



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Monday, September 11, 2023 at 4:30 p.m.  
335 Messenger Road, Keokuk - Keokuk Campus**

**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 4:30 pm. Roll call indicated Trustees Johnson, Heland, Nabulsi, Fife-LaFrenz and Hillyard were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Michelle Allmendinger, Jeff Ebbing, Tadd Good, Val Giannettino, Chuck Chrisman, Kristi Schroeder, Deanna Kline, Amber Ruskell-Lamer, Ugo Perego, and Kari Bevans.

**1.2 Adoption of Formal Agenda**

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

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

**1.3.1 Audience**

None.

**1.3.2 Administration**

None.

**1.3.3 Board**

All Trustees reported they attended the signing event at the hospital for the Radiologic Technologist program that will begin in August 2024 pending approval of HLC.

**1.4 Lee County Health Department Community Health Worker HRSA Grant Update**

Dean of Health Professions Kristi Schroeder introduced Christine Van Berkum from Lee County Health Department to present the Bi-Annual Report for the Community Health Worker Certificate program being funded by the HRSA Grant. Christine is the Data Coordinator for the grant which is entering its second year. Christine reported that the vision of the program is for Southeast Iowa to have a well-trained, connected network of professionals who are able to address whole person and community health. The Community Health Worker program is a free 8-week certificate course. She shared with the board the number of enrollments and completions and the curriculum highlights. The grant also funds Healthcare Lunch and Learn Series that have served 277 attendees in 2023 with 258 CEU certificates awarded. There are also 9 mobile connection centers. The grant partners with Great River Health, SCC, Memorial Medical Clinics and Goodwill of the Heartland.

**1.5 Community Colleges for Iowa Trustees Report**

Trustee Nabulsi reported that the Community Colleges for Iowa Trustees Board met on August 30<sup>th</sup> and will meet next on September 20, 2023 via Zoom. At the August 30<sup>th</sup> meeting, they discussed Community Colleges for Iowa operational updates primarily related to staffing. They also discussed 3 main priorities for the Board. 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 and that the early registration deadline is Friday, September 15<sup>th</sup>.

## 2.0 Action Items

### 2.1 Approval of Consent Agenda

1. Approval of August 14, 2023 Regular Board Meeting Minutes
2. Presentation of Bills of Account
3. Employment Contracts

Name	Title	Contract Period	Salary
Cynthia Ash (Replacement)	Administrative Assistant – Arts & Sciences – Level 7	September 1, 2023 – June 30, 2024	\$26,438.40 (\$ 31,824.00 annual)
Erin Howard (Replacement)	Administrative Assistant – Student Affairs – Keokuk – Level 6	August 31, 2023 – June 30, 2024	\$26,040.00 (\$31,200.00 annual)
Laurie Kriener (New)	Instructor – Clinical Nursing	August 16, 2023 – August 13, 2024	\$76,165.88 (\$76,165.88 annual)
Sarah Smith (New)	Work-Based Learning Specialist	August 21, 2023 – June 30, 2024	\$36,346.15 (\$42,000.00 annual)
Chevis Thompson (Replacement)	Head Women’s Basketball Coach	August 21, 2023 – June 30, 2024	\$41,538.46 (\$ 48,000.00 annual)

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

### 2.2 SCC Foundation Board Appointments

Executive Director for Institutional Advancement Val Giannettino reported that the following individuals have agreed to be re-nominated to renewable SCC Foundation Board seats with three-year terms ending December 31, 2026:

<u>Board Member</u>	<u>Action</u>
Gary Mansheim	Nomination
Rosa Bailey	Nomination
Derreck Calkins	Nomination
Paula Myers (SCCAA Liaison)	Nomination

The protocol is to request the SCC Board of Trustees to confirm SCC Foundation Board appointments. The SCC Foundation Board will approve the nominations at their board meeting to be held on September 19, 2023.

Trustee Hillyard moved approval of the Foundation Board Appointments. Trustee Heland seconded. Motion to approve the Foundation Board Appointments carried on a 5-0 roll call vote.

### **2.3 Radiologic Technology Program**

President Ash expressed appreciation to the Trustees for their support of the signing event at the hospital last week for the Radiologic Technology Program. He also expressed appreciation to Academics including Dean Kristi Schroeder, Dr. Janet Shepherd, and the new Rad Tech Program Director Laura Rider for their work to develop curriculum and prepare the program for HLC Accreditation. He noted that without the partnership with Southeast Iowa Regional Medical Center, this program would not be possible. The program will be fully instructed at the hospital. The hospital has expressed great need for graduates of this program.

He referred the Trustees to an outline of the Curriculum in their folders. The Radiologic Technology program is proposed to be an 80 credit, two-year program with completion resulting in an Associates of Applied Science degree. This program does qualify and was submitted on our list of programs to be eligible for Last Dollar Scholarship prior to the July 1<sup>st</sup> deadline for approval of new programs. If approved by HLC, the program will begin in Fall of 2024 and continue concurrent semesters with first cohort graduating in May of 2026. The class can be for up to a max of 20 students. Dean Kristi Schroeder reported that a number of students have already expressed interest in this program.

We have started the HLC substantive change process. The curriculum is prepared and is ready to for approval by the Curriculum Committee on September 27, 2023. We are asking for Board Approval of the Radiologic Technology Program as presented. The next step will be approval through the Curriculum Committee and submission of the substantive change to the Higher Learning Commission for their approval. Once we have the HLC approval, we can proceed with marketing and hiring of a clinical coordinator. We have also initiated a request for JRCERT accreditation for this program.

Trustee Nabulsi moved approval of the Radiologic Technology Program. Trustee Fife-LaFrenz seconded. Motion to approve the Radiologic Technology Program carried on a 5-0 roll call vote.

### **2.4 Resolution Approving Construction Contract and Bond for the Construction of the Southeastern Community College Saferoom**

Vice President Gall reviewed that at the August 14, 2023, Regular Board Meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost of the Southeastern Community College Saferoom along with Consideration of Construction Bids and Resolution to Award Construction were approved. As a final step to this process, the Board must approve the Construction Contract and Bond. Construction will begin this fall. Trustee Heland moved approval of the Resolution Approving Construction Contract and Bond for the SCC Saferoom. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote

## **3.0 Accountability**

### **3.1 Review Board Self-Assessment Survey**

Board Chair Johnson led a brief discussion on the Board Self-Assessment Survey to review each section of the Board Self-Assessment Survey. The Board made note of a few of the items and noted they will keep with the practice of developing their annual goals with the new Board Chair in January.

### **3.2 President's Report**

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

1. We held final Southeast Iowa Higher Education Alliance Board meeting to dissolve the Alliance with Iowa Wesleyan and allocate the remaining assets.

2. Have had meetings with 5 Superintendents so far with good conversations about how we can strengthen recruitment of our high school students and better work together in support of our students.
3. Planning for hosting Greater Burlington Partnership Teacher Appreciation Event and Mark Perna event they are hosting for Educators on Friday, September 15<sup>th</sup>.
4. Planning for the National Guard Sendoff Ceremony on Saturday, September 16, 2023, beginning at 9:00 am.
5. Planning is well underway for the Open House/Ribbon Cutting/Business After Hours for Thursday, September 14<sup>th</sup> beginning at 5:00 with Ribbon Cutting scheduled for 5:45 pm.
6. Looking into the DOL CDL Grant – through Strengthening and Improving Programs (SIP).
7. Will be reviewing with Congressional Partners the upcoming Federal Grants and how SCC may desire to pursue some of them – i.e., the Early Childhood/Child Care grant.
8. Reviewing the Vehicle Pool and developing a plan to move forward with the timing of replacements.
9. Spoken at length with our area legislators in various venues.

### **3.3 FY 2023 Year-End Financial Reports**

Vice President Gall directed Trustees to the FY2023 Year-End Financial reports in their Board packet. He started with the Financial Comparative Data Summary pointing out that expenses came in under budget. He also noted that the general funds show a net of \$324,000. All very good news. For the restricted fund, he explained that the approximate \$1.6 million-dollar loss for FY Net Operations is related to the ICCOC funds that previously flowed through our books and now are their own separate entity. Vice President Gall also noted that expenses are coming in now against the HEERF funds as we spend on construction projects. This also contributes to the loss. These are one-time dollars that were set aside for projects.

On the Consolidated Balance sheet, he made note of the total cash asset which is at \$17,059,423. The receivables and payables are very similar to last year. There are only \$12,710,303 in bonds outstanding at this point which is very low and will allow debt capacity in the upcoming years through final payment in 2027.

Vice President Gall continued with his financial report pointing Trustees to a new report he is including to show Cash and Investments to help the Board better understand the cash situation of the institution and how the cash fluctuates from year to year. On this report, he pointed out the CD investment, the savings, money market, and INJT proceeds.

The Board thanked Vice President Gall for his report.

### **3.4 Monthly Financial Report**

Vice President Gall provided a monthly financial report noting that student tuition and fees are up again from last year reflecting positive growth enrollment. The August financials reflect 2 months of activity. He reviewed the remaining financial statements including a new Cash and Investment Report he has included to better demonstrate where cash is located, the investments, and growth from interest.

### **3.5 Facilities Update**

Vice President Gall gave a brief report on facilities. He noted that the track is coming along nicely with the long jump and triple jump pits nearly complete. Our construction management program will build the storage shed and put it in. There are a few items for the Athletic offices to be complete and they will move into those next week. Our Maintenance staff completed some upgrades to repurpose an old shed for a softball team room that was relocated near the softball fields.

### **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 5:54 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