

**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, November 14, 2022 at 4:30 pm
West Burlington Campus, 1500 West Agency Road, West Burlington, IA
SCC Board Room**

Minutes

1.0 Routine Items

1.1 Call to Order, Roll Call, and Pledge of Allegiance

Board Chair Jeff Heland called the meeting to order at 4:31p.m. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, Johnson, and Heland were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Jeff Ebbing, Chuck Chrisman, and Val Giannettino.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Trustee Fife-LaFrenz seconded. Motion carried.

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

1.3.1 Audience

None

1.3.2 Administration

Executive Director Val Giannettino thanked all for supporting Great Tastes. They raised nearly as much as the record they made last year.

1.3.3 Board

Trustees Fife-LaFrenz, Heland, Nabulsi, and Johnson all briefly reported their take-aways from the ACCT Leadership Congress in New York they attended in October.

Trustee Fife-LaFrenz noted that she attended the Education and Communication Committee meeting where they set three strategic goals. She gave a brief summary of the sessions she attended.

Trustee Nabulsi reported that he attended the Diversity Committee meeting as well as several sessions at the conference.

Trustee Johnson attended multiple sessions and found them to confirm that SCC is doing all the right things to succeed.

Trustee Heland attended many breakout sessions including one presented by Indian Hills with lots of good information about their bond issue.

Trustee Hillyard gave recognition to President Ash for Oral Roberts University Distinguished Alumni.

1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report

Trustee Nabulsi reported that the Community Colleges for Iowa Trustees Board did not meet in November. Their next meeting will be December 8, 2022. He reported that there were 70 from Iowa attended IACCT.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **October 10, 2022 Regular Board Meeting Minutes**
 - **October 20, 2022 Board Retreat 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
Marian Hjelmgren	Student Success Advocate	10/07/2019	10/21/2022	Personal.
Christie Holtkamp	Administrative Assistant/Testing Proctor – Student Services (1.0 FTE) – Level 6 - Keokuk	02/01/2021	10/31/2022	Accepted open Administrative Assistant/Testing Proctor – Student Services (0.75 FTE) – Level 6 – Keokuk position.
Kristina Kramer	Athletics Coordinator (0.8 FTE)	09/15/2022	11/24/2022	Termination.
Elizabeth Pezley	Administrative Assistant/Testing Proctor – Student Services (0.75 FTE) – Level 6 - Keokuk	02/09/2021	10/31/2022	Accepted open Administrative Assistant/Testing Proctor – Student Services (1.0 FTE) – Level 6 - Keokuk position.
Misti Williamsen	Adult Education and Literacy Program Lead Instructor	08/16/2021	01/05/2023	Accepted open ESL Instructor position.

3. Employment Contracts

Name	Title	Contract Period	Salary
Cara Blow (New)	Professional Nursing Tutor (0.5 FTE)	October 24, 2022 – June 30, 2023	\$17,241.38 (\$25,000.00 annual)
Debbie Boyer (Replacement)	Student Affairs/Financial Aid Specialist	November 16, 2022 – June 30, 2023	\$24,980.84 (\$40,000.00 annual)
Christie Holtkamp (Replacement)	Administrative Assistant/Testing Proctor – Student Services – Level 6 - Keokuk (0.75 FTE)	November 1, 2022 – June 30, 2023	\$16,129.80 (\$21,506.40 annual)
Elizabeth Pezley (Replacement)	Administrative Assistant/Testing Proctor – Student Services – Level 6 - Keokuk (1.0 FTE)	November 1, 2022 – June 30, 2023	\$21,506.40 (\$32,259.60 annual)

Misti Williamsen (New)	Instructor - ESL	January 6, 2023 – August 15, 2023	\$ 31,623.53 (\$64,000.00 annual)
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Trustee Nabulsi 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.

2.2 Confirmation of 2023 Distinguished Alumni Awards

Executive Director for Institutional Advancement Val Giannettino reported that on October 27, 2022, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2023 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2023 Distinguished Alumni awards:

- Keokuk Campus Distinguished Alumni: Brent Fellows, class of 1992
- West Burlington Campus Distinguished Alumni: Susan Brown, class of 1980

The SCC Foundation board will approve in their meeting on Tuesday, November 15, 2022.

Trustee Hillyard moved to confirm the 2023 Distinguished Alumni Award nominees. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

2.3 Resolution Approving Construction Contract and Bond for the Construction of the 2023 WB Campus Renovations

Vice President Carr reviewed that at the October 10, 2022, Regular Board Meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost of the 2023 West Burlington Campus Renovations along with Consideration of Construction Bids and Resolution to Award Construction were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Construction will begin in December. Trustee Johnson moved approval of the Resolution Approving Construction Contract and Bond for the 2-2023 WB Campus Renovations. Trustee Hillyard 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 noting the following items:

1. The Medical Assistant program made the CAAHEP Communique and the recent re-accreditation with no findings or improvements needed
2. Met w/ 3 superintendents who were on our campus presenting to the Greater Burlington Leadership Class; Took the opportunity to tour and provide them with updates. Had the opportunity for a separate meeting with the new Danville Superintendent in his office.
3. Met with Lee County Career Academy regarding progress and SCC involvement.
4. ICCOC Annual Visit held with Theresa Umscheid visiting our campus.
5. Participated in the initial Presidents' group Formula Committee.
6. ICCAC (Athletic Conference) Membership and By-Laws have been reviewed and adjusted for new members.
7. The Iowa Board of Nursing Site Visit for program reapproval occurred on November 2 and 3, 2022. The site visit went very well and the program will be recommended for full reapproval at the Iowa Board of Nursing April 2023 meeting in Des Moines.
8. The Lee County Health Department and SCC HRSA grant project is nearing completion of the first stage of planning. The Community Health Worker course will start to be offered in Spring 2023 at the Fort Madison Center with clinicals throughout the Lee

County region. The non-credit course is free to attendees who will earn a Community Health Worker Certificate. This 8-week course will be offered twice a semester.

9. The Paramedic Program received their CoAEMSP 2020 Annual Report Review Results with exceptional outcomes.
10. The 2022 3rd Quarter NCLEX reports have been posted to the IBON website under Nursing Education. The results continue to meet our goals.
11. Meeting held to respond to questions from FEMA regarding our grant application. No award has been made and there is no timeline for these awards to be given. We believe that there is still possibility of receiving since they are asking questions. The FEMA building awards will be made to the state and then distributed.

3.2 Monthly Financial Report

Vice President Carr referred Trustees to financial reports in their board packet. The Balance Sheet reflects that \$7M of the Cash in Bank was placed in a CD earning 3% interest and moved to the Investment line of the Balance Sheet. He noted overall interest is becoming more meaningful and will come in favorable to the budget. Tuition revenue is up about \$200,000. Salary related costs are up less than .9 percent in part related to open positions throughout the college. He reported that the financial position remains positive with tuition.

3.3 Reserves Review

Vice President Carr gave a presentation of the details of the College Reserve Funds. He began by sharing the make-up of the General Fund including:

The General Fund Reserve includes

- June 30, 2022 Balance \$2.220M
- FY 2023 General Fund Budgeted Expenses \$23.479M
- 8.33% (one-month reserves per Board Policy 505 requires an adequate fund balance for an average of one month's operating expenses (8.33%) = \$1.96M

In the restricted general fund there is \$231,000 of State Mandated Reserves as well as funds set aside for the following:

- Program Development
- Technology and Computing Fund Balance
- Strategic Planning Initiatives
- Staff Development
- Future Development
- General Reserve

He also reviewed the other dollars in the restricted general fund set aside for specific things.

There are Auxiliary Funds in the Restricted Fund including:

- Agriculture production income received from successful switch to cash rent.
- Bookstore cost savings through improving operations.
- Childcare cost savings due to transition to YMCA childcare services located at the West Burlington Campus.
- West Burlington Food Service cost savings resulting from favorable shared food service through the Alliance.
- Balances in unallocated club accounts.

The Plant Fund is made up of the following:

- Voted and unexpended tax;
- Supplemental OEPI reserves;
- ACE funds plant balance; and
- Debt Service.

Vice President Carr reviewed the HEERF Dollars received and how they were awarded to students and the institution. SCC claimed HEERF dollars for the institution to replace “lost revenue” due to the COVID-19 pandemic. This process was all reviewed and approved by our auditors. He provided a report of the student awards as well as how the institution dollars received have been and will be utilized.

Additionally, Vice President Carr provided an update with regard to where we are with the FEMA Safe Room. At this point, we are still waiting and have responded to questions asked of us by FEMA. He noted that SCC also applied for Supplemental Support under the American Rescue Plan in March 2022 and did not qualify.

SCC continues to seek grants and funds available to support its future. There are external challenges including:

- Predicted and eminent population decline;
- The end of the current Title III Guided Pathways grant will add cost back to the college particularly in salary and benefits for those positions within the grant;
- and lastly inflation.

These are all things we continue to evaluate and plan for.

Trustees thanked Vice President Carr and President Ash for the detailed report and asked a few questions about potential uses of available funds.

3.4 Facilities Update

The Blackhawk Student Center continues to progress. They are focused on completing the upper level running deck and pouring the floor and plan to enclose approximately the end of November. The contractors are confident that they can pour concrete for the deck and floor and are prepared to get it done by heating blankets if needed. The windows will go in fairly quickly and will be installed by Midwest Glazing from the Quad Cities. Plans are starting to take place for the interior including court lines for the various activities on the floor. The 400 Building restroom remodel is complete.

4.0 Future Meetings

Board Chair Heland reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:05 p.m.

6.0 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 Burdette

Darcy Burdette, Board Secretary