, an additional \$1 for FY 2024-2025

3.7.3 Increase on-line course tech fee: \$5 or FY 2021-2023; and an additional \$1 for FY 2024-2025 (not considered a mandatory fee for state reporting purposes)

Vice President Carr presented the Trustees with a Review of Fiscal Year 2020 Overall Budget and Technology Budget as follows:

Background:

- The Board approved a \$3 per credit hour increase last year in advance of a challenging financial year. This \$3 has not been used this year.
- SCC is moving aggressively to inclusive access for course materials (digital content) – sample estimate – West Burlington Fall 2020 – 63% average reduction to the student to use digital content vs. tactile content.
- SCC Bookstore historically funded the Board Designated Computing Fund; the current balance as of April 21, 2020 is: \$413,115 (i.e. funded with one time money to protect against unforeseen expenses). The Bookstore also funded the revenue bonds on Millennium Hall. Neither project has been funded by the Bookstore in recent years.
- FY 2020 International student credit hours – 2,833 (\$194/tech and tuition = \$550,000) (104 fall and 91 spring – almost all athletes). Will there be a continuing issue with borders and COVID-19 this fall?
- High School census down 5% for next year.
- ICCOC online summer enrollment is down significantly; as of Monday, April 20:
- Consortium is down 16% (down 18% the previous week)
- SCC online is down 13%

Board Action Requests:

- Increase in-state, out-of-state and international tuition \$6/credit hour
- Increase tech fee: \$2 for FY 2021-2023, an additional \$1 for FY 2024-2025
- Increase on-line course tech fee: \$5 for FY 2021-2023; and an additional \$1 for FY 2024-2025 (not considered a mandatory fee for state reporting purposes).

He noted the significant factors impacting need for increase in tuition as 2020 reduction in credit hour enrollment and COVID-19 concerns for Fall 2020 Enrollment. Should there be a decrease in State General Aid, the tuition increase will rise. The factors impacting the need for increase in technology fees are technology growth, digital campus, software and cloud resources, and equipment. He stated that the impact to students should be minimal with the reduction in book costs.

Trustee Nabulsi moved to approve Tuition and Technology Fee Increases as proposed. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

3.8 Fiscal Year 2021 Financial Budget

Vice President Carr referred Trustees to the FY 2021 Financial Budget noting some critical items that are currently unknown as follows: amount of State General Aid, fall enrollment -assumed as flat, and that SCC would be the service provider for Workforce Investment Opportunity Act (WIOA) and receive the administration fee in the general fund of \$70,000. We just received the RFP to submit for continuing as service provider for WIOA. WTED is also very critical to SCC to cover payroll. Salary is the biggest expense. State General Aid and Enrollment are about \$18 million of \$21 million in the general fund. We are alert to our financial situation.

Trustee Fife-LaFrenz moved to approve Fiscal Year 2021 Financial Budget. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

- **SAFE Campus** – Developing a plan for opening the campuses/sites and the plan will cover:
 - Employees returning to campus for work and how to remain safe in the process
 - Determining when students and prospective students can come on campus
 - When to be able to offer placement testing
 - Potential use of Health Care Nurse on both campuses
 - Residence Halls
 - Food Service
 - Athletics
 - Cleaning
 - Social Distancing within the classrooms and hallways
 - A comprehensive guide but contingent upon the Governor's guidance
- **CARES Act** – We have developed the criteria, form, and process to help students to apply for the emergency grant. The federal Department of Education has changed or tightened their guidance on to whom funds can go and under what conditions. We have to track students, their needs, and how much is given them from the \$577,000 set aside for student emergency grants. We will share with the Board on Monday in more detail the form and process.
- **CARES Act** – We have been allotted \$577,000 to use for needs of the college (under certain guidelines) related to direct issues presented by the COVID-19 virus. We must track those expenses and will draw down the dollars to help offset some of those expenses. Many phone calls and conversations in regard to this.
- **Status of employees** – Most employees remain working from home. Discussing plans for return to work on campus. We have had no confirmed cases of COVID on our campuses. We have had some on campus who themselves might have been exposed but they were quarantined and no residual effects.
- **COVID-19 Response** – Mitigating responses daily to be in accordance with Governor's proclamations and in response to potential exposures and illness on campus. These instances have been communicated in each occurrence to Board, staff and students.
- **Graduation** – We surveyed graduating students to see what they might prefer in place of the scheduled dates. As a result of their feedback, we are planning for an August 1st graduation provided that more than 50 people can meet at one time in one place. Planning is underway with the 1:00 pm ceremony for West Burlington at the Memorial Auditorium (provided there are no flooding issues) and 7:00 for Keokuk at the Grand Theater. There will pinning ceremonies but details are yet to be finalized. There will be a

HISSET Graduation and details are being finalized but planning for Friday, July 31 at the West Burlington High School.

- **Grants** – Reviewing two grants – USDA Distance Learning Grant and EDA grant. DL grant has had an additional \$25M added to it and we have a phone conference next week to discuss. The EDA has had a \$1.5B made available and we are working with Southeast Regional Planning to be able to access dollars for the Lee County Education/Training Center as it continues to be discussed and looking for ways to fund it.

4.2 President's Goals Update

President Ash referred Trustees to his Goals Update that was sent to Trustees for review. He has provided comments regarding the progress for each of the 5 goals. There were no questions or comments. Board Chair Hillyard noted the goals can be utilized for the President's Evaluation in June.

4.3 Financial Report

Vice President Carr referred Trustees to the Financial Comparative Data Summary. He noted that utilities are close to \$180,000 under budget. There has been great management of utility system and there was a mild winter compared to the past. He also noted that interest rates continue to decline. Our interest rate finally got up to about 2% at its peak and it is currently .55 percent. We cannot get anything else competitive. Instead of \$200,000 in interest income, there may be \$50,000 in interest income.

4.4 Facilities Update

Plant Director Byron Whittlesey reported that in Keokuk they have been working on mulching. They have also been looking at future landscaping designs and plans for the north and east sides of Building 500 and other areas on the campus. Erosion control is completed and ready to implement. They completed some boiler code issues and chiller issues.

On the West Burlington Campus they have been working on storm water issues in the campground. The bike trail is being installed and is waiting on landscaping. They have been working on the Building 500 chiller.

He reported that the Fort Madison Center is near completion. They have had some material delays and weather issues. Building will be done no later than then end of May.

5.0 Future Meetings

Chair Hillyard reviewed the list of future meetings.

6.0 Adjournment

There was consensus that the meeting be adjourned at 6:49p.m.

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



Darcy Adams
Board Secretary