



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

**Monday, September 28, 2015**

**5:00 p.m.**

**Keokuk Campus**

**Room 312**

### **Meeting Minutes**

#### **1.0 Routine Items**

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

Board Chairperson Hillyard called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Lanny Hillyard, and Jeff Heland were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Dr. Carole Richardson, Joan Williams, Chuck Chrisman, Teresa Garcia, and Brenda Rubey.

##### **1.2 Adoption of Formal Agenda**

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

##### **2.1 Appointment of Trustee for Director District #1/Oath of Office**

Chair Hillyard reported that at the September 23 Special Board of Trustees meeting Chris Prellwitz was nominated to serve a two-year term for Director District #1 to fill the vacancy created by the death of Trustee Brian Roth.

Trustee Nabulsi moved to appoint Chris Prellwitz as Trustee for Director District #1. Trustee Fife-LaFrenz seconded. Motion carried on a 4-0 roll call vote.

Board Secretary Zeller administered the oath of office to Chris Prellwitz.

#### **3.0 Communications (Limited to Five (5) Minutes per Individual)**

##### **3.1 Audience**

No report.

##### **3.2 Administration**

No report.

##### **3.3 Board**

Trustee Fife-LaFrenz reported that she participated in the following events:

- Introduced President Ash at a recent Chamber After Business event.
- Attended the announcement by Congressman Dave Loebsack about the EDA grant for the Keokuk Campus Industrial Technology building
- Attended the Keokuk Campus student picnic

- Attended the Ribbon-Cutting/Open House for Iowa State Extension Service classroom on the West Burlington Campus
- Attended two special RWIB meetings with new WIOA Director Rob Ryan
- Work continues on the new WIOA legislation; training session scheduled for October.
- Webinar on developing and growing great business partners.

Trustees Heland and Nabulsi reported that they attended the EDA grant press conference at the Keokuk Campus.

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

Trustee Nabulsi reported that SCC's Executive Director of CBIZ Dr. Don Weiss gave a "best practices" presentation at the September 11 IACCT meeting. The IACCT meeting focused on a legislative update and a report on the IACCT financial audit.

Trustee Nabulsi reported on some revisions to the IACCT Awards for 2016. The nominations for the 2016 awards are due on October 30.

### **3.5 Legislative Update**

IACCT Executive Director M.J. Dolan and IACCT Legislative Consultant Dave Palmer were present. Executive Director Dolan reported on the following:

- Distributed copies of the Community College Leader Bulletin and recommended it as containing good information.
- An IACCT Leadership Club webinar topic survey was conducted. The 2015-2016 calendar of webinars has been designed based on the survey results.
- Distributed copies of the IACCT 2016 Legislative Priorities brochures and reviewed their contents. The SGA ask for the 2016 legislative session will be \$10 million.
- Distributed copies of the Iowa Community Colleges "The Workforce Trainers of Iowa" flyer and briefly reviewed its contents.
- IACCT Legislative Consultant Steve Ovel was appointed by Governor Branstad to assist with the implementation of the new WIOA legislation.
- The PAC is at 80% of its goal for the 2016 legislative year.
- 2016 IACCT Conference will be held February 21 and 22 with a reception at the IACCT office.

IACCT Legislative Consultant Dave Palmer reported that 2016 may be a difficult year with regard to community college funding. Executive Director Dolan stated that the plan is to have a representative of the Iowa Community Colleges on "the hill" every week during the 2016 legislative session.

IACCT Executive Director Dolan reported on that the fees for Iowa to register as a state for online education (SARA) have risen dramatically above the original estimate of \$2.2 million and the new rules are even more onerous than originally thought. She indicated that President Ash is involved in the comments going to the Administrative Rules Committee at the Iowa College Student Aid Commission. The latest revisions provide that the initial registration is being waived and that all colleges would be charged \$5,000 annually to register regardless of size.

The Trustees expressed appreciation to Executive Director Dolan and Legislative Consultant for their efforts.

#### **4.0 World Changing – Changing Our Thinking**

President Ash led the Trustees on a tour of the recently remodeled Student Lounge and Library Conference Room.

#### **5.1 Approval of Consent Agenda**

1. Approval of Minutes for:
  - a. August 10, 2015, Regular Board Meeting
  - b. September 14, 2015, Special Board Meeting
  - c. September 16, 2015, Special Board Meeting
  - d. September 23, 2015, Special Board Meeting
2. Resignations, Terminations and Mutually Agreed to Contract Adjustments
  - a. Shelly Davis
 

Position:	Administrative Assistant – CTHE Dean
Date of Hire:	01/03/2011
Last Day of Employment:	08/16/2015
Reason:	Accepted Administrative Assistant VPAA position
  - b. Deb Palmer
 

Position:	Secretary for Academic Affairs
Date of Hire:	03/04/2004
Last Day of Employment:	08/16/2015
Reason:	Accepted Scheduling and Curricular Support Specialist position
  - c. Edwige Sery
 

Position:	Business Administration Instructor
Date of Hire:	08/18/2014
Last Day of Employment:	08/16/2015
Reason:	Personal
3. Employment Contracts
  - a. Miranda Coleman
 

Position:	WIOA MIS / Financial Specialist
<i>(Replacement)</i>	
  - b. Shelly Davis
 

Position:	Administrative Assistant – Vice President for Academic Affairs
<i>(Replacement)</i>	
  - c. Deb Palmer
 

Position:	Scheduling and Curricular Support Specialist
<i>(Reorganization)</i>	
  - d. Verties Sails
 

Position:	Residence Life Coordinator / Assistant Men’s Basketball Coach
<i>(Replacement)</i>	

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.

## **5.2 Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement (Beck's Superior Hybrids Inc.)**

CBIZ Project Manager Brenda Rubey presented a First Amendment to Preliminary Industrial New Jobs Training Agreement for a one year extension of time for Beck's Superior Hybrids, Inc. The company anticipates it will be ready to hire new employees in November 2016.

Trustee Fife-LaFrenz moved to approve the Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement for Beck's Superior Hybrids, Inc. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

## **5.3 Quality Faculty Plan Committee Recommendation**

President Ash referred the Trustees to a memo in the Board meeting materials wherein he recommended that Tim Gray, Registrar, replace William Stuflick on the Quality Faculty Plan Committee.

Trustee Heland moved to approve the recommendation. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

## **5.4 Residence Halls**

President Ash reported that there have been numerous conversations with the developers regarding their proposals for residence halls. The buildings proposed by the two developers, Campus Community Developers (CCD) and Bluffstone, are very different. CCD's proposal is for construction of a 4-story tower with up to 144 beds depending on the suites configurations. The building would have an elevator. The top 3 floors would be student residence rooms with suites of up to 6 students. The first floor would be divided into sections: 5,000 square feet consisting of student space with laundry, meeting rooms, and game rooms. An additional 5,000 square feet would house food service for students and the public. CCD would expect to oversee the food service program as part of the project's revenue stream. The food service plan for student residents is yet to be determined. The facility would be close to the college's main entrance and perpendicular to the Loren Walker Arena. CCD anticipates the potential of additional similar looking towers in the future as student housing needs increase. The college would manage the facility with its own staff. Three rooms would be provided by CCD to house the college's on-site management staff. CCD would handle all the maintenance and upkeep. The college would have some general custodial responsibilities for the common areas as well as snow removal and mowing. After 50 years, the college would own the building.

Bluffstone's proposal is for construction of a building near Millennium Hall with a similar design to that existing building. A 4,500 square foot student center would include mailboxes, meeting rooms, and gaming areas. This area would be available to all students with some hours available to residents only. Bluffstone would handle management of the facility with its own staff: full-time on-site manager, full-time assistant manager, and full-time custodial staff. SCC would have input into the management of the facility. Bluffstone would own and maintain the buildings and keep all the revenue. The building would not have elevator. Bluffstone does not do food service. They have a great deal of student life support and an established history of managing student housing.

President Ash noted that the Witte and Winegard dormitories would be eventually repurposed or torn down but that the names would be honored due to their donations for these facilities.

Discussion was held regarding options for food service and the costs thereof to students. Concerns about the different management arrangements and the quality of construction were also discussed.

Trustee Nabulsi moved to approve Campus Community Developers to construct student residence halls as presented. Trustee Heland seconded.

Vice President Carr reported that the college administration also has concerns about some of the details that are not yet determined. He stated that a letter of intent will be signed by the college with the chosen developer which will prescribe a period of time wherein the land lease and other agreements will be negotiated and then presented to the Board for approval. Both developers have indicated that they are ready to begin work on outlining the details, including food service provisions, immediately and that they can provide completed residence halls by August 15, 2016. A deadline for completion of legal negotiations will be prescribed in the letter of intent.

Motion carried on a 3-1 roll call vote. Trustees Nabulsi, Heland, and Hillyard voted yes; Trustee Fife-LaFrenz voted no; Trustee Prellwitz abstained.

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

Chair Hillyard led discussion on the Board Self-Assessment Survey. He expressed appreciation to the Trustees for submitting the information. The compiled results indicate that there are 31 areas where the Trustees believe the Board “excels” and 11 areas where the Trustees believe the Board “needs improvements.” Chair Hillyard recommended that the Trustees review the information in more detail at a Board Retreat especially those areas which could be improved. He also indicated that the Board should celebrate the accomplishments and successes that were indicated as these are a compliment to the Board, faculty, and staff.

Chair Hillyard recommended that the incoming Board Chair and Vice Chair should propose two to three Board Goals as an action item at the October 12 Board of Trustees meeting.

### **6.2 President’s Report**

President Ash reviewed the following items from his written President’s Report:

#### **MEETINGS:**

##### **Internal**

- **Students**
  - Welcomed students at August 15<sup>th</sup> Welcome Day
  - Welcome Reception for residence hall students and athletes – CAFÉ
  - Welcomed high school students to Welcome Picnic – West Burlington
  - Welcomed high school students to Welcome Picnic – Keokuk
  - Attended the Nurses Association/Club Fundraiser for Child Cancer Research

- **Major Gifts Campaign**
  - Meetings with numerous prospective donors
  - Keokuk – CAB – Sponsor and Presentation on the BTB Campaign
  - Presentation to Burlington Rotary Club – updates on the campuses
  - Photo/media op with Jim Hankes – First Community Bank in Keokuk
  - Building the Dream event in our home with area neighbors
- **Grants**
  - Conference Call with Dr. Lori Sundberg at Carl Sandberg College – TRIO-SSS Grant
  - EDA Grant for Keokuk Industrial Maintenance Building
    - EDA has approved our grant request - \$1,000,308
    - Phone conference with EDA – Denver, SEIRPC, Architects and attorney to discuss the steps forward regarding the EDA grant for the Keokuk building
- **College Personnel**
  - Internal discussion on CWI – for welding instructors – One has been successful in securing the certification
  - Attended visitation for Brian Roth
  - Attended funeral for Brian Roth
  - Met with Chris Prellwitz to brief her on where we were at on a variety of topics as she enters the Board of Trustees
- **Programs**
  - Met with Superintendents in the Jump Start Academy Coordinating Council
  - Met with representatives from the city and Economic Development regarding a potential transportation grant – more information needed before being able to pursue
  - Met with Jason Hutchinson – Greater Burlington Partnership – Education Changes Everything
  - Attended a conference with North Central Two-Year Colleges on Assessment
  - Education Changes Everything – Workshop with SCC staff and Iowa Student Aid Commission staff

### **External**

- Met with Shawn Rana- Fertilizer Plant – company changing owners
- Met with Mr. Uza from Okinawa Japan – Japanese students attending SCC
- Met with Mr. Shoji from Okinawa Japan – high school students
- Planning meeting with President Marlene Sprouse from Indian Hills – Presentation to area superintendents regarding Career Academies
- Update meeting re: proposed indoor sports facility
- Rotary Club Annual BBQ Dinner Program

### **Upcoming Events**

- West Burlington Open House – Sunday, Oct 4<sup>th</sup> – 4 – 6:30 pm
- CRD Conference – Washington D.C. – Oct 25 – 31 (serving on the National Board of CRD)

Beth Ash reported on her work with the Education Changes Everything initiative.

### **6.3 FY 2015 Year-End Financial Reports**

Vice President Carr reported on the following from the year-end financial executive summary report:

- State General Aid and tuition represent 88% of revenue.
- Personnel costs represent approximately 80% of expenses.
- The primary revenue accounts are \$885,000 below budget due to decreased enrollment. Fall enrollment was budgeted for a 2% decline but actual enrollment was a 7% decline.
- WIA administration fee of \$164,000 is the college's service charge for doing payroll for this entity. This was budgeted at \$200,000 for the fiscal year.
- CBIZ had an operating profit of \$134,000.
- \$88,000 was moved from the restricted general fund to the general fund to maintain a 9% operating reserve fund balance (\$842,000).

Vice President Carr reported that expense management is critical for 2016 due to the college's decreased enrollments. Many open positions created by retirements have not been filled in an attempt to balance the budget. He reviewed other strategies which have been engaged to control expenses.

Vice President Carr reported that the proposal by Campus Community Developers provides that they will purchase Millennium Hall in June of 2016. The college currently uses Bookstore funds to pay approximately \$110,000 per year towards the revenue bond principal payments on Millennium Hall.

### **6.4 Monthly Financial Report**

Vice President Carr reported that tuition revenue is decreased 5% from the budget estimate. The Governor's veto of new money for community colleges created an additional 5% decrease in State General Aid revenue (\$450,000 to \$475,000 deficit).

President Ash reported that all level of staff are involved in operating budget strategy meetings. He indicated that a hold on filling open positions has been implemented with the exception of grant funded positions which must be filled. Staff will be asked to avoid out-of-state travel expenses. The viability of programs and possible cost savings of an early retirement incentive are being considered.

### **6.5 Facilities Update**

Vice President of Administrative Services Carr reported that the exterior of Building 100 is being painted and damaged efface is being repaired.

Vice President Carr reported that when the college applied for the EDA grant, there were eligible expenses for construction costs and professional fees. Architectural fees were not requested as an eligible cost in the grant application. The amount of the grant is the lesser

of \$1 million or 25.2% of the \$4 million estimate for which we applied. Additionally, if the project bid is \$3 million we will only get 25.2% of \$3 million.

**7.0 Future Meetings**

Chairperson Hillyard reviewed the list of future meetings.

**8.0 Adjournment**

Trustee Fife-LaFrenz moved that the meeting be adjourned. Trustee Heland seconded. Motion carried.

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 "Sherry Zeller". The signature is written in black ink on a white background.

Sherry Zeller  
Board Secretary