



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, September 10, 2018

5:00 p.m.

335 Messenger Road

Keokuk Campus

Room 416

Meeting Minutes

1.0 Routine Items

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

Board Chairperson Prellwitz called the meeting to order at 5:04 p.m. Roll call indicated Trustees Moudy Nabulsi, Janet Fife-Lafrenz, Lanny Hillyard, Chis Prellwitz, and Jeff Heland were present. Also present were President Dr. Michael Ash, Secretary Darcy Adams, Treasurer Kevin Carr, SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Becky Rump, Jeff Ebbing, Tina Young, Kari Bevans, as well as other faculty, staff and guests.

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)

1.3.2 Administration

Executive Director for Institutional Advancement Becky Rump shared that the Reunion for Classes 1968-1970 was very successful.

Vice President for Student Services expressed thanks to Trustee Fife-Lafrenz for attending Blackhawk Bash last week. The West Burlington Blackhawk Bash will be held on Wednesday, September 12th between 11am and 1pm. Trustees are invited to attend.

1.3.3 Board

Trustee Fife-Lafrenz reported that she represented SCC at the Labor Day Parade in Keokuk.

Trustee Heland reported that he rode the SCC Trolley along with students and staff in the Rodeo Parade, Fort Madison, Iowa.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors met on September 6. He noted that there was a presentation from Goldman-Sachs on a new program they are launching in Iowa that focuses on training small business owners how to expand. Their goal is to reach 10,000 small businesses throughout the nation. This training is provided at no cost to the business owner. Trustee Nabulsi also noted that during IACCT meeting they reviewed Form 990, spent time writing a vision for future goal setting and discussed the need for a succession plan. Trustee Nabulsi reviewed and distributed a number of documents from that meeting.

2.0 World Changing – Changing Our Thinking

2.1 Emerging Issues/Future Agenda Items

Chair Prellwitz announced a Board Work Session to be held on Tuesday, September 18th from 1pm to 4pm with lunch prior at 12:30 pm. She requested that agenda items be sent to Secretary Darcy Adams to be added.

2.2 Solar Energy – Keokuk Campus

President Michael Ash along with Guest Mike Mohrfeld of Mohrfeld Electric and Vice President Carr gave a presentation regarding Solar Energy on the Keokuk Campus. The presentation shared the benefits of solar panels that were installed in December on the Industrial Technology Training Center as well as potential for additional solar energy panels adjacent to the campus that would supply power to the remaining buildings.

- Solar panels installed on the Industrial Technology Training building are supplying 85 percent energy for the Industrial Technology Training building. Electricity bill decreases are reflecting this savings. That savings will continue.
- Solar energy reduces your carbon footprint, reduces overhead costs and protects from rising energy rates. While electric rates continue to rise, solar panel costs continue to drop.
- Savings generates revenue for the college. Most recent Industrial Technology Training Center bill is \$37 for the month.
- Solar panels have a 25 year guarantee. Mohrfeld is responsible for all upkeep and maintenance for the first 15 years and then it converts to SCC owning and responsible for upkeep.
- For Phase II, Mohrfeld Electric proposing addition of a solar panel farm to provide energy to the remainder of campus utilizing land owned by the Catholic school adjacent to the college. Mohrfeld Electric has future meetings scheduled with the Catholic school to negotiate a land lease for this.
- Part of the proposal also includes upgrading to LED lighting to improve energy efficiency.

More information will be provided as the lease is negotiated. No vote today. This was simply an update to show benefits and future plans.

Chair Prellwitz inquired about whether placement of the panels negates a roof warranty. The panels sit on the roof and do not penetrate the roof in any way. Trustee Hillyard inquired if there is risk of Mohrfeld's investors backing out. The project is fully vested on Day 1. Investors are carefully selected.

3.0 Action Items

3.1 Approval of Consent Agenda

1. Approval of Minutes for the August 13, 2018, Regular Board Meeting.
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
None to present.
4. Employment Contracts

Name	Title	Contract Period	Salary
Megan Jones (Replacement)	Assistant Women's Basketball Coach, Student Activities Coordinator & Residence Life Advisor	August 17, 2018 – June 30, 2019	\$27,816.08 (\$32,000 annual)
Katerina Koscova (Replacement)	AEL Program Instructor - ISP	August 17, 2018 – June 30, 2019	\$35,637.94 (\$41,000 annual)
Brandy Myers (Replacement)	Administrative Assistant – Academic Affairs (0.50 FTE)	August 27, 2018 – June 30, 2019	\$12,997.60 (\$15,360.80 annual)
Deborah Spears (Job Reassignment)	PACE Career Navigator	September 1, 2018 – June 30, 2019	\$24,384.31 (\$29,488 annual)
Kelly Waters (Replacement)	Program Advisor, TRIO Student Support Services - Keokuk	August 27, 2018 – June 30, 2019	\$30,461.20 (\$36,000 annual)

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

3.2 Approval of Resolution accepting the new Hall of Sciences Building

Vice President of Administrative Services Carr reported that the Board of Trustees approval is required for final acceptance of the new Science Building. There was some discussion regarding the remaining financial obligation and how that is being funded. Vice President Carr indicated that the current Resolution is to accept the building. The specifics of the financial funding is being laid out and will be presented in the future.

Trustee Heland moved to approve the Resolution Accepting the New Hall of Sciences Building. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3 Voluntary Early Retirement Plan FY19

Vice President of Administrative Services Carr noted that there are no changes in the proposed Voluntary Early Retirement Plan for FY19. He reviewed a few items from the plan as follows:

1. Employees must have worked the most recent 10 years consecutively at SCC and be age 55 by June 30, 2019, to qualify for the plan.

2. A lump sum cash severance amount of 10% of the final contracted salary ad 1% of the final contracted salary for each additional year of service in excess of 10 years.
3. The employee’s single \$500 deductible health insurance premium cost for FY 18 shall be paid on a monthly basis until the retired employee becomes Medicare eligible or until their death.

Vice President Carr noted that 50 employees are eligible for the Plan.

Trustee Nabulsi moved to approve the Voluntary Early Retirement Plan for FY19. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Review Board Self-Assessment Survey

Chair Prellwitz led a brief discussion on the Board Self-Assessment Survey. There was general consensus among the Trustees that the Survey should be reviewed during the Board’s upcoming Retreat. It was also noted that the Trustees will evaluate the progress made on last year’s goals and to develop at least three goals for next year at the Retreat.

4.2 President’s Report

President Ash began by presenting a certificate received for the Keokuk Unity Pride Award.

President Ash referred the Trustees to his written report and asked if there were any areas on which the Trustees would like more information. The following items were discussed:

- 1.) **Economic Development** – met with Jason Hutcheson and Jeremy Hess with the Greater Burlington Partnership –to discuss the direction of the efforts to address workforce shortage. Dr. Ash serves on this committee. Discussed how to work together college and chamber
- 2.) **Economic Development** – met w/Dennis Fraise – reviewed the progress of Lee County’s Economic Development, how the college has helped develop support for their efforts.
- 3.) **Accreditation**- received the preliminary feedback report. Generally very positive; there are some things that we believe they missed and we have filed a response to them on those areas. Dr. Shephard has returned our response to them. Waiting for final feedback report.
- 4.) **Guided Pathways Grant** - the Iowa Community Colleges have been awarded a grant from the Great Lakes Foundation for planning related to developing Guided Pathways. Additional meetings will be held for planning and securing the next level of funding to actually complete the work to establish Guided Pathways programming. This was presented during the IACCP. Group effort – work together. Team of 4 will go to Des Moines – in April 7 people will go to Chicago for Guided Pathways conference to learn the specifics of the program.
- 5.) **Marketing** - reviewing the idea of establishing a statewide marketing campaign to promote the value of community colleges and career education. Discussion with a marketing firm about how they could do a statewide marketing campaign to young

people and parents targeting them where they will see it. CC presidents are looking at reviewing the idea of statewide marketing campaign.

- 6.) **Transfer Major** – working with Department of Education and a number of committees along with the Regent Universities to allow CCs the opportunity to have Transfer Majors for our Arts and Science students – courses to transfer and the “transfer major” can be listed on the student’s transcript.
- 7.) **Small Business** – met with Goldman-Sachs about a program called 10,000 Small Businesses. Plan to establish two cohorts in Iowa and would like to see more opportunities in the near future. Would utilize CCs business faculty – train them, pay them and cover all their costs. Each cohort would have between 30-40 participants and they would be small business owners who would like to see their businesses grow. There would be no cost to the business owners or the community colleges. Program is provided for by Goldman-Sachs and Babson College. How will we identify small business? Two cohorts will start in Des Moines – January and April - 30 to 40 business owners in each cohort. Could benefit some of our faculty and then all of their expenses would be covered. The idea would be that it eventually would be driven down to the community colleges. DMACC has taken the initiative and is leading the charge. What is the return back to Goldman Sachs?
- 8.) **School Superintendents** – held individual meetings with Erin Slater at FM and Christine Barnes at Keokuk schools. Clarifying the needs of each system and how the college can support their efforts.
- 9.) **Met with Governor about Future Ready Iowa** – she talked about how she would fund this and would seek \$20 million in new appropriations. She said she is not taking money from CC.
- 10.) **Future Ready Iowa Summit** to be held September 25 at the Comfort Inn & Suites in Burlington. If you want to go, let Darcy know and she can register you for the event.
- 11.) **Local Parades-** There were 33 staff and students who participated in Rodeo Parade. SCC staff also participated in the Rodeo event handing out koozie during the event. The women’s basketball team rode in Labor Day parade in Keokuk.
- 12.) **Hall of Sciences** – Ribbon Cutting, Open House and Business After Hours Event to occur Thursday, September 27th at 4 pm. Ribbon Cutting will begin at 4 pm with a short program with Open House and Business After Hours to follow. Faculty will be asked to be in their classrooms during Open House to allow for self-guided tours.

4.3 FY 2017 Year-End Financial Reports

Vice President Carr referred to a memorandum listing financial highlights from FY 2018 and reported the following:

Fund 1 – General Fund

- Total revenue for FY 2018 was \$20,210K.
 - IT Operating Equipment Purchase Insurance (OEPI) increased operating revenue of \$300K (\$50K increase)
 - Maintenance new OEPI operating revenue of \$50K

- SCC Foundation new administrative fee of \$50K
 - Credit purchase program through US Bank new revenue of \$31K
 - ICCOC new fiscal agent fee of \$20K
 - Interest income, based upon rising rates/competitive bid process, was \$108K (\$93K over budget).
 - Primary revenue tuition accounts including PACE and STEP, excluding HS concurrent enrollment, were \$8,184K (\$434K below budget)
 - High School PACE revenue included above was \$354K
 - State General Aid was on budget at \$8,458K (\$21K under budget related to the state de-appropriation)
 - Property Taxes were approximately at budget at \$794K (\$5K over budget)
 - HS Concurrent Enrollment Net Revenue was \$174K (\$10K over budget)
 - STEP tuition revenue was \$251K (\$12K over budget)
 - WIOA Administration Fee was \$150K (\$50K under budget, related to the loss of Promise Jobs administration)
 - TRIO, UB, IVRS, Corrections Administration fee was \$72K (28K over budget)
 - CBIZ generated an operating loss of \$44K (\$44K under budget)
- Total expense for FY 2018 was \$20,209K. There were no outliers.
 - The ending fund balance is \$1,919K, representing 9.3% of estimated FY 2019 operating expenses. The general fund balance increased \$777. (Note: Board Policy 505 requires an adequate fund balance for an average of one month's operating expenses (8.33%)).

Fund 2 – Restricted General Fund

- Fund Balances:
- Program Development \$159K
 - Technology and Computing fund balance \$375K (used \$19K)
 - Strategic Planning Initiatives \$68K (used \$1K)
 - Staff Development \$0 (used \$3K)
 - INJT reserve for non-performing issues \$567K
 - Reserve \$855K (interest income from closed INJT offerings of \$18K added to fund balance) (There are no certificates now for 2 years, so no funds will be added)
- Levy-related funds –
 - Plant Insurance and OEPI \$(356K) (negative balance) These funds have been reallocated and
 - Unemployment \$18K
 - Tort Liability and workers compensation \$50K
 - Early retirement \$(742K) (negative balance)
- Grant/Liability Accounts/State Mandated Balances - We are either the fiscal agent for ICOCC and it is not our money or it is related to a grant and is not our money.

Fund III – Auxiliary Funds

- Keokuk campus residence was subsidized by the WB campus Residence by \$17K
- Keokuk food service was subsidized by the WB food service by \$12K

- Central stores and printing operated at a surplus of \$8K for the year, to increase fund balance to \$57K.
- The following was the athletics net activity for the year, of strictly operations outside of Fund 1 activity (tuition revenue and scholarship expense) (loss):
 - Softball – (\$7)K
 - Volleyball – (\$5)K
- Athletic Fund Balances
 - Baseball – \$9K
 - Men’s Basketball - \$8K
 - Women’s Basketball - \$5K
 - Cheerleading - \$13K
 - Golf - \$16K
 - Trap Shooting \$9K

Fund Balances:

- Agriculture production \$98K (Just replaced combine engine for \$5,000)
- Welding \$7K
- Auto collision repair and technology \$29K
- Construction technology \$1K
- WB campus residence hall \$81K
- Transportation services \$28K (Large bus purchased in FY 2018)
- Bookstore \$580K (Operated at a loss of \$18K)
- Childcare \$17K
- WB campus Food Service and vending services \$92K fund balance

Fund 7 – Plant Fund

Fund Balances:

- Voted and Unexpended Tax Plant Fund \$2,353K (includes \$259 of net insurance proceeds committed to renovation of Winegard and Witte Halls)
- ACE Funds Plant Balance \$400K (an additional \$333K is available on a reimbursement basis through the State for the Emergency Training Center in Ft. Madison)
- Ft. Madison Center sales proceeds of \$229K
- 2017 GO Bond Proceeds, net of unamortized bond premium \$408K

Fund 4 – Agency Fund

Agency funds we are holding primarily for clubs. There is a separate accounting for the individual clubs.

Chair Prellwitz inquired about enrollment. Vice President Carr reported that preliminary enrollment reports reflect decrease of 1.77 percent. If we remove high school then we are basically even. Enrollment being down is in large part due to changes in high schools and concurrent enrollment. Going into fiscal year only about \$50,000 below budgeted which is in comparison improved over last 2 years.

President Ash responded that we raised concurrent enrollment costs, the school districts responded with not as many students taking concurrent enrollment. The timing for the increase was not good. There are some courses that did not happen because we could not find qualified instructors. We are down about 12 courses. Portion of those are due to not finding qualified instructors. Online enrollment is way up.

4.4 Monthly Financial Report

Vice President Carr reviewed the financial statements for period ending August 31, 2018. He reported that state general aid and property taxes are coming in as usual. The state monies are coming in earlier.

4.5 Facilities Update

Vice President of Administrative Services Carr reported on the following:

- The roof painting has not yet been completed at the Keokuk Campus.
- The Courtyard at the West Burlington Campus is complete. The furniture will arrive mid-month.
- Grass seed is being planted south of the loop road at the West Burlington Campus.
- Planning meeting held for nursing and science renovations at the Keokuk Campus.
- Roof repairs needed over Room 212 – The Art Room at the West Burlington Campus. It has been on the one and five year plan. Looking to complete in fall or early spring.

4.6 Report on Iowa Community Colleges' Public Recommendation

President Ash shared the Iowa Community Colleges 2019 Legislative priorities. He stated that everyone should become familiar with these for potential conversations with legislators.

5.0 Future Meetings

Chair Prellwitz reviewed the list of future meetings.

6.0 Adjournment

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

The meeting adjourned at 6:49 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