REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, May 11, 2026 @ 4:30 p.m.
Southeastern Community College, 1500 West Agency Road, West Burlington, Iowa
Board Room (Room #AD-1)

<u>Meeting Minutes</u>

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 4:31 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Howard, Heland, and Nabulsi were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Michelle Allmendinger, Laurie Hempen, and Jeff Ebbing.

1.2 Adoption of Formal Agenda

Trustee Heland moved to approve the formal agenda. Trustee Howard seconded. Motion carried.

1.3 World Changing – Changing our Thinking (15 minutes)

- **Legislative Updates**

Ryan Roberts, Director of Government Relations for Community Colleges for Iowa, provided an update on the legislative session, including a $3.5 million increase in state general aid, changes to property tax levies with a 2% cap on fixed rates, and modifications to the 260E Industrial New Jobs Training Program.

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

1.3.1 Audience

None

1.3.2 Administration

Director of Marketing and Communication Jeff Ebbing shared a report on behalf of the Foundation noting that the Foundation office has been distributing high school scholarships to area high schools. The Golf Outing will be held Friday, June 12th and is near sold out. They are still collecting gift cards and other things to put into packages for the golf teams.

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1.3.3 Board

Trustee Fife-LaFrenz reported that she attended the Radiologic Technology Pinning Ceremony and noted the strong family support shown for the graduates. She shared that the program's first cohort successfully completed the program with 13 graduates. Trustee Fife-LaFrenz also shared that she would be participating in local high school awards programs to present college scholarships. Trustee Nabulsi commented on the positive culture within the College, stating that collaborative negotiations and strong working relationships are reflective of the progress made in improving organizational culture. Trustee Howard reported on efforts through the Iowa Association of School Boards and Community Colleges for Iowa to strengthen collaboration between the two organizations, including plans for regional town halls and increased partnership opportunities to better support Iowa community colleges.

1.4 Community Colleges for Iowa Trustee Board Report

Trustee Hillyard reported that the next Iowa Association of Community College Trustees Board retreat is scheduled for May 18-19 and encouraged Trustees to share ideas for future retreat discussions and planning topics. He also reminded Trustees of the upcoming summer conference and noted that the awards committee would be meeting via Zoom to discuss the award nominations and determine the winners.

1.5 Residence Hall Purchase Update

Vice President Gall presented information regarding the proposed purchase of the College residence halls, including Blackhawk Tower and Millennium Hall. Trustees reviewed the proposed purchase structure, financing options, projected cash flow, and long-term financial impact of the transaction. Discussion included negotiations with Campus Community Developers, assumptions related to debt service, dorm revenue projections, cash reserves, potential use of General Obligation or Revenue Bonds, and risks and rewards associated with the purchase. Trustees also reviewed projected maintenance responsibilities, operational control of the residence halls, and the anticipated removal of property taxes. Administration noted that students would not be impacted by the transition and outlined next steps toward a proposed July 1, 2026 implementation timeline. The Board will be asked to approve the Residence Hall Lease Purchase at the June 8, 2026 Regular Board Meeting.

2.0 Action Items

2.1 Approval of Consent Agenda

1. **Approval of Minutes**
   - **April 13, 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
Michelle Allmendinger	Vice President of Student Services	05/30/2023	06/05/2026	Personal.
Isis Brooks	Assistant Men’s and Women’s Track and Field Coach	08/19/2024	06/30/2026	Personal.
Kristina Keane	Administrative Assistant – Enrollment Services – Level 6	06/20/2022	04/30/2026	Accepted open Executive Assistant for Vice President of Student Services position.
Tessa Lamartine	Admissions Recruiter	10/30/2023	06/05/2026	Terminated for Performance.
Pedro Rodrigues de Melo	Assistant Men’s and Women’s Soccer Coach	07/01/2025	06/29/2026	Expiration of work authorization as of 06.29.26.
Lori Stewart	Evening Receptionist/Housekeeper – (0.6 FTE) – Mt. Pleasant Center	10/22/2024	04/19/2026	Accepted open ABE-GED Records Specialist/Office Assistant position.

4. **Employment Contracts**

Name	Title	Contract Period	Salary
Amethyst Biggs (Replacement)	TRIO/SSS Project Advisor	06/08/2026 – 06/30/2026	$2,858.60 ($43,888.00 annual)
Amethyst Biggs (Replacement	TRIO/SSS Project Advisor	07/01/2026 – 06/30/2027	$43,888.00 ($43,888.00 annual)
David Keane (Replacement)	AEL Lead Instructor	06/02/2026 – 06/30/2026	$3,681.84 ($45,760.00 annual)
David Keane (Replacement)	AEL Lead Instructor	07/01/2026 – 06/30/2027	$45,760.00 ($45,760.00 annual)
Kristina Keane (Replacement)	Executive Assistant to Vice President of Student Services	05/01/2026 – 06/30/2026	$8,237.55 ($50,000.00 annual)
Lori Stewart (Replacement)	ABE – GED Records Specialist / Office Assistant- Level 7 – Mt. Pleasant Center	04/20/2026 – 06/30/2026	$6,834.88 ($34,305.84)
William Stutsman (New)	CDL Instructor – Community and Correctional Programs	05/11/2026 – 06/30/2026	$7,796.93 ($55,000.00) annual)
William Stutsman (New)	CDL Instructor – Community and Correctional Programs	07/01/2026 – 06/30/2027	$55,000.00 ($55,000.00 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 Fiscal Year 2027 College Operating Budget
Vice President Gall reviewed the proposed Fiscal Year 2027 budget assumptions and projections with Trustees. He reported that the unrestricted general fund budget assumes full employment and a balanced budget, with projected revenues of approximately $27.6 million. Discussion included an approved $12 tuition increase expected to generate approximately $500,000 in additional revenue, flat state aid projections, projected interest income, and anticipated increases in employee compensation and health insurance costs. Trustees also reviewed restricted fund activities related to grants, including continued funding for the CDL program expansion grant, as well as plant fund projects such as the new all-weather running surface for the College track. Administration discussed the addition of auxiliary operations to the FY2027 budget, including residence hall operations, which are projected to generate positive net revenue. Trustees discussed future financial planning, debt service obligations, cash reserves, and the overall financial outlook for the College. They thanked Vice President Gall for his work to create the budget.

Trustee Howard moved to approve Fiscal Year 2027 Financial Budget. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.3 Resolution Approving Construction Contract and Bond for the construction of the - 600 Building Renovation Project, Executive Suite and IT Offices

Vice President Gall reviewed that at the April 13, 2026, Regular Board Meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost of the 600 Building Renovation Project, Executive Suite and IT Offices along with Consideration of Construction Bids and Resolution to Award Construction were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Trustee Fife-LaFrenz moved approval of the Resolution Approving Construction Contract and Bond for the 600 Building Renovation Project, Executive Suite and IT Offices. Trustee Heland seconded. Motion carried on a 5-0 roll call vote. Vice President Gall noted that this renovation project is set to begin Monday, May 18, 2026.

2.4 Resolution Ordering Construction of the West Burlington Track Surfacing Project

Vice President Gall presented information regarding the proposed all-weather track surface project. Trustees reviewed the background of the project, noting that the original eight-lane NJCAA track was completed in 2023 through a partnership with Four Seasons and currently consists of asphalt with painted lines. Administration explained that an all-weather synthetic surface is required for official NJCAA competition and would allow the College to host meets, improve recruiting efforts, and provide a dedicated practice and competition facility for student athletes. Trustees also reviewed the proposed project timeline, with construction anticipated during July and August, as well as the proposed FY2027 plant fund budget allocation of approximately $215,000 for engineering fees and installation of the track surface.

Trustee Howard moved to approve Resolution Ordering Construction of the West Burlington Track Surfacing Project and set a public hearing date of June 10, 2025. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

2.5 Approval of Proposed FY 2028 Calendar

Director of Human Resources Laurie Hempen reported that the calendar committee met and is recommending the proposed FY2028 calendar for Board approval. She noted that the process for developing the calendar remains consistent each year, with only minor adjustments made.

Trustee Howard moved approval of the FY 2028 calendar. Trustee Heland 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 and highlighted several end-of-term student events, including the ESL graduation and the Radiologic Technology pinning ceremony celebrating the program's first graduating class of 13 students. He noted that several athletic teams continue postseason competition, with student-athletes qualifying for national tournaments in golf and track. President Ash also provided updates on the searches for the Vice President of Student Affairs and Athletic Director positions. He also shared his perspectives on the recent legislative session and the impacts to the college. Additional discussion included the recent Canvas system breach and the College's response and communication efforts. President Ash also reported that while SCC was not selected to advance to the next phase of the Aspen Prize process, the College is proud to have been recognized among the top 200 community colleges eligible for the Aspen Prize for Community College Excellence.

3.2 Title IX Policy Update

President Ash reported that Vice President for Student Affairs, Dr. Michelle Allmendinger; Human Resources Director, Laurie Hempen, and Dean of Students, David Haden completed an updated draft of the Title IX Policy incorporating recommendations provided by legal counsel at the Board's request. Dr. Allmendinger shared a one-page quick reference guide summarizing key information from the policy, including reporting procedures and the complaint process for harassment and discrimination concerns. Revisions to the policy include the addition of Title XI and Title XII language, a table of contents, and provisions for external review when College leadership is involved in an investigation. Administration noted that a few final details remain to be completed before the policy is brought to the Board for formal approval. Trustees discussed the revisions and asked questions.

3.3 Financial Report

Vice President Cory Gall referred Trustees to the financial reports included in their board packets. He noted that on the Cash and Investments report the liquid cash in money market will be moved to CD after July 1, 2026.

3.4 Facilities Update

Vice President Gall provided a brief facilities update. He announced that the College purchased three new Honda Accords to replace the 2015 Chevy Malibu in the College fleet. He is also searching for a bus to replace one that is out of service and vans to replace existing ones.

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 6:47 p.m.

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

Trustee Howard 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. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote. The closed session began at 6:51 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