



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, November 12, 2018

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 Janet Fife-Lafrenz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Lanny Hillyard, Chris Prellwitz, and Janet Fife-Lafrenz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Darcy Adams and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Jeff Ebbing, Kristi Schroeder, Becky Rump, and Dr. Janet Shepherd.

1.2 Adoption of Formal Agenda

Trustee Nabulsi moved to approve the formal agenda. Trustee Prellwitz seconded.

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 thanked everyone for being a part and attending the Foundation Scholarship reception. Trustees expressed appreciation for the event.

1.3.3 Board

Trustee Heland reported that he attended ACCT in New York along with Board Chair Fife-LaFrenz, Trustee Nabulsi and President Ash. He noted that he attended several committee meetings and sessions.

Board Chair Fife-LaFrenz reported that she was happy that we have hired a new HiSet Instructor for Keokuk.

Board Chair Fife-LaFrenz reported that she participated in a webinar with Linda Allen and J&R Denney. She found it valuable to learn about the orientation they provided to Trustee candidates.

Board Chair Fife-LaFrenz also attended the ACCT Conference in New York. She sent a copy of her notes to all Trustees for their review prior to the meeting. She attended the Education and Communications Committee meeting and several other sessions.

She and Trustee Heland attended a leadership training where Dr. Dan Kinney of Iowa Western discussed students not completing FAFSA verification and Success Navigator, a program used to promote student success. Board Chair Fife-LaFrenz noted that it could be beneficial to lobby for changes in FAFSA. She also suggested this could be good information to present to the Board in a leadership session.

Trustee Nabulsi attended ACCT as the voting delegate for Iowa. He noted that he attended a good meeting with Connie Hornbeck, chairman of ACCT. He also participated in a meeting with the Diversity Committee which is now referred to as Equity Inclusion Committee. Trustee Nabulsi presented ACCT's handout from the Future Ready Iowa Presentation to Trustees Hillyard and Prellwitz for their review.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on October 11th. The meeting featured a presentation by Lisa Bartusek, Associate Executive Director of the Iowa Association of School Boards.

2.0 World Changing – Changing Our Thinking

2.1 Work-Based Learning (Leanne Krogmeier/Mary Hoffmann)

President Ash welcomed Leanne Krogmeier and Mary Hoffman to present on their grant funded work-based learning programs. Future Ready Iowa specifically calls for expanding work-based learning opportunities. Leanne and Mary will talk about some opportunities going on now, and encourage your participation in helping to grow work-based learning in our region.

- Work-based learning is an educational strategy that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability.
- Work-based learning includes job shadows, workplace tours, career fairs, internships, mentoring, and pre-apprenticeships and apprenticeships. It's a way to test-drive a career. Work-based learning is a chance for students to discover things they can't learn in a classroom.
- The more opportunities we give students to "try on" a career the more prepared they are to enter the world of work.
- Leanne Krogmeier and Mary Hoffman serve as the Regional Intermediaries. Their role includes:
 - Serving as the one-stop contact point for information on work-based learning opportunities to develop our future workforce.
 - Connecting students, educators, businesses and the community through relevant, work-based learning activities.
 - Working closely with school districts to bring experiences across all 16 career clusters as defined by the Dept. of Education.
 - Partnering with work-based coordinators in the school districts.
 - Helping to better prepare students within our region to make informed education and career decisions.
- The Work-Based Learning program is referred to as the LINK at SCC. This program is a joint effort with the Iowa Intermediary Network and Iowa Vocational Rehabilitation Services. Mary Hoffman is the full-time Intermediary partnering with Iowa Vocational Rehab Service for one part of this program which serves 10 public schools in the SCC Region to provide opportunities and assistance to high school

- students who have disabilities and/or who receive educational services under an Individual Education Program or Section 504 Plan. Leanne Krogmeier is the full-time Intermediary working with the Iowa Intermediary Network under a grant established in 2014 which serves K-12 in 13 public and 4 private schools.
- The core work site services they provide are job shadows, monthly work site tours, externships for educators and other on-site services. They are responsible for coordinating job shadows, monthly work site tours, and organizing a number of activities throughout the year, many of which are hosted at SCC.
 - Work-based learning has the potential to strengthen our communities, maintain and grow our future workforce, and to strengthen and grow SCC.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the October 8, 2018, 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
Tebble Stearns	Administrative Assistant – CBIZ/Economic Development	01/09/2017	11/09/2018	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Ella Bokman (Replacement)	AEL Instructor / Residential Correctional Facility Instructor (.75 FTE)	October 22, 2018 – June 30, 2019	\$19,980.00 (\$28,860 annual)
James Noble (Replacement)	AEL Instructor – Keokuk (.50 FTE)	October 25, 2018 – June 30, 2019	\$12,744.00 (\$18,720 annual)

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

3.2 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Renovation of the Keokuk Campus Buildings 400 & 500

Trustee Prellwitz moved that the public hearing on the adoption of the plans, specifications, form of contract, and estimate of cost for the renovation of the Keokuk Campus Buildings 400 & 500 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 Heland moved that the public hearing on the budget be closed. Trustee Nabulsi seconded the motion. The motion carried with all trustees recorded as voting aye.

3.3 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Keokuk Campus Buildings 400 and 500 – Interior Renovations

Vice President of Administrative Services Carr referred to an estimate of the costs for interior renovations of the Keokuk Campus Buildings 400 and 500, which were reviewed at the October 8 Board Meeting. He indicated that the low bid for the project was \$543,134 which was submitted by SG Construction of West Burlington, Iowa. The total low bid with the recommended alternate for replacement of exterior East stairs in 500 Building is \$563,146.

Vice President Carr reported that DLR recommends that the contract be issued to SG Construction. The Board will be asked to approve the construction contract and payment bond for the project at the Regularly Scheduled Board Meeting on December 10, 2018.

Trustee Hillyard motioned to approve. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.4 Consideration of Construction Bids and Resolution Making Award of Construction Contract for the Keokuk Campus Buildings 400 & 500 – Interior Renovation

Vice President of Administrative Services Carr recommended award of the construction contract to SG Construction in the amount of \$563,146 for the Interior Renovations to the Keokuk Campus Buildings 400 & 500.

Trustee Nabulsi motioned to approve; Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.5 Resolution Ordering Construction of the Murray Art Gallery, and Fixing a Date for Hearing Theron and Taking of Bids Therefor

Vice President Carr reviewed the project plans and timeline that were previously presented to the Board for Construction of the Murray Art Gallery. He noted that bids will be due on December 18 and that a special Board of Trustees meeting is scheduled for January 7, 2019, wherein the public hearing on the matter will be held. On January 14, the Board of Trustees will be asked to approve the builder's contract and performance bond.

Trustee Heland moved to approve the Resolution Ordering Construction of the Murray Art Gallery and Fixing a Date for Public Hearing thereon for January 7, 2019 at 5 p.m. at a special Board meeting in the West Burlington Campus Board room and also taking bids therefor. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.6 Confirmation of 2019 Distinguished Alumni Awards

Executive Director for Institutional Advancement Becky Rump reported that on October 25, 2018, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2019 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2019 Distinguished Alumni awards:

- Keokuk Campus Distinguished Alumnus: Jodi Cook – Keokuk Class of 1994

- West Burlington Campus Distinguished Alumnus: Gayla Young - West Burlington Class of 1990

Trustee Nabulsi moved to confirm the 2019 Distinguished Alumni Award nominees. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.7 Board Goals for 2019

The following Board Goals were suggested during the September 18, 2018, Board Retreat and reviewed during the October 8, 2018, Board Meeting:

- Follow enrollment trends
- Continue to foster relationships with community organizations
- Attend IACCT summer conference and legislative day
- Conduct up to six workshops/retreats
- Support President in college vision

Board Chair Fife-Lafrenz led discussion with regard to the workshops and retreats. She recommended that at least one session be identified as a retreat for board education and that workshops would be held to discuss specific college topics. Board Trustees expressed that scheduling may be a concern. Board Chair Fife-Lafrenz and Vice Chair Hillyard will meet to further discuss and propose dates.

Vice Chair Hillyard moved to approve the 2019 Board Goals as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report

1. **Elections – candidates** – Have been connecting with those who won their election along with those who were not in an election. Met with Dave Palmer and MJ Dolan discussing steps forward. Presidents will have a meeting in November to discuss strategy going forward.
2. **TRIO-SSS grant** – Beginning the process of preparation for writing the next TRIO-SSS grant which is required every 5 years. SCC serves 250 students with this program. Trustees inquired whether there is a limit to the number of students. President Ash responded that we are serving the maximum number of students under the current grant.
3. **Dropout Detective** – Recently had a committee review of the process and progress of implanting this new computer tool.
4. **Compliance Committee** – Planning to host leadership from IVCC to display and share their Compliance Program and how we might be able to incorporate that into SCC's Compliance Committee record keeping.
5. **Meetings with Superintendents** - Have met with eight of the twelve superintendents and each meeting has gone very well. Each meeting has yielded the desire on the schools' part to have a better connection with SCC and to provide additional programming for their students.
6. **Super Conference Science Fair** – Planning is underway for SCC to host the 2019 Science Fair.
7. **Programming – Keokuk** – Reviewing proposal regarding Early Childhood and Hospitality Program.
8. **Iowa Fertilizer Plant** – Additional meetings the regarding the programming at the Industrial Technology Training Center. New efforts between the college and IFCO.

9. **Strategic Planning** – Each division is completing an update of the status of their responsibilities related to the Strategic Plan.
10. **PEC and Direct Reports** – Tactical plans have been reviewed by this group and coordination is happening to better ensure communication and support for each element of each plan.
11. **Iowa Wesleyan University** – Numerous discussions regarding IWU’s future and financial challenges. IWU Board to meet this week to decide direction. Offered letter of support.
12. **Fast Facts Card** – Working on developing this with pertinent information. Will have a draft for you to review soon. Board Chair Fife-LaFrenz noted that it would be helpful if the facts included what we have to offer including how much we give in scholarships and what our return on investment is per student.

4.2 Monthly Financial Report

Vice President of Administrative Services Kevin Carr presented the financial statements for month ending October 31, 2018. He reported that tuition and fees make up 98% of the general fund revenue. These are tracking per budget as of this date. The State revenue has increased enough to replace the state emergency fund. Salary expenses are higher than last year at this time due to filling some positions. Capital Money from insurance proceeds related to the water damage at the Winegard and Witte Residence halls are being utilized to complete those renovations. Board Chair Fife-LaFrenz inquired as to whether the remodel is complete. Vice President Carr responded that there are about 3 windows left to complete. Vice Chair Hillyard inquired if the insurance proceeds for Winegard and Witte were received last year. Vice President Carr responded that those monies were received last year. An amount to complete the renovation is being held in reserve until final billing.

Trustee Heland noted that he attended a session at ACCT regarding insurance. He suggested that insurance information be reviewed with the board in the future. Vice President Carr stated it would be helpful to include Kevin Murphy when that information is presented. Trustee Nabulsi expressed appreciation to Vice President Carr for keeping the budget.

4.3 Facilities Update

Plant Manager Byron Whittlesey and Vice President Carr reported that there will be an auction on November 17th at 10 am done by Smith Auction. Over the years we have accumulated furniture and old equipment. We have 3 old trucks and agriculture equipment that have been sitting. First we offer all that within SCC for SCC use. An Auction will be held in the hoop barns.

The painting in Keokuk will be completed in the spring. There will be a pipe replaced between 2 air conditioners at the West Burlington campus. The operating equipment purchase insurance will take care of that expense.

5.0 Future Meetings

Chair Fife-LaFrenz reviewed the list of future meetings.

6.0 Adjournment

The meeting adjourned by consensus of Trustees at 6:32 pm.

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 Adams".

Darcy Adams
Board Secretary