



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, October 16, 2023 at 4:30 pm  
1500 West Agency Road, West Burlington, Iowa  
Board Room**

**Meeting Minutes**

**1.0 Routine Items**

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

Board Chair Joseph Johnson called the meeting to order at 4:32 pm. Roll call indicated Trustees Nabulsi, Fife-LaFrenz, Hillyard, and Johnson were present in the room. Trustee Heland was present via Zoom. Also present were President Michael Ash, Treasurer Cory Gall, Darcy Burdette, and SCC staff members Janet Shepherd, Michelle Allmendinger, Jeff Ebbing, Tadd Good, Val Giannettino, Chuck Chrisman, Ashlee Spannagel, Tim VanGinkel and John Bybee.

**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 reminded all of the Great Tastes event coming on Friday, November 3<sup>rd</sup> and expressed appreciation for all of the support. The donations, table sponsorships and ticket sales are looking very good.

**1.3.3 Board**

Trustee Fife-LaFrenz, Heland, and Johnson reported that they attended the ACCT Leadership Congress in Las Vegas October 8 through 12, 2023. They each made comments about sessions they attended.

**1.4 Community Colleges for Iowa Trustees Report**

Trustee Nabulsi reported that the Community Colleges for Iowa Trustees Board met on September 20, 2023 via Zoom. In October there will be a joint retreat with the Trustees Board and the Presidents. He reminded all of the Community Colleges for Iowa Convention and Trade Show to be held November 28-30, 2023.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

- 1. Approval of September 11, 2023 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
Rachel Boyd	Student Success Advocate – Concurrent Enrollment	08/17/2020	10/15/2023	Accepted open Director of CTE Career Services position.
Kalleen Cutts	Bookstore Sales Assistant	06/08/1998	05/31/2024	Accepted early retirement.
Peyton Deterding	Director of Intercollegiate Athletics	09/01/2021	11/03/2023	Personal.
Tim Hunter	Instructor – Auto motive Technology	08/15/2013	08/13/2024	Accepted early retirement.
Reta Krieger	Administrative Assistant – Institutional Advancement	06/08/2021	01/02/2024	Personal.
Alexandria Pardall	Administrative Assistant – Student Affairs – Keokuk	08/01/2023	10/13/2023	Personal.
Debra Shaffer	Instructor – Medical Assistant/Program Coordinator	01/05/2006	08/13/2024	Accepted early retirement.
Cathy Ziglar	Professor – Biology	08/16/2006	08/13/2024	Accepted early retirement.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Taylor Bartlett (Replacement)	Administrative Assistant – Student Affairs - Keokuk – Level 6	October 9, 2023 – June 30, 2024	\$22,800.00 (\$31,200.00 annual)
Rachel Boyd (New)	Director of CTE Career Services, Outreach and Placement	October 16, 2023 – June 30, 2024	\$39,134.61 (\$55,000.00 annual)

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

#### 2.2 Approval for ICART (Industrial Controls, Automation, and Robotics Technology) to Transition to CBE (Competency Based Education)

Vice President Janet Shepherd reported that over the last year work has been being done on changes to the Industrial Controls, Automation, and Robotics Technology program to transition to competency-based education. This was included as part of the National Science Foundation

Grant submission. She introduced Dr. Ashlee Spannagel who has been working on this process along with the program instructors Paul Volkl and Rick Manheim. The curriculum has been rewritten and has been approved by the curriculum committee. This is considered a substantive change by the Higher Learning Commission and requires approval through the curriculum committee, President's Executive Council, Cabinet, the Board of Trustees, the Department of Education, and finally the Higher Learning Commission.

Dr. Spannagel reported that she and the faculty for the ICART program completed research to rewrite the curriculum for the Industrial Controls, Automation and Robotics Technology program to transition to competency-based education. She reported moving this program to competency-based learning will benefit students and employers. It will allow students to progress at their own pace. Students will be eligible for credit from prior learning and experience. This is a great opportunity to improve student outcomes and improve the number of students we are producing with industry-recognized credentials. The industries can trust that we are producing quality students.

Trustee Heland moved approval of the transition of the Industrial Controls, Automation and Robotics Technology Program (ICART) to competency-based education (CBE). Trustee Nabulsi seconded. Motion to approve the ICART to CBE 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 and highlighted several items. He shared a note of thanks from the Iowa Army National Guard for hosting their send-off event. He also reported on some of the sessions at the ACCT Leadership Congress in Las Vegas including new information he learned about Employee Retention Credit.

#### **3.2 Fall Enrollment Summary Update**

Vice President Chuck Chrisman referred Trustees to a spreadsheet in their folders with the enrollment report for the Fall 2023 semester. He shared a power point with the highlights from that report. There are overall challenges with the number of high school graduates and employment opportunities. In spite of this, he is happy to report that we are experiencing enrollment growth in heads and credit hours. Online enrollment continues to be where we are seeing the most growth. He reported that SCC Fall 2023 enrollment for number of students is up 3.47% and credit hours are up 1.79%. SCC is number 4 in percent of growth for Iowa Community Colleges. He provided some other points of data including high school enrollment. Over the last 3 academic years, SCC is one of three Iowa Community Colleges to have an increase in regular college students.

#### **3.3 Monthly Financial Report**

Vice President Cory Gall referred Trustees to the financial report in their board packets. He began by reviewing the Cash and Investment report. The term for the CD investment is near expiration and he is looking at options to renew. From the Financial Comparative Data Summary, he noted that tuition revenue is up from the prior year. Expects that this will come pretty close to budget.

### **3.4 Facilities Update**

Vice President Gall provided a brief facilities update. The Athletic offices are complete and coaches are in their offices. There are a few final punch list items to complete. The track site work is mostly complete and grass seed was put down. The SCC construction management program will begin work on the storage building for the track. The site work will begin soon for the Safe Room. He will be working on a plan for the IDOT Grant to possibly be used towards the circle drive at the main entrance where the expansion joints are broken.

### **4.0 Future Meetings**

Board Chair Johnson reviewed the list of future meetings.

### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:02 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