



REGULAR MEETING OF THE BOARD OF TRUSTEES

Tuesday, May 14, 2019

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 Fife-LaFrenz called the meeting to order at 4:30 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard, and Chris Prellwitz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Chuck Chrisman, Joan Williams, Dr. Don Weiss, Becky Rump, Dr. Janet Shepherd, and Byron Whittlesey.

1.2 Adoption of Formal Agenda

Trustee Heland moved that the tentative agenda be adopted. Trustee Hillyard seconded. Motion carried with all trustees recorded as voting aye.

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

1.3.1 Audience

No report.

1.3.2 Administration

Executive Director for Institutional Advancement Becky Rump expressed appreciation for everyone who participated in making the Great Tastes fundraiser a success.

1.3.3 Board

Trustee Hillyard reported that a College County Fair Service Agency meeting was held with the focus being on hosting bikers from RAGBRAI during the County Fair. He also participated in an IACCT conference call reviewing the details of the legislative summary. He also attended the First Annual Talon Athletic Awards hosted by the SCC Athletic Department. He found this to be a very nice event that showed how we have expanded athletic programs. The event was held in gym and all coaches were there.

Trustee Fife LaFrenz noted her participation in activities over the last month as follows:

- She attended the Great Tastes Event and brought guests that had not attended before.
- She also listened to the IACCT Legislative Review done by Laurie Wolf. She provided a concise report.
- She had a phone conference with Jennifer Horn-Frasier of Bluebird Sky who is the leader for board retreat.
- She joined Dr. Ash at the solar installation in Keokuk at campus. Community response was good.
- She and Trustee Hillyard met with President Ash to update and review his contract.

Trustee Nabulsi provided information to the other Trustees from the legislative update. He noted he is pleased with the funds approved for community colleges. He attended the IACCT Board

meeting and noted it was approved to create a separate award that will be given to IACCT Board Trustees, allowing the Kibbie Award to be given to members outside the IACCT Board.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that he attended the IACCT Board Meeting on May 2nd. At that meeting they approved creating a separate award that will be given to IACCT Board Trustees, allowing the Kibbie Award to be given to members outside the IACCT Board. This will begin in 2020.

2.0 World Changing – Changing Our Thinking

2.1 Facilities Update (Vice President Kevin Carr & Plant Director Byron Whittlesey)

Vice President Carr presented the Updated Facilities Master Plan “Working” Document. Vice President Carr and Plant Director Byron Whittlesey reviewed the following items from the Master Plan:

- **Current Needs**

The current and 5 year facility needs are listed in the Appendix. The primary goal is to provide a clearly designed and efficient sequence of events and spaces which will ease community access and use by first time visitors. Development shall consist of landscaping, signage, parking and building development that demonstrates that SCC is an open and easily accessible educational community. It shall also display the college's commitment to sustainability and appreciation of its natural environment. The College has developed a Facilities Committee, and this Committee makes recommendations to the President. The following are guidelines developed by the Committee:

- **Allocations/ Repurposing decisions shall be prioritized based on the following:**

- Legal mandates
- Fiscal Feasibility/Estimated Effort
- Reasonable Useful Life
- SCC Strategic Plan
- Higher Learning Commission: Criteria (5) for Accreditation

- **Priority will be given to projects which:**

- A. Improve or support educational offerings and operations (focus on the student first)
- B. Are responsive to the current and future educational/training needs of the community
- C. Improve/maintain the technical infrastructure based on current and future needs
- D. Improve institutional effectiveness, capability, and sustainability
- E. Do not adversely affect the educational offerings and operations provided by SCC.

- **Categories assigned to requested priorities:**

1. Urgent and Important – Must be funded and completed.
 - Estimated completion required within 1 year or less
 - Supports legal mandates, regulatory code requirements, SCC Strategic Plan, and/ or HLC Accreditation Criteria
2. Important/ Necessary (2 sub-groups) – Plan on funding.
 - 2S - Short term (1 year or less)
 - 2L - Long term (2 – 5 years)
3. Not Necessary – Not funded.

Vice President Carr and Plant Director Byron Whittlesey reviewed the Fiscal Year Capital Projects. They highlighted a few of the recently completed projects to include:

- Personal Needs Room on the West Burlington Campus
- Exterior Roof painting at the Keokuk Campus
- Chiller Condensing Pipe replacements at the West Burlington Campus

- Exterior Signage at West Burlington and Keokuk Campus
- Equity Review Updates

Existing Significant/Committed Projects:

- Solar Project #2 and new lighting fixtures in Keokuk
- Completion of the Keokuk 400 and 500 renovation
- Install new flooring in WB 200 building
- Bike Path in coordination with City of West Burlington and Great River Medical Center at the West Burlington Campus
- Upgrade surveillance cameras
- Remove Parking Lot N as part of Building 500 remodel at Keokuk Campus
- Repair HVAC system for Keokuk Campus buildings 100-200
- Crosswalk between residence halls and Great River Medical Center

Several additional projects on the one year plan for all SCC locations many being upkeep and maintenance related. Vice President Carr and Plant Director Whittlesey also reviewed the proposed Capital Projects for Fiscal Years 2021-2024.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the April 8, 2019, 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
Rena Armentrout	Financial Aid Director	07/06/2015	06/14/2019	Personal.
Cody Ferris	Administrative Assistant – Career & Technical Education & Arts & Sciences	03/06/2017	05/15/2019	Accepted CBIZ/Administrative Assistant Operations position.
Carole Richardson	Vice President of Academic Affairs	06/02/2014	06/14/2019	Retirement.
John Romeo	Offender Workforce Training Facilitator/AEL Instructor	02/06/2015	06/28/2019	Personal.
Kali Watson	Nurse Aide & Health Continuing Education Coordinator	03/01/2017	08/09/2019	Accepted Nursing Instructor – Keokuk position.

4. Employment Contracts

- a. FY 2020 Administrative Contracts (see attached list)
- b. FY 2020 Faculty Contracts (see attached list)
- c. FY 2020 H.E.A. Professional Services Contracts (see attached list)
- d. FY 2020 Professional Services Contracts (see attached list)
- e. FY 2020 Support Staff Contracts (see attached list)
- f. FY 2020 Workforce Center Promise Jobs Contracts (see attached list)

Name	Title	Contract Period	Salary
Anne Abel (Replacement)	Medical Coding & Billing Instructor	August 19, 2019 – August 18, 2020	\$66,687.39 (\$ 66,687.39 annual)
Cody Ferris (New)	CBIZ/Administrative Assistant Operations	May 16, 2019 – June 30, 2019	\$3,873.28 (\$31,470.40 annual)

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

3.2 Receive Teacher's 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 Nabulsi moved to approve the Department of Corrections faculty termination recommendations as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Service Charges and Fees

Vice President of Administrative Services Kevin Carr reviewed a summary of the proposed revisions to the Service Charges and Fees Schedule for FY 2020. He noted that there are very minimal changes mostly in health professions. The majority of the increases are pass-through expenses related to costs that increase such as fees for specific certifications in the health programs. Trustee Fife-Lafrenz recognized that we need to do this.

Trustee Hillyard moved to approve the Service Charges and Fees Schedule as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.4 President's Contract

Chair Fife-LaFrenz reported that the Trustees met with Dr. Ash regarding his evaluation and his contract. Chair Fife-LaFrenz reported that President Ash's base salary was increased somewhat and the term of the contract was extended two years to include FY 2021.

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

3.5 Re-Approve Facilities Plan (1- and 5-year)

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.

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

3.6 Approve Update to Part-Time Rate Schedule

Vice President Carr reviewed a summary of the proposed Update to Part-Time Rate Schedule for FY 2020. The Part-Time Rate Schedule was previously approved by the Board on March 18, 2019. He notes that this update includes a \$1 per hour increase in the College work study hourly rate to be more competitive and in alignment with what other community colleges are doing. This falls within the funds allowed for work study.

Trustee Nabulsi moved to approve the Update to Part-Time Rate Schedule as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.2 President's Report

- **LINC (Leadership for the New Century)** – A program through ISU on leadership and 24 individuals from community colleges across the state went through a year-long program and their last was SCC. A very enjoyable time was had by all and they were able to see SCC and many of them had never been here but really liked what they saw.
- **Compliance Programming** – Two individuals from Iowa Valley CC were here to share with the Compliance Team regarding their system of tracking the many compliance requirements – state, federal and accreditation – related items. We are moving in the direction to adopt much of what they shared.
- **Last Dollar Scholarship program** – Rules have been written and vetted by both the Governor's Office and Iowa Student Aid Commission – a few suggested changes that will go back to the Governor. About \$13M available for high demand jobs.
- **Honors College** – Flier with information in your folder – over 400 letters have been sent to area seniors and inviting them to consider becoming part of the Honors College at SCC.
- **Honors College** – Signed an articulation agreement with Western Illinois University for the Honors College and transferability; working with UNI and U of I.

- **Kid Tek University** – Materials available in your folder; registering kids now for this summer programming.
- **TRIO Program** – A flier in your folder reminding you of what TRIO – Student Support Services (TRIO-SSS) is all about as we serve 250 students across our region for college support.
- **Free Speech Legislation** – Working with legal on development of the appropriate wording and application of this new legislation.
- **Student Groups** – With the Freedom of Speech legislation, we have a student group that has made application for recognition and we are reviewing this with legal as well. Put this group approval on hold until we get feedback from legal advice.
- **Statewide Marketing** – A new statewide flier has been developed and a copy is in your folder with the colleges having the ability to develop a companion piece to focus on individual colleges' efforts.
- **WIOA Region Maps** – There continues to be ongoing discussions/debates on how many regions and how they should be divided. Recently a seven region map was introduced. It does appear that WIOA will remain the same for yet another year as they work through the details of re-alignment. However, WIOA has been informed that they will be funded for all of the next fiscal year.
- **Concurrent Enrollment** – New approach would allow private K-12 schools to have direct access to the Concurrent Enrollment programs without having to work through public schools. The legislature provided an increase in Arts and Sciences supplemental funding from .46 to .50. Some improvement but CTE funding did not change. The DE is working out the process for the utilization of supplemental funding by the private K-12 schools.
- **ESL Programming** – The community colleges received additional dollars for the ESL programming and working out how to properly disburse the revenue.
- **Executive Director of Institutional Advancement** – Search Team has completed their search and made two recommendations and a selection has been made and she has accepted. We expect that Val Giannettino (from Notre Dame Schools) will begin in early June.
- **VPAA Search** – The Search Team has completed their search and had four candidates on campus this last week – each excellent individuals in their own right. The Team has sent me their recommendations and final checks are underway. It is expected that the new VPAA will begin duties in early June as well.
- **Dean of CTE and Executive Director of CBIZ Search** – Search Team is well into the process and will be bringing three candidates to campus this week for face-to-face interviews. We hope to be able to name the new dean shortly after that and hopefully the new dean will be able to be here in June as Don's last day is end of June. Brenda Rubey has been named Director of Workforce Development.
- **Iowa Wesleyan University** – They have found a partner – St. Leo University from Florida. They are working on all the legal and accreditation elements of this partnership. I expect I will be meeting with them sometime in June to discuss how we will work together. IWU will be able to retain their identity – name, colors, mascot, etc.

4.3 Financial Report

Vice President of Administrative Services Carr reviewed financial statements for period ending April 30, 2019. He noted top revenue coming from tuition, property tax and State General Aid. Interest income continues to do better. He specifically noted that the CBIZ annual budget had a surplus in part related to a contract they entered with Iowa Department of Corrections.

4.4 Facilities Update

Vice President Carr along with Plant Director Whittlesey reported the Harry and Virginia Murray Art Gallery on the West Burlington Campus is complete and ready to be used. The Winegard and Witte residence halls are being painted. The transition from heating to cooling has been completed. Concrete patching is taking place as weather permits. Director Whittlesey is working on updating the emergency plan with Gina Hardy for the Des Moines County Fair as well as RAGBRAI. They are starting summer maintenance projects.

In Keokuk, the last row of supports for panels are being placed by Sunshine Power, a subcontractor of Michael Mohrfeld. Weather has caused this project to be about two weeks behind. Remodeling in Buildings 400 and 500 has begun. The wrap covering electric panel on the outside of the building is being installed. The Honor Garden work will begin July 27th. The pavilion in Keokuk will be painted once the temperatures are warmer.

They will begin work on the one-year list reviewed in the facilities plan after July 1.

5.0 Future Meetings

Chair Fife-LaFrenz reviewed the list of future meetings.

6.0 Adjournment

There was consensus that the meeting be adjourned at 6:09 p.m.

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



Darcy Adams
Board Secretary