



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

Tuesday, May 11, 2021, 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 Moudy Nabulsi called the meeting to order at 4:30 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard, and Joseph 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, Brenda Rubey, Byron Whittlesey, Benjamin Lofthus, Meg D'Souza, Val Giannettino. Guest Maggie Burger of Speer Financial, Inc. was also present.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

None.

1.3.2 Administration

Director of Institutional Advancement Val Giannettino reminded all of the Alumni Golf Outing on July 16, 2021.

1.3.3 Board

Trustee Fife-LaFrenz and Trustee Hillyard both attended a Webinar from IACCT. Both Trustees also attended the luncheon held to honor the All-Iowa Academic Team nominees from SCC Phi Theta Kappa.

Board Chair Nabulsi reported that he attended the Community College Council meeting where they reviewed the budget to be sent to Department of Education. He noted that they reviewed and approved the accreditation report for SCC. He expressed appreciation for everyone's hard work and he is proud of the accomplishments.

1.4 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Regular Board Meeting was held on May 6, 2021. He noted that the Executive Committee reviewed the proposed legislative platform. The Board also discussed legislative priorities which will be reviewed by the presidents at their retreat.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- April 12, 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
Jodonna Carlson	Adult Education & Literacy Instructor - MPCF	04/30/2021	05/05/2021	Personal.
Laurie Hempen	Human Resources Director	01/23/2017	06/25/2021	Personal.
Michael Nye	Manufacturing/Safety Trainer - CBIZ	11/12/2019	05/14/2021	Personal.
Pam Peterson	Mailroom/Shipping Receiving Assistant	06/08/1998	05/14/2021	Accepted Administrative Assistant – Health Professions position.
Lori Stewart	Evening Receptionist/Housekeeper – Mt. Pleasant Center	12/01/2020	05/06/2021	Personal.

3. Employment Contracts

- a. FY 2022 Administrative Contracts (see attached list)
- b. FY 2022 Athletic Contracts (see attached list)
- c. FY 2022 Faculty Contracts (see attached list)
- d. FY 2022 H.E.A. Professional Services Contracts (see attached list)
- e. FY 2022 PESA Contracts (see attached list)
- f. FY 2022 Professional Services Contracts (see attached list)
- g. FY 2022 Support Staff Contracts (see attached list)

Name	Title	Contract Period	Salary
Jodonna Carlson (Replacement)	Adult Education & Literacy Instructor - MPCF	April 30, 2021 – June 30, 2021	\$6,911.96 (\$ 41,000.00 annual)
Kelee Marcy (Replacement)	Assistant Men's and Women's Soccer Coach/Resident Advisor (.8 FTE)	April 27, 2021 – June 30, 2021	\$3,241.59 (\$18,000.00 annual)
Ugo Perego (Replacement)	Instructor - Biology	August 13, 2021 – August 11, 2022	\$66,500.00 (\$ 66,500.00 annual)

Pam Peterson (Replacement)	Administrative Assistant – Health Professions	May 17, 2021 – June 30, 2021	\$ 5,454.24 (\$ 43,138.08 annual)
Tina Young (New)	Title IX Coordinator	April 16, 2021 – June 30, 2021	\$16,551.54 (\$ 80,000.00 annual)

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

2.2 Approval of New Committee Member for Quality Faculty Plan

Dr. Lee Skeens, Professor of Psychology directed the Trustees to the revised Quality Faculty Plan in their packets. The plan has no changes from plan in 2019. The only revision is to the committee membership. The Committee is requesting committee membership approval for Polly Falcon, Professor of Psychology to replace the late Dr. Deb Wright as Interim Chair. The committee's membership adheres to the gender balance State of Iowa requirement. The only other change was to add the EOC non-discrimination language per the Department of Education. No other sections of the Quality Faculty Plan were changed.

Trustee Hillyard moved approval of the New Committee Member for Quality Faculty Plan. Trustee Heland seconded. Motion to approve the New Committee Member for Quality Faculty Plan carried on a 5-0 roll call vote.

2.3 Industrial New Jobs Training Certificates (2021-1) Conagra

2.3.1 Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$1,495,000 Industrial New Jobs Training Certificates (2021-1)

2.3.2 Resolution Directing the Sale and Delivery of \$1,495,000 Industrial New Jobs Training Certificates, Series 2021-1

2.3.3 Resolution Authorizing the Issuance of \$1,495,000 INJT Certificates, Series 2021-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying out an INJT Program Project designated as the 2021-1 Project

CBIZ Director Brenda Rubey reported that the INJT 2021-1 for Conagra consists of the INJT Agreements with Conagra Foods, 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 (2021-1 Conagra) 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 1.5253%. Ms. Burger recommended that the Certificates be awarded to UMB Bank for an issuance of \$1,531.982.35.

Director Brenda Rubey recommended approval of the Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$1,495,000 Industrial New Jobs Training Certificates (2021-1); Resolution Directing the Sale and Delivery of \$1,495,000 Industrial New

Jobs Training Certificates, Series 2021-1; Resolution Authorizing the Issuance of \$1,495,000 INJT Certificates, Series 2021-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying out an INJT Program Project designated as the 2021-1 Project.

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

2.4 Re-Approve Facilities Plan (2022-2030)

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

Vice President Carr reviewed Equipment purchases FY 2022. He reported we have been very careful in our selection of projects so that we keep the condition of campuses in tip top shape so that we can go through a year without anyone “knowing” it.

Many of the items next year FY 2022 – recurring items to keep everything looking good for students coming in. Boiler inspections, general grounds upkeep – fertilizer, restriping parking lots, concrete repairs. Drywall and painting, some general upkeep.

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 2022-2030 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 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 establishes a series of physical objectives.

- 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)

For FY2022, we will focus dollars on maintenance and plan for the remaining available funds to be allocated towards the Student Center. The plans and cost for the student center are still forthcoming. There may be need to raise additional dollars. Vice President Carr added this for planning purposes.

Vice President Carr noted that the Master Facility Plan is brought to the Board each May for approval.

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

2.5 Fiscal Year 2022 College Operating Budget

Vice President Carr referred Trustees to the FY 2021 Financial Budget noting some items as follows:

Recap

- Assumed full employment
- Operating deficit budgeted of \$380K (should reduce with normal employee turnover).
- Assumed added new position in technology, with the expense being offset by new OEPI revenue generated from the help desk function.
- Assumed \$4M new state general aid, with \$185,000 allocated to SCC.
- Primary tuition revenue (including PACE) based upon 3/24/2021.
- Assumed \$6 tuition increase.
- Assumed a new student activities staff level position, shared with IWU, and Director of Title IX and Diversity, shared with IWU.

Revenues

- Total revenues budgeted of \$21,683K, of which 91% of revenues from the following sources:
 - State general aid budgeted at \$9,019K, which reflects a net increase of \$247K from FY 2021
 - Primary tuition revenue (including PACE) at \$8,175K
 - Property tax related income at \$971K
 - OEPI technology and maintenance hours reimbursed revenue at \$609K
 - Total fees estimated at \$463K
 - STEP tuition at \$132K
- Tuition increase of \$6 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 \$116K.

Expenses

- Total package settlement of 2.00% for all employees, resulting in a total college payroll package increase of approximately \$300K.
- Single health insurance premium increase of 3%.
- Federal Work Study revenue and related expense at \$57K.
- Culture on Campus budget at \$11.4K.
- Reduced federal professional federal grant writing services budget of \$27K.
- Student clubs at \$59K.
- IWU transfer scholarships of \$27K.
- Athletic direct program support at \$424K and \$560K 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.

Significant Impacts to Fiscal Year 2021 Budget to Fiscal Year 2022 Budget

- Primary tuition revenue (including PACE) -\$400-450K
- Wage increase of -\$300K
- SGA increase of +\$185K
- Initial SGA budget in FY 2021 -\$224K too high (assumed Governor proposed at time of budget)
- Tuition increase of \$7 +\$245
- Loss of WIOA admin -\$70K
- Reduced interest income -\$94K
- Lower STEP tuition revenue -\$48K

Steps Underway to Obtain HEERF I, II & II (CARES, CRRSAA and ARP) Institution Dollars

- HEERF I - \$408K – IT purchase of Nutanix (expense was already budgeted)
 - Most of the student funds have been distributed based upon need

- HEERF II - \$1,962K institution portion (\$578K to students)
 - Need to spend student funds before grant period ends (one year from authorization date of 1/19/2021)
 - Student emergency dollars still under review
 - Able to go back to March 13, 2020
 - Plan to drawdown institutional allocation based upon release of USDOE HEERF FAQ's dated 3/19/2021 "Lost Revenue Frequently Asked Questions"
- HEERF III – \$4,456K total (\$2,228K institution portion - \$2,228K to students)
 - 3 years to drawdown – institution and student emergency funds still under review

Trustee Hillyard moved to approve Fiscal Year 2022 Financial Budget. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

2.6 Fiscal Year 2022 Tuition

Vice President Carr referred Trustees to a Memorandum in their board packet with a Tuition Increase Recommendation. He noted that as presented in the FY2022 Financial Budget, we are requesting the Board's approval for an increase of \$6 tuition per credit hour for in-state, out-of-state, and on-line tuition for FY2022, to maintain a quality and competitive student service, and to maintain a reasonable balanced budget. No increase is requested for technology fees or online fee. This increase represents a 2.9% increase in our tuition/tech fee per credit hour (basically an inflation increase). We also propose to reduce the international tuition rate to the same level as the non-resident rate.

He noted that other Iowa Community Colleges are doing \$4 to \$10. Trustees had discussion of what other Community Colleges are doing and concern that we remain competitive. Vice President Carr noted that he is recommending this increase to keep SCC fiscally sound for the long haul. 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 2022 Tuition. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.7 Second Reading of Board Policy 508 – Facilities and Planning

President Ash noted that Board Policy 508 was reviewed at a First Reading at the April 12, 2021, Board meeting and at that time was moved to a second reading to review language. A suggestion to change the wording in a phrase to improve the clarity has been made. The Board Policy is being updated for the purposes of eliminating some of the unused equipment from the Auto Collision and Advanced Manufacturing Labs as part of the renovations taking place.

Trustee Hillyard moved to approve Board Policy 508. Trustee Fife-LaFrenz 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. SCC Nursing Programs – First Quarter - NCLEX PN and RN Results:

2021 1st Q At-A-Glance	
PN (LPN)	
SCC 1st Q	100%
SCC YTD	97.10% <input checked="" type="checkbox"/>
IA 1 st Q	88.42%
IA YTD	92.06%
National YTD	81.72%

SCC Goal=95%

Goal met ☒

2021 1st Q At-A-Glance	
ADN (RN)	
SCC 1st Q	80%
SCC YTD	95.59% <input checked="" type="checkbox"/>
IA 1 st Q	85.08%
IA YTD	86.30%
National YTD	85.35%

SCC Goal=90%

Goal met ☒

2. SGA Funding – We are waiting on the legislature to finalize their budget. That should come shortly.
3. Ticket to Work (SSN Program) – We are working to implement as a resource for students. Our PACE Director Brianna Akers is leading this effort.
4. Food Assistance – Employment Training Program – This is a program through the Department of Human Services providing SNAP (food stamps) for students who qualify and are still getting PELL Grant dollars. These would fall under the PACE program.
5. Toyota – Academic Affairs-CTE has had one discussion about possible training opportunities.
6. GPS2 – Guided Pathways for Student Success – Progress continues toward fully implementing Guided Pathways with a Design Team. This Steering Committee meets twice per month to plan, facilitate, and guide the work. Excellent progress is being made on this new program in support of student advising and support.
7. Presentations by Faculty and Staff:
 - a. Diane Pebble and Tiffany West presented to the Iowa Community Colleges on the topic of “Co-curricular Assessment”
 - b. Amber Ruskell-Lamer presented at the ICCOC Conference: “Resources for Your Path to Accessibility”
8. Lee County Education/Training Center – Working on next steps. Currently waiting for the Steering Committee to determine if they want SCC to take the lead. Lee County Economic Development group has announced that they are going to buy the building. We have worked on the budget and modified it and we have some ideas with that. They have schools saying they will put money in and now we are able to talk about ways to sustain it.
9. Safe Campus Plan – The results of a survey of faculty and staff will be used to make informed decisions for the fall semester and which safety protocols will be in place. We will continue with our current status through the summer semester. We will also look at what other colleges are doing.
10. Mental Health – Researching the options of what services are available in our region. We will work to have some type of support in place as quickly as that research is completed.

11. Student Center – He shared with the board some of the renderings of the proposed Student Center. These plans are still being adjusted to meet student needs and be within the budget.
12. Improvements at Keokuk – Plans have been made to remodel the Library/Bookstore, Testing Room and TRIO Room at the Keokuk Campus. The Bookstore will be located inside of the library. The remodel is being driven by the needs for additional testing space. We will be moving TRIO to classroom 101 and then we are going to expand the testing area and give them the space and testing area they need there. We are also working on plan to return food service to the Keokuk Campus in the fall.

3.2 Financial Report

Vice President Carr referred Trustees to the financial reports in their board packet. He noted the \$1.8 million from HEERF II shown under revenue that we were able to draw down to replace lost revenue. He reviewed that from HEERF I we received \$577,000 and from that refunded \$169,000 in dorm fees for students that were sent home. For HEERF III, we are waiting on the rules to come out.

3.3 Facilities Update

Plant Director Benjamin Lofthus provided a brief facilities update noting that the primary activities currently include mowing and preparations for the equipment auction coming up early next month. They are also working on getting graduations set up.

4.0 Closed Session Pursuant to Section 21.5(1)(i), Code of Iowa/ Evaluation of President

Trustee Hillyard moved that the Southeastern Community College Board of Trustees conduct its business by closed session as provided by Section 21.5(1)(i) of the Code of Iowa, to evaluate the professional competency of an individual whose appointment and hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. The closed session began at 6:29 p.m.

Trustee Heland moved to end the closed session. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 6:49 p.m.

5.0 President's Contract

Chair Nabulsi reported that he and Vice Chair Heland met with Dr. Ash regarding his evaluation and his contract. Chair Nabulsi reported that President Ash's base salary was increased somewhat and the term of the contract was extended to include FY 2024.

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 Nabulsi reviewed the list of future meetings.

7.0 Adjournment

There was consensus that the meeting be adjourned at 6:50 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