



Regular Meeting of the Board of Trustees  
Monday, April 10, 2017  
6:00 p.m.  
1500 West Agency Road, West Burlington, Iowa  
Board Room (Room #AD-1)

## **1.0 Routine Items**

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

Board Chair Heland called the meeting to order at 6:19 p.m. (Note: The meeting started late due to the unexpected length of the joint meeting with the Great Prairie AEA.) Roll call indicated Trustees Janet Fife-LaFrenz, Jeff Heland, Lanny Hillyard, Chris Prellwitz, and Moudy Nabulsi were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, and SCC staff members Dr. Carole Richardson, Joan Williams, Chuck Chrisman, Jeff Ebbing.

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

Trustee Fife-LaFrenz moved that the tentative agenda be adopted. Trustee Hillyard seconded. Motion carried with all trustees recorded as voting aye.

## **1.3 Communications**

### **1.3.1 Audience**

No report.

### **1.3.2 Administration**

Vice President of Student Services Joan Williams reported that the West Burlington Student Senate has hired Adam Carroll to present to the SCC student body and area high school students about being responsible with financial aid and career advice.

President Ash reported that Director of Marketing and Communication Jeff Ebbing and Marketing Communications Assistant - Graphic Production Kim Tracy won two silver awards (Poster Series and Radio Ad Series) at the recent National Council for Marketing and Public Relations conference.

### **1.3.3 Board**

Trustee Fife-LaFrenz expressed appreciation for the new food service vendor, Consolidated Management, at Keokuk Campus.

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

Trustee Nabulsi reported that he recently attended the Community College Council meeting which focused on concurrent enrollment, ABE, and HSED reports from the Department of Education. He distributed copies of reports on these topics to the Trustees.

Trustee Nabulsi reported that he attended the April 5 IACCT Board of Directors meeting which focused on the budget and state general aid for community colleges. Department of Education Educational Consultant Paula Nissen presented on the economic value of Iowa's community colleges to their communities. Trustee Nabulsi also shared copies of a graph depicting community college funding.

#### **2.0 World Changing – Changing Our Thinking**

##### **2.1 Emerging Issues/Future Agenda Items**

No report.

##### **2.2 Marketing & Communication update**

Director of Marketing and Communication Jeff Ebbing gave a PowerPoint presentation entitled “Marketing & Communication Research, Initiatives, Analytics”. The presentation focused on the following information:

- SCC's marketing initiatives are driven by research provided by Interact Communications, a firm that focuses on 2-year community college data.
  - Interact conducted a media preference survey for SCC with over 200 students participating at the end of the 2016 fall semester.
  - Survey results indicated that the majority of SCC students like and recommend SCC to others.
  - On-campus/tour has the most impact in recruiting students.
- Outreach recruiting involves attending high school football games, Night Hawks, etc.
- Website work includes course catalog, videos, Facebook and Pandora.
- On-campus signage in hallways.
- Video project at both campuses with area employers featuring alumni, students, and business partners
  - Facilities video features paid for with I-AM, IHUM, Intermediary Grant, and Marketing funds.

##### **3.1 Approval of Consent Agenda Items**

1. Approval of Minutes for the March 20, 2017, Regular Board meeting
2. Presentation of Bills of Account

3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
  - a. Dana Blow
    - Position: Adult Basic Education/GED Instructor
    - Date of Hire: 12/13/2010
    - Last Day of Employment: 03/31/2017
    - Reason: Personal
4. Employment Contracts
  - a. Cynthia Brinkman-Roysdon
    - Position: Administrative Assistant – Student Support Center (Part-Time)  
(Replacement)
  - a. Lorenzo Watkins
    - Position: Head Men’s Basketball Coach  
(Replacement)

Trustee Prellwitz 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.

### **3.2 Resolution Directing the Sale of Not to Exceed \$1,755,000 General Obligation School Bonds, Series 2017, Approving Electronic Bidding Procedures, and Approving the Official Statement**

Vice President Carr reported that the proceeds from the sale of the General Obligation Bonds will be used as part of the funding for the new Hall of Sciences construction project. The bond sale is scheduled for the morning of May 9 and the Board of Trustees will take action on the sale at its regular Board meeting that evening. The proceeds of the sale are expected to be received on June 1, 2017.

Trustee Nabulsi moved to approve the Resolution Directing the Sale of Not to Exceed \$1,755,000 General Obligation School Bonds, Series 2017, Approving Electronic Bidding Procedures, and Approving the Official Statement. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

### **3.3 Public Hearing on the Adoption of Plans, Specifications, Form of Contract, and Estimate of Costs for the West Burlington Campus Building 100 Renovations Project**

Trustee Fife-LaFrenz moved that the public hearing on the adoption of plans, specifications, form of contract, and estimate of cost for the new Hall of Sciences building project be opened. Trustee Hillyard seconded. The motion passed with all trustees recorded as voting aye. Board Chair Heland asked if there were any comments from the public. There were none. Board Chair Heland asked if any written comments had been received. Board Secretary Zeller indicated none had been received. Trustee Fife-LaFrenz moved that the public hearing be closed. Trustee Nabulsi seconded the motion. The motion carried with all trustees recorded as voting aye.

### **3.4 Approval of Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for the West Burlington Campus Building 100 Interior Renovations Project**

President Ash reported that there were two bids submitted for the project, Meyers Construction and SG Construction, with SG Construction being the successful low bidder at a base bid price of \$252,750. The total bid price including the alternate for renovations of the Business Office is \$320,013.14. Since the project's base bid is significantly less than the project's estimated cost, it is recommended that the Business Office renovations be included for construction. Vice President Carr referred to a letter of recommendation from DLR Group in support of SG Construction.

Trustee Prellwitz moved to approve the Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for the West Burlington Campus Building 100 Interior Renovations Project as presented. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

### **3.5 Consideration of Construction Bids and Resolution Making Award of Construction Contract for the West Burlington Campus Building 100 Interior Renovations Project**

Trustee Hillyard moved to approve the Resolution Making Award of Construction Contract for the West Burlington Campus Building 100 Interior Renovations Project in the amount of \$320,013.41. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

### **4.1 Graduation Information**

Vice President of Student Services Joan Williams presented information on the dates and locations for the upcoming High School Equivalency Graduation ceremony and the Keokuk Campus and West Burlington Campus commencement ceremonies. She reviewed a memo outlining historical information on the number of awards given over the past six years during commencement as well as the number of individuals who have requested graduation honors for this spring at this point.

### **4.2 Key Performance Indicator #6, Program Learning Outcomes and Mastery of Discipline**

President Ash presented award data for SCC's various Career/Technical/Health (CTHE) programs for 2012 – 2016. He explained that there are inherent challenges with this data tracking system because the testing/evaluation is voluntary and not required for students in order to graduate. CTHE program faculty annually require their potential graduates to complete some type of industry-recognized skills assessment that their programs' advisory boards have approved. The results are reported on the MIS Student Information files for the Department of Education.

President Ash reported that this information is used for SCC's Perkins allocation because tech skills attainment is a Perkins indicator with results annually calculated by the Department of Education.

### **4.3 President's Report**

President Ash reported on the following activities:

He reported on the flyer in their folders for the job fair.

#### **MEETINGS/ACTIVITIES:**

##### **Internal**

- **College Personnel**
  - ESA Communication Committee meeting
  - Professional Staff Communication Committee meeting
  - Met with HEA representatives regarding future communication meetings with HEA membership
- **Iowa Association of Community College Presidents' Meeting April 5 at UNI in Cedar Falls**
  - Met with the new President, Provost and Associate Provost about new partnership between SCC and UNI - Education
- **SCC Foundation**
  - Great Tastes fundraiser event – Fabulous evening!
- **Accreditation**
  - Meeting regarding defining Systems Portfolio scope of work
  - Met with a faculty member to define her involvement
- **Education Changes Everything**
  - Meeting with Kristina C Martinez, Beth C Ash, Robert Ryan, Kollin J Alfred, Don Weiss, Jared W Reed
- **Programs**
  - Lee County Joint Education Center meeting with Lee County Superintendents and Principals
  - Meeting with Don Weiss re: financial projections for proposed Lee County Joint Education Center
  - Regional Planning Partnership meeting with AEA representative, Danville Superintendent, D.O.E. representative, Central Lee High School Principal, and Winfield-Mt. Union faculty member to review bylaws for the partnership
  - Meeting with SCC Construction Tech Assistant Professor Doug Riley, S.E. Iowa Regional Planning Commission Executive Director Mike Norris and others re: SCC's involvement in housing renovation project contemplated by SURGE, Burlington and West Burlington Schools
  - Discussed Music program and Artist in Residence program for summer and next year with Music Instructor Lori Wilson and Dr. Richardson
  - International Programs Committee meeting – laying out next steps
- **Legislative**
  - Lobbied our legislators at the Capitol on March 30
  - Attended Eggs and Issues with Legislators on Saturday, April 8

President Ash reported that 2017-2022 Strategic Plan focus group meetings are being held with the various SCC groups: 2 meetings with each of the following groups – faculty, professional services, support staff, and students. He noted that a draft of the new plan will be presented to the Board of Trustees for review and approval in the fall of 2017.

#### **4.4 Financial Report**

Vice President of Administrative Services Carr reported on the financial statements for period ending April 30, 2017. State General Aid is anticipated to be \$200,000 less than last year and if the legislature's \$1.2 million reduction is approved, that will equate to an additional \$50,000 cut for SCC. Tuition revenue is anticipated to be near the budget estimate.

#### **4.5 Facilities Update**

Vice President for Administrative Services Carr reported the following:

- Keokuk Campus
  - The new culvert will need to be reworked since drainage is going under it.
  - The furniture for the Industrial Maintenance Technology (IMT) building has arrived but some of the pieces were damaged/unacceptable and will be returned.
  - The projected move-in for the IMT building is scheduled for May 12 - 15. A moving company will be hired to move the small items and a contractor will be hired to move the heavy equipment/machinery items.
- West Burlington Campus
  - Work on the new parking lot near the Health Professions Building is behind schedule due to inclement weather.
  - Work on the footings and subgrade for the Hall of Science is in progress.
  - Structural steel is scheduled to be delivered on April 20.
- The Southeast Iowa Flea Market held its first event on April 9. There was a record number of attendees.

#### **5.0 Future Meetings**

Chair Heland reviewed the list of upcoming meetings.

#### **6.0 Adjournment**

Trustee Fife-LaFrenz moved to adjourn the meeting. Trustee Nabulsi seconded. Motion carried with all trustees voting aye.

The meeting adjourned at 7:41 p.m.

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



Sherry Zeller  
Board Secretary