



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

**Tuesday, May 8, 2018**

**4:30 p.m.**

**Board Room (Room #AD-1)**

**1500 West Agency Road, West Burlington, Iowa**

### **Meeting Minutes**

#### **1.0 Routine Items**

##### **1.1 Call to Order, Roll Call, and Pledge of Allegiance**

Board Chair Prellwitz called the meeting to order at 4:30 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Jeff Heland, Moudy Nabulsi, Lanny Hillyard, and Chris Prellwitz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Joan Williams, Dr. Carole Richardson, Dr. Don Weiss, Jeff Ebbing, Dr. Janet Shepherd, Becky Rump, Chuck Chrisman, Brenda Rubey, and Meghan D'Souza. Larry 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**

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 record-breaking success. Chair Prellwitz expressed appreciation to Executive Director Rump for her work.

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

Trustee Fife-LaFrenz reported she attended the Great Tastes fundraiser and expressed appreciation for the successful event. She also attended the Magic of Music production by SCC students at the Grand Theater.

Trustee Nabulsi reported that he attended a meeting at the Keokuk Campus with Congressman Loeb sack regarding mapping/improvement of rural broadband in areas with poor reception.

Trustee Hillyard reported that during a recent College County Fair Service Agency meeting, there was discussion about Case New Holland's (CNH) offer to donate a volunteer work day staffed by their employees to make improvements to the fairgrounds. Treasurer Carr noted Tri Oak Foods will provide funding to hire a firm to power wash the fairgrounds buildings prior to CNH's work day. Bi-State Contracting will provide an aerial lift to aid with the power washing.

Board Chair Prellwitz reported that she participated in a recent SCC student awards event.

Trustee Heland reported that he participated in Burlington High School's student award ceremony wherein he presented the SCC Foundation's Excellence Award scholarships.

#### **1.4 Iowa Association of Community College Trustees Report**

Trustee Nabulsi reported that the IACCT Board met on May 3 at the IACCT Office. The meeting focused on the results of the 2018 legislative session and a report by the IACCT Financial Oversight Committee on the IACCT and ISW financial statements. Trustee Nabulsi reminded everyone that the IACCT Annual Conference will be hosted by NIACC on July 18 – 20 in Mason City.

### **2.0 World Changing – Changing Our Thinking**

#### **2.1 Emerging Issues/Future Agenda Items**

Trustee Nabulsi recommended that a discussion about accreditation and a review of each section of the AQIP Systems Portfolio should be held at a future Board work session.

#### **2.2 Retention Model**

President Ash reviewed the Retention Oversight Council diagram and explained that a large group of faculty and staff has developed a Retention Plan which will bring all of the various aspects related to retention together. The Retention Oversight Council will meet approximately 4 times during the academic year and will be co-facilitated by a Professor and a Student Success Advocate. A goal has been set to increase retention by 1% per year which equates to \$84,000 of tuition revenue.

### **3.0 Action Items**

#### **3.1 Approval of Consent Agenda**

- a. Approval of Minutes of the April 9, 2018, Regular Board meeting
- b. Presentation of Bills of Account
- c. Resignations, Terminations and Mutually Agreed to Contract Adjustments

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Cody Ferris	Administrative Assistant – Academic Affairs	11/08/2016	04/30/2018	Accepted Administrative Assistant – CTE/CBIZ position.
Kristina Martinez	Director of Adult Education	11/28/2016	05/29/2018	Personal.
Susan Reid	Learning Resources Coordinator	08/21/2017	05/31/2018	Personal.

## d. Employment Contracts

Name	Title	Contract Period	Salary
Cody Ferris (Replacement)	Administrative Assistant – CTE/CBIZ	May 1, 2018 – June 30, 2018	Hourly Rate: \$14.99 (\$31,179.20 annual)
David Metzger (New)	Owner Representative – Greater Burlington Area Sports Facilities	March 15, 2018 – June 30, 2018	\$11,798.71 (\$39,840 annual)

- FY 2019 Administrative Contracts (see attached list)
- FY 2019 Faculty Contracts (see attached list)
- FY 2019 H.E.A. Professional Services Contracts (see attached list)
- FY 2019 Professional Services Contracts (see attached list)
- FY 2019 Support Staff Contracts (see attached list)
- FY 2019 Workforce Center Promise Jobs Contracts (see attached list)

Trustee Hillyard 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 Industrial New Jobs Training Certificates (2018-1 Multiple Project)

CBIZ Operations and Economic Development Coordinator Brenda Rubey reported that the INJT 2018-1 Multiple Project consists of the INJT Agreements with Keokuk Mills, LLC and ContiTech USA, Inc. which were approved by the Board of Trustees. She explained that the following agenda items and motions are required to sell the bonds for these projects.

Speer Financial, Inc. Vice President Larry Burger reported on the results of the sale of the Industrial New Jobs Training Certificates (2018-1 Multiple Project) which was held today. He 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 3.4607%. Mr. Burger recommended that the Certificates be awarded to UMB Bank at a price of \$750,923.

#### 3.2.1 Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$755,000 Industrial New Jobs Training Certificates (2018-1 Multiple Project)

CBIZ Project Manager Brenda Rubey recommended approval of the Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$755,000 Industrial New Jobs Training Certificates (2018-1 Multiple Project).

Trustee Fife-LaFrenz moved to approve the Resolution Instituting Proceedings. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.2.2 Resolution Directing the Sale and Delivery of \$755,000 Industrial New Jobs Training Certificates, Series 2018-1**

Trustee Nabulsi moved to approve the Resolution Directing the Sale and Delivery of \$755,000 Industrial New Jobs Training Certificates, Series 2018-1. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.2.3 Resolution Authorizing the Issuance of \$755,000 Industrial New Jobs Training Certificates, Series 2018-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2018-1 Multiple Project and Approval of Continuing Disclosure Certificate**

Trustee Hillyard moved to authorize the issuance of \$755,000 Industrial New Jobs Training Certificates, Series 2018-1, and to provide for the securing of such certificates for the purpose of carrying out an Industrial New Jobs Training Program Project Designated as the 2018-1 Multiple Project and to approve the Continuing Disclosure Certificate. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.3 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, 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.

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.

### **3.4 Service Charges and Fees Schedule**

Vice President of Administrative Services Kevin Carr reviewed a summary of the proposed revisions to the Service Charges and Fees Schedule for FY 2019.

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

### **3.5 President's Contract**

Chair Prellwitz reported that the Trustees met with Dr. Ash regarding his evaluation and his contract. Chair Prellwitz reported that President Ash's base salary was increased somewhat and the term of the contract was extended two years to include FY 2020.

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

## **4.0 Accountability**

### **4.1 President's Report**

President Ash referred the Trustees to his written report and asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **Strategy Forum** – a group of SCC employees – staff and faculty – went to the three day event near Chicago to work on the elements of Action Projects. We emerged with a new

project and it will focus on Adjunct Instructor Evaluation. An outline of the process for developing the evaluation process will be the focus of the project. We also shared the conclusion of our last Action Project – Employee Recognition.

- 2.) **State of Iowa** – The legislature has concluded its work and here is a summary of items that relates to community colleges:
  - a. De-appropriations of \$500,000 for FY 2018
  - b. Increase of SGA to \$2.0 million
  - c. Maintained \$40.3 million Iowa Worker Training and Job Creation fund
  - d. Future Ready Iowa
    - i. Restoration of the \$5.0 million Iowa Skilled Workforce Grants (Kibbe grants)
    - ii. Added community college students’ access to the “Last Dollar Scholarships”
    - iii. Restored local determination of “high demand jobs” for Iowa Skilled Workforce Grants (Kibbe grants)
  - e. Maintained the full ACE funding at \$6.0 million
  - f. Expanded use of ACE infrastructure to all community college buildings
  - g. Removed the phase out of 260G Ace Tax Credits from the proposed tax reform legislation
  - h. Maintained regional Sector Partnerships under the administration of DE, in collaboration with IWD
  - i. Prevented passage of proposal to hold all public measures elections at the November election
  - j. The tax backfill bill failed to be considered in the House
  - k. Prevented subcommittee adoption of proposal to limit community colleges testing fees for training
- 3.) **Systems Portfolio** – Progress continues on the completion of the Portfolio and will be submitted on June 4<sup>th</sup>. Each Board member was shown how to access and invited to review and give any feedback. Two gave some feedback – one with suggested changes and one gave an “All is Well” signal
- 4.) **Great Tastes Event** – met and exceeded the goal for this year and resulted in being \$7000 over last year’s net proceeds. Many thanks to Becky, Julie and Pam!
- 5.) **Retention Oversight Committee** – more details will come during the Work Session where we will show the various pieces and how it all works together
- 6.) **Enrollment** – a challenge exists in our enrollment next year in our nursing students – we appear to have too many students! and working on a reasonable solution
- 7.) **Operational Budget** - has met four times this year to review the status of the budget and possible ways/means to find reduction in costs and/or increase in revenue
- 8.) **Tech Request Committee** – has concluded their work for this next year and identified appropriate expenditures for technology and/or equipment
- 9.) **STEM Software** – a number of different pieces of software are being reviewed as possible use in our sciences and health programs

- 10.) **IT Security Assessment** – we will be undergoing a security audit to determine possible areas for vulnerability. From that assessment, our team will make appropriate changes/adjustments to our systems and protocols
- 11.) **Improvements on Campuses** – both campuses will experience some improvements throughout the summer
- 12.) **SCC Baseball** – won the Conference title
- 13.) **Soccer** – Men’s team – around 27 players signed; women’s team – around – 15 signed with five more that are in discussion
- 14.) **Residence Halls** – discussions have been held in relation to the numbers for next fall and how the beds will be filled
- 15.) **Magic of Music** – three concerts were held – absolutely excellent performances

President Ash reported that Director of Marketing and Communications Jeff Ebbing and his staff received two bronze medals at the National Council for Marketing & Public Relations annual conference in the Radio Ad – Single and Radio Ad – Series categories.

President Ash gave an update on the progress with the Greater Burlington Area Sports Facilities air-supported dome project. A contract has been entered into with Carl A. Nelson Co. for the facility to be constructed on Greater Burlington Partnership land near the Rec Plex. Details remain to be worked out with the City of Burlington regarding an area for parking. It is anticipated that excavation work will begin in July and that the project will be completed by the end of the year.

#### **4.3 Financial Report**

Vice President of Administrative Services Carr reviewed financial statements for period ending April 30, 2018. The college’s State General Aid will be de-appropriated \$21,000 for FY 2018. An increase in State General Aid of \$84,000 is anticipated for FY 2019. Tuition revenue is approximately 5% less than the budgeted figure which equates to a \$480,000 shortfall. Salary and benefits expenses remain at a similar level compared to last year.

#### **4.4 Facilities Update**

Vice President of Administrative Services Carr reported that as part of the college’s strategy to improve student retention, a 45-passenger bus has been purchased which will be used to transport athletes and other student groups.

Vice President Carr reported that the Hall of Science is 97% complete and that furniture will arrive next week. The final punch list for the project should be created within two weeks. The Honor Courtyard landscaping project will begin on May 14.

Repair/remodeling work for Winegard and Witte student residence halls is underway by S G Construction.

Vice President Carr reported that painting of the roof at Keokuk Campus will begin in three weeks.

A meeting of college administrators and faculty was held recently with DLR Group regarding plans for renovations of the Science and Nursing program areas at the Keokuk Campus. The estimated cost for this project is \$800,000. President Ash will meet with Trustee Fife-LaFrenz to

review the proposed renovations. Construction for this project is expected to begin in summer of 2019.

### **5.0 Future Meetings**

Chairperson Prellwitz reviewed the list of future meetings.

### **6.0 Adjournment**

Trustee Nabulsi moved to adjourn the meeting. Trustee Fife-LaFrenz seconded. Motion carried with all trustees voting aye.

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 "Sherry Zeller". The signature is written in black ink on a white background.

Sherry Zeller  
Board Secretary