



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

**Monday, September 13, 2021 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 Moudy Nabulsi called the meeting to order at 4:30 p.m. Roll call indicated Trustees Heland, Nabulsi, Fife-LaFrenz and Hillyard were present in the room. Trustee Johnson was absent. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, Joan Williams, and Val Giannettino.

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

Professor Jodi Cook reported that there will be a study abroad opportunity to Scotland and England in May 2022. The 9-day trip has a Harry Potter focus and is being arranged through EF College Study Tours. Students can earn 2 credits for this. The trip is open to anyone. There is room for 26 to attend, and so far, there are 13 signed up. The trip costs \$4,000 and will take place right after graduation. Fundraising to offset costs of the trip will begin soon.

1.3.2 Administration

Director Val Giannettino reminded Board of the Great Tastes event on Friday, November 5th. Any donations for the event are appreciated.

1.3.3 Board

Trustees Hillyard and Heland reported that CCFSA met on August 30, 2021. 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 Fife-LaFrenz reported that she met with President Ash and Keokuk Interim Superintendent Dr. Dan Mart. They had a good discussion.

Trustee Heland attended the welcome event for the new athletic director, Peyton Deterding.

Trustee Hillyard reported that the annual meeting for SIHEA Board is scheduled for Tuesday, September 21.

1.4 Iowa Association of Community College Trustees Report

Board Chair Nabulsi reported that the IACCT Board met on September 2, 2021. He sent out the minutes from that meeting for Trustees to review. They discussed the legislative priorities and how to present them to legislators. He noted that the Presidents are having a retreat at end of month.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **August 9, 2021 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
Jay Roth	Custodian II – Keokuk Campus	12/05/1995	09/15/2021	Accepting Maintenance Foreman – Keokuk Campus position.

4. Employment Contracts

Name	Title	Contract Period	Salary
Danielle Coronado (Position Reclassification)	Assistant Volleyball/Resident Advisor	August 16, 2021 – June 30, 2022	\$ 21,057.47 (\$ 24,000.00 annual)
Peyton Deterding (Replacement)	Director of Intercollegiate Athletics	September 1, 2021 – June 30, 2022	\$ 68,176.24 (\$ 82,000.00 annual)
Jami Genkinger (Replacement)	Instructor Nursing	August 13, 2021 – August 11, 2022	\$ 61,418.24 (\$ 61,418.24 annual)
Jay Roth (Replacement)	Maintenance Foreman – Keokuk Campus	September 16, 2021 – June 30, 2022	\$ 43,409.96 (\$ 55,000.00 annual)

Trustee Fife-LaFrenz moved approval of the Consent Agenda items. Trustee Heland seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

2.2 Resolution on Local Match for Hazard Mitigation Assistance Program (FEMA Safe Room)

President Ash reported that previously we had discussed the possibility of a FEMA Safe Room on the West Burlington Campus. There are FEMA dollars available as a result of the derecho disaster in Iowa and we have been invited to apply for those funds. Under the leadership of Vice President Carr and working with Zach James and an architect of Klingner & Associates, we are working to complete that application and meet all of its requirements. One of the requirements is that we need Board of Trustees to approve a Board Resolution committing SCC to the match. The federal funds for the FEMA Safe room will pay 75 percent, SCC will need to pay 15 percent and the state will pay 10 percent. We will learn whether we receive the grant 60 days after the application. The Safe Room would serve as a multi-purpose room and be available space to possibly offer wrestling in the future. President Ash presented a drawing of the Safe Room and its location on the campus. FEMA allows for bathrooms in the facility and we plan to expand those to add showers to create locker rooms. That addition would not be covered in the FEMA grant.

To demonstrate where the match dollars will come from, President Ash presented an update on the student and institutional emergency funds received as a result of COVID. We received \$62K from FEMA to reimburse direct expenses including purchasing PPE, purchasing IT equipment, and paying nursing staff to screen for COVID at campus entrances. In addition to the FEMA relief to offset those expenses, the institution is eligible to receive federal government Higher Education Emergency Relief Funds (HEERF) in three distributions totaling \$5.075M to reimburse for lost revenue. That distribution is qualified for by accounting for any potential lost revenue over the last 5 years and is dependent on complete distribution of all the student emergency dollars. Some of that relief money was used to reimburse students for room and board when they were asked to move out as a result of COVID shutting down the campus.

The HEERF Student Emergency Grants totaled \$3.509M. The student funds have nearly all been distributed and the Business Office is tracking the checks and sending reminders to those who have not cashed them. Those uncashed after 60 days will be reissued. Receiving the full institutional portion of HEERF is dependent on the student dollars being completely dispersed.

The emergency relief funds put the institution in a unique position of receiving one-time dollars to shore up college reserves for lost revenue. PEC has come up with some plans for use of these funds and we have held 3 college forums to share these ideas with faculty and staff and ask for their input on what they think we should be using the emergency dollars. We are working on strategic investments to help with an enrollment focus. Some of the needs identified are additional dollars for the Student Center construction, the match for the FEMA Safe Room, a track and soccer field, a generator to back-up IT servers, and addition of Esports for increased enrollment. We heard ideas from faculty and staff and have compiled a list to review and determine other one-time investments.

President Ash concluded and allowed Trustees to ask questions or comment. He noted that the review provided was to demonstrate that funds are available and are being set aside for the match required for the FEMA Safe Room. We are requesting Board approval of the Resolution on Local Match for Hazard Mitigation Assistance Program (FEMA Safe Room). This is required for us to proceed with the application for this grant.

Trustee Hillyard moved to approve Resolution on Local Match for Hazard Mitigation Assistance Program (FEMA Safe Room). Trustee Heland seconded. Motion carried on a 3-1 roll call vote with Trustee Fife-LaFrenz voting Nay noting that she would like to see more options comparing and contrasting the best use of available funds for programs and facilities on both campuses. President Ash noted that college forums were held on both campuses and that faculty and staff were allowed to provide input for use of these funds. All ideas are being considered and no final decisions have been made. Trustees discussed that the motion was only to approve the Resolution on Local Match for Hazard Mitigation Assistance Program (FEMA Safe Room) to allow moving forward with applying for that specific grant. The motion was not to approve any facilities or programs. That information was provided as an overview of HEERF funds allocated to the college and how completing the Safe Room beyond the dollars received from the grant are part of how available funds can be used. With further explanation provided, Trustee Heland motioned to reconsider Trustee Fife-LaFrenz's vote. Trustee Hillyard seconded. Motion to approve Resolution on Local Match for Hazard Mitigation Assistance Program (FEMA Safe Room) carried on a 4-0 roll call vote. Trustee Joseph Johnson was not present.

3.0 Accountability

3.1 Review Board Self-Assessment Survey

Board Chair Nabulsi led a brief discussion on the Board Self-Assessment Survey. Trustees discussed various comments from those surveys. They noted that it may be helpful to review new Trustee orientation. Board Chair Nabulsi reviewed the goals from 2021 that included understanding fiduciary responsibilities, attending the state annual conference, participating in webinars prepared by IACCT, and holding a board retreat/work session. The Board will further review and consider Board Goals for 2022 to be approved at a future Board meeting.

3.2 President's Report

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

1. Summer enrollment was up about 2%; fall is currently up by at least 1%. More details will come after the census date.
2. Still working out details and costs for the Courts at Fun City
3. A Presidents' Retreat will be held September 29th to discuss strategic issues related to workforce initiatives and collaboration.
4. Establishing a timeline for the development of the Strategic Plan for 2023-2028.
5. COVID – There have been some minor issues with students. A couple of faculty are teaching online due to family members who may be susceptible to COVID. We received President Biden's latest statements on vaccinations. We are reviewing those expectations through IACCT and our attorneys as to what we can/should do.
6. Suggested Improvements – Receiving input from faculty/staff on potential use of one-time monies for improvements at each campus. These will be evaluated to determine if they are do-able and what the actual costs might be.
7. Lee County Education/Training Center – Updates continue to happen even though there has not been a meeting since early July. Reviewing the EDA grant program for the "best" approach.
8. New Programs – Developing a plan for advancing new programs on the Keokuk Campus.
9. Charter Schools – A conversation will be developing related to Charter Schools and how we will proceed.
10. GAP Funding – Use of the GEER (emergency dollars through the Governor's Office are being spent and touching many lives in a positive way – no income requirements.

11. New Support Programs – Ticket to Work and Food Enhancement programs are being established by receiving the important training. We are working with Hawkeye Community College.

3.3 FY 2021 Year-End Financial Reports

Vice President Carr referred to a memorandum listing financial highlights from FY 2020 and reported the following:

Fund Balance Discussion:

The beginning fund balance of \$2,005K, remained unchanged, representing at 9.3% of estimated FY 2022 general fund operating expenses. (Note: Board Policy 505 requires an adequate fund balance for an average of one month's operating expenses (8.33%)). The general fund had an operating loss of \$237K, which was offset by HEERF dollars.

General Fund Operations:

The significant drivers of revenue and expense were:

- Primary tuition revenue and fees (including PACE, but excluding HS concurrent tuition) was under budget by \$397K.
- Board travel expense under budget by \$25K
- Financial aid scholarship expense over budget by \$61K
- Athletic professional services under budget by \$62K
- Bad debt expense under budget by \$31K
- Utilities under budget by \$71K
- Property Taxes were approximately at budget
- Interest income was \$99K below budget
- 2% package wage settle was approximately \$276K

Fund 1 – General Fund

Total revenue for FY 2021 was \$21,584K. Significant revenue line item notes:

- IT Operating Equipment Purchase Insurance (OEPI) operating revenue of \$457K
- Maintenance OEPI operating revenue of \$49K
- SCC Foundation Primary revenue tuition accounts including PACE and STEP, excluding HS concurrent enrollment, were \$7,902K
 - High School PACE revenue included above was \$481K
- Student fees of \$444K (includes tech fees and on-line tech fee)
- administrative fee of \$50K
- ICCOC fiscal agent fee of \$20K
- Interest income was \$40K
- Payment in lieu of property taxes, from Iowa Fertilizer Plant, of \$20K
- HS Concurrent Enrollment net revenue was \$137K (including State of Iowa DOE paid summer courses)
- State General Aid was \$8,772K
- Property Taxes were \$943K
- STEP tuition revenue was \$134K
- TRIO, UB, IVRS, Corrections Administration fee was \$68K
- CBIZ generated an operating income of \$20K
- State offset revenue of \$41K

Fund 2 – Restricted General Fund

Fund Balances:

- Program Development \$156K
- Technology and Computing fund balance \$413K
- Strategic Planning Initiatives \$68K
- Staff Development \$20K
- Future development \$68K
- Marketing \$16K
- INJT reserve for non-performing issues \$567K
- Reserve \$1,039K

CARES ACT

- Strengthening Institutions Program I - \$59K
- HEERF I - \$408K (\$577K total institution dollars less \$169K room/board refund)
- HEERF II - \$363K (\$627K revenue in FY 21, less res life spring meals, less General Fund operational loss of \$237K)
- Note: \$62K was received from FEMA to reimburse SCC for incurred costs related to COVID – nurse screening at entrance to campus; PPE; IT equipment

Levy related funds

- Plant Insurance and OEPI \$(355K) (negative balance)
- Unemployment \$59K
- Tort Liability and workers compensation \$4K (negative balance)
- Early retirement \$(837K) (negative balance – accrual basis)

Grant/State Mandated Balances

- PACE grant fund balance \$24K
- WTED grant fund balance \$49K
- State mandated reserve fund balance \$231K
- ICCOC fund balance \$795K
- WBL Intermediary Network grant fund balance \$30K
- ABE State grant fund balance \$45K
- ABE ELL State fund balance \$20K
- Equipment replacement (9 cent levy) - \$70K (awaiting access point delivery)
- Guided Pathways Implementation Grant fund balance - \$15K
- PIC \$44K (faculty professional education)
- FRI Employer Innovation Grant \$3K

Fund 3 – Auxiliary Funds

- Keokuk food service/vending was subsidized by WB food service by \$2K
- The following are the ending athletic fund balances:
 - Soccer - \$2K
 - Volleyball – \$11K
 - Softball - \$11K
 - Cheerleading - \$5K
 - Golf - \$16K
 - Track - \$11K
 - Baseball \$8K
 - Trapshooting \$1K

Fund Balances:

- Agriculture production \$86K (made successful switch to cash rent)
- Welding \$8K
- Auto collision repair and technology \$22K
- Construction technology \$1K
- WB campus residence hall \$129K
- Keokuk campus residence hall \$21K
- Transportation services \$11K
- Bookstore \$150K (Operated at a loss of \$264K; this loss is driven by reduced sales related to migration from tactile books to on-line content. An early retirement will occur in January, reducing our FT employees to 1 in the bookstore. The remaining FT employee will have part of her salary paid by the general fund, as she works closely with the ICCOC and academic affairs providing access to students for digital content. Ending inventory reduced from \$570K to \$137K).
- Print Shop \$36K
- Childcare \$12K (Successful transition to YMCA childcare services located at SCC)
- WB campus Food Service and vending services \$130K fund balance
- Wellness \$3K

Fund 7 – Plant Fund**Fund Balances:**

- Voted and Unexpended Tax Plant Fund \$1,918K
- ACE Funds Plant Balance \$1,362K
- Debt service \$268K

Fund 4 – Agency Fund

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

3.4 Monthly Financial Report

Vice President Carr referred Trustees to the financial report in their board packet. He provided an overview of those statements and noted that we are up between 1 and 2 percent on the budget.

3.5 Facilities Update

Vice President Carr reported that the Auto Collision Lab and Precision Machining Lab are mostly complete. There are some spaces still need some painting. The YMCA daycare facility on the West Burlington campus received a grant and will be making some improvements to their outdoor playground. The library and TRIO Spaces on the Keokuk campus are complete.

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 6:50 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