



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

**Monday, November 10, 2025 at 4:30 pm**

**SCC Board Room -West Burlington Campus, 1500 West Agency Road, West Burlington, IA**

### **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 4:31 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 Chuck Chrisman, Michelle Allmendinger, and Val Giannettino.

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

Trustee Fife-LaFrenz 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 expressed her appreciation to all who supported the Great Tastes event. She reported that final calculations are still in progress and additional donations continue to be received. Preliminary indications suggest that the net proceeds will be comparable to last year's results.

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

Trustees Heland and Fife-LaFrenz reported they attended the ACCT Leadership Congress in New Orleans, Louisiana. Each participated in their respective committee meetings as well as attended other sessions throughout the conference. Trustees Hillyard, Heland, Nabulsi, and Fife-LaFrenz noted that they attended Great Tastes and felt it was a great night.

##### **1.4 Community Colleges for Iowa Trustee Board Report**

Trustee Nabulsi reported that the IACCT Board met with the Presidents in a joint session on November 6. He participated via Zoom and provided Trustees with a written summary of the meeting. He also reminded the Board about the ACCT National Legislative Summit in Washington, D.C., scheduled for February 5–12, 2026.

##### **1.5 World Changing – Changing our Thinking (20 minutes)**

**“Trusteeship in Community Colleges – A Guide for Effective Governance” – focus on Chapter 4**

Trustees continued their review of “Trusteeship in Community Colleges: A Guide for Effective Governance.” Trustee Howard led the discussion, highlighting key points for Board consideration. The review will continue at the December Board meeting with the next chapter.

#### **2.0 Action Items**

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

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

- **October 13, 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
Stacy Sells	Professor – Respiratory Care/Program Coordinator	05/30/2000	08/11/2026	Accepted Early Retirement.
Emma Truex	Assistant Men’s and Women’s Wrestling Coach/Residence life Director	07/01/2025	12/04/2025	Personal.
Alisa Winsauer	Instructor - Chemistry	08/13/2021	08/11/2026	Personal.

### 4. Employment Contracts

Name	Title	Contract Period	Salary
Piper Cole (Replacement)	Project - Administrative Assistant – TRIO SSS – Level 7	November 20, 2025 – June 30, 2026	\$19,461.30 (\$31,946.40 annual)
Shannon Weaver (Replacement)	Director of Financial Aid	December 1, 2025 – June 30, 2026	\$45,425.28 (\$78,000.00 annual)

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

#### 2.2 Resolution Approving Preliminary Industrial Jobs Training Agreement- Federal-Mogul Ignition LLC, A Tenneco Group Company

CBIZ Director Brenda Rubey reported that Federal-Mogul Ignition LLC plans to add 20 new positions as part of its expansion in response to increased orders and customer demand. The anticipated starting wage for these roles is \$22.00 per hour.

Trustee Howard moved to approve Resolution Approving Preliminary Industrial Jobs Training Agreement – Federal-Mogul Ignition LLC, a Tenneco Group Company. Trustee Fife-LaFrenz 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 making note of a few of the items including the following:

##### 1. Employee Retention Credit Update

President Ash reported that, during the COVID period, initial federal guidelines for the Employee Retention Credit program excluded community colleges; therefore, SCC did not pursue the credit at that time. Subsequently, through a contact made at an ACCT Conference, the College learned that program rules had been revised and that SCC could

be eligible for a tax credit refund. The individual offering this information also assisted the College throughout the process at no initial cost.

The application process began in 2023, and the College received periodic updates regarding its status. A few weeks ago, SCC was notified that the IRS would issue the funds. The College has now received a payment. SCC will remit 10 percent to the company that assisted with the process, resulting in funds that will be used to support the previously outlined remodeling projects on both campuses.

**2. Communication Hub Development**

Work has commenced on the development of a Communication Hub to be located on Hawknet for use by all employees. Discussions are underway regarding the types of information to be included. This initiative is in direct response to PACE survey feedback indicating the need for improved internal communication.

**3. National Disability Awareness Month Recognition**

On Friday, October 31, Mayor Billups visited the West Burlington Campus to present the City of Burlington's proclamation for National Disability Awareness Month. The proclamation recognized SCC as a supportive employer of an individual with disabilities.

**4. Congressional Partners Visit**

Congressional Partners are scheduled to be on campus on December 1 to review and assess the College's grant needs.

### **3.2 Fall Enrollment Summary**

Vice President Chuck Chrisman presented the enrollment data for the Fall 2025 semester. He reported that SCC continues to experience growth in both headcount and credit hours, marking the 14th consecutive semester of increased enrollment. An enrollment report was provided to the Board, and Vice President Chrisman reviewed its key components. He noted that SCC leads all Iowa community colleges in percentage growth over the past five years. The College continues to implement a number of initiatives aimed at further increasing enrollment. Board members asked questions and offered comments throughout the presentation. They expressed their appreciation for the strong results and extended their congratulations to SCC staff.

### **3.3 Monthly Financial Report**

Vice President Gall directed Trustees to the financial reports included in their board packets. He noted that tuition and fee revenue continue to reflect the positive impact of enrollment growth and the recent fee adjustments. Significant expenditures are attributed to salaries and benefits, as well as costs associated with new athletic programs, including equipment and scholarships. Reviewing the Cash and Investment Report, he reported that the First Interstate Bank certificate of deposit was renewed at an interest rate of 3.94%. In the restricted fund, other income is primarily derived from 260E proceeds. Vice President Gall stated that the College is operating within budget parameters and indicated that he has no concerns at this time.

### **3.4 Facilities Update**

Vice President Gall provided a brief facilities update. He reported that in the West Burlington 300 Building Renovation project, painting and finish work are currently underway. He also noted that the hallway leading to the Loren Walker Arena has received a new ceiling grid and has been painted to match the 300 Building hallway, along with updated flooring.

### **3.5 Update on Board Review of Title IX Policy**

Board Chair Lanny Hillyard shared that the attorney has completed all of the reviews of the Title IX Policy related to best practices and is finalizing the employee interviews. He plans to have a report with recommendations completed for the Board to review at the December board meeting.

**3.6 Review of Board Goal Progress for 2025**

Board Chair Lanny Hillyard referred Trustees to the Board Goals in their packets for review. The Board discussed progress with the goals. The Board will complete a self-evaluation for the January 2026 Board meeting and establish goals for 2026.

**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 6:25 p.m.

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 "Darcy Burdette".

Darcy Burdette, Board Secretary