



NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, November 11, 2019
5:00 p.m.
West Burlington Campus
1500 West Agency Road
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 5:08 p.m. Roll call indicated Trustees Jeff Heland, Janet Fife-LaFrenz, and Lanny Hillyard were present in the Board Room. Trustees Chris Prellwitz and Moudy Nabulsi were present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, and Joan Williams

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Executive Director of Institutional Advancement, Val Giannettino reported that the annual Great Tastes event will be held on March 27, 2020. The event will be held at the Pzazz Conference Center. Preparations for that event are beginning.

1.3.2 Administration

None.

1.3.3 Board

Trustee Heland reported that he attended the ACCT San Francisco and attended a leadership session that he found beneficial.

Trustee Hillyard expressed appreciation for the display in remembrance of Veteran's Day which was completed by Registrar Dennis Marino.

Board Chair Fife-LaFrenz provided an update from the Regional Workforce Development Committee meeting she attended. She also attended the Welcome Reception for new staff at the home of Beth and Michael Ash. Lastly, Chair Fife-LaFrenz reported that she also attended the ACCT Conference in San Francisco. She has provided some information from sessions she attended at that conference to Trustees electronically. She noted the sessions she attended focused on team building and governance.

Trustee Nabulsi also attended the ACCT Conference. He represented SCC in the election of ACCT leadership.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that there was no November IACCT meeting. Trustee Hillyard will attend the IACCT Leadership Conference on November 15th.

2.0 World Changing – Changing Our Thinking

No discussion items were brought forth.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Consent Agenda
2. Approval of Minutes for the October 10, 2019 Regular Board Meeting
3. Presentation of Bills of Account
4. Employment Contracts

Name	Title	Contract Period	Salary
Michael Nye (Replacement)	Trainer Manufacturing / Safety	November 12, 2019 – June 30, 2020	\$41,947.26 (\$70,000 annual)

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

3.2 Revisions to Quality Faculty Committee Membership

President Ash brought forth the revised Quality Faculty Committee Membership for approval. The Committee is proposing that Larisa Conner, ESL, fill the faculty vacancy for the English, Fine Arts, and Education Department. The committee's membership adheres to the gender balance State of Iowa requirement. No other sections of the Quality Faculty Plan were changed.

Trustee Prellwitz moved to approve the revisions to the Quality Faculty Plan Committee Membership. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Resolution Accepting Keokuk Buildings 400 and 500 - Interior Renovations

Vice President Carr reported that the interior renovations for the Keokuk Buildings 400 and 500 Buildings have been completed in accordance with the terms and conditions of the contract and plans and specifications by SG Construction. The total project expense on the original budget was \$839,764. The actual expense was \$851,399 which went over budget approximately \$11,600. Total Plant fund investment was \$316,000.

Trustee Nabulsi moved to approve the Acceptance of Keokuk Buildings 400 and 500 – Interior Renovations. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.4 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Renovation of the Ft. Madison Center

Trustee Hillyard moved that the public hearing on the adoption of the plans, specifications, form of contract, and estimate of cost for the renovation of the Ft. Madison Center be opened. Trustee Heland seconded. The motion passed with all trustees recorded as voting aye. Board Chair Fife-LaFrenz asked if there were any comments from the public. There were none. Board Chair Fife-LaFrenz asked if any written comments had been received. Board Secretary Adams indicated none had been received. Trustee Nabulsi moved that the public hearing be closed. Trustee Hillyard seconded the motion. The motion carried with all trustees recorded as voting aye.

3.5 Approval of the Resolution Adopting Plans, Specifications, Forms of Contract and Estimate of Cost for the Renovation of the Ft. Madison Center.

Vice President of Administrative Services Carr referred Trustees to the Post Bid Project Summary for the estimate of the costs for interior renovations of the Fort Madison Center. He indicated that the low bid for the project was \$445,000, which was submitted by Myers Construction, Inc. of Mediapolis, Iowa. This is \$87,000 over budget from our original cost estimate. The majority of this project will be funded with the existing dollars from Iowa Department of Economic Development. The remainder will be from the plant fund.

Vice President Carr reported that Klinger recommends the contract be issued to Myers Construction, Inc. The Board will be asked to approve the construction contract and payment bond for the project at the Regularly Scheduled Board Meeting on December 9, 2019.

Trustee Hillyard moved to approve the Resolution Adopting Plans, Specifications, Forms of Contract and Estimate of Cost for the Renovation of the Fort Madison Center. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.6 Consideration of Construction Bids and Resolution Making Award of Construction Contract for the Renovation of the Ft. Madison Center

Vice President of Administrative Services Carr recommended the award of the construction contract to Myers Construction in the amount of \$445,000 for the Renovation of the Fort Madison Center.

Trustee Heland moved to approve the Consideration of Construction Bids and Resolution Making Award of Construction Contract for the Renovation of the Ft. Madison Center. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.7 Confirmation of 2020 Distinguished Alumni Awards

Executive Director for Institutional Advancement Val Giannettino reported that on October 24, 2019, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2020 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2020 Distinguished Alumni awards:

- Keokuk Campus Distinguished Alumni: Dr. Gary Mansheim, Class of 1973
- West Burlington Campus Distinguished Alumni: John Schulz, Class of 1963

Trustee Nabulsi moved to confirm the 2020 Distinguished Alumni Award nominees. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.8 Board Goals for 2020

The following Board Goals were suggested during the October 10, 2019 Board Meeting:

- Understanding fiduciary responsibilities.
- Attending the IACCT Annual Conference.
- Participating in the webinars prepared by IACCT.
- Holding a Board Retreat.

Trustee Heland moved to approve the 2020 Board Goals as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

President Ash provided an updated of several college events as follows:

1. The Higher Learning Commission CQR Accreditation preliminary report came and it continues to be very positive. We had a week to review and make any comments related to any errors in fact. There were some very minor errors and those were sent back to Higher Learning Commission for inclusion in the report. We now wait for the HLC Board to make the final determination.
2. Nearly 60 students, faculty, staff, family members and guests came to assist in our tree planting. They were able to plant 41 trees. Many thanks to Trees Forever for the grant; Ritter's Landscaping for supplying the trees, making a major donation of materials and time, auguring the holes and supplying the mulch; to Byron Whittlesey who planned and worked with Chris Ritter on tree placement and was here very early on Saturday getting things set up; to Becky Rump for the three tree grants we have received the past three years allowing us to have the trees; for Val for helping to coordinate all the important details and for each of the individuals and families who came to help with the plantings.
3. The Fort Madison City Council has approved the zoning change through their third reading for the Fort Madison Center. We are waiting on the appraisal through Shottenkirk for the donation of the Car Smart facility.
4. The solar project on the West Burlington Campus is scheduled to get underway shortly.
5. President Ash attended an Alive After Five event sponsored by Iowa Wesleyan. At that event, Iowa Wesleyan made an announcement about their new Agri-Business program. SCC is a partner in this new venture
6. As of November 1st, he has joined the State Community College Accreditation Advisory Committee. The Committee reviews the process and procedures for state accreditation along with the Equity Review and makes changes so the process runs smoothly. SCC's state accreditation will be this coming fall 2020.
7. Planning is well underway to celebrate the 100th Anniversary of the College – Burlington Junior College began in 1920. Our plan is to celebrate the anniversary over two academic years – 2019 through 2021. We have contracted with another marketing firm to work with our Marketing team to develop an overarching effort for the 100th Anniversary/Celebration with the Century Club, Business After Hours, etc.
8. We are reviewing and/or pursuing some additional grants – DOJ for campus safety and security; SAVE grant; NSF – STEM; and waiting on the National Endowment for the Humanities for a decision.
9. A Welcome Reception for new faculty and staff was held in our home. We have added 75 new people, so divided over 2 event offerings.
10. He reviewed several upcoming college events for Trustees to note on their calendars.

4.2 Financial Aid Default Report

Director of Financial Aid Stacey Abell presented the Student Loan Default Report. The three-year default rate for cohort year 2016 for Southeastern is 20.3%. We had 657 students go into repayment in the federal fiscal year of 2016 (October through September). Of those 657 students in repayment, 134 students went into default during the federal fiscal years of 2016, 2017, or 2018. This is an increase of 1% over last reporting period. She provided her analysis and comparison to other Iowa Community Colleges. She is researching how to improve this by contacting Community Colleges having success with a decrease to discover what they are doing. She is also reconvening our internal default management team to review the default management plan to determine what areas we can focus on.

4.3 Monthly Financial Report

Vice President Carr reviewed the monthly financial statements in the board packet. Revenue based on September 30, 2019 financials is behind last year at same time. Net operations are increased. Very close to last year at this time. Expenses are only up 4%. He reported that CBIZ operations are already at YTD surplus for their operations.

4.4 Facilities Update

President Ash reviewed the solar project for the West Burlington campus. Vice President Carr noted that we are installing an intercom PA system into the Winegard and Witte Residence Halls. A new roof is being put on above some faculty offices in the 205 area.

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 6:48 p.m.

7.0 Exempt Session Pursuant to Iowa Code Section 20.17

Exempt Session Pursuant to Iowa Code Section 20.17 was held.

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



Darcy Adams
Board Secretary