



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, May 12, 2025 @ 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 Lanny Hillyard called the meeting to order at 4:30 p.m. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, Howard, and Heland 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, Jeff Ebbing, Chuck Chrisman, Val Giannettino, and Laurie Hempen.

##### **1.2 Adoption of Formal Agenda**

Trustee Howard 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**

None.

###### **1.3.2 Administration**

Executive Director of Institutional Advancement Val Giannettino reported that the annual Alumni Golf Outing will be held on Friday, June 13<sup>th</sup> at the Burlington Golf Club. The event is close to being sold out. There are open positions on the SCC Foundation Board that she is working to fill.

###### **1.3.3 Board**

None.

##### **1.4 Community Colleges for Iowa Trustees Report**

Trustee Nabulsi reported that the IACCT Board Retreat was held on April 24-25, 2025. The retreat went well. The Award committee reviewed the nominations for awards to be presented at the Summer Trustee Conference. The Annual Trustees Summer Conference will be held July 9-10, 2025 hosted by Iowa Central Community College.

#### **2.0 Action Items**

##### **2.1 Approval of Consent Agenda**

###### **1. Approval of Minutes**

- April 14, 2025, 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
Lisa Hunter	Administrative Assistant – Institutional Advancement	08/18/2014	05/31/2025	Retirement per Release Agreement
Elizabeth Whitaker	Instructor - Nursing	08/26/2024	08/12/2025	Personal.

### 4. Employment Contracts

Name	Title	Contract Period	Salary
Michelle Brown (Replacement)	Director of Assessment & Curriculum (50%) and Title III Grant Director (50%)	May 1, 2025 – September 30, 2025	\$12,234.90 (\$74,263.00 annual)
Michelle Brown (Replacement)	Director of Assessment and Curriculum (100%)	October 1, 2025 – June 30, 2025	\$48,036.30 (\$64,294.82 annual)
Henrique Gontijo Vieira (Replacement)	Head Men's and Women's Soccer Coach	May 1, 2025 – June 30, 2025	\$7,413.79 (\$ 45,000.00 annual)
Ward Hooker (Replacement)	Instructor - Economics	August 13, 2025 – August 11, 2026	\$65,000.00 (\$65,000.00 annual)
Emma Truex (New)	Assistant Men's and Women's Wrestling Coach and Resident Advisor	July 1, 2025 – June 30, 2026	\$18,000.00 (\$ 18,000.00 annual)

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 Resolution Approving Preliminary Industrial Jobs Training Agreement – Hendricks River Logistics, LLC

President Michael Ash reported that Hendricks River Logistics, LLC plans to add 12 employees at an hourly wage of \$27.50 between May and December 2025. They are located in Keokuk, Iowa on the Mississippi River. They provide truck, rail, and barge transloading operations. Hendricks River Logistics is positioned to be the largest agricultural hub in southeast Iowa for commodities moving down river to domestic and international markets. President Ash noted the tentative schedule of activity for this Preliminary Agreement to be approved. The final agreement will come for approval in April 2026 and the resolution in May 2026. The bonds would then be sold in June 2026.

Trustee Heland moved to approve the Preliminary Industrial Jobs Training Agreement – Hendricks River Logistics, LLC. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.3 Fiscal Year 2026 College Operating Budget**

Vice President Gall shared the final Fiscal Year 2026 operating budget. He reviewed the components of the budget and the definitions of the unrestricted general fund, the restricted general fund, and the plant fund. He explained the revenue sources for each fund and what expenses come from each fund. He detailed how the budget was developed using assumptions and considering significant revenue and expenditure changes. The Board previously approved a tuition increase which will increase revenue. He also expects beneficial interest income. Significant expenses that will impact the unrestricted general fund include employee compensation increase of 3%, increased health insurance premiums, increased costs of utilities, wrestling program expenses, and Title III grant positions transitioning from the grant to the college. The Plant Fund will have large expenditures this year for two significant capital projects planned to replace the roof on the Loren Walker Arena and new roof for the circle drive entrance and bathrooms.

The Board held discussion and asked a few questions. They thanked Vice President Gall for his work to create the budget.

Trustee Fife-LaFrenz moved to approve Fiscal Year 2026 Financial Budget. Trustee Howard seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Re-Approve Facilities Plan (2026-2034)**

Vice President Cory Gall referred Trustees to a spreadsheet in their packet where the planned projects for the Facilities Master Plan are detailed. For Fiscal Year 2026, the significant projects are replacement of the roof over the Loren Walker Arena and the circle drive. Other items for fiscal year 2026 are regular maintenance. He shared future planned projects and the year that they hope to accomplish those. This plan is created with the input of the facilities committee.

Trustee Howard moved to approve the Facilities Master Plan Update for 2026-2034. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **2.5 Resolution Ordering Construction of the West Burlington 300 Building Renovation Project**

Vice President Gall reported that the funds are available to complete the renovation of the 300 Building lower-level hallway. He shared renderings of the planned project. The existing classrooms will be remodeled to become a cardio fitness room and yoga/aerobics class space. A coffee kiosk will be added to the hallway. This will be a “We Proudly Brew Starbucks” location under the management of our food service provider, Consolidated Management. Vice President Gall reviewed the estimated cost of the project and the funding sources. To move this project forward, we need the Board’s approval of the Resolution to Order Construction of the West Burlington 300 Building Renovation Project and set a date for public hearing. Upon approval, Notice to Bidders will be posted with bids to be received by June 3, 2025. The public hearing to consider the bids will take place at the next regular scheduled board meeting on Monday, June 9, 2025. The planned timeline would be for this project to be completed by Spring 2026.

Trustee Nabulsi moved to approve Resolution Ordering Construction of the West Burlington 300 Building Renovation Project and set a public hearing date of June 9, 2025. 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 in their folders and highlighted the following updates:

1. Reviewing various possible option on the residence hall sale.
2. The Lee County CAC meeting was held on May 1, 2025 where we learned that they now plan to utilize the Montrose building for a child care center.
3. Keokuk Campus will now be the "home" of the Career Programming.
4. Along with Career Academies at Keokuk Campus, we plan to install a high school curriculum called IGNITE that is a lead in to and preparation for the ICART program.
5. Met with a representative of the Des Moines County community group requesting to hold the Community Thanksgiving Dinner at SCC in our newest building on Thanksgiving Day.

#### **3.2 Monthly Financial Report**

Vice President Cory Gall directed the Trustees to the comparative data summary in their board packets through April 30, 2025. He reported that tuition revenue has exceeded budgeted amount. The OEPI fund balance is increasing and we are saving that towards future HVAC projects.

#### **3.3 Facilities Update**

Vice President Gall reported that the Keokuk roof project is nearing completion with just a few finishing touches remaining. Maintenance has been working on tree removal of the dead ash trees in the courtyard area at the Keokuk Campus. This will be an ongoing project as maintenance has time.

#### **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 5:47 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 Nabulsi seconded. Motion carried on a 5-0 roll call vote. The closed session began at 5:55 p.m.

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



Darcy Burdette, Board Secretary