



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, September 14, 2020**

**5:00 p.m.**

**Keokuk Campus**

### **Meeting Minutes**

#### **1.0 Routine Items**

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

Board Chair Hillyard called the meeting to order at 5:02 p.m. Roll call indicated Trustees Jeff Heland, Janet Fife-LaFrenz, Lanny Hillyard and Joseph Johnson were present in the room. Trustee Moudy Nabulsi was present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Janet Shepherd, Chuck Chrisman, Joan Williams, and Jeff Ebbing.

##### **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**

None.

###### **1.3.2 Administration**

Marketing Director Jeff Ebbing reported that the Marketing Department has been working on re-doing the website. The new website will be launched in the spring. They are also working on filming a 360-degree virtual tour to allow visitors and potential students to see the campuses. The tour should be available for viewing before Christmas.

###### **1.3.3 Board**

Trustee Heland and Board Chair Hillyard reported that they attended CCFSA board meeting. The modified Des Moines County Fair was successful.

##### **1.4 Iowa Association of Community College Trustees Report**

Trustee Nabulsi reported that the IACCT Board met on September 3, 2020. He provided information from that meeting in the packets for each Trustee. He noted that the Board has established a job description and timeline for hiring the new IACCT Executive Director to replace MJ Dolan.

#### **2.0 Action Items**

##### **2.1 Approval of Consent Agenda**

###### **1. Approval of Minutes**

- **August 10, 2020 Regular Board Meeting**

###### **2. Presentation of Bills of Account**

### 3. Employment Contracts

<b>Name</b>	<b>Title</b>	<b>Contract Period</b>	<b>Salary</b>
Rachel Boyd (Replacement)	Administrative Assistant/Testing Proctor – Student Support Center	August 17, 2020 – June 30, 2021	\$26,849.28 (\$ 30,735.36 annual)
Deanna Johannsen (Replacement)	Instructor – Respiratory Care/Clinical	September 3, 2020 – August 12, 2021	\$70,887.06 (\$76,165.88 annual)
Kelly Marcus (Replacement)	ICCOC Instructional Design & Training Specialist	August 17, 2020 – June 30, 2021	\$45,425.29 (\$ 52,000 annual)
Corina Shipp (Replacement)	AEL Program Instructor - MPCF	August 31, 2020 – June 30, 2021	\$34,245.21 (\$ 41,000 annual)
Justin Tabor (Replacement)	Assistant Men's Basketball Coach/Resident Advisor - 0.80 FTE	August 10, 2020 – June 30, 2021	\$16,068.97 (\$ 18,000 annual)

Trustee Heland 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.

### 3.0 Accountability

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

Board Chair Hillyard led a brief discussion on the Board Self-Assessment Survey. He made note of a couple of areas where one or more Trustees identified as needing improvement with policy and community relations.

Trustees held discussion about some of the items that showed needing improvement including Trustee education opportunities and how they apply what they learn, institutional performance and KPI measurements, and communication between Board and CEO. With regard to communication, Board Chair Hillyard noted that information regarding strengths and weaknesses of programs and services of the college would be helpful. President Ash responded that we are working on a dashboard to show KPI measurements. He also said that a summary of program reviews could be presented to the Trustees.

Trustees also discussed board leadership and succession planning. They determined the need for a policy and procedure for filling vacancies in the future.

Board Chair Hillyard requested that Trustees consider Board Goals for 2021. These goals will be approved at the next Board of Trustees meeting in October.

### 3.2 Leasing SCC Farm Land

President Ash reported that as part of the initiative to be most efficient with facilities and resources, the college has decided to lease the 80 acre farm. Currently the Ag Instructor, Adam Raub has been responsible for the farm oversight. The Ag program is growing and has become more demanding of his time and he has requested to step away from the farm oversight. A decision was made to put the farm out for a lease bid to gauge interest and choose a lessor. The lease would allow for students to still have access to learning opportunities and include the farmer in instruction.

Vice President Carr reported that the land was advertised and they chose the top 3 bids to interview. From those 3, they chose a family farmer who agreed to allow student participation, participate in classroom instruction and meet the expectations of caring for the land and fertilization. The college will remain responsible for the lime application every five years. We are also negotiating with the person who does the fertilizer for the land. We determined fair market price with the Iowa State Extension office and utilized a standard cash rent lease agreement. The Lessor will pay in two installments. The first half in March and the second half in October. The farm lease will bring in about \$25,000 in revenue to the college. Currently the farmland is mostly owned by SCC with one parcel belonging to both SCC and SCC Foundation. Discussion held regarding potential of SCC Foundation releasing all of the farmland to SCC. Trustee Nabulsi serves on the SCC Foundation board and will request that as a future agenda item for that Board to consider approving that release of farmland.

### 3.3 President's Report

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

1. **Last Dollar Scholarship Program** - To date, we have awarded 242 students a total of \$308,773 for Fall 2020. For comparison, during Fall 2019, we awarded a total of \$254,837 to 235 students. Expenditures are up statewide due to the legislative changes that were enacted as well as increased awareness and publicity.
2. **Grants** – SCC continues to apply for additional funding through grants on specific programs. We have been informed that we (Tina Young) were successful in securing a DOJ grant of \$300,000 over three years for Violence Against Women program.
3. **Grants** - We are applying for additional CARES Act funds and the Iowa Department of Education has three grants they are making available. We have already applied for one which should net about \$69,000 for use to address connectivity for our students, providing laptops and hotspots as examples, and to improve accessibility
4. **Lee County Education/Training Center** – The schools have determined to focus their energy on providing a space for programming where they can share high school career programs with each other for their students without providing opportunities (at this time) for concurrent enrollment.
5. **EDA Grant** - SCC will not be pursuing another EDA grant application for the Lee County Education/Training Center due to the change in focus (unless there is a change).
6. **SAVE Grant** – SCC will not be submitting an application for this grant for the Lee County Education/Training Center due to the change in focus (unless there is a change).
7. **Distance Learning Grant** – This grant will give us opportunity to improve the connectivity between SCC and our partner schools and area agencies (that signed onto the grant). We should know the results sometime in October.

8. **Grants** – Preparing with the other Community Colleges to submit a Strengthening Institutions grant with the Department of Labor. Due date is end of September. This would be about \$5 million to the community colleges.
9. **Grants** – We are preparing a grant application for the STEM program with the National Science Foundation
10. **College Forums** – Plan to hold a series of forums to share the results of the PACE Climate Survey. These will happen after board work session.
11. **Student Center/Union** – Plan to begin discussions with faculty and staff on the potential of a center and what “should” be included in such a facility.
12. **The Courts at Fun City** – Planning continues for courts to be located at Fun City. Planning has the courts being completed by the fall of 2021. The Greater Burlington Area Sports Facilities Board will likely operate the facility doing scheduling and programming.
13. **Face Coverings** – There has been good compliance with wearing face coverings. There have been 2 exceptions requested and granted.
14. **Student Attendance** - We are tracking student absences related to COVID-19. These absences can be due to child care issues or potential exposure or due to the student having COVID-19. We don’t think students should be penalized for that.

### 3.4 FY 2020 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 \$1,974K, was increased to \$2,005K remaining at 9.3% of estimated FY 2021 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 separate savings fund in the restricted general fund of \$1,031K was increased by \$101K.

#### **General Fund Operations:**

The significant drivers of revenue and expense were:

- Additional budget of \$3 per credit hour was not used as planned (\$120K budgeted)
- Admissions and Registrar expense was under budget \$110K
- Utilities were under budget \$275K
- Bad debt expense was under budget \$40K
- Primary tuition revenue was \$200K below budget (STEP revenue was approximately at budget)
- State General Aid was at budget
- Property Taxes were approximately at budget
- Interest income was \$28K below budget
- CBIZ net operations was \$88K, \$5K above budget
- 1% package wage settle was approximately \$139K

#### **Fund 1 – General Fund**

Total revenue for FY 2020 was \$20,716K. Significant revenue line item notes:

- IT Operating Equipment Purchase Insurance (OEPI) operating revenue of \$464K
- Maintenance OEPI operating revenue of \$67K
- SCC Foundation administrative fee of \$50K
- ICCOC fiscal agent fee of \$20K

- Interest income was \$152K
- Payment in lieu of property taxes, from Iowa Fertilizer Plant, of \$13,744
- Primary revenue tuition accounts including PACE and STEP, excluding HS concurrent enrollment, were \$8,331K
  - High School PACE revenue included above was \$430K
- HS Concurrent Enrollment net revenue was \$139K
- State General Aid was on budget at \$8,772K
- Property Taxes were \$888K
- STEP tuition revenue was \$110K
- WIOA Administration Fee was \$62K
- TRIO, UB, IVRS, Corrections Administration fee was \$74K
- CBIZ generated an operating income of \$84K

### **Fund 2 – Restricted General Fund**

#### **Fund Balances:**

- Program Development \$159K
- Technology and Computing fund balance \$413K
- Strategic Planning Initiatives \$68K
- Staff Development \$20K
- Future development \$41K (created by unused flex dollars)
- INJT reserve for non-performing issues \$567K
- Reserve \$1,031K (increased by \$101K)

#### Levy related funds

- Plant Insurance and OEPI \$(337K) (negative balance)
- Unemployment \$44K
- Tort Liability and workers compensation \$13K
- Early retirement \$(857K) (negative balance)

#### Grant/Liability Accounts/State Mandated Balances

- Accrued vacation liability balance \$(85)K (decrease of \$19K)
- GAP Tuition grant fund balance \$2K
- PACE grant fund balance \$3K
- WTED grant fund balance \$158K
- State mandated reserve fund balance \$231K
- ICCOC fund balance \$1,237K (increase of \$199K)
- WBL Intermediary Network grant fund balance \$24K
- ABE State grant fund balance \$15K
- Dollar General Literacy Grant \$6K
- 100<sup>th</sup> anniversary/nursing marketing \$29K
- PIC \$34K (faculty professional education)
- ABE State ELL grant fund balance of \$17K

### **Fund 3 – Auxiliary Funds**

- Keokuk food service/vending was subsidized by the general fund by \$15K
- The following are the ending athletic fund balances:
  - Soccer - \$14K

- Volleyball – \$13K
- Softball - \$27K
- Women’s Basketball - \$2K
- Cheerleading - \$8K
- Cross Country \$6K
- Golf - \$15K
- Baseball \$13K
- Men’s Basketball \$12K

#### **Fund Balances:**

- Agriculture production \$59K (incurred a loss of \$30K; \$25K rent paid to SCC; Plan to move to a cash rent agreement for CY 2021)
- Welding \$8K
- Auto collision repair and technology \$27K
- Construction technology \$1K
- WB campus residence hall \$134K
- Keokuk campus residence hall \$1K
- Transportation services \$9K (purchased new bus)
- Bookstore \$414K (Operated at a loss of \$116K; an increase of \$66K. 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).
- Print Shop \$61K
- Childcare \$25K (Closed for FY 2021 due to COVID impact on operator)
- WB campus Food Service and vending services \$139K fund balance

#### **Fund 7 – Plant Fund**

#### **Fund Balances:**

- Voted and Unexpended Tax Plant Fund \$1,637K
- ACE Funds Plant Balance \$1,198K
- Debt service \$300K
- Ft. Madison Center – negative balance of \$56K, with an additional \$20K anticipated expenses

#### **Fund 4 – Agency Fund**

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

### **3.5 Monthly Financial Report**

Vice President Carr provided a brief monthly financial report. He noted that student fees and tuition are down. We are going to be behind budget an estimated 5%. State General Aid is still coming in as anticipated.

### **3.6 Facilities Update**

Vice President Carr reported that Plant Director Byron Whittlesey has revised schedules for custodians to have them present and visible cleaning during the day when students are present.

The fire alarm testing has been completed. They have done some concrete repairs. With regard to the Fort Madison Center, they are still holding \$11,000 from contractor for some minor completions before final payment.

#### **4.0 Future Meetings**

Chair Hillyard reviewed a list of future meetings.

#### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:54pm.

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 that reads "Darcy J. Adams".

Darcy Adams  
Board Secretary