



NOTICE OF PUBLIC MEETING

BOARD RETREAT

Wednesday, December 7, 2016

4:00 - 7:00 p.m.

West Burlington Campus

1500 West Agency Road

Health Professions Building

Room 125

Tentative Agenda

1.0 Routine Items

1.2 Call to Order and Roll Call

Board Chair Heland called the meeting to order at 4:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, 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, and Kristi Schroeder.

1.3 Adoption of Formal Agenda

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

2.0 Retreat Discussion Items

2.1 Board of Trustees

2.1.1 Board Self-Assessment Survey results analysis/discussion

Chair Heland led discussion on the Board Self-Assessment Survey. The following items were noted by the Trustees:

- In the Survey's summary report, "Advocating for the College," Board/CEO Relations," and "Community Relations" are shown as areas of strength; knowledge about the college's current educational programs and services is shown as an opportunity for improvement.
- Board meeting agenda development should allow time to discuss the Board's policy role.
- The Board Chair and Vice Chair should meet with the President and Board Secretary on agenda development with a focus on keeping the number of agenda items within a reasonable number and moving some agenda items to a future agenda when necessary.
- Hold Board Retreats more frequently to discuss topics which require substantial discussion.
- At the end of the Board meeting agenda, the Trustees should have an opportunity to ask a question about an issue. (It was suggested that this could occur during the agenda item "Communications – Board.")
- Chair Heland stated that following Board Self-Assessment Survey item should be re-worded and clarified: "The Board's focus is on long-term effects (Ends) of the college rather than the means."

There was consensus that if the Trustees took the Survey again today, the results show improvement in several areas.

2.1.2 Board Goals

During discussion of development of Board Goals for 2017, the Trustees reviewed the goals which were suggested on the 2016 Board Self-Assessment Survey and the “Top Ten Areas Needing Improvement” from the cumulative report for the Board Self-Assessment Survey.

The following goals were recommended for 2017:

- Review one KPI at each regular monthly Board meeting
- Review the Board Policies
- Have quarterly Board Retreats
- Development of a succession plan for the Trustees
- Seek information quarterly on the current status and trends in K-12 education

Discussion was held regarding whether Trustee travel should be re-evaluated in light of the current difficult budget conditions. A suggestion was made that the Trustees could rotate attendance at out-of-state conferences. President Ash noted that any request from staff for overnight travel is evaluated by the President’s Executive Council. It was suggested by the Trustees that the value of attending association meetings requiring out-of-state travel could be a future Board Retreat discussion item.

2.1.3 PACE – Climate Survey

President Ash reported that the first Climate Survey was conducted in the spring of 2014. The most recent survey was conducted in March of 2016 which included 20 customized questions developed by a team of employees. The results of both surveys are available for viewing in the Libraries for the West Burlington and Keokuk Campuses. President Ash noted that in response to the 2014 Survey results, his direct reports were asked to develop action plans to address survey responses for their respective departments which were considered to be opportunities for improvement. One suggestion for improvement from the survey was to have someone act as an intermediary with whom employees could discuss sensitive issues without the fear of retaliation. SCC’s retired Vice President of Administrative Services Dick Springsteen was hired to fill this position. After a time, it was determined that employees were no longer scheduling appointments with him and the position was discontinued.

President Ash reviewed the results comparing 2014 responses to 2016 responses for five key areas. He reported that the college has 25 unfilled positions. Existing employees have been given additional responsibilities and Interim Deans were appointed to address the duties of the unfilled positions. President Ash stated that Interim Dean of CTE Susan Dunek had participated in the Dean search for the position in the past. After consultation between the Administration and the Higher Education Association, Dunek will assume responsibilities as the Dean of CTE on January 1, 2017.

President Ash noted that the college Administration and the Higher Education Association are making great strides towards working together. An example of this collaboration is the IDEA faculty evaluation tool which a faculty committee has chosen to support for use at the college.

2.1.4 Board Debriefing – Personnel Matters

President Ash reported that he has met with college staff involved in the administration of the personnel matters which occurred earlier this year to review and revise the processes and procedures. A list of process improvements has been developed and is being implemented.

2.2 Administration

2.2.1 Department of Labor wage mandate

Vice President of Administrative Services Kevin Carr reported on proposed revisions to the Fair Labor Standards Act (FLSA) which were anticipated to go into effect on December 1, 2016. Although the new regulations have been put on hold for the time being, SCC has moved ahead with addressing the anticipated changes with employees whose wages would become hourly and would receive overtime pay. Five SCC employees who have been exempt (not covered under FLSA overtime provisions) will be moved back to non-exempt (covered under FLSA overtime provisions) due to the new proposed regulations. Several SCC WIOA employees are also affected because their positions were categorized incorrectly.

President Ash noted that Vice President Carr and the Human Resources Department spent considerable time preparing the college for the anticipated changes in FLSA regulations. He expressed appreciation for their work.

2.2.2 Facilities update/Re-Use Plan/Re-signage

This agenda item will be reviewed at a future meeting.

2.2.3 Indoor Sports Complex

This agenda item will be reviewed at the next regular Board meeting.

2.2.4 Class scheduling

Vice President of Academic Affairs Dr. Carole Richardson reviewed a flow chart of the credit course scheduling process used at the college. The chart demonstrates the amount of detail, time required, and inclusiveness of the process. Vice President Richardson also reviewed a spreadsheet which is used in determining if/when a class should be cancelled. She explained that meetings are held with faculty who are given the opportunity to share their knowledge about why a class is under-enrolled and to recruit additional students at the high schools.

3.0 Adjournment

There was consensus that the meeting adjourn.

The meeting adjourned at 7:45 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