



NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, September 8, 2025 at 4:30 p.m.
335 Messenger Road, Keokuk - Keokuk Campus, Room 314

Meeting Minutes

1.0 Routine Items

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

Board Chair Lanny Hillyard 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 Howard was absent. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Laurie Hempen, Chuck Chrisman, Jeff Ebbing, and Val Giannettino.

1.2 Adoption of Formal Agenda

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

1.3.1 Audience

None.

1.3.2 Administration

Executive Director Val Giannettino reported the Foundation Office is preparing for Great Tastes November 5, 2025.

1.3.3 Board

Board Trustees attended several community events over the last month and appreciated seeing representation from SCC.

1.4 Community Colleges for Iowa Trustees Report

Trustee Nabulsi reported that the IACCT Board met August 28, 2025. He participated via Zoom. He shared the updates

Developing strategic plan – Bachelor's Degree presentation. A letter to be sent to the legislation with the President's opportunities.

4 priorities for Bachelor degree. Director of CC for Iowa to draft response and send to legislators.

1.5 World Changing – Changing our Thinking (20 minutes)

“Trusteeship in Community Colleges – A Guide For Effective Governance” – Chapter 3

Trustees continued their review of the book “Trusteeship in Community Colleges-A Guide for Effective Governance.” Trustee Heland led the discussion highlighting items and the Board discussed among each other. They will continue their review at the October board meeting led by Trustee Nabulsi.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **August 11, 2025, 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
Sheri Knipe	Director of Financial Aid	10/15/2012	01/05/2026	Early Retirement.
Katelyn Nack	Accessibility Services Specialist – 0.50 FTE	06/26/2023	09/26/2025	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Fred Dunn (Replacement)	Custodian I – Housekeeper – Level 6 - Keokuk	August 21, 2025 – June 30, 2026	\$27,059.20 (\$31,528.80 annual)
Kristy Westfall (New)	Assistant Controller	September 2, 2025 – June 30, 2026	\$66,206.90 (\$80,000.00 annual)

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

2.2 Resolution Approving Construction Contract and Bond for the Construction of the West Burlington Loren Walker Arena Re-Roofing Project

Vice President Gall reviewed that at the August 11, 2025, Regular Board Meeting the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost of the West Burlington Loren Walker Arena Re-Roofing Project 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. Trustee Heland moved approval of the Resolution Approving Construction Contract and Bond for the West Burlington Loren Walker Arena Re-Roofing Project. Trustee Fife-LaFrenz seconded. Motion carried on a 4-0 roll call vote.

3.0 Accountability

3.1 President's Report

President Ash referred Trustees to his report in their folders making note of a few of the items including the following:

- PEC is reviewing and discussing the PACE Survey data to identify how we can address the concerns. A copy has been placed in each campus library.
- Continue to meet with the Lee County CAC about holding academies at the Keokuk Campus.
- Faculty and staff have been given opportunity for AI Foundations training. Additional more in-depth training will be offered later in the fall or spring semester.
- I Am Excellence Awards were presented at the All-Staff In-Service Day.

3.2 FY 2025 Year-End Financial Reports

Vice President Gall presented the FY2025 Year-End Financial Reports, noting that it has been an excellent year financially. He directed the Trustees' attention to the Financial Comparative Data Summary included in their packets and highlighted several key items in the Unrestricted General Fund. Tuition and fee revenue rose significantly compared to the previous year due to increased enrollment. While salaries increased, they remained below budget. The year-end surplus was the largest in recent history. Additionally, both the Restricted General Fund and the Plant Funds also reported surpluses.

Trustees held discussion and were pleased with the report.

3.3 Monthly Financial Report

Vice President Gall reported that several funds currently show negative balances, which is typical early in the fiscal year. Tuition and fee revenue are rising due to higher rates and increased enrollment. Budgeted salaries are projected to approach \$20 million and will be monitored closely.

He noted that some funds require additional time to mature and that revenues will increase as the year progresses. While \$12 million was budgeted in a revenue category, \$5.8 million has been received to date, with additional growth expected.

Interest rates remain steady at 3.95% through September, with a possible decrease ahead. Total cash and investments are up nearly \$3 million, partly due to timing of expenditures and cash on hand. CDs generally run six months, and money markets are actively managed.

Vice President Gall reminded Trustees that tuition, state, and property tax revenues are received at different times of the year, requiring the College to draw on reserves in July and August to cover expenses.

3.4 Facilities Update

Vice President Gall provided a brief update on the West Burlington 300 Building Renovation project. Framing for the new walls is nearly complete. The College has worked with the weight equipment and flooring contractors, reviewed multiple bids, and placed the necessary orders. Furniture has also been ordered.

In Keokuk, we will be removing more of the dead trees and pick out trees to replant.

3.5 Data Review

President Ash noted that he had asked Vice President Chrisman to present the Online Course Data to illustrate the growth in online enrollment. Vice President Chrisman shared a PowerPoint presentation and provided handouts to the Board. The presentation included graphs highlighting the increase in students enrolling in online courses compared to total student enrollment. He also reviewed data showing the growth in students taking exclusively online courses, as well as the number of online credit hours completed by traditional students, high school students, and those enrolled in the PACE program.

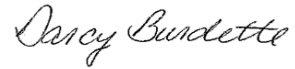
4.0 Future Meetings

Board Chair Hillyard reviewed the list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:25 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 that reads "Darcy Burdette".

Darcy Burdette, Board Secretary