



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, May 8, 2023 @ 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 Vice Chair Janet Fife-LaFrenz called the meeting to order at 4:30 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Heland, and Nabulsi were present in the room. Board Chair Joseph Johnson was absent. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Cory Gall, Jeff Ebbing, Tadd Good, Chuck Chrisman, Brenda Rubey, Lee Skeens, Ashlee Spannagel, Ben Lofthus, and Val Giannettino.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

CBIZ Director Brenda Rubey reported that Kid Tek Registration is going very well. They have 100 students registered so far with a goal of 200. Students receiving free and reduced lunches at school qualify for tuition scholarships.

1.3.2 Administration

1.3.3 Board

Trustee Nabulsi reported that he attended the Community College Council meeting and they discussed the financial report.

Trustee Fife-LaFrenz shared that as a member of the ACCT Communications and Education Committee she received an email with online learning resources that may be beneficial to use as board education. She also shared that she has been attending several area senior high school award nights to give SCC scholarships.

1.4 Iowa Association of Community College Trustees Report

Trustee Moudy Nabulsi reported that the Community Colleges for Iowa last met on April 27, 2023. The Board discussed budget and approved a 4% increase to be presented to the Presidents for their approval.

2.0 Action Items

2.1 Approval of Consent Agenda

- 1. Approval of Minutes**
 - **April 10, 2023, 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
Mary Hofmann	SCC/IW Alliance Advisor	03/01/2022	05/04/2023	Result of closure of Iowa Wesleyan & elimination of position.
Lori Stewart	Mailroom/Shipping Receiving Assistant (0.625 FTE) – Level 6	12/06/2021	05/15/2023	Accepted the open position of PACE Career Navigator.
Coltin Taylor	Computer Support Specialist – Keokuk Campus	06/03/2019	05/31/2023	Personal.
Mashyra Taylor	Project Advisor, TRIO Student Support Services – West Burlington	01/08/2021	07/28/2023	Personal.

3. Employment Contracts

Name	Title	Contract Period	Salary
Joni Dowell (Replacement)	Bookstore Manager	May 8, 2023 – June 30, 2023	\$7,662.84 (\$ 50,000.00 annual)
Joni Dowell (Replacement)	Bookstore Manager	July 1, 2023 – June 30, 2024	\$50,000.00 (\$ 50,000.00 annual)
Kathy Messer (New)	Administrative Assistant – Title III Grant – (0.50 FTE) Level 7	April 17, 2023 – June 30, 2023	\$3,304.40 (\$ 15,680.88 annual)
Kathy Messer (new)	Administrative Assistant – Title III Grant – (0.50 FTE) Level 7	July 1, 2023 – June 30, 2024	\$15,912.00 (\$15,912.00 annual)
Lori Stewart (Replacement)	PACE Career Navigator	May 16, 2023 – June 30, 2023	\$5,210.73 (\$40,000.00 annual)
Lori Stewart (Replacement)	PACE Career Navigator	July 1, 2023 – June 30, 2024	\$42,000.00 (\$42,000.00 annual)
Emma Rose	Receptionist/Marketing Administrative Assistant – Level 6	May 16, 2023 – June 30, 2023	\$4,003.84 (\$30,735.36 annual)
Emma Rose	Receptionist/Marketing Administrative Assistant – Level 6	July 1, 2023 – June 30, 2024	\$31,200.00 (\$31,200.00 annual)

Trustee Heland moved approval of the Consent Agenda items. Trustee Nabulsi seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

2.2 Industrial New Jobs Training Certificates Western Smokehouse & Meat Market LLC

2.2.1 Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$910,000 Industrial New Jobs Training Certificates Series 2023-1

2.2.2 Resolution Directing the Sale and Delivery of \$910,000 Industrial New Jobs Training Certificates Series 2023-1

2.2.3 Resolution Authorizing the Issuance of \$910,000 INJT Certificates, Series 2023-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying out an INJT Program Project designated as the 2023-1 Project

CBIZ Director Brenda Rubey reported that the INJT 2023-1 Multiple Project consists of the INJT Agreements with Western Smokehouse & Meat Market 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 (2023-1 Multiple Project) which was held today. She referred the Trustees to a summary of the bids that were received and reported that Northland Securities Inc. of Minneapolis, Minnesota provided the best bid at a true interest rate of 4.580884%. Ms. Burger recommended that the Certificates be awarded to Northland Securities, Inc. for a small issuance of \$904,467.20 plus accrued interest, if any, to the date of delivery.

Director Brenda Rubey recommended approval of the Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$910,000 Industrial New Jobs Training Certificates 2023-1. Trustee Nabulsi moved to approve this resolution. Trustee Hillyard seconded. Motion carried on a 4-0 roll call vote.

Director Brenda Rubey recommended approval of the Resolution Directing the Sale and Delivery of \$910,000 Industrial New Jobs Training Certificates. Trustee Hillyard moved to approve this resolution. Trustee Heland seconded. Motion carried on a 4-0 roll call vote.

Director Brenda Rubey recommended approval of the Resolution Authorizing the Issuance of \$910,000 INJT Certificates, Series 2023-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying out an INJT Program Project designated as the 2023-1 Project. Trustee Heland moved to approve this resolution. Trustee Nabulsi seconded. Motion carried on a 4-0 roll call vote.

2.3 Re-Approve Facilities Plan (2024-2032)

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

Vice President Carr reviewed the sources of income and the available dollars for the facility needs. The Facilities Committee created a budget based on available funds and prioritization of facility needs. Priority is given to projects that improve or support educational offerings and operations. The committee reviews urgent and important priorities that have estimated completion within one year or less that are funded. They also review the important and necessary priorities and categorize them as short-term or long term.

Director of Facilities Ben Lofthus made note of some of the larger dollar items in the plan including replacement of the Private Dining Room Roof, replacement of the TRIO Roof, and

moving the Business Computer Labs. Other bigger items include mulching and crack repairs which occur annually.

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 2024-2032 Facilities Master Plan:

- Prepare to operate a new Student Center to meet the needs of our students and community.
- Renovation of our cafeteria (to allow for growth of students in residence life) and creation of new athletic offices, by moving our bookstore to a new location.
- Renovation of two classrooms to bring together some related student affairs staff, including our PACE program.
- 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 established a series of physical objectives. These fall into the following general areas:

- 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).

Trustee Hillyard moved to approve the Facilities Master Plan Update for 2024-2032. Trustee Heland seconded. Motion carried on a 4-0 roll call vote.

2.4 Fiscal Year 2024 College Operating Budget

Vice President Carr referred Trustees to the FY 2024 Financial Budget in their packets. He provided the most recent information noting the following from a one-page summary:

Recap

- Assumed full employment, and a balanced budget.
- Assumed \$217K state increase in SGA (Governor proposed amount) to \$9.48M (an approximate \$148K is available if House proposal is approved).
- Primary tuition revenue (including PACE) based upon 3/31/2022 revenues to-date, projected based upon history to 6/30. Assumed flat enrollment.
- Assumed \$3 tuition increase, increasing revenue \$136K.
- Assumed \$150,000 new revenue related to concerted effort to move SCC students from shared to restricted ICCOC classes.
- Increased nursing position are paid for by Great River Health Foundation.
- Assumed a new Computer Sciences and History Faculty positions, Early Childhood Development position will be funded by the general fund vs. Perkins, an additional IT cyber-security position, 4 additional nursing faculty (funded by Great River Health Foundation), \$160K additional interest income budget, continued tele-health mental health services (\$43K), a 3.0% wage settlement (\$414K), and additional expense related to the reduction in the Title III Guided Pathways grant (\$74K).

Revenues

- Total revenues budgeted of \$24.409M, of which 95% are from the following sources:
 - State general aid budgeted at \$9,476K
 - Primary tuition revenue and fees (including PACE) at \$10,864K
 - Property tax related income at \$986K
 - Interest income at \$190,000
 - OEPI technology and maintenance hours reimbursed revenue at \$652K
 - STEP tuition at \$135K
 - Great River Health Foundation contribution to the nursing program of \$868K
- \$3 tuition increase.
- No increase in technology fee (\$7/credit hour) or on-line courses (\$5/credit hour).
- CBIZ net profit assumed of \$94K.

Expenses

- Total package settlement of 3.0% for all employees, resulting in a total college payroll package increase of approximately \$414K.
- Increase of adjunct and faculty overload pay from \$600 to \$700 credit hour (\$167,000)
- Federal Work Study revenue and related expense at \$53K.
- No-need budget of \$25,000.
- Culture on Campus budget at \$11K.
- Federal professional federal grant writing services budget of \$36K.
- Student clubs at \$59K.
- Athletic direct program support at \$461K and \$599K for athletic scholarships.
- Rent payment to Capital Theater of \$20K.

Trustee Nabulsi moved to approve Fiscal Year 2023 Financial Budget. Trustee Heland seconded. Motion carried on a 4-0 roll call vote.

2.5 Fiscal Year 2024 Tuition Rate

Vice President Carr referred Trustees to a Memorandum in their board packet with a Tuition Increase Recommendation. He noted that we are requesting an increase of \$3 tuition per credit hour for in-state, out-of-state and on-line tuition for FY 2024, 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 1.5% increase in our tuition/tech fee per credit hour. This increase will help keep up with inflation.

At this point the ICCOC proposed increase to the minimum tuition charged by its members is unknown. The ICCOC institutions will vote to set the tuition increase. The current ICCOC minimum rate (tuition + online fee + tech fee) is \$20. There is an agreement between the participating schools, that all schools use a rate for on-line courses equal to or greater than the minimum.

Vice President Carr reviewed SCC's tuition rate history. He noted that the \$3 increase will be the lowest requested increase compared to the other Iowa Community Colleges.

Trustee Hillyard moved to approve the Fiscal Year 2024 Tuition. Trustee Heland seconded. Motion carried on a 4-0 roll call vote.

2.6 Quality Faculty Plan Approval

Dr. Lee Skeens Professor of Psychology directed the Trustees to the Quality Faculty Plan in their board packet. Dr. Skeens reported on behalf of Polly Falcon, the Chair of the Committee. Dr. Skeens reviewed a few minor changes to the Quality Faculty Plan including updating the disabilities statement to match all other college materials. He also referred Trustees to other language adjustments made to reflect the actual work of the Quality Committee and updating the list of responsibilities of the Committee.

Trustee Hillyard moved to approve the Quality Faculty Plan with changes presented. Trustee Nabulsi seconded. Motion carried on a 4-0 roll call vote.

2.7 Approval of First Amendment to Iowa Community College Online Consortium Agreement

President Ash provided a brief history of the development of the Iowa Community College Online Consortium Agreement which was signed October 1, 2022. The Agreement was developed to make ICCOC a legal entity and created a board of directors made up of the Presidents of the colleges in the ICCOC. Since the original agreement, we have found the need to borrow money for bill payment prior to cash coming in. Vice President Carr worked with F&M Bank to establish a line of credit to borrow dollars as needed up to \$50,000. This First Amendment amends the bylaw to authorize the Directors to borrow money and incur indebtedness on behalf of the Consortium.

2.0 Accountability

3.1 President's Report

President Ash referred Trustees to his report in their folders noting the following items:

1. The Nursing Program reports that the 2023 first quarter NCLEX reports have been posted and SCC nursing students continue to perform very well.
2. Held meetings with USDA representatives about possibilities for Iowa Wesleyan University Campus.

3. An Advisory Council Dinner was held on April 19th and was well attended. There are plans to make this an annual event.
4. Academic Affairs have had discussions with West Central School District about concurrent enrollment opportunities for their students.
5. Continue to work with Toyota for the collision program. Plan is in place to have the first training course begin in Summer 2024. This will be a 4-week program targeting our auto collision graduates as well as auto collision graduates outside of SCC or dealerships can send their employees for training.
6. Plan to add financial investment courses in Spring 2024.
7. Enrollment is up over 12% for spring over last spring.
8. IPEDS Benchmark Comparisons for the 2015 Cohort Returning 2016 show SCC up 12% over the average of 60% for all Iowa Community Colleges. SCC leads the state Community Colleges.
9. State General Aid has been approved and provided a 3.25% increase in funds.
10. We have learned that the Last Dollar Scholarship program will have limitations in the new fiscal year.

3.2 Financial Report

Vice President Carr referred Trustees to the financial reports in their board packet. He provided a brief report noting that he is pleased to report this has been a strong financial year.

3.3 Facilities Update

Plant Director Ben Lofthus provided a brief facilities report. Currently they are doing graduation set ups and regular spring maintenance projects. He noted the cafeteria and athletic offices remodeling is underway. There is some asbestos removal that came up which added some cost to the project. The parking lot of Millennium Hall is being resurfaced.

3.0 President's Contract

Vice Chair Fife-LaFrenz reported that the Board held discussion and agreed on an increase for President Ash's contract with a two-year term. Board Chair Joseph Johnson met with President Ash to review that offer.

Trustee Nabulsi moved to approve the President's contract. Trustee Hillyard seconded. The motion carried on a 4-0 roll call vote.

4.0 Future Meetings

Vice Chair Fife-LaFrenz reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:17 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