



REGULAR MEETING OF THE BOARD OF TRUSTEES

**Monday, June 13, 2016
5:00 p.m.
1500 West Agency Road
West Burlington
Room AD-1**

Meeting Minutes

1.0 Routine Items

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

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

1.2 Adoption of Formal Agenda

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

2.0 Closed Session Pursuant to Section 21.5(1)(i), Code of Iowa/Evaluation of President

Trustee Fife-LaFrenz moved that the Southeastern Community College Board of Trustees conduct its business by closed session as provided by Section 21.5(1)(i) of the Code of Iowa, to evaluate the professional competency of an individual whose appointment and hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

The President's Evaluation was held in closed session.

3.0 Communications (Limited to Five (5) Minutes per Individual)

3.1 Audience

Dr. Deborah Hedger, HEA President and Economics Professor, reported that the HEA voted to bring forward to the Board of Trustees a list of resolutions in support of the college's stated values of excellence, integrity, stewardship, and continuous improvement and the Higher Learning Commission criteria for accreditation. She read the list of eight resolutions.

Retired SCC Chemical Dependency Instructor Sandy Krell-Andre distributed copies of a letter she wrote regarding the suspension of the Chemical Dependency Program. She read

the letter and noted that the program needs to have a coordinator in order to have Illinois licensure.

3.2 Administration

Executive Director for Institutional Advancement Becky Rump reported that the Alumni Association Golf Outing will be held on July 15 at Sheaffers Golf Course.

3.3 Board

Trustee Hillyard reported that the recent College County Fair Service Agency meeting focused on several issues regarding the college and the proposed indoor sports complex.

Trustee Fife-LaFrenz reported that the Regional Workforce Development Board did not meet in May. She also reported that all of the Board of Trustees members attended the groundbreaking ceremony for the Blackhawk Towers at the West Burlington Campus.

3.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board did not meet during May. The next meeting is scheduled for June 13.

4.0 World Changing – Changing Our Thinking

AEL Coordinator Elizabeth Campbell gave a PowerPoint presentation on SCC's AEL program. She introduced AEL instructors Ella Brockman and Cheryl Almack.

Coordinator Campbell explained that the program provides instruction in the areas of English as a Second Language, computer literacy, vocational computers, and life skills. The program mainly serves individuals who are unable to read or write or speak the English language and individuals 16 years of age and older who are not enrolled in a high school program. The students served have a wide range of reading abilities.

Coordinator Campbell reviewed the training locations and partner agencies. She noted that work is underway to integrate new training initiatives with Workforce Development.

AEL students Tanelle Jones and Jacob McCampbell shared stories about their experiences and successes gained from their participation in the program.

5.0 Action Items

5.1 Approval of Consent Agenda

1. Approval of Minutes for the May 10, 2016 Board of Trustees meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

- Lacey Bates

Position:	Assistant Women's Basketball Coach/Student Activities Coordinator & Residence Life Advisor
Date of Hire:	10/06/2014
Last Day of Employment:	06/10/2016
Reason:	Personal

- Megan Buford
Position: AEL Instructor – ISP (Part-Time)
Date of Hire: 05/10/2016
Last Day of Employment: 05/12/2016
Reason: Personal

4. Employment Contracts

- Kim Kingery
Position: Administrative Assistant - Corrections
(Replacement)
Contract Period: June 21, 2016 – June 30, 2016
Hourly Wage: \$14.77 (\$15,360.80 annual)
Education: A.A. – Southeastern Community College, West
Burlington, IA
Experience: Quality Assurance Tech. ~ Winegard, Burlington, IA
Receiving Clerk ~ Cequent Consumer Products,
Fairfield, IA
Owner/Operator ~ Self-Employed, Salem, IA

- Kim Kingery
Position: Administrative Assistant - Corrections
(Replacement)
Contract Period: July 1, 2016 – June 30, 2017
Hourly Wage: \$15.18 (\$15,787.20 annual)
Education: A.A. – Southeastern Community College, West
Burlington, IA
Experience: Quality Assurance Tech. ~ Winegard, Burlington, IA
Receiving Clerk ~ Cequent Consumer Products,
Fairfield, IA
Owner/Operator ~ Self-Employed, Salem, IA

- FY 2017 I.M.P.A.C.C. Professional Services Contract for Kevin Murphy (see attachment)
- FY 2017 Workforce Center – Promise Jobs Contracts (see attachment)

5. FY 2017 Board of Trustees Meeting Schedule (see attachment)

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.

5.2 Recommendation to Terminate Contract of Faculty Member Milo VanVeldhuizen for Staff Reduction Reasons

President Ash reported that the previous vote on the Contract Termination of Milo VanVeldhuizen is void as the faculty member has requested a hearing and continuance per Iowa Code Chapter 279.15 and the request was pending; however, the Board was unaware of the hearing request. On May 16, Milo VanVeldhuizen withdrew his request for a

private hearing with the Board of Trustees. A copy of Mr. VanVeldhuizen's withdrawal, dated May 16, is placed on file with the Board Secretary. President Ash recommended that the Trustees vote to terminate Milo VanVeldhuizen's employment contract for staff reduction reasons.

Trustee Prellwitz voted to terminate faculty member Milo VanVeldhuizen's employment contract for staff reduction reasons. Trustee Hillyard seconded. Motion carried on a 3-2 roll call vote with Trustees Hillyard, Prellwitz, and Hillyard voting yes; Trustees Heland and Fife-LaFrenz voted no.

5.3 Recommendation to Terminate Contract of Faculty Member Robert Kennon for Staff Reduction Reasons

President Ash reported that the previous vote on the Contract Termination of Robert Kennon is void as the faculty member has requested a hearing and continuance per Iowa Code Chapter 279.15 and the request was pending; however, the Board was unaware of the hearing request. On May 18, Robert Kennon withdrew his request for a private hearing with the Board of Trustees. A copy of Mr. Kennon's withdrawal, dated May 18, is placed on file with the Board Secretary. President Ash recommended that the Trustees vote to terminate Robert Kennon's employment contract for staff reduction reasons.

Trustee Heland moved to terminate faculty member Robert Kennon's employment contract for staff reduction reasons. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

5.4 Presentation of Accounts Assigned to Collections/Write-Off

Vice President of Administrative Services Carr presented a list of accounts assigned to collections/write-off in the amount of \$86,238 for Board approval. He reported that the largest amount of accounts written off is for students whose outstanding balance is the result of a financial aid return due to Federal Title IV regulations. Vice President Carr noted that the largest amount of debt collected during the year was through the offset program by accessing students' income tax withholding. He indicated that the bad debt rate was also somewhat lower this year due to decreased enrollment. We had a good year this year because staff were able to focus on this. Lower enrollment has also affected this.

Trustee Fife-LaFrenz moved to approve the accounts assigned to collections/write-offs. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

5.5 FY 2017 Iowa Association of Community College Trustees Membership Dues

President Ash recommended that the FY 2017 Iowa Association of Community College Trustees Membership Dues be approved. He reported that the notation on the invoice stating that there was no dues increase for FY2017 refers to the total dues for all the Iowa community colleges but that SCC incurred a \$705.61 increase due to the funding formula.

Trustee Hillyard moved to approve the FY 2017 Iowa Association of Community College Trustees Membership Dues as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

5.6 President's Contract

Chair Nabulsi and Vice Chair Heland reported that President Ash requested no increase in his contract for FY2017. President Ash stated that given the college's current financial state, he asked for no increase in his contract. He indicated that it is an honor to serve as President and appreciates being affirmed by the Board in adding two years to his contract. The Trustees expressed appreciation for President Ash's leadership.

Trustee Prellwitz moved to approve the President's Contract for FY 2017 and FY 2018. Trustee Hillyard seconded the motion. The motion carried on a 5-0 roll call vote.

5.7 Resolution Accepting the New Parking Lot, South of Fair Building

Vice President Carr referred to a letter from Klingner Associates P.C. which indicates that the new parking lot south of the fair building is complete. He noted that the amount of the original contract for the project was \$324,777. Two change orders were issued in the amount of \$5,820 for increasing the pavement thickness on the eastern lane of the parking lot and to reconstruct a 90' section of deteriorated sidewalk north of the parking lot. He noted that the sidewalk will be paid for by the College County Fair Service Agency. Vice President Carr also noted that the change order for the pavement thickness from 6" to 7" on the east lane of the parking lot was deemed necessary should this section become a road.

Discussion was held regarding the concerns expressed by the 4-H horse show representatives regarding the location of the parking lot and the safety of show exhibitors and their animals. It was noted that modifications to the original parking lot location were made to address the safety issues.

Trustee Hillyard moved to approve the Resolution Accepting the New Parking Lot, South of Fair Building as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

5.8. Second Reading – New Board Policy on Academic Freedom

Vice President of Academic Affairs Dr. Carole Richardson reported that she and a committee of SCC faculty consisting of John Bybee, Brenda Wamsley, Chris Sedlack, and Brian McAtee drafted the policy. The proposed policy was developed based on research of similar policies from other institutions and input received at open forums. Brian McAtee and John Bybee were present to represent the committee.

Trustee Fife-LaFrenz expressed concern regarding the word "appropriate" in the last sentence of the proposed policy. She inquired if there was a guideline written to explain the definition of "appropriate." Brian McAtee stated that although Vice President Richardson's presentation regarding the policy was very accurate perhaps the committee should review the language again in September.

There was Board consensus that the proposed policy be moved to a third reading at the September 2016 regular Board meeting.

5.9 Iowa New Jobs Training Program (260E) Preliminary Agreement – Veyance Technology, Inc.

Executive Director for the Center for Business Dr. Don Weiss presented a Preliminary Agreement for Veyance Technology, Inc. He noted that Veyance, the parent company for Contech which is located in Mt. Pleasant, is undertaking a \$7.2 million expansion of its hose manufacturing plant. The expansion will increase the facility's size by approximately 30,000 square feet and increase its capacity by 20 percent. The total amount of the issuance is \$185,000 which will provide training for 12 to 14 new employees who will earn \$19 per hour.

Trustee Heland moved to approve the Industrial New Jobs Training agreement with Veyance Technology, Inc. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

6.0 Termination Recommendation – No action required/informational

6.1 File Recommendation to Terminate Contract of a Faculty Member and File Hearing Request

President Ash reported that a Notice of Termination of Contract was served on faculty member Amanda Edmunds on June 6, 2016. Ms. Edmunds has requested a Board hearing. The hearing date has been set for June 17, 2016, at 5 p.m. at the West Burlington Campus Board Room. A copy of the Notice of Termination, Ms. Edmunds request for a hearing with the Board, and the Hearing Notice are being filed with the Board Secretary.

7.0 Accountability

7.1 Indoor Sports Complex

President Ash expressed his apologies for not sharing information earlier about the proposed indoor sports complex. He explained that at this point the information is conceptual.

President Ash reported that during a past survey of needed facilities at SCC, it was noted that athletics-related education facilities were desired although the priority for this type of facility was below the need for the buildings currently under construction. SCC's existing athletic facilities do not allow sufficient space for the current activities. Improving athletic facilities is a proposed way to increase enrollment.

President Ash was invited to participate in discussions over the past year for the Imagine Campaign led by the Burlington/West Burlington Chamber of Commerce. The Imagine Campaign focused on bringing additional sports tournaments to the region which would increase economic development. President Ash expressed SCC's need for additional athletic facilities and opportunities for collaboration emerged. Survey results provided guidance regarding the location for a collaborative sports facility with the majority of respondents giving SCC priority as the location. Other locations considered were the existing Rec Plex or the YMCA. These respondents have indicated that they would give financial support to the project. A preliminary budget estimate for the project was developed by working with DLR Group Architects, SG Construction, and Carl A. Nelson Co. Design changes have been made in order to reduce the original cost estimate.

President Ash reported that the proposed indoor sports facility would be made available to other schools and traveling tournaments. In the feasibility study it was agreed that the

facility would not be an SCC building although it would be located on SCC land. The College County Fair Service Agency was considered as a model of an existing entity which has a board of directors with significant college representation thereon but not directly controlled by the college. The membership of the proposed facility's board of directors or how operational costs will be covered has not been determined. It is anticipated that the facility would have a fitness center with a walking/jogging track accessible to SCC's faculty, staff, and students.

President Ash reviewed PowerPoint slides depicting the location, indoor layout, front entrance, gymnasiums and turf field of the proposed approximate 60,000 square foot facility which would be connected to SCC's existing gymnasium. Funding from FEMA for a safe room is also being sought as part of the project.

During discussion it was noted that the college would need to make provisions for a land trade for the area currently being overseen by the College County Fair Service Agency in order for the Des Moines Fair Association to retain at least 10 acres of land which is required for that entity to receive annual infrastructure funds from the state. This area would become college property which would be leased to the sports complex facility association. There would also be some financial involvement since the college would be using the facilities.

Chair Nabulsi stated that although he feels the principle of the project is excellent he has concerns about the college's financial responsibilities in connection with the facility and wants to make sure the college is protected.

Trustee Prellwitz raised concerns regarding confusion by the public about the Imagine Campaign's fundraising efforts in light of the fact that SCC has not reached its Building the Dream fundraising goal.

Trustee Fife-LaFrenz expressed concerns about the financial responsibility for the maintenance expenses for the facility. President Ash stated that operational costs would be covered by tournament and hotel destination fees. The facility's Board of Directors would establish a budget for its management.

Trustee Hillyard noted that the project's vision is what the college needs to attract students. He indicated that more information is needed on how the management structure of the facility would be organized.

President Ash requested permission from the Trustees to investigate the details of the proposed land trade with the College County Fair Service Agency. There was general consensus by the Trustees for President Ash to investigate the land trade.

7.2 President's Report

President Ash reviewed the following items from his written President's Report:

- WIOA and SCC were awarded the Promise Jobs grant for the eastern Iowa region. This grant provides SCC with \$70,000 of indirect funds as the fiscal agent
- Executive Director for Information Technology Chuck Chrisman is leading research into a new learning management system (LMS) for the Iowa Community College Online Consortium (ICCO) since the ICCOC's current

LMS handled by Pearson/eCollege will soon no longer be available. SCC faculty representatives will be trained on the new LMS over the next year during the transition.

- Although SARA is not yet concluded, the matter is far enough along to allow for making application. SCC will first need to complete an application for exemption from registration to the Iowa College Student Aid Commission. Ultimately, SCC will remit fees to the State and to the Midwest Higher Education Compact based on a sliding scale with the larger school paying higher fees.
- The Iowa Department of Education (DOE) conducted an Equity Visit on June 1 and 2. A copy of the visit schedule was provided to the Trustees. Extensive information was uploaded for the DOE's review prior to the visit. The preliminary verbal report following the visit was that there were a number of strengths and recommendations. An official written report will be received with prescribed schedule for responses. One of the findings was that the college is lacking in signage for handicapped students. This will be addressed at all SCC facilities.
- Upward Bound is underway with 64 participants from across our region. Thirty-four students live in the West Burlington Campus residence hall and there are 30 additional students participating in the program online.
- The SCC semi-trailer has a new "skin" consisting of the SCC logo. The trailer is used for the CBIZ truck driver training program.
- The college will submit a grant application for funding for a safe room.
- The Iowa community college presidents are exploring alternative funding streams. Feedback to the Board will be provided in the future.
- A state workgroup will discuss issues with the DOE's concurrent enrollment MIS reporting.
- SCC is engaged in transfer discussions with numerous four-year colleges
- Furniture is being moved into new Health Professions building
- General Electric's West Burlington plant will add 80 new jobs. General Electric and Silgan Container plan to train their employees with SCC's Advanced Manufacturing lab and program.

President Ash provided a written report to the Trustees for his activities during the past month:

MEETINGS:

Internal

- **Students**
 - Nurse Pinning ceremonies for Keokuk and West Burlington Campuses
 - Graduation Events at Keokuk and West Burlington Campuses
 - Participated in M-Power-U graduation ceremony
 - Distributed SCC Carpentry completion certificates to four students at Ft. Madison High School graduation ceremony
- **College Personnel**
 - Employee Recognition Luncheon at Keokuk Campus and Recognition Breakfast at West Burlington Campus
 - Susan Dunek named Interim Dean of Career and Technical Education; will continue to complete I-AM duties as grant comes to a close

- Discussed new LMS software for ICCOC with Chuck Chrisman
- Discussed program marketing ranking tool with Jeff Ebbing
- President's interview with part-time administrative assistant for Corrections
- Met with Jared Reed, Bob Ryan, and Don Weiss re: IT Sector Group Development
- **Facilities**
 - Reviewed concepts for Science Building and existing building renovation for entry way with DLR Group architects
 - Reviewed concepts for Science Building with DLR Group/SCC faculty/core group/PEC
 - Reviewed concepts for West Burlington Campus Re-Use with DLR Group/Enrollment Services personnel/Business Office personnel
 - Reviewed concepts for Indoor Sports Complex with DLR Group and Complex development committee
 - Discussed the concept of a Safe Room at the West Burlington Campus
- **Major Gifts Campaign**
 - Meetings with prospective donors
- **Programs**
 - BHS Freshman Faculty Initiative - meeting with Burlington High School freshman faculty, counselors, and administrators re: BHS freshman coming to SCC this fall every other week to learn about our programs
 - Discussed Emergency Response Training Center policies and procedures with college staff
- Iowa Assoc. of Community College Presidents' Retreat meeting hosted by WITCC in Sioux City – June 7 - 9
- Compliance Committee meeting
- International Programs Committee meeting
- Planning for and hosting Department of Education for Equity Visit
- Meeting with new Plant Manager at Iowa Fertilizer Plant
- Attended ribbon cutting ceremony for opening of new road for Iowa Fertilizer Plant
- Presented at Iowa State Chief Development Officer group meeting re: "President/Chief Dev. Officer Relationship in capital campaign" with Becky Rump and NICC's President Wee and his Institutional Advancement Director
- VFA Steering Committee conference call with Community College Presidents and other members of the committee
- Community College Presidents' teleconference re: planning for meeting with Director of DOE Ryan Wise
- **College County Fair Service Agency – Board meeting**
 - Discussed projects for possible future repair or replacement. Remodeling of restrooms in Agri-Stock Arena was determined a priority.

- A new sidewalk was constructed near the new parking lot
- Update was given on indoor sports complex
- **Foundation**
 - Foundation Board of Directors' meeting
 - Discussion with area bankers on interest rate financing for building projects
- **Alumni Association**
 - Distinguished Alumni receptions for Keokuk and West Burlington Campus honorees
- **New Student Residence Halls**
 - Numerous planning meetings for groundbreaking ceremony
 - Groundbreaking ceremony on May 19 – well attended by community and college personnel
- **Iowa College Student Aid Commission**
 - Legislative Committee meeting via teleconference
 - Commission Board of Directors meeting in Des Moines
 - Commission Board of Directors meeting via teleconference
- **Iowa Department of Education**
 - Equity Visit by four staff
 - Present two days on campus included facility visits to both campuses
- **Presidents' Retreat**
 - Reviewing Concurrent Enrollment – some school districts are trying to move to PSEO
 - Agribusiness Association Proclamation – signed by the Presidents – they give each college \$1000 scholarship for those schools who attend their conference
 - Transfer programs – still very concerned about the process and the lack of overall lack of cooperation by the four year institutions – particularly in the sciences
 - DOE – Community College Division is changing their name to better reflect what they do: Bureau of Community Colleges and Workforce Preparation
 - Discussed some possible forms of alternative funding options
 - FLSA Overtime pay issue – webinar coming up
 - CTE reform measures and next steps forward
 - Faculty Qualifications and Roles – Guidelines for Iowa Community Colleges
 - Issue with the IACCT Defined Contribution YIAA 403a Plan
- **External**
 - Greater Burlington Partnership Board of Directors meeting
 - Community Foundation Board of Directors meeting
 - Southeast Iowa Regional Planning Commission Board of Directors meeting
 - Participated in Rotary Road Clean-Up activity
 - Special meeting of Burlington/West Burlington Economic Development Board
 - Groundbreaking at Burlington Crossing property

- Dueling Pianos event in Ft. Madison

Upcoming Events

- Presenting to Keenagers group about recent progress at SCC
- Meetings with prospective donors
- Council for Resource Development Board of Directors meeting

7.3 Financial Report

Vice President of Administrative Services Kevin Carr reviewed financial statements for period ending May 31, 2016. He reported that the tuition revenue continues to be below the budget estimates but that savings of approximately \$500,000 has been received due to reduced salary expenses.

7.4 Facilities Update

Vice President of Administrative Services Kevin Carr reviewed the General Obligation Bond proceed report and the change order reports for the Health Professions and Industrial Maintenance Technology buildings and the new West Burlington Campus parking lot south of the Fairgrounds.

Vice President Carr reported that:

- Furniture is arriving for the Health Professions building
- The new road to the east of Health Professions building has been constructed
- A portion of the new parking lot on the east side of the Industrial Maintenance Tech building has been constructed and the water and sewer pipe under sidewalk has been buried deeper with concrete poured over top. Concrete embankments are being installed for new bridge.
- The new parking lot south of the Fairgrounds is complete
- The piers for the new Blackhawk Tower are complete and the sheer walls are nearly complete. It is anticipated that the structural steel will be set in June and the pods will be delivered in July

8.0 Future Meetings

Chair Nabulsi reviewed the list of future meetings.

9.0 Adjournment

Trustee Prellwitz moved to adjourn the meeting. Trustee Fife-LaFrenz seconded. Motion carried.

The meeting adjourned at 8:22 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