



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

**Monday, November 13, 2017**

**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 Prellwitz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present in the Board Room. Trustee Moudy Nabulsi participated in the meeting via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Dr. Carole Richardson, Joan Williams, Dr. Don Weiss, Brenda Rubey, Becky Rump, Kristi Schroeder, Jeff Ebbing, Byron Whittlesey, Renae Armentrout, and Dr. Janet Shepherd.

##### **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**

No report.

###### **1.3.2 Administration**

Executive Director for Institutional Advancement Becky Rump expressed appreciation to Board Chair Prellwitz and Board Vice Chair Fife-LaFrenz for presenting at the recent SCC Foundation Donor/Recipient Recognition event.

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

Board Vice Chair Fife-LaFrenz reported on the recent Regional Workforce Investment Board meeting she attended which focused on the success with the HiSet program for incarcerated individuals. She also reported on the Keokuk Career & Technical Education Advisory Board meeting wherein discussion was held regarding a partnership for projects with Lee County industrial arts teachers and Roquette America. Board Vice Chair Fife-LaFrenz reported that she and Trustee Heland attended the recent IACCT Trustee Leadership Conference in Des Moines. They each gave a report on the sessions they attended.

Board Chair Prellwitz expressed appreciation to Executive Director for Institutional Advancement Rump and President Ash for the very successful SCC Foundation Donor/Recipient event which had approximately 450 people in attendance.

Board Chair Prellwitz reported that she attended a recent Finance Committee meeting in connection with her position on the Greater Burlington Area Sport Facilities Board of Directors. Discussion was held regarding options for financing the new sports facility.

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

Trustee Nabulsi reported that the IACCT Board of Directors met on October 19. The meeting focused on a presentation by Iowa Student Loan, a discussion about Future Ready Iowa, and plans for the IACCT lobbying team in light of the retirement of IACCT lobbyist Steven Ovel.

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

### **2.1 Default Rate Update**

Financial Aid Director Renae Armentrout referred to a handout entitled “Student Loan Default at Southeastern – 2014 Cohort.” She reported that SCC’s three-year default rate for cohort year 2014 is 22.2% which is increased from the cohort year 2013 rate of 21.2%. In federal fiscal year 2014, of the 845 students who went into repayment, 188 defaulted during federal fiscal years 2014, 2015, or 2016. Director Armentrout reported that the college contracts with Great Lakes Loan Servicer, a non-profit organization which provides expertise in student loan repayment, analytics, default prevention and financial education to students. Director Armentrout reviewed improvement plans for the default rate including using Grad Ready software as part of the First Year Experience course and formation of a Default Management Plan as prescribed by the new Strategic Plan in addition to current measures of using reminder phone calls and emails on a monthly basis and exit counseling for students who withdraw from classes.

## **3.0 Action Items**

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

1. Approval of Minutes for the October 4, 2017, Board Retreat and the October 9, 2017, Regular Board Meeting
2. Presentation of Bills of Account
3. 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>
Randy Larson	AEL Instructor - MPCF	07/12/2017	11/09/2017	Personal
Marsha Zahn	Custodian I - Housekeeper	07/01/2015	10/18/2017	Personal

### **4. Employment Contracts**

- **FY2017 Iowa State Penitentiary/Mt. Pleasant Correctional Facility Contracts**

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

### **3.2 Iowa New Jobs Training Program (260E) Preliminary Agreement – ContiTech USA, Inc.**

CBIZ Operations and Economic Development Coordinator Brenda Rubey presented a INJT Preliminary Agreement for ContiTech USA, Inc. for approval. She explained that the agreement covers 59 new jobs at approximately \$16 per hour. The company, which manufactures rubber hoses, is moving a plant from Hannibal, Missouri, to Mt. Pleasant. This is ContiTech's second plant expansion.

Trustee Heland moved to approve the Iowa New Jobs Training Program (260E) Preliminary Agreement with ContiTech USA, Inc. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement (260E) – Keokuk Mills, LLC**

CBIZ Operations and Economic Development Coordinator Brenda Rubey reported that the current INJT Preliminary Agreement with Keokuk Mills will expire this month. The company wishes to extend their agreement to allow more time to hire new employees.

Trustee Hillyard moved to approve the First Amendment to Preliminary Industrial New Jobs Training Agreement (260E) with Keokuk Mills, LLC. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Confirmation of 2018 Distinguished Alumni Awards**

Executive Director for Institutional Advancement Becky Rump reported that on October 26, 2017, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2018 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2018 Distinguished Alumni awards:

- Keokuk Campus Distinguished Alumnus: John Simpson – Keokuk Class of 1976
- West Burlington Campus Distinguished Alumnus: Joseph P. Tonkinson - West Burlington Class of 1965

Trustee Fife-LaFrenz moved to confirm the 2018 Distinguished Alumni Award nominees. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

### **3.5 First Reading – New Board Policy #214, Board Succession Planning**

President Ash reported that at the October 4, 2017, Board Retreat, the Trustees discussed development of a Board Succession Plan and a Board Policy which would set out the details of the plan. He reviewed a draft of a new Board Policy #214, Board Succession Planning, and recommended approval. Discussion was held regarding the process for publicizing the open Board position in the media, accepting applications, and interviewing the interested individuals. There was also discussion regarding each Trustee providing a list of suggested individuals from their respective districts who would be suitable as their replacement on the Board if they become unable to fulfill their term in office. The list would be held by the Board Secretary.

Trustee Fife-LaFrenz moved to approve the new Board Policy #214 and to waive the second and third readings. Trustee Nabulsi seconded. Motion carried on a 4-1 roll call vote with Trustees Fife-LaFrenz, Hillyard, Nabulsi, and Prellwitz voting yes and Trustee Heland voting no.

### **3.6 Quarterly Review of Board Policies in Section 100**

#### **Review Board Policy #102, Mission, Vision, and Values**

President Ash reported that pursuant to Board Policy #204, Section 100 of the Board Policies are to be reviewed annually. He presented one proposed revision to Board Policy #102 under the Values section to add the word “service” as follows:

Excellence: we are committed to the highest standards in all aspects of teaching, learning, and service.

Trustee Heland moved to approve the revisions to Board Policy #102. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.7 Board Goals**

Board Chair Prellwitz led discussion on the following list of proposed Board Goals for 2018 which were suggested at the October 4 Board Retreat:

- Review on a semi-annual basis enrollment and retention plans for SCC.
- Increase awareness of the performance of all academic programs.
- Evaluate and make adjustments to the Board self-evaluation instrument.
- Hold three board work sessions per year to discuss current issues and brainstorm ideas for the future.
- Review and update Board Policies in Section 100 and update other policies as needed.

Trustee Fife-LaFrenz moved to approve the Board Goals for 2018 as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **4.0 Accountability**

#### **4.1 Strategic Plan for 2017 - 2022**

President Ash reported that two all-employee input sessions were held regarding the proposed Strategic Plan and that the Board of Trustees were also invited to provide input on the Plan. He reviewed a list of the feedback he received on the Plan from the Board of Trustees and SCC personnel and indicated that the Strategic Plan Committee will review the input and adjustments will be made to the Plan. President Ash reported that a final draft of the plan will be sent to the Trustees for review prior to the December 11 Board meeting.

#### **4.2 Key Performance Indicator #8, Regional Market Penetration**

President Ash reviewed KPI #8. He explained that between 2010 and 2017 the number of individuals who are 15 years of age and older within SCC’s district has declined and that many non-traditional students are gainfully employed and are not seeking re-training. Dr. Janet Shepherd reviewed how the data is collected and reported to the State.

### 4.3 President's Report

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **Enrollment/Retention** – around 18-20 individuals have been meeting to review our current situation and how we can address both enrollment as well as retention. Increasing retention by 1% will yield approximately \$84,000
- 2.) **Alternative Resources** – developing a plan to potentially replace the fluorescent lights with LED lights and to add solar panels to reduce our energy consumption
- 3.) **Future Ready Iowa and Funding** – met with four of our legislators and have given them my concerns as well as what appears to be developing on the Future Ready Iowa front. The WIOA program is facing some major changes as well.
- 4.) **International student program** - continue to discuss/develop the plan. Currently we have around ten applicants for the International Program Specialist position. An interview committee is being assembled to review the applicants and begin the interview process. The expectation that we will have someone in place the first part of January.
- 5.) **Systems Portfolio** – work continues on its development aiming to be complete by late April to be able to submit by the June due date.
- 6.) **Indoor Sports Facilities** – closing on the Raider Building is scheduled for Dec 15<sup>th</sup>, a contractor – Carl Nelson – has been selected to do the renovations with an expected completion date by June 2018
  - a. **The Personnel and Marketing Committee** – has begun to develop the job description for the “general manager” position and are hopeful that we will have the description completed before Christmas
  - b. **Finance Committee** – has begun meeting to work out how the cash flow will be for the purchase and renovations
- 7.) **Strategic Plan** – has undergone numerous revisions based upon input from Board members, faculty and staff. The Strategic Plan committee will review all the input one last time to ensure that we have a do-able plan
- 8.) **Regional Planning Partnership** – continues to develop and mature as it just recently developed its five year goals/plan to submit to the Department of Education

### 4.4 Monthly Financial Report

Vice President of Administrative Services Kevin Carr presented the financial statements for month ending October 31, 2017. He reported that state general aid is below the budgeted figure. He estimates that tuition revenue will be \$250,000 below the budgeted figure. Vice President Carr reported that six employees have elected to take early retirement and that two more are anticipated. Those positions are being reviewed to determine which ones will be filled.

Salary expenses are \$27,000 less than last year at this time due to the 1% salary increase and some unfilled positions.

#### **4.5 Facilities Update**

Vice President Carr reported that consideration is being given to installing solar panels on the roof of the Industrial Maintenance Technology (IMT) building at the Keokuk Campus. The college would receive a 20% decrease in rates from Alliant Energy and be locked into a cap on future rates increases. The solar panels would be leased by the college at no out-of-pocket expense for 15 years at which time the college takes ownership. The panels are guaranteed for 25 years but have an expected life of 40 years. The total estimated cost savings in utilities for this project is \$243,000. There were some initial concerns about installing the panels on the new IMT building roof but the roof manufacturer has approved the use of a U-Anchor attachment system which will not void the roof warranty.

Director of Physical Plant Byron Whittlesey reported that construction of the Hall of Science is ahead of schedule and that the quality of the construction is excellent. Work on the remaining concrete construction which includes the remainder of the parking lot, the sidewalk, and the remainder of the loop road will begin tomorrow. Consideration is being given to ordering the furniture for the building prior to the first of the year in order to avoid a price increase.

#### **5.0 Future Meetings**

Chair Prellwitz reviewed the list of future meetings. It was noted that a Work Session would be held in the Board Room at 3:30 p.m. on December 11, 2017.

Board Chair Prellwitz noted that SCC's Respiratory Care program recently received an extension of their accreditation.

#### **6.0 Adjournment**

Trustee Hillyard moved that the meeting be adjourned. Trustee Fife-LaFrenz seconded. Motion carried.

The meeting adjourned at 7:25 p.m.

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



Sherry Zeller  
Board Secretary