



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

**Monday, August 14, 2017**

**5:00 p.m.**

**Board Room (AD-1)**

**1500 West Agency Street**

**West Burlington, Iowa**

### **Meeting Minutes**

#### **1.0 Routine Items**

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

Board Chairperson Heland called the meeting to order at 5:02 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Dr. Carole Richardson, Chuck Chrisman, Dr. Don Weiss, Becky Rump, and Jeff Ebbing.

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

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

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

###### **1.3.1 Audience**

No report.

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

Dr. Ash introduced Head Baseball Coach/Enrollment Specialist Justin Schulte. Coach Schulte expressed appreciation to the college and the Trustees for support of the Baseball program. He shared a list of statistics for the team's record and their academic achievements. Coach Schulte reviewed his coaching history and explained that his priorities include the importance of acceptable behavior, academic success, and proper nutrition for his team. He introduced Braedon Brown, a Burlington High School graduate, who led SCC's conference play in home runs during the past season. Braedon reported that he has maintained a 3.5 GPA and is a member of PTK. He stated that SCC's Baseball program is built on living life the correct way with toughness in the classroom and the baseball field.

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

Trustee Fife-LaFrenz expressed appreciation to Nursing Professor Leeanne Humiston for being appointed to the National Nursing Exam Development Panel for the third time. She also noted that at a recent Regional Workforce Investment Board meeting, discussion was held regarding the State of Iowa reducing the number of workforce regions from 15 to 4. SCC has been appointed as the fiscal agent for our region.

Trustee Fife-Lafrenz reported that she organized and participated in a luncheon with the Lee County School Superintendents, President Ash, and Trustee Nabulsi in order to get acquainted with the new Superintendent of Keokuk Schools.

Trustee Hillyard reported that he, President Ash, and Trustees Fife-LaFrenz, Prellwitz, and Heland attended the recent IACCT conference. He indicated that there were many beneficial sessions during the conference.

Chair Heland reported that Trustee Fife-LaFrenz was honored for 25 years of service on the SCC Board of Trustees at the IACCT Annual Conference Award Banquet.

Trustee Prellwitz reported that she and Chair Heland recently attended the first meeting of the Greater Burlington Area Sports Facilities Board of Directors.

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

Trustee Nabulsi reported that Trustee Fife-LaFrenz served as SCC's IACCT Board representative at the IACCT Conference in late July. Trustee Fife-LaFrenz reported on the IACCT annual membership meeting agenda items which included adoption of the lobbying platform for the 2018 legislation session and comments from NICC's President Wie regarding the legislators.

Trustee Nabulsi reported on the following:

- ACCT's partnership with Strada Education Network;
- Reminded the Trustees about the upcoming ACCT Conference in Las Vegas and Pride Day during the conference wherein Trustees are to wear a logo shirt or hat from their college;
- Lois Bartelme won the Trustee Award for the ACCT Central Region and is, therefore, eligible for the National Trustee Award;
- Reminded the Trustees to apply to be an Ambassador at the ACCT Conference;
- Trustee Nabulsi has applied for the ACCT Diversity Committee; and
- Trustee Nabulsi reported that he attended the Community College Council meeting wherein the accreditation of Iowa Western Community College was reviewed.

President Ash gave a brief overview of the Department of Education's Equity Review Report for SCC. He noted that many of the items in the report that require action are already being addressed. Most of the items are required by the Federal Office of Civil Rights.

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

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

#### **2.2 Cyber Security**

Executive Director for Information Technologies Chuck Chrisman gave a PowerPoint presentation entitled SCC's Security Plan – Topic: Cyber Security. He reviewed how hackers can gain access to a computer network, gave examples of several large scale cyber security attacks, reviewed SCC's security plan, technical safeguard, and security incident process.

### 3.0 Action Items

#### 3.1 Approval of Consent Agenda

1. Approval of Minutes for the July 10, 2017, Regular Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
  - a. Beth Deacon
 

Position:	AEL Program Instructor - ISP
Date of Hire:	08/11/2014
Last Day of Employment:	08/11/2017
Reason:	Personal
  - b. Laura Holtkamp
 

Position:	AEL Instructor – PT - Keokuk
Date of Hire:	01/05/2017
Last Day of Employment:	07/26/2017
Reason:	Personal
  - c. Dennis Marino
 

Position:	Enrollment Specialist/Vocational Recruiter & High School Relations
Date of Hire:	07/20/1998
Last Day of Employment:	07/31/2017
Reason:	Accepted Registrar position.
  - d. Sloane Murray
 

Position:	Promise Jobs Employment Training Specialist – Cedar Rapids
Date of Hire:	02/28/2017
Last Day of Employment:	08/01/2017
Reason:	Accepted TRiO SSS Project Advisor position.
4. Employment Contracts
  - a. Donald Aliprandi
 

<i>Position:</i>	<i>Health Professions Simulation Technician</i>
<i>(Replacement)</i>	
  - b. Martin Distelhorst
 

<i>Position:</i>	<i>AEL Instructor</i>
<i>(Grant-funded)</i>	
  - c. Dennis Marino
 

<i>Position:</i>	<i>Registrar</i>
<i>(Replacement)</i>	
  - d. Sloane Murray
 

<i>Position:</i>	<i>TRiO SSS Project Supervisor</i>
<i>(Replacement)</i>	
  - Douglas Patrick
 

<i>Position:</i>	<i>Administrative Assistant – VP for Student Services</i>
<i>(Replacement)</i>	
  - e. Susan Reid
 

<i>Position:</i>	<i>Learning Resources Coordinator - PT</i>
<i>(Replacement)</i>	
  - f. Trisha Rounds-Smith
 

<i>Position:</i>	<i>Lead AEL Instructor</i>
<i>(Replacement)</i>	

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.

#### **4.0 Accountability**

##### **4.1 Program Review**

President Ash reported that each of SCC's career and technical programs are reviewed every three years. The process is framed in a positive light and problems are addressed by developing solutions. Any program adjustments made during program review are reviewed again in three years. President Ash reported that seven programs were reviewed and that Dr. Carole Richardson will report on three programs. The program review process includes evaluation and input from the program's Professor, the Department Chair, the Dean of Career and Technical Education, the Vice President of Academic Affairs, and the Director of Institutional Research.

Vice President of Academic Affairs Dr. Carole Richardson gave a PowerPoint presentation on the program review process and the program review results for the 2016-2017 academic year for the Animation, Electronic Technology and Biomedical, and Construction Technology programs. She explained that SCC has 25 AAS degree programs and reviewed a flow chart of the program review process.

The Trustees requested information about programs that have low enrollments and the program review information for all seven programs which were recently reviewed. President Ash reported that enrollment trends over the past number of years will be reviewed for programs with low enrollments.

##### **4.2 Equity Report**

President Ash reported that the Equity Review Report was recently received from the Iowa Department of Education. One of the issues noted in the Report is that SCC's admissions requirements for specific programs must be reviewed and published annually on the college website. Some clarifications were requested and received from the Department of Education on some of the issues. President Ash reported that his direct reports are drafting action plans for their respective departmental areas addressing the issues noted in the Report which will be compiled and submitted to the Department of Education. SCC has one year from August 28, 2017, to address the issues noted in the report. An extension of time to complete the issues may be granted by the Department of Education if necessary.

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

President Ash reviewed a written report of his activities during the past month focusing on the upcoming tour of the Auto Tech Program and Industrial Technologies Training Center at the Keokuk Campus, an update on the Indoor Sports Facility, and a status report on the hiring process for the Director of Institutional Research and Institutional Effectiveness.

##### **4.4 Facilities Update**

Vice President of Administrative Services Carr reported on the following items:

- The Keokuk Campus main chiller replacement was approved to be covered by insurance. The college is responsible for only the \$10,000 deductible with the remainder of the project cost of \$143,000 to be covered by insurance. The new energy efficient unit has been installed.

- The Keokuk Campus hallway windows and drywall have been repaired where windows have leaked.
- The vehicle lift for the Keokuk Campus Auto Tech Program has been installed. Four classrooms have been converted into space for this new program.
- The West Burlington Campus Business Office and Enrollment Services remodeling projects are complete.
- The West Burlington Campus Student Support Services remodeling project is nearing completion.
- The West Burlington Hall of Science project is two weeks ahead of schedule.
- Numerous parking lot projects are underway at the West Burlington Campus: new asphalt in the career tech area bull pens, the north parking lot is being repaired, the new south parking lot is now open, and the Visitor Parking lot has been restriped.
- The Gear Avenue entrance road into the West Burlington Campus will be widened prior to the start of classes this month.

### **5.0 Future Meetings**

Chair Heland reviewed the list of future meetings.

### **6.0 Adjournment**

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

The meeting adjourned at 7:55 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