



Regular Meeting of the Board of Trustees  
Monday, January 11, 2016  
5:00 p.m.  
West Burlington Campus Board Room (#AD-1)

## **1.0 Routine Items**

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

Vice Chair Heland called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, and Chris Prellwitz were present in the Board Room. Moudy Nabulsi was present via teleconference. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, and SCC staff members Dr. Carole Richardson, Joan Williams, Jeff Ebbing, and Dr. Don Weiss.

Note: Vice Chair Heland served as Chair for this meeting at the request of Chair Nabulsi who participated in the meeting via teleconference.

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

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

## **1.3 Communications**

### **1.3.1 Audience**

No report.

### **1.3.2 Administration**

No report.

### **1.3.3 Board**

Trustee Fife-LaFrenz reported that she attended a recent workforce innovations and opportunities training meeting which focused on local workforce functions and strategic planning. She also participated in an IACCT webinar entitled “Consequential Boards” presented by Dr. Larry Ebbers. She recommended that this subject could be a discussion topic for a future Board Retreat.

Trustee Heland reported that he attended a recent seminar entitled “Bridges Out Of Poverty” which focused on connecting individuals with education resources. He indicated that SCC’s participation in this initiative is important and expressed appreciation for Beth Ash’s attendance at the event and for her leadership.

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

Trustee Nabulsi reported that the IACCT Board will not meet until January 27. The Community College Council will meet on January 20.

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

#### **Statewide Impact of State Aid on Community College Budgets**

President Ash referred to a report containing information from each of the 15 community colleges related to budget reductions, e.g. eliminated positions, positions on hold, operating expense reductions. The total amount for all the reductions listed on the report is approximately \$15 million. SCC currently has 16 positions on hold due to budget reductions. All 15 community colleges are experiencing decreased enrollments and budget struggles. The information in the report will be used by the presidents and lobbyists in discussions with state legislators to support the community colleges' need for increased state general aid. Alternative funding sources are being sought since state general aid is not a reliable revenue source.

President Ash reported that approximately 79% of SCC's budgeted expenses are salary and benefits costs. Numerous budget reduction measures are currently in effect, e.g. reduced Library acquisitions, no overnight travel (requires approval by PEC), no overtime (without approval), limited use of temporary services to fulfill certain clerical duties, reorganizing duties at all staff levels to cover job responsibilities of the 16 positions that are unfilled.

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

1. Approval of Minutes for the December 14, 2015, Pre-Board Meeting and the December 14, 2015, Regular Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
  - a. Wendy Kasemeier
    - Position: Custodian II
    - Date of Hire: 04/07/2014
    - Last Day of Employment: 12/17/2015
    - Reason: Personal
  - b. Sheri Knipe
    - Position: Cashier/Business Office Assistant
    - Date of Hire: 10/15/2012
    - Last Day of Employment: 01/31/2016
    - Reason: Accepted Admin. Assistant - CBIZ/Econ. Development position
  - c. Paula Lauer
    - Position: Evening Receptionist/Housekeeper
    - Date of Hire: 08/18/2003
    - Last Day of Employment: 06/30/2016
    - Reason: Early Retirement

- d. Nora Vera-Godwin  
Position: Spanish Instructor  
Date of Hire: 08/17/2000  
Last Day of Employment: 08/21/2016  
Reason: Early Retirement
- e. Tom Haas  
Position: Business Instructor  
Date of Hire: 08/13/1984  
Last Day of Employment: 08/21/2016  
Reason: Early Retirement

#### 4. Employment Contracts

- a. Sheri Knipe  
*Position: Administrative Assistant-CBIZ/Economic Development  
(Replacement)*

Trustee Hillyard moved approval of the Consent Agenda items. Trustee Prellwitz seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

#### 4.1 Review of President's Goals

President Ash referred the Trustees to a copy of a status update on the President's Goals for FY 2016. He provided highlights of the work accomplished and/or in progress on each goal. President Ash indicated that increasing enrollment remains the primary focus.

#### 4.2 President's Report

President Ash reported on the following activities:

##### MEETINGS:

##### Internal

- **Students**
  - Welcomed attendees at West Burlington Campus evening track nurse pinning ceremony
- **Facilities**
  - Hawk Eye Reporter Joey Aguirre - interview re: end of year progress report on SCC's construction projects
  - West Burlington Campus facilities re-use meeting
  - Toured properties in downtown Ft. Madison with Lori Illner of Ft. Madison Chamber
  - Meeting with CCD representatives regarding top line growth for enrollment and residence halls
  - Meeting with Jason Hutcheson regarding indoor sports complex
  - Had an Ad Astra Webinar for staff – regarding scheduling and our current technology – developed a short-term plan moving forward

- **Major Gifts Campaign**
  - Building the Dream Campaign Executive Committee Meeting
- **College Personnel**
  - West Burlington Campus Holiday Luncheon
  - Keokuk Campus Holiday Luncheon
  - Open Forum discussing Academic Freedom
- **Programs**
  - Visit from Iowa State University personnel regarding collaboration on agriculture programming: Vice President of ISU Extension/Outreach Dr. Cathan Kress; Dr. John Lawrence, Associate Dean for the College of Agriculture; Ray Hansen, Value Added Agriculture; and Bob Dodds, Region 20 Director of Extension & Outreach
- **Iowa College Student Aid Commission**
  - Numerous conference calls with Legislative Committee regarding SARA
- **Title IX/Compliance**
  - Meeting with Michelle Foster and Tina Young regarding annual security report updates

#### **External**

- Iowa Pharmacy Technician Curriculum Task Force with Kristi Schroeder in Des Moines

### **4.3 Ft. Madison Center Update**

President Ash referred to an outline of his presentation from the April 2015 Board Retreat and a sheet of historical background information and current investigations regarding opportunities in Ft. Madison for possible relocation of the Center. He referred to a financial analysis for FY 2015 of the Ft. Madison Center and the Fire Training Center which shows a net loss to SCC of \$65,000. The report also shows a \$33,000 net profit to CBIZ for its use of the Center and the Emergency Training facilities for non-credit programming for Roquette America and the Iowa Fertilizer Company.

President Ash reported that a local church has expressed an interest in purchasing the Ft. Madison Center. In light of Ft. Madison's city leadership not being in favor of SCC relocating its Emergency Training Center to the site near the middle school, President Ash began investigating possible rental spaces in downtown Ft. Madison for relocation of the Educational Center with a focus on improving the Center's appeal to the community.

President Ash referred the Trustees to a list of three different rental locations in downtown Ft. Madison. He indicated that all three are currently being refurbished and would tentatively be available between April and June 2016. Plans indicate that these are going to be very nice spaces and will improve downtown Ft. Madison.

Trustee Fife-LaFrenz suggested that the current Emergency Training Center site be sold and that donated land along old Highway 61 north of Ft. Madison or the new bypass might be more suitable for relocation of both centers.

Trustee Nabulsi expressed concern that leasing a building in the downtown area does not appear to be a permanent solution for SCC to have a presence in Ft. Madison and that donors from that city may be concerned that SCC will not have a presence there. He recommended that the Board discuss the matter further at a Board Retreat.

Trustee Heland indicated that he is in favor of leasing a location in the downtown area as an option for relocation. He expressed a need for being more effective and judicious of the college's funds with regard to all of its facilities.

President Ash reported that the Ft. Madison School District will be vacating the lower level of the Ft. Madison Center because it plans to move its alternative high school back to its own facility.

Further discussion on the matter will be held at a future Board meeting.

#### **4.4 Monthly Financial Report**

Vice President of Administrative Services Carr reported on the financial statements for period ending December 31, 2015. Tuition revenue continues to be approximately \$600,000 less than last year. Spring semester tuition revenue numbers will be available soon. General Fund - Other Income was overstated by \$330,000 due to an incorrect entry on the December statements which has been corrected on the January statements. Salary expense is less than last year due to the 16 unfilled positions.

Vice President Carr reported on the status of the general obligation bonds and indicated that Board action will be required at a future meeting to secure the remaining funds.

#### **4.5 Facilities Update**

Vice President of Administrative Services Carr reported that bids are due on January 28 for the new Industrial Maintenance Technology building. He also reported that renovations to the West Burlington Campus Private Dining Room will be completed soon.

#### **5.0 Future Meetings**

Vice Chair Heland reviewed the upcoming meetings.

#### **6.0 Adjournment**

Trustee Hillyard moved to adjourn the meeting. Trustee Prellwitz seconded. Motion carried with all trustees voting aye.

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".

Sherry Zeller  
Board Secretary  
February 15, 2016