



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, October 12, 2020

5:00 p.m.

1500 West Agency Road

West Burlington, Iowa

Private Dining Room

Meeting Minutes

1.0 Routine Items

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

Board Chair Hillyard called the meeting to order at 5:00 p.m. Roll call indicated Trustees Joseph Johnson, Jeff Heland, Janet Fife-LaFrenz, and Lanny Hillyard were present in the room. Trustee Moudy Nabulsi was present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Janet Shepherd, Chuck Chrisman, Joan Williams, Jeff Ebbing, Tina Young, Shonteria Johnson, Ashlee Spannagel, Val Giannettino, and Kristi Schroeder.

1.2 Adoption of Formal Agenda

Trustee Johnson 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 of Institutional Advancement Val Giannettino reported that the Annual Foundation Scholarship Reception has been cancelled due to COVID-19 concerns. She is working with Marketing to create student videos to thank the Donors for their contributions. Director Giannettino also reported that they are planning to launch the Century Club soon. This is a fundraising effort as part of our 100 Year Anniversary Celebration.

1.3.3 Board

Trustee Fife-LaFrenz noted appreciation to CBIZ for promoting the classes held at the Industrial Technology Training Center. She further noted that she attended a webinar IACCT presented by the National Alliance on Mental Health. This organization offers free 8-week programs and might be something we would be interested in pursuing.

Trustee Fife-LaFrenz also reported that she participated in the ACCT Leadership Congress virtually. She reported that the conference had presentations in 4 basic categories. She appreciated a presentation on how to be an effective trustee including fiduciary responsibilities, role of the Board Chair and relationship with the CEO. Another session she attended discussed the role of the NJCAA and how they are drawing students to campus.

Trustee Heland also participated in the ACCT Leadership Congress virtually. He was impressed by a session about mental health first aid. Overall it was a good conference.

Trustee Nabulsi reported that he attended a coordination council meeting where he represents IACCT. This council is working on reorganizing.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board met on October 8, 2020. He provided information from that meeting in the packets for each Trustee. He reported that the search committee received 53 applicants for the Executive Director position. They plan to narrow that to 4 candidates that they will interview. Trustee Nabulsi also reminded Trustees that the IACCT Trustee Leadership Conference will be held Friday, November 13th as a virtual event.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- September 14, 2020 Regular Board Meeting
- September 17, 2020 Board Work Session

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
Corina Shipp	AEL Instructor – MPCF	08/31/2020	09/21/2020	Removal of security permission at MPCF.
Kelly Waters	Project Advisor, TRIO Student Support Services	08/27/2018	09/28/2020	Personal.

4. Employment Contracts

a. FY 2021 Corrections Contracts

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

2.2 Approval of Board Goals for 2021

Board Chair Hillyard reviewed a draft of Board Goals for 2021 to include the following:

- Understanding fiduciary responsibilities.
- Attending the State Annual Conference.
- Participating in the webinars prepared by IACCT.
- Board Retreat/Work Session.

Trustees reviewed and discussed these items and provided suggestions to more clearly define them. Board Chair Hillyard recommended approval of the above-stated goals.

Trustee Nabulsi moved to approve the 2021 Board Goals as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.3 Approval of Strategic Plan for Advancing Diversity, Equity and Inclusion

Vice President for Student Services Joan Williams along with Supervisor of Campus Safety & Security Tina Young and the Math & Science Department Chair Shonteria Johnson reported that the Diversity, Equity and Inclusion Council has been preparing their Strategic Plan for

Advancing Diversity, Equity and Inclusion for approval. They have been working on developing these efforts since 2016. The Council has grown in membership and they plan to include students in the future.

This Council has five priorities so that everyone feels welcome and included as follows:

1. Foster a welcoming and inclusive campus environment.
2. Recruit, hire, retain and promote faculty and staff who will enhance diversity in all areas and levels of the college.
3. Recruit and retain students from a diversity of backgrounds.
4. Infuse diversity into the curriculum and promote pedagogical strategies.
5. Support administrative and organizational structure needed to coordinate and monitor campus climate progress.

Along with those priorities, they have also established monthly initiatives such as Mental Health Awareness in October and Black History Month in February. There are initiatives for each month and they can be found on the SCC Website under the About SCC Tab/Diversity, Equity, and Inclusion. The Council arrived at these initiatives to focus on through utilizing a Diversity Score Card. They are involving students through the website, Instagram, FlipGrid, and the KARE annual event in Keokuk and the students are responding.

President Ash also noted that we continue to look at who we are marketing to and build bridges to minority students. These efforts have caused continued growth in minority students and staff. He also reported that the Iowa Association of Community College Presidents are working on a social justice program. The plan is that each college will contribute financially to IACCT to hire a program director for social justice.

Trustees expressed appreciation for the efforts of this Council.

Trustee Fife-LaFrenz moved to approve the Strategic Plan for Advancing Diversity, Equity and Inclusion as presented. Trustee Johnson seconded. Motion carried on a 5-0 roll call vote.

2.3 Approval of Farm Lease

Vice President Carr reported that a one year Iowa Cash Rent Farm Lease Agreement has been established for the 80 Acres (+/-) of Farmland with JAC Family Farms, LLC at \$311/acre for a total of \$24,880 paid in two payments due March 1, 2021 and October 1, 2021. As reported to Trustees at the September 14, 2020 Regular Board Meeting, the Lease Agreement includes the provision that SCC will retain the right for the SCC Agriculture Instructors and students in their class to use the farm as a learning experience.

Trustee Heland moved to approve the Farm Lease. 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. **Nursing** - SCC has been selected as one of approximately 100 nursing programs to participate across the U.S. in the National Council State Boards of Nursing's (NCSBN) "National Prelicensure-RN Study: Assessing the Impact of COVID-19 on Nursing Education". Trisha Thomann, Nursing Professor, will be serving as the primary Research

Coordinator and Tiffany West, Nursing Clinical Coordinator, will be serving as the Clinical Research Coordinator for the program throughout the duration of the two-year study. The study will examine the impact of the changes being made in nursing education programs in response to the pandemic and begin this fall semester with PN students. Our involvement in this study presents us with the extraordinary opportunity to help contribute to the science of nursing in real time.

2. **CNA Apprenticeship-** Southeastern Community College, Kirkwood Community College, and IWD are teaming up to bring an apprenticeship opportunity to Henry County. Prospective students interested in the apprenticeship program can take advantage of earning their Nurse Aide Certificate through SCC, and then taking the Geriatric Specialist course through KCC. Certified Nurse Aides can join in by taking the Geriatric Specialist course and work on their 2000 hours of on-the-job training. All the while, the Apprentice is hired by a health care facility and is paid for class time, on-the-job training, and is assured to have a flexible work schedule to meet the needs of the classroom. The Apprentice must agree to work 2000 hours with the healthcare facility and provide documentation of hours. Through this opportunity, this will help build loyalty by investing in the CNA, reducing turnover, and creating better care for patients.
3. **Online Academy** – Beginning initial discussions with Burlington Schools regarding a possible virtual online academy for our region. More to come on this topic.
4. **Grants – SCC**
 - a. Title III – Strengthening Institutional Programs - SIP will allow for the College to hire additional staff as Student Advocates which will coincide with our move towards Guided Pathways. Advocates will serve as advisors to student programs as well as complete follow up with the students who have been assigned to them. We do believe this will help with retention as well as help students stay on track and finish sooner. Our completion rates should improve. The grant is for five years and the first year funding is \$449,164.
 - b. Intermediary Grant - \$97,000 – This program that coordinates with area K-12 schools for job shadowing, internships and other related job awareness efforts.
5. **Grants – State**
 - a. GEER – These are emergency dollars through the Governor’s Office (federal funds) – Component Two - \$1.5M and Indian Hills will be the lead institution – All Community Colleges will be participating.
 - b. H-IB – New approaches to training – This is a federal grant with a range of potential awards \$500,000 to \$10M; DMACC will be the lead institution with all Community Colleges participating.
 - c. Strengthening CC Training Grant – NICC and Hawkeye CCs are leading this effort possible \$5M – submitted.
6. **Iowa Food Assistance Employment and Training Program** – President Ash directed Trustees to an informational handout in their packet. We are looking into this program as a potential support program for students who may be experiencing food insecurity.
7. **Iowa All-Academic Team Banquet** – The Phi Theta Kappa Banquet has been cancelled for this academic year due to COVID.
8. **IW Partnership** – Efforts continue to develop a framework for this partnership. We are getting closer to having a solid program for review.

3.2 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 and is reflected on this

summary. The income statement does reflect a shortfall of about \$300,000 in tuition and revenue from our budget. There was a fairly significant IT purchase to obtain the Nutanix Hyper convergence that we are able to pay for with the CARES Act grant money.

3.3 Facilities Update

Vice President Carr reported that the cross walk on Agency will begin this week. The cost will be a total of about \$48,000, half of which will be paid for by the City of West Burlington. He also reported that the custodial staff have continued to be very responsive and thorough with cleaning and sterilization particularly in instances where a student reports a positive COVID-19 test. He reported that the RV storage is underway. The proceeds of the RV storage benefit CCFSA and serve as their primary income source.

3.4 Program Review

Vice President for Academic Affairs Janet Shepherd reported that every spring an academic program review is done for a third of our CTE programs. They are reviewed every three years. She provided examples of this process utilizing information from the recent program reviews for Welding, Entrepreneurship, and CAD.

The review looks at revenue and expenses to determine whether the program can financially sustain a full-time faculty. If the program is not profitable, the program is asked to work with the Dean to come up with an improvement plan to grow the program. The program under review outlines a process for improving sustainability through growth in enrollment and how they plan to do to accomplish that with recruitment strategies and marketing strategies. They also review survey results from graduates and employers and look at a labor market analysis. From there, they develop a 3-year business plan that includes goals to increase the number of students and credit hours and for some programs additional fees. Programs that go on an improvement plan are reviewed each year. The Program Reviews and the minutes from the meetings where they were discussed are available on Hawknet for anyone to review.

4.0 Future Meetings

Chair Hillyard reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 7:13 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