



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Tuesday, October 19, 2021 at 4:30 p.m.
1500 West Agency Road, West Burlington, Iowa
Board Room**

Tentative Agenda

1.0 Routine Items

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

Board Chair Moudy Nabulsi called the meeting to order at 4:30 p.m. Roll call indicated Trustees Johnson, Heland, Nabulsi, Fife-LaFrenz, and Hillyard were present in the room. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Joan Williams, Val Giannettino, Kim Tracy and Meg D'Souza.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Marketing Director Jeff Ebbing shared that he attended the National Council for Marketing and Public Relations Fall District Conference in Omaha, Nebraska in October. The SCC Marketing Team received several awards. He recognized Kim Tracy and Meg D'Souza for their work on the entries. Director Ebbing passed around several samples of the work they submitted. They received 4 Gold awards for printed cards, social media, radio advertisement, and digital ads. They received 2 Silver awards for successful recruitment/marketing program and special event/fundraising. They received 2 Bronze awards for brochures and posters. He noted appreciation to Admissions, Student Services and the SCC Foundation office for their contributions in creating these materials as well. Their work will also be submitted for awards at the National Conference.

1.3.2 Administration

Director Val Giannettino reported that final preparations for Great Tastes on Friday, November 5th are going well. There have been many donations for the silent auction and tables are nearly sold out. She expressed appreciation to all who are contributing to the success of this event.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended the ACCT National Legislative Session in San Diego, CA. She participated in the Education and Communication Committee Meeting where they discussed improving awareness of national legislation that is passed in order to benefit from it locally. She noted there are numerous educational resources through ACCT for Trustees. She emailed a list of all of the publications from last year to Trustees. She also attended the opening session with a presentation by Dr. William Harvey of the National Association of Diversity

Officers in Higher Education that was excellent. She also attended many other sessions including one on strengthening rural colleges and one on board assessment and evaluation.

Trustee Heland reported that he also attended the ACCT Leadership Congress. He found the session on strengthening rural colleges very informative and noted that legislators have approved additional funding for that. Trustee Heland also attended the Finance and Audit Committee meeting.

Trustee Hillyard reported that he attended the Ribbon Cutting and Open House at the SCC Fort Madison Center. He noted that it went well and that the Center is a very nice facility.

Board Chair Nabulsi reported that he also attended ACCT Leadership Congress in San Diego. He participated in voting for the future and present board members for ACCT. He noted that Iowa had a very good representation. The conference had a lot of good information.

1.4 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Board met on October 7, 2021. He sent out the minutes from that meeting for Trustees to review. He noted that DMACC President Rob Denson and IT Professional Scott Meyer presented about their experiences and lessons learned from this summer’s cybersecurity attack.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **September 13, 2021 Regular Board Meeting Minutes**
- **September 20, 2021, Special Board Meeting Minutes**
- **September 23, 2021, Special Board Meeting Minutes**

2. Presentation of Bills of Account

3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

4. Name	Title	Date of Hire	Last day of Employment	Reason
Brandy Myers	Administrative Assistant – Arts & Sciences	08/27/2018	09/10/2021	Personal.
Cathy Smith	Administrative Assistant – Mailroom/Shipping Receiving	07/16/2021	09/30/2021	Personal.

5. Employment Contracts

- a. FY 2021 Corrections Contracts (see attached list)

Name	Title	Contract Period	Salary
Debra Hagen (Replacement)	Director of Institutional Research, Planning and Effectiveness	September 27, 2021 – June 30, 2022	\$ 68,621.17 (\$ 90,000.00 annual)

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

3.0 Accountability

3.1 Track/Soccer Facilities

President Ash noted that we previously discussed developing a practice field for track and soccer. There are about 60 students on the men’s and on the women’s soccer teams. We have grown soccer to include a JV team. Track and field have about 30 students this year and we expect that to continue to grow. The facilities would be very basic providing space for both our soccer and track teams to practice. Currently we are renting facilities for both our soccer and track teams to practice. One of our developers is willing to donate his time and equipment to move the dirt and put in the tile. His donation is estimated to be about \$226,000.

President Ash reviewed the diagram of where the track and soccer field would be located in the empty space by Millennium Hall on the West Burlington Campus. This will serve as a practice field. There will be no bleachers at this point. The surface of the track will be a crushed aggregate surface material like the baseball field warning track. In the future a maintenance building would be added to store equipment possibly built by our construction tech students.

Vice President Carr reviewed the track budget analysis noting the total project is estimated by Klingner to be \$557,839. The donation towards the project will be \$225,678. That reduces the cost to \$368,131 after adding in cost for grass seed. There are potential savings we are seeking through additional donations. We think that will reduce the estimate to \$337,934. The donor would like to begin some of the work yet this fall.

Vice President Carr reviewed the legal timeline for this project. This Board would be asked to approve a board resolution ordering construction on October 25, 2021 in a special board meeting. The notice to bidders would be sent out on October 28, 2021. The bids will be due on Tuesday, November 16th. A public hearing awarding lowest possible bid would take place in a special board meeting on Thursday, November 18, 2021. A special board meeting will also be held on Monday, November 29th to approve the contract and performance bond. This project would be completed by spring.

3.2 President’s Report

President Ash referred Trustees to his report in their folders noting the following items:

1. Strategic Plan – The Timeline has been developed and Committee had their first meeting. Next meeting tomorrow. This was presented to faculty and staff at PD last week.

2. Mental Health Resources– Exploring the best option for telehealth services for students. Have been researching a group that appears to be affordable and offers the coverage we are seeking.
3. Iowa Workforce Development Roundtable – SCC to host November 9, 2021 through Iowa Workforce Development. SCC will simply have a seat at the table. The purpose is to listen to work places to hear their needs.
4. Training Agreement – Finalizing an agreement with Toyota for training in our Auto Tech program for automotive repair. We have worked out the basic details with Toyota on the repair side. We are still working on details for an agreement with Toyota related to auto collision. We will probably receive some loaner vehicles from them to the college, equipment to work on the cars and curriculum. We are the only one in the Midwest offering this program.
5. Suggested Improvements – Reviewing the list of ideas and opportunities to evaluate best use of available funds. We are considering ideas from West Burlington and Keokuk.
6. Gift House – Both houses that were donated to the college have been sold. Proceeds are being allocated towards the student center.
7. Friday, October 15th – SCC hosted Career Day with area high schoolers (AM) and Professional Development Day (PM).
8. President’s Retreat was held. President’s discussed items including the following:
 - a. Shared Work-Based Learning Coordinator Partnership. This is under development.
 - b. GEER II GAP Expansion – He referred Trustees to a handout in their folder showing what funds are being used for. We have used this for our truck driving school.
9. Courts Update – Still working out details for the Courts at Fun City.
10. Southeast Iowa Regional Health Care – A joint leadership meeting was held with Southeast Iowa Regional Health Care to discuss ways they can support expanding health programs. We are looking at what in the health field can we offer at Keokuk for the students who may not make it in nursing as well as how to expand offerings on both campuses. The hospital is willing to support these efforts to help them get the trained staff they need. We are not at capacity in any of our health programs again. We are working on a plan and will have another meeting in early November.
11. COVID – Only minor issues with students. Overall things are going very well. Des Moines County Health Department is offering vaccines in the former Test Iowa location on the fairgrounds. Attended a COVID-19 Vaccine Dos and Don’ts Webinar arranged by Greater Burlington Partnership.
12. Lee County Education/Training Center – Superintendents are meeting this week to discuss programming and location along with the budget. The next Steering Committee meeting is scheduled for Tuesday, October 26th.
13. Nursing Test Results – For our PN program -we are ranked #1 in the state . In our RN program-out of 33 schools we are #11 – inclusive of 4-year schools. These are results for one quarter and are related to clinical site availability for students based on vaccine status.
14. Farm Lease – We have been approached to extend the cash lease/rent agreement for the farmland for an additional 3 years. The agreement is working well and the farmers have been in the classroom and providing experiences for our Ag students. We recommend continuing this lease for 3 more years with a 2% increase each year. We will bring this to the Board for approval in November.

15. Update on use of theater – The theater is actively being used for various student activities. The Capitol Theater leadership have requested a meeting with us to talk about the second floor again to see what plans we might have for use of it.
16. Student Well-Being and Safety – We brought in a consultant to begin working with us on student well-being and safety. She will return in November to do more fact-finding. This is being coordinated through the Title III grant.

3.3 Monthly Financial Report

Vice President Carr referred Trustees to the financial reports in their board packet. Tuition revenue is improved over last year. Compared to budget we are up about 1.2 percent through the end of September. He pointed out that the HEERF funds have increased the federal dollar amount, but reminded Trustees these are one-time dollars. He also noted that salary is higher than last year due to a 1 percent settlement. The local support will come into the Plant fund as budgeted. State support shows \$400,000 of ACE monies. He also noted that we paid for the loop road in advance and the reimbursement hasn't come from the State yet.

He reminded Trustees that the student distribution of HEERF was sent to students in September. They are closely monitoring whether those checks have been cashed and following up with students who have not cashed them yet. Students have 60 days to cash them and then the funds will be re-distributed. The institution dollars received have been carefully accounted for as reimbursement for lost revenue over the last 5 years.

3.4 Facilities Update

Vice President Carr reported that the Loop Road has been completed. He noted that there are a few items on the punch list for the Precision Machining and Auto Collision labs and then the Board will be asked to accept those as completed public improvement projects. He also reported that we have completed the yearly inspection for the fire alarms. Lastly, he noted that beginning November 1st, the campers and other vehicles will start to come in to be stored in the fairground building. The proceeds of those storage rentals go CCFSA.

3.5 Develop Board Goals for 2022

Board Chair Nabulsi reviewed the goals from 2021 and asked for Trustees to consider keeping the same goals or if they have suggestions for different goals. Trustees discussed that best practice may be for the incoming Board Chair to be responsible for reviewing the goals. They agreed to this. The incoming Board Chair will review the goals and offer them for approval at the re-organization meeting in December 2021.

4. 4.0 Future Meetings

Board Chair Nabulsi reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:47 p.m.

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

Darcy Burdette

Darcy Burdette, Board Secretary