



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, October 12, 2015

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 Chairperson Hillyard called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Joan Williams, Chuck Chrisman, and Jeff Ebbing.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz moved to approve the formal agenda. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

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

1.3.1 Audience

Higher Education Association President Dr. Deborah Hedger expressed appreciation for the operating budget committee meetings which have been held recently. She indicated that the meetings are a good opportunity for faculty and administration to try to achieve a common goal by collaborating on cost reduction plans.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Fife-LaFrenz reported that she and other the Trustees attended the Open House on October 4. She expressed appreciation for those who participated in showcasing the college.

Trustee Fife-LaFrenz reported that she participated in the following events:

- SET forum on Tri-State Economic Development at the Lake Cooper Event Center in Keokuk
- A showing of the film, *White Like Me*.

Trustee Heland and Nabulsi expressed appreciation for the college personnel who coordinated the October 4 Open House.

Trustee Prellwitz reported that she visited the college's Mt. Pleasant Center. She met the Center employees and signed up to volunteer.

Chair Hillyard reported that it was great that all five Trustees attended the Open House. He expressed appreciation to the college staff who participated.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on October 9 at Des Moines Area Community College's (DMACC) South Ridge Center. He distributed a brochure from the DMACC Center and gave a summary of the session. Trustee Nabulsi reported that during the IACCT meeting an update was given on the I-AM Grant.

Trustee Nabulsi reported that an IACCT Committee has determined that the IACCT Annual Conferences will be held at host colleges in the future in lieu of a bi-annual conference being held in Des Moines during the legislative session. Beginning in 2017, one day will be scheduled each year for all community college Trustees to visit their legislators in Des Moines. Each college will schedule times for their Trustees to meet with their specific legislators.

2.0 World Changing – Changing Our Thinking

President Ash introduced the SCC Sport Shooting Team volunteer coaches Brian McAtee, Tim Weaver, and John Bybee. He indicated that the team, which was implemented this year, consists of 20 students. The team was developed as a result of comments made by Mt. Pleasant high school shooting team coach John Klopfenstein during an SCC Board of Trustees meeting in July 2014. The coaches attended state level meetings to participate in classes required for coaching.

Head Coach Weaver reported that in Mt. Pleasant, the high school team has approximately 30 to 40 members and that the Burlington high school team has approximately 45 members. He indicated that the Des Moines County Conservation Commission, Pheasants Forever, and Quail Forever are supporting the SCC team. Head Coach Weaver stated that the team has a positive impact on the students who participate. He has already received inquiries for next year's team from students at Muscatine, Tiffin, and Illinois high schools.

Coach McAtee reported that he has served for the past year and will continue to serve as the assistant coach for 40 athletes on the West Burlington/Notre Dame high school sport shooting team. He indicated that Mt. Pleasant and Ft. Madison were two of the first high school shooting teams and both schools have a lot of parental support and sponsorships. Coach McAtee reported that getting sponsorships to offset the cost of ammunition is crucial.

Head Coach Weaver reported that there are currently seven colleges in the Iowa Collegiate Conference but by spring 2016 there will be 14 teams in the Conference. Indian Hills, Kirkwood, and Scott Community Colleges are expected to participate in the Conference in spring 2016.

Coach Bybee reported that the sport shooting team is a great connection to our community as it relates to the Department of Natural Resources (DNR). The DNR purchases and houses the ammunition the SCC team uses and would like to host a state event. Des

Moines County Conservation Officer Paul Kay scored the recent meet hosted by SCC as a volunteer coach for SCC's team.

Trustee Prellwitz relayed her experiences as a member of the Mt. Pleasant School Board at the time the Mt. Pleasant High School team was formed. Although she had concerns initially, she was assured that the athletes were held to the same rules as the other school athletes.

Coach McAtee reported that SCC sponsored the season's first Iowa competition. Tri-State Gun Club in Montrose was the site of the event. Seven teams were present with approximately 100 athletes. Photos of the meet are available on the SCC website.

3.0 Reorganization of the Board

3.1 Adjourn Sine Die

Trustee Prellwitz moved that the Board meeting adjourn sine die. Trustee Fife-LaFrenz seconded. Motion carried.

3.2 Call to Order and Roll Call by Secretary to the Board

Board Secretary Sherry Zeller reconvened the meeting. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Jeff Heland, Lanny Hillyard, and Chris Prellwitz were present.

3.3 Secretary's Report on Election in Director Districts #1, #4, and #5

Board Secretary Zeller reported that on September 8, 2015, incumbents Brian Roth of Director for District 1, Moudy Nabulsi of Director for District #4, Janet Fife-LaFrenz of Director for District #5 were re-elected to the SCC Board of Trustees for 4-year terms. Trustee Brian Roth died on September 9, 2015. At the September 28, 2015, regular Board of Trustees meeting, Chris Prellwitz was appointed by the Board of Trustees to serve a 2-year term for Director District #1. The oath of office was administered to Chris Prellwitz at the September 28 Board of Trustees meeting.

Board Secretary Zeller issued the oath of office to Trustees Fife-LaFrenz and Nabulsi.

3.4 Organization of the Board

3.4.1 Election of Board Chairperson

Board Secretary Zeller announced the first order of business in the board organization is the election of the Board Chairperson, and as soon as the Board Chairperson is elected, the gavel will be turned over to that person.

Trustee Hillyard nominated Moudy Nabulsi for Board Chair.

Trustee Fife-LaFrenz moved that nominations cease. Trustee Hillyard seconded. Motion carried.

Since Moudy Nabulsi was the only nominee for the position of Board Chair, Board Secretary Zeller asked for a voice vote for those in favor of Moudy Nabulsi assuming the position of Board Chair. All trustees were recorded as voting yes. Moudy Nabulsi assumed the position of Board Chair.

3.4.2 Election of Board Vice Chairperson

Chair Nabulsi nominated Jeff Heland for Board Vice Chair.

Trustee Hillyard moved that nominations cease. Trustee Fife-LaFrenz seconded. Motion carried.

Since Jeff Heland was the only nominee for the position of Board Vice Chair, Chair Nabulsi asked for a voice vote for those in favor of Jeff Heland assuming the position of Board Vice Chair. All trustees were recorded as voting yes. Jeff Heland assumed the position of Board Vice Chair.

3.4.3 Appointment of Secretary

Trustee Fife-LaFrenz moved that Sherry Zeller be appointed Board Secretary. Trustee Heland seconded. Motion carried.

3.4.4 Appointment of Treasurer

Trustee Fife-LaFrenz moved that Kevin Carr be appointed Board Treasurer. Trustee Heland seconded. Motion carried.

3.4.5 Appointment of College County Fair Service Agency Board

Trustee Hillyard moved that Lanny Hillyard, Jeff Heland, and Dr. Michael Ash be appointed as representatives to the College-County Fair Service Agency Board, and that Chris Prellwitz, Moudy Nabulsi, and Janet Fife-LaFrenz be appointed as alternates. Trustee Prellwitz seconded. Motion carried.

3.4.6 Appointment of Iowa Association of Community College Trustees Representative and Alternate

Trustee Hillyard moved that Moudy Nabulsi be appointed the Iowa Association of Community College Trustees (IACCT) Representative and that Janet Fife-LaFrenz be appointed as the IACCT Alternate. Trustee Heland seconded. Motion carried.

3.4.7 Resolution on Signatures for Depositories

Board Treasurer Carr recommended approval of a Resolution on Signatures for Depositories containing revisions required as a result of the Board reorganization. He stated that the names of the Board Chair and the Board Vice Chair elected at the meeting will be inserted in the appropriate places in the document.

Trustee Fife-LaFrenz moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Prellwitz seconded. Motion carried.

4.0 Action Items

4.1 Approval of Consent Agenda

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.

4.2 Appointment of Lead Negotiators

President Ash recommended that Consultant Dick Springsteen and Vice President of Administrative Services Kevin Carr serve as co-lead negotiators.

Trustee Fife-LaFrenz moved to approve the co-lead negotiators as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.3 Board of Trustees' FY 2016 Goals

Chair Nabulsi reported that each Trustee was asked to submit three goals for the coming year for consideration to be included in the Board of Trustees' FY 2016 Goals. Trustee Hillyard recommended the following goals:

- The Board will conduct a minimum of one retreat to discuss priority issues for SCC.
- Provide leadership as the college engages with the community to address issues, challenges, and opportunities of mutual interest and concern.
- Continue to develop communication and training with business and industry community
 - Skill upgrades
 - Create internships and apprenticeships
 - Support the expansion of K-12 career technical training

Trustee Heland recommended that a team-building retreat for the Trustees should be held during the coming year. He also stated that in addition an information-sharing retreat would also be important since the Board has a new member this year.

Trustee Hillyard moved to approve the three goals as presented above for Board Goals for FY 2016. Trustee Fife-LaFrenz seconded. Motion carried.

5.0 Accountability

5.1 President's Report

President Ash reviewed the following items from his written President's Report:

MEETINGS:

Internal

- **Students**
 - Attended SCC athletic events
- **Facilities**
 - West Burlington Open House – Sunday, Oct 4th – 4 – 6:30 pm
 - Meetings with Campus Community Developers re: new residence halls
- **Major Gifts Campaign**
 - Building The Dream presentation at Keokuk Noon Lions Club
 - Meetings with numerous prospective donors
- **Grants**
 - Moving forward with requirements for EDA Grant
- **College Personnel**
 - Meeting with my direct reports
 - Operating Budget meetings continue with HEA, ESA, and Professional Staff
 - Planning meeting for SCC's involvement in the United Way and Charity Program
 - Met with Dr. Hedger

- Appreciation Luncheon for October 4 Open House volunteers
- **Programs**
 - Meeting with Keokuk Supt. Tim Hood
 - Traveled to University of Northern Iowa for meeting with President Ruud
- **Iowa Association of Community College Presidents**
 - IACCP meeting on October 7 and 8 in Des Moines
- **SCC Booster Club Celebrity Night fundraiser event**
- **SCC Retirees Get-Together**
 - PowerPoint presentation
 - Update of activities/programming at the College

External

- Greater Burlington Partnership's Manufacturers Appreciation Luncheon (CBIZ was a sponsor)

5.2 Monthly Financial Report

Vice President Carr presented the financial statements for month ending September 30, 2015. He reported that revenue from property taxes are decreased compared to last year and that he will follow-up with the County Auditor. Tuition revenue continues to be an area of focus since enrollment was decreased 7% although it was budgeted at a 2% decrease. In order to balance the budget, \$294,000 was used from the fund balance. The restricted general fund shows a noticeable variance which was caused by an accounting entry from last year due to different WIOA accounting procedures.

5.3 Facilities Update

Vice President Carr reported that the fund balance for the bond issuance is at \$3.9 million. He also reviewed payments and change orders to Bi-State Construction and Johnson Controls for the Health Professions building. The State's interpretation of the plans and specifications was different than what was already approved by the local fire/building inspector. This caused the college to incur additional costs of approximately \$11,000 for fire dampers, exit signs, and exit lighting.

Vice President Carr gave an update on the progress with the Health Professions building. The substantial completion date which was originally April 30 is now estimated to be May 16. The new furniture for the building is scheduled to arrive the first week of June 2016. Progress on the project is continually being monitored by the college.

Vice President Carr reported that the college has contracted with Southeast Iowa Regional Planning Commission for \$30,000 to administer the EDA grant. This entity has extensive experience with EDA grant administration. SCC Construction Consultant Dave Metzger is reviewing the EDA specifications for the Industrial Technology building and has noted some comments which have been submitted to the EDA. The EDA will respond in approximately three weeks. It is anticipated that the project will be bid shortly thereafter.

6.0 Future Meetings

Chairperson Nabulsi reviewed the list of future meetings.

7.0 Adjournment

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

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 "Sherry Zeller".

Sherry Zeller
Board Secretary