



## NOTICE OF PUBLIC MEETING

### REGULAR MEETING OF THE BOARD OF TRUSTEES

**Thursday, October 10, 2019**

**5:00 p.m.**

**1500 West Agency Road**

**West Burlington, Iowa**

**Board 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 5:01 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard, and Chris Prellwitz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Dr. Janet Shepherd, Chuck Chrisman, Joan Williams,

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

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

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

###### **1.3.1 Audience**

None.

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

Dean of Career and Technical Education and Workforce Development Ashlee Spannagel noted that the welding facility was recently approved by the American Welding Society as an Accredited Testing Facility. This will allow us to qualify and certify welders to go into the workforce. Previously students had to travel an hour away to get certified.

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

Vice Chair Hillyard noted that he attended the Southeast Iowa Volleyball Tourney where SCC Volleyball girls assisted.

He also noted that he and Trustee Nabulsi had a meeting with the Lee County Economic Development Group.

Trustee Heland and Board Chair Fife-LaFrenz also met with Lee County Economic development group.

Trustee Prellwitz noted that this is the last Regular Board meeting that she will be physically present prior to the end of her term.

Board Chair Fife-LaFrenz attended Future Ready Iowa Meeting in Fort Madison at Cryotech where Beth Townsend from Iowa Workforce Development talked about the workforce needs. She also noted that Hi-Set Graduation will be November 21<sup>st</sup> at the Mount Pleasant Correctional Facility.

### 1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that he attended the IACCT meeting today. He provided handouts to announce the annual Christmas party and highlighting the updates to the IACCT Website. He noted that IACCT is reviewing a book about the condition of Iowa Community Colleges. Lastly, he noted that the 2019 Trustee Leadership Conference will be on Friday Nov 15.

### 2.0 World Changing – Changing Our Thinking

Board Chair Fife-LaFrenz briefly referred to the Fall 2019 issue of ACCT Trustee Quarterly magazine. She noted that there were two articles inside entitled “the Making of a Community College Trustee: Chapter One and Chapter Two. She felt the information in those two articles was valuable and especially in light of electing a new Trustee.

### 3.0 Action Items

#### 3.1 Approval of Consent Agenda

1. Approval of Consent Agenda
2. Approval of Minutes for the September 9, 2019 Regular Board Meeting
3. Presentation of Bills of Account
4. Resignations, Terminations and Mutually Agreed to Contract Adjustments

3. Name	Title	Date of Hire	Last day of Employment	Reason
Shawn Hopper	Enrollment Specialist – Traditional Recruitment	12/11/2018	10/31/2019	Personal.
David Rector	Contract Training Coordinator – Industrial Maintenance	2/25/2013	01/15/2020	Retirement.

### 5. Employment Contracts

Name	Title	Contract Period	Salary
Marian Hjelmgren (Replacement)	Administrative Assistant – Career & Technical Education and Arts & Sciences	October 7, 2019 – June 30, 2020	\$22,686.72 (\$ 30,957.92 annual)
Jill Ita (Replacement)	Administrative Assistant – CBIZ/Economic Development	October 1, 2019 – June 30, 2020	\$23,708.16 (\$31,691.52 annual)
Taylor Reusch (Replacement)	WIOA Youth Employment & Training Specialist	October 1, 2019 – June 30, 2020	\$24,687.02 (\$33,000.00 annual)

Trustee Heland 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 Approval of Transfer Majors**

Director of Assessment, Curriculum, and Learning Resources, Kevin Teno reported to the Board that SCC is collaborating with the Iowa Community Colleges and Regent Schools (ISU, UNI, and University of Iowa) to develop Transfer Majors. Transfer majors are in Associates of Science and Associate of Arts degrees. The Guided Pathway is an academic pathway developed by faculty and advisors through the alignment of courses and expected learning outcomes with transfer institutions to optimize applicability of community college credits to university majors. The goal is to develop a transfer major guided pathway for all programs. This will help students avoid excessive credits and decrease their time and cost to completion.

The following Transfer Majors have been approved by the Iowa Department of Education:

- Criminal Justice
- Psychology
- Sociology

Upon Board approval, these Transfer Majors will be added to the SCC Website.

Trustee Hillyard moved approval of the Transfer Majors to include Criminal Justice, Psychology, and Sociology. Trustee Prellwitz seconded. Motion to approve the Transfer Majors carried on a 5-0 roll call vote.

### **3.3 Resolution Ordering Construction of the Ft. Madison Center Building, Setting a Date for Public Hearing Thereon and Taking of Bids Therefor**

Vice President Carr reviewed the project plans and timeline for the Renovation Construction Bidding and Board Meetings for the Fort Madison Center. This is subject to low/acceptable bids and zoning code change approval. On September 24<sup>th</sup> the Fort Madison Planning and Zoning Committee met and voted unanimously to recommend a zoning code change to the Fort Madison City Council. The City Council requires 3 readings for approval of the zoning change. The First Reading was held on October 1 and there was unanimous support. The Second Reading will take place October 15<sup>th</sup> and the Third and Final reading for City Council approval will take place on November 5<sup>th</sup>. Upon City Council approval, this zoning change recommendation will move to the Board of Adjustment on November 6. In the meantime, we can move forward with our plans and bidding in order to meet project completion prior to June 2020.

Upon approval of this Resolution, the Notice to Bidders will be published October 14, 2019. It was noted that the bids will be due on November 5<sup>th</sup> and a public hearing will be held within the regularly scheduled November 11, 2019 Board of Trustees meeting.

Vice President Carr indicated that the Preliminary Project Budget will be for the renovation of 3,500 square feet will be \$427,029 the majority of which will be paid for by ACE funds.

Trustee Heland moved to approve the Resolution Ordering Construction of the Ft. Madison Center Building, Setting a Date for Public Hearing for November 11, 2019 at 5 pm at a Regular Board meeting in the West Burlington Campus Board Room and also Taking of Bids Therefor. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **3.4 Acquisition of Fort Madison Mobile Unit**

Vice President Carr referred Trustees to Analysis of Purchase of Existing Ft. Madison Mobile Unit or Purchase New or Used Similar Unit in their board packet. He reported that he and Plant Director Byron Whittlesey have done due diligence to compare costs of purchasing a mobile unit both new and used and have concluded that it is most cost effective to purchase the existing mobile unit and complete needed repairs. Based on their analysis their recommendation is to purchase the existing mobile unit at the negotiated cost of \$62,500 and make the necessary repairs with the assistance of Myers Construction estimated at \$15,291. Doing so costs less than purchasing a new or used unit and avoids spending \$12,500 to move the unit. With this considered, the estimated total projected expense would be \$65,291.

Per Board Policy #506 Asset Protection, board approval is required to acquire, encumber, or dispose of real property.

Trustee Nabulsi moved to approve the acquisition of the Fort Madison Mobile Unit. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **4.0 Accountability**

### **4.1 Review of Board Goals**

Board Chair Fife-LaFrenz reviewed a draft of Board Goals for 2020 to include the following:

- Understanding fiduciary responsibilities.
- Attending the State Annual Conference.
- Participating in the webinars prepared by IACCT.
- Board Retreat if needed.

Trustees reviewed and discussed these items and provided suggestions to more clearly define them. Board Chair Fife-LaFrenz asked trustees to review the list of draft goals further and make any suggested changes. Proposed goals will be approved at the November 11, 2019 Regular Board Meeting.

### **4.2 President's Report**

1. Working on completing Direct Reports Performance Reviews.
2. Fort Madison Center –
  - a. Attended Fort Madison Planning and Zoning Commission meeting.
  - b. Attended First reading by the Fort Madison City Council of the recommendation to change the zoning regulations
  - c. Told the City Council that we would plan to have our Board approve the moving forward with the remodeling bidding process contingent upon their approval as we did not want to assume it was a “done deal”.
  - d. Purchase of the mobile unit at the Emergency Training Center
3. President Ash presented the solar project plans for the West Burlington Campus. The solar panels will be placed on the Hall of Sciences and the Health Professions Building as well as a panel over the parking located next to those two buildings. The parking lot panel will provide covered parking on a first come/first serve basis.
4. The HLC visit was a very good. Dr. Shepherd will provide additional report later in this meeting.
5. Putting together a group of staff to discuss enrollment and retention to continue to review what we can do differently / change
6. New programming is being researched to add to our available programs including early childhood and additional training needs for the Fertilizer Plant, Winegard Industries, etc.
7. Received word that the Department of Corrections has added back into the budget the opportunity to train current offenders and DOC will pay for the training.

8. Second Chance Pell has been submitted to the federal Department of Education for offenders to be able to receive Pell grants to study college level coursework.
9. The nursing test scores came back and were excellent. They were well above the national average and even beyond the SCC goals for satisfactory completion.

#### **4.3 Monthly Financial Report**

Vice President Carr referred Trustees to the Financial Comparative Data Summary. He noted that under the General Fund, the Property Tax and State General Aid are on track. Expenses look good. Plant fund is on target. ACE money was paid in September.

#### **4.4 Facilities Update**

Vice President Carr provided an update on the completion of the Keokuk Renovation project. He reported that the exterior signage on Building 500 is in place. The grass planted is coming up nicely. The outside is much more polished. The project will be recommended for approval of completion at the November 11, 2019 Regular Board of Trustees meeting in West Burlington Campus Board Room. An open house for the public will be scheduled in the future.

#### **4.5 HLC Visit Update**

Vice President for Academic Affairs, Dr. Janet Shepherd reported that Higher Learning Commission (HLC) site visit took place on September 16-18, 2019. Prior to their site visit, a Quality Check Report was submitted to HLC that documented our quality improvements and expansion of items reported in the fall of 2018, and also the Additional Locations Report which highlighted the Keokuk Campus. During their site visit, they met with various faculty and staff and students. They requested several items during their visit for review and were provided access to HawkNet. Overall, the HLC team was complimentary of everyone they met with and pleased with our responsiveness to their requests. We should learn their recommendation over the next several weeks.

#### **5.0 Future Meetings**

Chair Fife-LaFrenz reviewed the list of future meetings.

#### **6.0 Closed Session – Discussion Regarding a Possible Real Estate Transaction – Pursuant to Iowa Code Section 21.5(1)(j)**

Trustee Hillyard moved to hold a closed session to discuss a possible real estate transaction pursuant to Iowa Code Section 21.5(1)(j). Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

After a short break, the closed session began at 6:41 p.m.

The closed session concluded at 7:41 p.m.

Trustee Hillyard moved to end the closed session. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

#### **7.0 Adjournment**

There was consensus that the meeting be adjourned at 7:42 p.m.

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



Darcy Adams  
Board Secretary