



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, September 12, 2022 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 Jeff Heland called the meeting to order at 4:30 pm. Roll call indicated Trustees Heland, Nabulsi, Fife-LaFrenz, and Hillyard were present in the room. Trustee Johnson was present via Zoom. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Jeff Ebbing, Val Giannettino, Chuck Chrisman, and Kari Bevans.

**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 that Great Tastes is scheduled for Friday, November 11<sup>th</sup>. She invited all to plan to attend.

**1.3.3 Board**

Trustees Hillyard and Heland reported that CCFSA met on August 30, 2022. They reported that the Des Moines County Fair went well. The fair board is discussing some other improvements that could be made in their facilities. There will be another flea market held this year with proceeds going towards SCC scholarships.

Trustee Hillyard reported that the annual meeting for SIHEA Board is scheduled for Tuesday, September 20.

**1.4 Community Colleges for Iowa (f/k/a IACCT) Trustees Report**

Trustee Nabulsi reported that the Community Colleges for Iowa Board met on September 1, 2022. He sent out the minutes from that meeting for Trustees to review and passed out a copy of the Legislative Priorities. He noted that the Presidents are having a Retreat on October 6, 2022 that will be followed with a joint meeting will be held with the IACCT Board.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **August 8, 2022 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
Kathleen Cook	Student Affairs / Financial Aid Specialist	02/01/2021	08/19/2022	Personal.
David Haden	Title III Activity Director (Guided Pathways for Student Success Grant Director)	01/18/2021	08/31/2022	Accepted open Dean of Students position.
Kelby Homeister	Assistant Women's Basketball Coach/Student Activities Coordinator & Residence Life Advisor	08/28/2019	08/23/2022	Personal.
Emily Johnson	Administrative Assistant – Financial Aid	05/18/2020	09/09/2022	Personal.
Lisa Latham	Student Success Advocate	06/17/2019	08/31/2022	Accepted open TriO SSS Project Advisor – Keokuk position.
John McCormick	Testing & Accessibility Services Specialist (0.50 FTE)	07/18/2022	08/22/2022	Personal.
Jose Perez Amuedo	Assistant M/W Soccer Coach/Resident Advisor	03/01/2022	08/08/2022	Work Authorization Expired on August 8, 2022.
Lindsey Simpson	Financial Aid Officer	08/09/2021	08/31/2022	Accepted open Student Success Advocate position.
Mariah Wolfe	ICCOC Administrative Support Coordinator	03/19/2018	08/15/2022	Accepted open Learning Resources Coordinator position.
Elizabeth Zippe-Freitag	Student Success Advocate	08/02/2021	07/29/2022	Personal.

#### 4. Employment Contracts

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Alicia Anderson (Replacement)	Instructor – Nursing – Evening/Weekend	August 12, 2022 – August 15, 2023	\$65,022.35 (\$65,022.35 annual)
Geoffrey D’Souza (Replacement)	Student Success Advocate	August 15, 2022 – June 30, 2023	\$33,486.59 (\$38,000.00 annual)
David Haden (New)	Dean of Students	September 01, 2022 – June 30, 2023	\$66,513.41 (\$80,000 annual)
Lisa Latham (Replacement)	TriO SSS Project Advisor – Keokuk	September 1, 2022 – June 30, 2023	\$33,915.09 (\$40,791.88)
Sara Mills (Replacement)	AEL Instructor - ISP	August 19, 2022 – June 30, 2023	\$37,233.71 (\$43,000.00 annual)
Joshua Pooler (Replacement)	Assistant Men’s & Women’s Soccer Coach/Resident Advisor	August 10, 2022 – June 30, 2023	\$16,068.97 (\$18,000.00 annual)
Angela Raid (Replacement)	Student Success Advocate	August 22, 2022 – June 30, 2023	\$32,758.62 (\$38,000.00)
Lindsey Simpson (Replacement)	Student Success Advocate	September 1, 2022- June 30, 2023	\$32,836.74 (\$39,494.88 annual)
Mariah Wolfe (Replacement)	Learning Resources Coordinator	August 16, 2022 – June 30, 2023	\$37,338.72 (\$42,552.36 annual)

Trustee Nabulsi 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 Resolution Ordering Renovation of Cafeteria, Bookstore, Athletic Offices, Student Support Services Offices on the West Burlington Campus, and Keokuk Improvements, Setting a Date for Public Hearing Thereon and Taking of Bids Therefor**

President Ash presented an update on the plans for the renovations including more detailed renderings than we had available to share previously and the estimated budget for the project. In reviewing the details, he noted that the renovations will include additional seating in the cafeteria to meet the needs of our growing residence hall program and improve the flow of students through the café line. The renovations will also make necessary changes in the food prep area in kitchen. To add additional seating in the cafeteria, the bookstore will be relocated to another space near the circle drive. Moving the bookstore will allow for space to create Athletic offices with space for all of the head coaches and the Athletic Director. The bookstore can be downsized with less storage needed due to the migration of books to digital content. The consolidated Athletic Offices will create a more attractive space to meet with athletes being recruited. The next portion of this renovation is for Student Affairs. Student Affairs has been

forced to temporarily relocate to allow office space for the new nursing program staff hired through the Great River Foundation Gift to SCC. In addition, PACE and GAP need offices that do not open into the hallway. Utilizing two classrooms in the 100 building, we will create a new office suite for the Vice President of Student Affairs, PACE and GAP, Dean of Students, Accessibility and Testing, and Vocational Rehab.

Vice President Carr reported that the pre-bid estimated cost is \$1.751M. The available funds to cover the cost are from ACE, HEERF, and the Great River Health Foundation.

President Ash stated that we are requesting the Board to approve a fixing a date for public hearing for the next regular scheduled Board meeting on October 10. At that meeting, we will have a recommendation from the architect and be asking for the Board to award the lowest bid. In the November 14<sup>th</sup> Board meeting, the Board will be asked to approve the contract and performance bond.

Vice President Carr reviewed the phased plan for construction to be least disruptive to students and normal business. With the Board's approval, the planned renovations would begin in December/January with the work to begin in the classrooms being remodeled and appropriate offices relocated to allow staff to have office space during the remodel. The space for the Bookstore and Student Affairs offices should happen simultaneously. In February/March/April, once the classroom space is remodeled for the Bookstore, it will relocate and the cafeteria changes will begin. We plan for the cafeteria to be completed during the summer.

Trustee Hillyard moved to approve the Resolution Ordering Renovation of Cafeteria, Bookstore, Athletic Offices, Student Support Services Offices on the West Burlington Campus, and Keokuk Improvements and setting a date for Public Hearing and Taking of Bids Therefor. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **2.3 Acceptance of Mt. Pleasant Center Building**

President Michael Ash noted that previously the Board was asked to consider whether to pursue receiving ownership of the Mt. Pleasant Center from the City of Mount Pleasant. The City of Mt. Pleasant no longer wanted the building and was willing to give it to SCC. With the Board's approval to proceed, the City Manager was notified and he had appropriate meetings with his City Council, Finance Committee, and legal counsel. At the Mt. Pleasant City Council meeting on August 10<sup>th</sup>, they voted to give the building to SCC with the City of Mt. Pleasant being granted first right of refusal should SCC determine to sell the building in the future. With the Board's approval, the City of Mt. Pleasant and SCC will execute the Grant of Right of First Refusal.

Trustee Nabulsi moved to approve the Grant of Right of First Refusal with regard to the Mt. Pleasant Center Building. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **2.4 Approval of Investment in E-Sports with Campus Community Developers**

Vice President Carr provided an update with regard to e-sports. Campus Community Developers (CCD) have approached SCC about creating an e-sports arena in the lower level of the Blackhawk Towers. They have interest in increasing the number of students in the residence halls. E-sports would create a unique marketing niche for SCC and could grow enrollment. SCC does not have an e-sports team and does not have plans for adding this currently. The bulk of

this investment will rest on Campus Community Developers. SCC's Financial Commitment would be a one-time contribution towards the build-out of the space and equipment needs for e-sports. SCC would also provide the internet connectivity necessary. We have reviewed the agreement with CCD and our attorneys and we feel there are contractual terms that protect SCC. The management team recommends we pursue this opportunity and are requesting the Board's approval. The Board held discussion.

Trustee Hillyard moved to approve the investment in E-sports with Campus Community Developers. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **3.0 Accountability**

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

Board Chair Heland led a brief discussion on the Board Self-Assessment Survey and it was determined that they would add to the agenda for the Board Retreat to be held October 20<sup>th</sup>.

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

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

- Enrollment is up in all categories! This is the 5th semester in a row for enrollment growth and a first in a good while in all categories.
- The beginning of the school year has been very successful with many students participating in Blackhawk Bashes on both campuses.
- We have worked to place the ICCOC in permanent legal position and have established a Board of Directors. The ICCOC was and is doing very well and growing. The growth caused us to take a closer look at its legal status to allow the Consortium to secure its own insurance and allow the Executive Director to sign contracts. We worked with Ahler's Law Firm to establish the legal paperwork and processes. I will serve as the initial Chair
- Attending the Rural Community College Alliance Conference in Council Bluffs, Iowa September 14-16. SCC submitted an award nomination to Rural Community College Alliance for the Community Engagement Award for our hospital partnership and has been notified to be a semi-finalist.
- Attending the CAYTC Fall Conference in Indianapolis, IN September 25-27, 2022, on behalf of the Presidents' Group.
- Planning a Celebration Luncheon for Admissions, Student Support – Advocates, PACE, TRIO staff to celebrate 5 straight semesters of enrollment growth.
- A Mark Perna Event (he speaks on working with young people about CTE related programming and how education needs to find improved ways to reach young people – he has been working with the Lee County Economic Development Group on the Career Awareness program at the MEGLA Building) was held at Catfish Bend. Ashlee Spannagel and Janet Shepherd attended.
- SCC and IW Teams will be meeting for our regular time together on Wednesday, Sept 14<sup>th</sup>. We will review the progress of the Alliance and work to set some goals for the future.
- We are invited to attend a retreat work session with the Iowa Wesleyan Board and Administration on September 29<sup>th</sup> in the afternoon.
- The Courts construction has encountered another issue, but are correcting and continue to move forward.

### 3.3 FY 2022 Year-End Financial Reports

Vice President Carr referred to a memorandum listing financial highlights from FY 2022 and reported the following:

#### General Fund Balance Discussion:

FY 2022 general fund ended the year with a small operating gain of \$28K. Subsequent to year end, a supplemental OEPI invoice was generated for equipment repairs which created savings of \$216K in the general fund which was then transferred to the plant fund. The beginning fund balance of \$2,012K, increased to \$2,220K, due to the transfer of \$180K of Higher Education Emergency Relief Funds (HEERF) related to expansion of the budget related to the Great River Health Foundation Nursing Project (Nursing Project). The Nursing Project expenses are phased through the end of FY 2026, thus additional reserves are being secured at this time, to offset future increase in operating expense. The reserve represents 9.5% of estimated FY 2023 general fund operating expenses. (Note: Board Policy 505 requires an adequate fund balance for an average of one month's operating expenses (8.33%)).

#### General Fund Operations:

The significant drivers of revenue and expense were:

- Primary tuition revenue and fees (including PACE, but excluding HS concurrent tuition) were over budget by \$107K.
- CBIZ generated an operating income of \$162K (\$62K overbudget)
- Athletic professional services expense over budget by \$58K
- Bad debt expense over budget by \$50K
- Academic Achievement Center expense was over budget \$74K
- Keokuk Success Center expense was \$41K under budget
- Property Taxes were approximately at budget
- 2.25% package wage settle was approximately \$307K

#### Fund 1 – General Fund

Total revenue for FY 2022 was \$25,795K (including HEERF/SIP revenue of \$3,681). Significant revenue line item notes:

- IT Operating Equipment Purchase Insurance (OEPI) operating revenue of \$625K
- Maintenance OEPI operating revenue of \$53K
- SCC Foundation administrative fee of \$85K
- ICCOC fiscal agent fee of \$20K
- Interest income was \$42K
- Payment in lieu of property taxes, from Iowa Fertilizer Plant, of \$21K
- Primary revenue tuition accounts and related fees, including PACE and STEP, excluding HS concurrent enrollment, were \$8,687K
  - High School PACE revenue included above was \$550K
  - Student fee revenue included above of \$356K (includes tech fees and on-line tech fee)
- Net HS concurrent enrollment revenue less expense was \$202K (\$57K above budget)
- State General Aid was \$9,012K
- Property Taxes were \$959K
- STEP tuition revenue was \$117K
- TRIO, UB, IVRS, Corrections, Perkins and DOJ Administration fee was \$91K
- State offset revenue of \$56K

## Fund 2 – Restricted General Fund

### Fund Balances:

- Program Development \$156K
- Technology and Computing fund balance \$413K
- Strategic Planning Initiatives \$68K
- Staff Development \$26K
- Future development \$68K
- Auction proceeds net \$51K (targeted for track and soccer field)
- INJT reserve for non-performing issues \$597K
- Reserve \$1,059K
- Higher Education Emergency Relief Funds (net of spending of \$550K)
- Strengthening Institutions Program I - \$58K
- Strengthening Institutions Program II - \$105K
- Strengthening Institutions Program III - \$197K
- HEERF I - \$111K
- HEERF II - \$1,657K
- HEERF III - \$2,146K

### Levy related funds

- Plant Insurance and OEPI \$(372K) (negative balance)
- Unemployment \$68K
- Tort Liability and workers compensation \$43K
- Early retirement \$(565K) (negative balance – accrual basis)

### Grant/State Mandated Balances

- GAP Tuition Assistance \$9K
- PACE grant fund balance \$21K
- WTED grant fund balance \$0K
- State mandated reserve fund balance \$231K
- ICCOC fund balance \$924K
- WBL Intermediary Network grant fund balance \$10K
- ABE State grant fund balance \$79K
- ABE ELL State fund balance \$28K
- Corrections Pathway Navigator \$25K
- Equipment replacement (9 cent levy) - \$4K
- SNAP \$8K
- PIC \$44K (faculty professional education)

## Fund 3 – Auxiliary Funds

- The following are the ending athletic fund balances:
  - Men's Basketball - \$2K
  - Volleyball – \$15K
  - Softball - \$19K
  - Golf - \$20K
  - Track - \$37K
  - Trapshooting \$2K

**Fund Balances:**

- Agriculture production \$86K
- Welding \$8K
- Auto collision repair and technology \$16K
- Construction technology \$1K
- WB campus residence hall \$199K
- Keokuk campus residence hall \$11K
- Keokuk food service \$0 (operated at a \$25K operating loss)
- Transportation services \$41K
- Bookstore \$212K (Operated at a surplus of \$61K)
- Print Shop \$35K
- Childcare \$18K (Successful transition to YMCA childcare services located at SCC)
- Residence Hall Council \$10K
- WB campus Food Service and vending services \$447K fund balance (operating at a surplus of \$317K, related to cost reduction under the Alliance contract)

**Fund 7 – Plant Fund****Fund Balances:**

- Voted and Unexpended Tax Plant Fund \$2,249K
- ACE Funds Plant Balance \$1,006K
- Debt service \$201K
- Supplemental OEPI repairs \$216K

**Agency and Clubs****Fund Balances:**

- Alumni \$36K
- Ticket to Work \$69K
- CAP Summer Youth \$5K
- Student Services Deans and Directors \$3K
- Des Moines County Safety Exchange \$11K
- SE Iowa Job Fair \$1K
- Iowa Association Biology Teaching Conference \$1K
- Johnson GED Foundation \$7K
- Women growing Ag Event \$1K
- Art Collectors Club \$3K
- Europe Study Abroad – Keokuk \$1K
- CHAD Program \$1K
- Dirty Hawk Dash \$11K
- Campus Activities \$22K

***West Burlington Clubs:***

- Intramurals \$3K
- Ag Club \$18K
- Campus Improvements – WB \$18K (*unit 91000*)
- Restricted Control Account for Clubs \$13K (*unit 91001*)
- Club Success Account \$30K (*unit 91990*)
- Science Club - \$2K



- Art Club \$4K
- Music Club \$15K
- Auto Tech Club \$8K
- Computer Programming \$2K
- Medical Assistant \$5K
- Respiratory Therapy Club A \$1K
- Student Nursing Association – Day \$3K
- Student Nursing Association – Event \$1K
- Inter-Varsity Club \$3K
- BPA/Business Club \$1K
- PTK \$7K
- Graphic Communications Club \$2K
- Peace Club \$1K
- Di Dante Creative Writing \$8K
- Film Club \$5K
- Psychology \$1K
- Gay/Straight Alliance Club \$2K
- Motorsports Club \$3K
- Dreamcatchers \$2K
- Turning Point USA \$1K
- Student Athlete Advisory Council \$1K
- Debate Club \$1K
- Club National Competitions \$3K

***Keokuk Campus Clubs:***

- Intramurals \$5K
- Drama Club \$15K
- Newspaper Club \$1K
- Science Club \$1K
- Student Government \$1K
- Art Club \$1K
- African American Heritage \$1K
- Computer Programming Club \$1K
- Student Nursing Association \$5K
- Campus Activities \$4K
- Campus Improvements – Keokuk \$18K *(unit 91000)*
- Restricted Control Account for Clubs \$11K *(unit 91001)*
- Creative Magazine \$1K
- Psychology \$1K
- Gay/Straight Alliance Club \$2K

Trustees discussed and asked questions of Vice President Carr. They acknowledged understanding and appreciation for the report.

### **3.4 Monthly Financial Report**

Vice President Carr referred Trustees to the financial report in their board packet.

He noted that he is still watching tuition revenue, which appears to be up. He will have a better report of that after de-registration takes place.

### **3.5 Facilities Update**

Vice President Carr providing a facilities update noting that track asphalt will be going on soon. The Student Center is progressing. They are finishing putting in framework for windows, doors, and completing the plumbing rough in. Still plan for the building to be fully enclosed by the end of October.

### **4.0 Future Meetings**

Board Chair Heland reviewed the list of future meetings.

### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:43 p.m.

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

A handwritten signature in cursive script, reading "Darcy Burdette".

Darcy Burdette, Board Secretary