



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, October 10, 2022 at 4:30 pm
1500 West Agency Road, West Burlington, Iowa
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 4:30 p.m. Roll call indicated Trustees Heland, Nabulsi, Fife-LaFrenz, Hillyard and Johnson 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 Meg D'Souza.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Marketing Director Jeff Ebbing reported that the Marketing department won 9 awards at the District 5 National Council for Marketing and Public Relations Conference in Sioux City, September 25-27, 2022. These awards included 5 bronze medallions, 2 silver medallions, and one gold medallion for various marketing materials submitted by our marketing department. Director Ebbing showed examples of what was submitted from SCC for those awards.

1.3.2 Administration

President Ash reminded all of the Great Tastes Event being held on Friday, November 11th at the Pzazz Conference Center. There is still time to order your tickets.

1.3.3 Board

Trustee Hillyard reported that the annual meeting for SIHEA Board was held on Tuesday, September 20th. The meeting provided general updates and discussion. He also reported that he, Trustee Nabulsi, and Trustee Fife-LaFrenz along with SCC Administrative staff attended Iowa Wesleyan University's Board work session on September 29th. Trustee Fife-LaFrenz reported that the work session focused on developing strategies for workforce and education to work together to keep population in southeast Iowa. All Trustees felt it was beneficial to attend.

Trustee Hillyard reported that at the last CCFSA meeting it was discussed that the Des Moines County Fair Board had hired a contractor to raise the roof of the low-profile building on the fairgrounds. This will happen soon. Trustee Hillyard also reported that the CCFSA Board has approved improvements to the ditch drainage by extending the culvert and putting in a new thicker sidewalk wide enough for vendors to enter the fairgrounds. This work will be completed by SCC and will be beneficial to the college and the fair.

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

Trustee Nabulsi reported that the Community Colleges for Iowa Board held a joint meeting with the Presidents' group on October 6th. The Board also held a retreat on Friday, October 7th where they held strategic plan discussion.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- September 12, 2022 Regular Board Meeting 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
Derreck Calkins	Director of Student Retention & Support Programs	02/03/2020	09/30/2022	Accepted open Director of Assessment, Curriculum and Learning Resources.

3. Employment Contracts

- FY 2022 Corrections Contracts
- Jolene Cox – Mt. Pleasant Correctional Facility
- Shawn Hopper - Mt. Pleasant Correctional Facility & Iowa State Penitentiary
- Monica King - Mt. Pleasant Correctional Facility
- Sara Mills – Iowa State Penitentiary
- Sarah Raymond - Mt. Pleasant Correctional Facility
- Deanna Stuecker – Mt. Pleasant Correctional Facility

Name	Title	Contract Period	Salary
Courtney Abolt (Replacement)	Financial Aid Officer	September 19, 2022 – June 30, 2023	\$32,988.51 (\$42,000.00 annual)
Derreck Calkins (Replacement)	Director of Assessment, Curriculum and Learning Resources	October 1, 2022 – June 30, 2023	\$43,713.99 (\$58,509.50 annual)
Kristin Kramer (New)	Athletics Coordinator (0.8 FTE)	September 15, 2022 – June 30, 2023	\$14,275.86 (\$18,000.00 annual)
Kelli LaLonde (New)	Professional Nursing Tutor (0.5 FTE)	October 3, 2022 – June 30, 2023	\$18,678.16 (\$25,000.00 annual)
Michael Shaffer (Replacement)	CBIZ – Program Developer	October 3, 2022 – June 30, 2023	\$38,850.57 (\$52,000.00 annual)

Ryan Raasch (Replacement)	Assistant Women's Basketball Coach, Student Activities Coordinator, & Resident Life Advisor	October 1, 2022 – June 30, 2023	\$23,908.04 (\$32,000.00 annual)
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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.

2.2 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the 2023 WB Campus Renovations

Trustee Fife-LaFrenz moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the 2023 West Burlington Campus Renovations be opened. Trustee Johnson seconded. The motion passed with all trustees recorded as voting aye. Board Chair Heland asked if there were any comments from the public. There were none. Board Chair Heland asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Hillyard moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the 2023 West Burlington Campus Renovations be closed. Trustee Nabulsi seconded the motion. The motion carried with all trustees recorded as voting aye.

2.3 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the 2023 WB Campus Renovations

Vice President Carr provided a brief overview of the renovation plans for the West Burlington campus. He referred Trustees to an estimate of the costs for construction of the West Burlington campus renovations, which were reviewed at the September 12, 2022 Board meeting. Two bids were received on October 4, 2022 for the renovation project. The low bid for the project was submitted by SG Construction of West Burlington, Iowa in the amount of \$1,453,889, which is \$77,791 over budget. This was the result of an addendum to the bid package that was added after the final estimated budget was completed. The addendum includes installing new gray water/grease water pipes under the cafeteria floor to a new grease trap and ultimately to the new sewer main. The final bid appears reasonable given the extra work involved. Vice President Carr reported that Russell Brissey of Klingner & Associates recommends that the Board accept the proposal and 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 regular board meeting on Monday, November 14, 2022.

Trustee Nabulsi motioned to approve the Resolution as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.4 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the 2023 WB Campus Renovations

Vice President Carr recommended award of the construction contract to SG Construction in the amount of \$1,453.889 for the Construction of the West Burlington campus renovations.

Trustee Hillyard motioned to approve; Trustee Johnson 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. Our Respiratory Program had a successful Re-accreditation site visit from CoARC on September 15-16, 2022.
2. In response to the Blessing Health-Keokuk hospital closure and the addition of a fourth crew at Lee County EMS, SCC will offer a 7-week EMT course (EMS-201-103E) from November 1st to December 17th to staff the crew with new hires.
3. The part-time Professional Nursing Tutors have been hired for each campus and will both be in place by Monday, October 24, 2022. Student referrals are already coming in.
4. We are exploring food service options with RFP.
5. October is Cybersecurity Month.
6. Financial Aid completed successful certification for Program Participation Agreement.
7. We have been participating in the Rapid response team that is responding to several Southeast Iowa layoffs in recent weeks.
8. I am participating in a committee formed of Presidents and others to review the distribution formula of state funds.
9. SCC is a subrecipient of a grant from the federal Department of Education for a College and Career Coach (Counselor) 3-year program. The grant being managed by Indian Hills Community College.
10. The community college Presidents met with IWD for conversation about changes workforce training programs.

3.2 Fall Enrollment Summary Update

Vice President Chuck Chrisman provided a summary of Fall 2022 enrollment. He made note of the following:

- Overall Enrollment is up in head count and credit hours – up 6.68% in head count and 6.89% in credit hours
- Career Education – up in head count and credit hours
- High School Concurrent Enrollment has increased
- Up 11.28% for new incoming students (Regular and High School)

This enrollment report was submitted to the state last week. There are a number of other Iowa community colleges that are still struggling. We always have room to grow, but we are pleased with the growth in enrollment.

He noted a few things that have contributed to enrollment growth including:

- New programs in the prisons – Iowa State Penitentiary and Mt Pleasant Correctional Facility;
- Nursing program growth in partnership with the Great River Health Foundation;
- Career Technology Education Program – including increased enrollment in the Industrial Maintenance Technology Program and partnership with Toyota;
- High school dual enrollment; and
- Infrastructure improvements including new lab for Auto Collision.

Trustees discussed and asked questions. They expressed appreciation for the report.

3.3 Monthly Financial Report

Vice President Carr referred Trustees to the financial report in their board packet. He noted that in the general fund revenue, we are above budget a little over 2% over last year which is directly related to the tuition increase. This is prior to de-registration of students. Property tax and SGA are on target. In the plant fund, the ACE funds were received in September. Salar

Vice President Carr referred Trustees to the cash investments on the balance sheet and noted that he has spent time reviewing what instruments we are able to invest in and determined to invest in CDs for better return on interest rates. He provided a brief overview of where SCC accounts are held and the current interest rates.

3.4 Facilities Update

Vice President Carr reported that the soccer and track practice field is nearing completion. The grass seed was planted and irrigation up and going. The asphalt is on the track. They are making plans for the sidewalks and the storage shed that will be constructed.

The student center roof is about 70 percent completed. The west wall is up and soon south wall will be in. The underground plumbing and electrical is done. They are starting to put in the steel structure for the track. They have poured cement for atrium and training room

The remodel for the restrooms in the 400 building will be complete this week. They are installing handicap operators for the restrooms in the 300 building and the second floor of the Health Professions Building.

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 6:28 p.m.

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



Darcy Burdette, Board Secretary