



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, October 8, 2018

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 Chair Prellwitz called the meeting to order at 5:00 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, Lanny Hillyard and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Darcy Adams and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Jeff Ebbing, Tina Young, Dr. Don Weiss, and Dr. Janet Shepherd.

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

No report.

1.3.2 Administration

Becky Rump reported that the Foundation Scholarship Reception will be Sunday, November 11th from 2pm to 4pm. Trustees are welcome to attend and present. Trees received through the Alliant Energy Trees Forever Grant will be planted on Saturday October 13th.

1.3.3 Board

Trustee Fife-Lafrenz reported about her participation in the following events:

- Attended the Lee County Economic Development Group breakfast -- The goal by the group is to raise 1.3 to 1.5 million for economic growth to be used to connect industries to additional skills up-grades. At this time \$850,000 has been committed.
- Attended the September 18, 2018, Board Retreat along with other trustees.
- Attended the Trustee Advocacy Webinar by Jean Torgeston which reviewed advocacy tips when speaking with legislators regarding legislation. Trustee Hillyard also logged into this presentation.
- Attended the RWIB meeting. All the vacancies on the board have been filled. More information will be sent to the board outlining the

responsibilities of the Youth committee. Volunteers are welcome to complete this requirement under the WIOA legislation. A Regional Fair is planned to assist with disability access into the workforce. A policy draft pertaining to the state reorganization is to be shared soon.

Trustee Heland attended the Future Ready Iowa Summit along with Trustees Nabulsi, Hillyard, Prellwitz and President Michael Ash.

Trustee Hillyard attended a Meeting/Webinar where Gubernatorial Candidate Fred Hubbell met with Trustees and Presidents. The discussion was led by Jerry Smith and Rod Denson, President of DMACC. Lanny passed around what they distributed. President Ash also participated in the Webinar.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IAAC Board will meet on October 11th. He distributed copies of the Community College Leader Bulletin.

2.0 World Changing – Changing Our Thinking

Entrepreneurship Program – Stephani Smith

President Ash noted that at a previous meeting, Trustee Nabulsi mentioned that he noticed a newspaper article indicating that SCC is reintroducing the Entrepreneurship Program and requested more information about that program. Dr. Don Weiss and Stephani Smith are leading this program. Stephani Smith has been invited to share as Dr. Weiss is teaching and not able to be present. Stephani has personal experience with opening businesses and selling them. SCC is excited about this program and her leadership.

SCC is one of three community colleges that offer an entrepreneurial diploma. DMACC and NIACC are the others.

The program includes a Solopreneurs Club Meeting one time per month where business owners are invited to collaborate with students about their business ideas. They also partner with Chamber of Commerce and other business owners from the community.

Small business owners drive our state's economy, and their companies are the heart and soul of our communities. An Entrepreneur's mission is to find economic impact. The Entrepreneurship program assists students with taking their ideas and turning them into a simple business plan. The program includes a Solopreneurs Club meeting one time per month where business owners are invited to collaborate with students about their business ideas. They also partner with Chamber of Commerce and other business owners from the community.

Student Joy Mack shared her success story of how the Entrepreneurship program has helped her use her ideas and create her own business, Invasight. Invasight is a mobile application development program geared towards those who are autistic or are sensory deficient. The Entrepreneurship program helped her build her portfolio and learn how to be successful.

Currently, there are only a few students taking advantage of this program. Ms. Smith asked the Trustees and audience for marketing suggestions to help grow the program. She has been presenting to high school freshman and career days. It was suggested that Iowa Workforce may be a good partner. Any additional ideas can be sent to President Ash or Dr. Carole Richardson.

Trustees inquired how many students are presently in the program. Ms. Smith reported that they only have 3 classes currently with approximately 45 students if you include Intro to Business and Small Business Marketing.

3.0 Reorganization of the Board

3.1 Adjourn Sine Die

Trustee Fife-Lafrenz moved that the Board meeting adjourn sine die. Trustee Hillyard seconded. Motion carried.

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

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

3.3 Organization of the Board

3.3.1. Election of Board Chairperson

Board Secretary Adams announced the first order of business in the board re-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 Prellwitz nominated Janet Fife-LaFrenz for Board Chair. Trustee Nabulsi moved that since there were no further nominations, Janet Fife-LaFrenz should be appointed Board Chair by acclamation. Trustee Hillyard seconded. Motion carried. Janet Fife-LaFrenz assumed the position of Board Chair.

3.3.2. Election of Board Vice Chair

Trustee Nabulsi nominated Lanny Hillyard for Board Vice Chair. Trustee Heland moved that since there were no further nominations, Lanny Hillyard should be appointed Board Vice Chair by acclamation. Trustee Prellwitz seconded. Motion carried. Landen Hillyard assumed the position of Board Vice Chair.

3.3.3. Appointment of Secretary

Trustee Hillyard moved that Darcy Adams be appointed Board Secretary. Trustee Nabulsi seconded. Motion carried.

3.3.4. Appointment of Treasurer

Trustee Heland moved that Kevin Carr be appointed Board Treasurer. Trustee Prellwitz seconded. Motion carried.

3.3.5. Appointment of College County Fair Service Agency Board

Trustee Nabulsi 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 Heland seconded. Motion carried.

3.3.6 Appointment of Representatives for the Greater Burlington Area Sports Facilities Board of Directors

Trustee Hillyard moved that Jeff Heland and Chris Prellwitz be appointed as the SCC representatives to the Greater Burlington Area Sports Facilities Board of Directors and that Lanny Hillyard and Moudy Nabulsi be appointed as alternates. Trustee Heland seconded. Motion carried.

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

Trustee Heland moved that Moudy Nabulsi be appointed the Iowa Association of Community College Trustees (IACCT) Representative. Trustee Hillyard seconded. Motion carried.

Trustee Heland moved that Lanny Hillyard be appointed as the IACCT Alternate. Motion carried.

3.3.8 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 Heland moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Hillyard seconded. Motion carried.

4.0 Action Items

4.1 Approval of Consent Agenda

1. Approval of Minutes for the September 10, 2018, Regular Board Meeting
2. Approval of Minutes for the September 18, 2018, Board Work Session
3. Presentation of Bills of Account
4. Resignations, Terminations and Mutually Agreed to Contract Adjustments

Name	Title	Date of Hire	Last day of Employment	Reason
Kelly Brousseau	WIOA Employment & Training Specialist	08/03/2009	09/20/2018	Personal.
Megan Jones	Assistant Women's Basketball Coach – Student Activities Coordinator & Residence Life Advisor	08/17/2018	09/14/2018	Personal.

5. Employment Contracts

Name	Title	Contract Period	Salary
Joshua Dahlstrand (Replacement)	Custodian I / Housekeeper	September 10, 2018 – June 30, 2019	\$24,594.16 (\$30,305.56 annual)
Allison Todd (Replacement)	Assistant Women's Basketball Coach, Student Activities Coordinator & Residence life Advisor	September 17, 2018 – June 30, 2019	\$25,230.77 (\$32,000 annual)

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

4.2 Resolution Ordering Construction – Renovation of Nursing, Science and Adjunct Space

Vice President Kevin Carr reviewed the project plans and timeline that were previously presented to the Board for Renovation of Nursing, Science, and Adjunct Space at the Keokuk Campus. Upon approval of this Resolution, the Notice to Bidders will be published October 9, 2018. It was noted that bids will be due on November 6th and a public hearing will be held within the regularly scheduled November 12, 2018 Board of Trustees meeting.

Vice President Carr indicated the project is project's projected budget for the 6,600 square feet will be \$810,000. This is being funded by remaining 2017 GO Bonds, plant fund, Foundation donor and additional fundraising efforts.

Construction for this project will be completed during the summer months and bidders will be made aware it must be completed for Fall semester classes to begin. They have been working closely with the staff and architects to finalize the plan.

Trustee Hillyard moved to approve the Resolution Ordering Construction of the Buildings 400 and 500 - Interior Renovations and Fixing a Date for Public Hearing thereon for November 12th at 5 p.m. at a Regular Board meeting in the West Burlington Campus Board room and also taking bids therefor. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

5.0 Accountability

5.1 Review of Board Goals

Chair Fife-Lafrenz reviewed a list of five goals that were discussed at the September 18, 2018 Board Work Session as follows:

- Follow enrollment trends
- Continue to foster relationships with community organizations
- Attend IACCT summer conference and legislative day
- Conduct two to three workshops/retreats (further define content/length)
- Support President in college vision

This list was provided following that meeting for Trustees to further review, give suggestions and input. The only input given was in regard to clarifying the goal to follow enrollment trends to more clearly define the Trustee's role. At this time, the Trustees agreed that their role in following enrollment trends is oversight.

Trustees agreed that there should be no more than five goals. Proposed goals will be approved at the November 12, 2018 Regular Board Meeting.

5.2 West Burlington Art Gallery

President Ash reported that when we began the Building the Dream Campaign, one of the first donations was from the Murray Foundation was for art. The donation has completed, but we waited until the Science building was completed so that we could create a permanent gallery. We have 2 major donors who are waiting to give us art, however, they want to make sure it has a secure and climate-controlled space and a space large enough to display the art. We have worked with staff and faculty to develop a campus art gallery. The small gallery will remain at the Welcome Center for traveling artists. The permanent gallery will be completed using dollars from the Murray Foundation.

President Ash introduced Guest Russell Brissey from Klinger & Associates to present plans for the West Burlington Art Gallery. Mr. Brissey gave a Power Point presentation showing detailed design plans. Separately, Mr. Brissey also presented plans for renovating a classroom for a Special Needs Space.

Following his Power Point, Trustee Prellwitz inquired whether the Art Gallery would be open to the public. President Ash responded that there will be some showings and open times to be determined. The Board expressed appreciation to Mr. Brissey for his presentation.

Vice President Carr presented the Pre-Bid Project Budget Summary with Total Project Expense projected at \$255,100. He also reviewed the project timeline. He noted that at the regularly scheduled Board of Trustees meeting, on November 12, 2018, the Board will be asked to approve a resolution ordering construction and fix a date for public hearing on plans and specs, form of contract and estimated total cost of construction. Following that meeting, bids will be sent out and a Pre-Bid meeting will be held on November 29th with bids being due on December 18th. The lowest responsible bid will be awarded on January 7, 2019, during a Public Hearing at a Special Scheduled Board of Trustees Meeting. Finally, the Board will approve the contract and performance bid at their regularly scheduled board meeting on January 14, 2019.

5.3 Review of Emergency Training Center (Fort Madison)

President Ash reviewed plans to build a new Fort Madison Training Center using ACE funds in the amount of \$333,000. Those funds must be expended by June 2020. This amount would be paid back to the college after the amount is spent. The new training center would be constructed in the same location as the current training center. This property was previously given to the college by the City. The current training is held in a leased mobile unit on that property.

Guest Russell Brissey of Klinger & Associates has been working on the design of the Training Center and is here to present. Mr. Brissey, President Ash, Vice President Carr and others met with local first responders for their input and included their suggestions in this design.

President Ash reviewed a map of the site to show current facility and location of new building. There are still some details of easements on the road to work out. The map also detailed the flood plains near the location which would not affect the site.

The schematic design of the Training Center was displayed and reviewed. It is a very simple building utilizing current furnishings. There is no internet service available in that area, however, infrastructure will be included for future addition of internet services. The Center would be accessible with a code for keyless entry. Vice President Carr reviewed the budget and noted that they have made necessary changes in design to stay within the funds available. The Pre-Bid Project Expense projected at \$331,713.

Board Chair Fife-Lafrenz inquired as to who provides the trainings? President Ash responded that it could be industry classes that we teach or the facility could be rented for training. The current Training Center is well utilized with companies through CBIZ, namely Roquette and The Iowa Fertilizer Company extensively. Beyond that there is not a lot of utilization by other organizations. We do hope that this would draw the Drug Task Force and other first responders. If they do their own thing, they rent. If they want us to organize the trainer than there is a fee.

Trustees expressed that they have no issue with the concept of a new Training Center., however, they have multiple concerns about access to this location due to railroad tracks and flood plain and asked if other sites have been considered.

Trustee Prellwitz expressed concern that this is not in the best interest of the college and we will be wasting the funds. It would be preferable to utilize the funds for a building in a different location where it could also serve as an education center.

President Ash addressed location concerns stating that he has explored other options. He met with the City Manager and the Fire Chief previously and they do not want it moved. Their concern is having it near housing or any public areas where smoke during trainings could be disturbing to residents. He has not been able to secure an alternative site and the timeline for using these funds is limited.

Board Chair Fife-Lafrenz offered that perhaps some of the larger industries within Fort Madison City Limits would have land available.

Board Chair Fife-Lafrenz and Trustee Prellwitz both reiterated that they do not have issue with the concept, but they want it to be accessible to everyone.

Trustee Heland inquired whether we have any projection or numbers on utilization as it currently exists. He would like to see an analysis showing this. Trustee Hillyard asked if the budget includes all expenses. Trustee Prellwitz inquired if it is a profit center. President Ash responded that it pays for itself. Trustee Heland noted initially it was done to meet a community need. Trustee Prellwitz requested more financial information before making a decision. She noted that the money is there to build the center, but not to maintain it. It is important that they understand the financial impact to the college.

Based on conversation, we will go back to drawing board to make sure we have exhausted every opportunity given the time line we have. President Ash stated that he will schedule a conversation with the Mayor to see if other options are available. President Ash's goal is to not lose the money.

5.4 President's Report

Over the past month, President Ash has been meeting with faculty and staff for open discussion in college conversations. He noted that there was some feedback regarding communication and based on this mentioned it may be helpful to share his comments to Hawk Net to keep everyone up to date on some things or prompt them to ask more questions. President Ash is considering this. Trustee Fife-Lafrenz agreed this would be a positive thing.

- 1.) **Ribbon Cutting/Open House/Business After Hours** – It was a wonderful day/event. Everything went smoothly and we had well over 200 people attend the combined events. Each person was excited, happy and very pleased with what they saw and heard. There were many “thank you” and “Wows” from the attendees. Faculty were there in their classrooms/labs; the 3-D programming was being demonstrated....students did a fine job of representing SCC and the science program! Overall, a wonderful event and many thanks to the faculty, staff and students who made it all possible! Trustee Hillyard noted that the event created a very positive image for the college and was very well attended.
- 2.) **Future Ready Iowa Summit** – A number of sessions from various speakers and how they work and how we can work better together. IWD Director Townsend was there and the Governor came a little later. Good discussion and some excellent points were made. Director Townsend and the Governor were very pleased with the turnout and the interactions of the participants.
- 3.) **Concurrent Enrollment** – Discussed with Jeremy Varner from the DOE about the funding formula and he/his staff do not believe they can change it to the level of improving the funding without legislative action. Also, shared with the Governor the challenges with funding and the result is that high schools are “pulling “back on student enrollment. This disturbed both Jeremy and the Governor.
- 4.) **Fort Madison Emergency Training Center** – Numerous conversations and discussion involving SCC personnel, architects and local first responders as the

classroom project is moving towards finalization in design. Bringing it to the Board for their review and then potential approval in November.

- 5.) **Met with faculty and staff at Keokuk Campus** – We reviewed and discussed the enrollment at that campus and what were the barriers/challenges and ideas on how to overcome them. Came away with some ideas and am researching them for potential solutions.
- 6.) **Iowa Wesleyan University** – Met with Dr. Titus regarding potential areas for the institutions working more closely together. They will establish an office here and perhaps offer some classes here in the future.
- 7.) **University of Northern Iowa** – Work continues to finalize an articulation arrangement between the two institutions in the area of education.
- 8.) **Campus Conversations** – Three opportunities were held for faculty and staff to meet in an open forum to talk and discuss anything that was on their mind. Those who attended were interactive and had some good comments/questions. There was an oversight regarding the scheduling for the Keokuk Campus. Another date has been established for October 11th in the afternoon.
- 9.) **Statewide Marketing “Movement”** – A statewide marketing campaign continues to be discussed and seeking of partners to help with the overall cost. Jeff has met with his counterparts and had numerous discussions regarding the feasibility of such an effort and the sustainability. The effort is to attempt to influence kids who are from ages 12 to 15 along with parents about careers in the career tech programs.
- 10.) **Compliance Committee** – Working with our Compliance Team on moving forward with a comprehensive method of tracking compliance in every area of college. We will review the work developed by Iowa Valley Community College to see what we can use from their model.
- 11.) **Tree Grant** – SCC secured another tree grant and will be planting 27 trees on Saturday, October 13th beginning at 9:00 am. We have been encouraged by the attitude of the Trees Forever folks as they are very excited about working with us. We will continue to seek grants for this purpose. The amount for each grant now has been reduced to \$5000 per award.
- 12.) **Gubernatorial candidate Fred Hubbell** – Participated in a Go To Meeting with other presidents and Trustees as Mr. Hubbell shared his perspective on education, workforce development, taxes, state infrastructure and many other topics.
- 13.) **Superintendents** – Continue to meet with area K-12 Superintendents. Met with Pat Coen and have meetings set with three more superintendents.
- 14.) **Fort Madison Education Center** – Explored a possibility for a presence in Fort Madison but that option has not materialized yet. We continue to review possible sites/options.
- 15.) **Iowa Student Aid Commission** – Included handout of Key Findings for Trustees.

- 16.) State of the Economy** – Included a handout with graph reflecting State of the Economy for our region.

5.5 Monthly Financial Report

Vice President Carr presented the financial statements for month ending September 30, 2018. This is the first time for this fiscal year that we can really see how tuition and student fees are looking. We are right at budget. State general aid is on target. Property Tax is looking good. Tuition increase has helped.

5.6 Current Levy Information

In follow-up to a previous inquiry at the Board work session, Vice President Carr reviewed a summary of eligible property tax levies. He reviewed 5 current levies in effect including their terms and where the funds are allocated. Trustees discussed the levies and asked questions for further clarification.

5.7. Facilities Update

Vice President Carr reported that the painting of the Keokuk roof is complete. The only remaining roof to paint is the shelter.

5.8 – AQIP

Dr. Janet Shepherd presented an update on the AQIP Program.

- Academic Quality Improvement Program is an ongoing continuous improvement program that has oversight over Process, Results, and Improvements.
- SCC has a Quality Team including Permanent Members: Dr. Janet Shepherd, Julie Meyer, Dr. Carole Richardson, and Joan Williams. Other members have 3 year terms and include Support Staff, Professional Staff, and Faculty. There is also a Student Representative.
- The AQIP Cycle includes:
 - Annual Action Projects
 - Systems Portfolio to be submitted every 4 years
 - Site Visit every seven years
- Current Action Projects include:
 - Adjunct Evaluation Process
 - Co-Curricular Assessment
 - ALEKS Mathematics Placement

6.0 Future Meetings

Chair Fife-Lafrenz reviewed the list of future meetings.

7.0 Adjournment

The meeting adjourned by consensus of the Trustees at 8:02 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