



Regular Meeting of the Board of Trustees
Monday, March 20, 2017
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

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

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

President Ash reported that SCC retiree Chuck Albright will have open heart surgery on Wednesday.

1.3.3 Board

Trustee Fife-LaFrenz reported that she participated in the following events since the last Board meeting:

- John Bennet Center graduation for HISET diplomas
- All-Iowa Academic Team Banquet; SCC had two honorees
- Quarterly CTE Advisory Board meeting with Keokuk High School; planning for career exploration day for 8th graders to be held at the High School. Curriculum expansion is being considered for STEM, entrepreneurship, and building trades.

Chairman Heland reported that he also attended the HISET graduation at John Bennett Center.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that Trustee Fife-LaFrenz attended the recent IACCT Board meeting as SCC's alternate. Trustee Fife-LaFrenz reported that she had sent a copy of the minutes from the meeting to the SCC Trustees. She indicated that the meeting focused on the following:

- The Iowa Small Business Development Director presented on the work Drake Law School is doing to help minimize legal fees within the organization.
- The IACCT Executive Committee has selected a representative to oversee the investments for the defined 403a contributions.
- Department of Education Director for Community Colleges Jeremy Varner reported on the redesign of CTE programming.
- Community College Day on the Hill was discussed with ideas being generated for next year's event.
- Discussion regarding additional budget cuts by the State.

Trustee Hillyard expressed appreciation to President Ash, Becky Rump, and instructors Jason Radel and Chris Boeding for their participation in the Community College Day on the Hill event which was held on February 28 at the Capitol.

Trustees Nabulsi noted that the legislature is considering guns being allowed on community colleges campuses which has generated a great deal of concern by IACCT. The community college lobbyists will promote the opinion of the colleges that guns on campus is a decision to be made by each individual college and not by the State.

Discussion was held regarding pending legislation for 260E and 260F community college funding being negatively impacted by state budget reductions.

2.0 World Changing – Changing Our Thinking

2.1 Emerging Issues/Future Agenda Items

No report.

2.2 M-Power-U

President Ash introduced M-Power-U Coordinator/Professor of Interactive and Social Media Marketing Carlene Woodside. He explained that SCC has the only program of this kind in the state of Iowa. President Ash expressed appreciation to the students who participated in the Community College Legislative Drive-In Day in Des Moines on February 28 and March 1 at S.E. Iowa Days.

Professor Woodside reported that the M-Power-U class is comprised of high school juniors from 14 schools from our service district. This is the 11th year for the class. The students, Anika Cook, Jacob Anderson, Isaac Bybee, Katie Conner, and Megan Ryan talked about the following position statements they presented to the legislators:

- Mental health – explained the funding formula that they developed to aid individuals who do not have the financial resources to access the services
- Education - block scheduling and how the same schedule does not work for all schools
- Body cameras for law enforcement officers - Officers should be required to wear body cameras for the benefit of gathering evidence for a case

Each student reported on their experiences with M-Power-U, how it has impacted their growth as a person, and their career plans.

3.1 Approval of Consent Agenda Items

1. Approval of Minutes for the February 20, 2017, Regular Board Meeting and the March 6, 2017 Special Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
 - Mary Ellen Ellyson
 - Position: Director of Institutional Research
 - Date of Hire: 01/01/2015
 - Last Day of Employment: 08/31/2017
 - Reason: Personal
 - Ella Bokman
 - Position: Adult Education & Literacy Instructor
 - Date of Hire: 07/07/2014
 - Last Day of Employment: 03/24/2017
 - Reason: Personal
4. Employment Contracts
 - Cody Ferris
 - Position: *Administrative Assistant – Academic Affairs (Replacement)*
 - Contract Period: March 6, 2017 – June 30, 2017
 - James Rogers
 - Position: *Head Volleyball Coach / Enrollment Project Specialist (Replacement)*
 - Contract Period: March 1, 2017 – June 30, 2017
 - Kristi Schroeder
 - Position: *Dean of Health Professions/Director of Nursing (Replacement)*
 - Contract Period: February 24, 2017 – June 30, 2017

Trustee Hillyard 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 International Student Tuition Rate

President Ash reported that the college is interested in developing a stronger international student program. Recruiting international students is a very involved process with additional services required to help the students with many issues such as transportation and their adjustment to American culture. Due to the students' increased needs, additional staff is required to work with the students. President Ash stated that SCC's American students will benefit from the cultural exchange provided by the international students. A committee has been working on the details required for increasing SCC's international student population for the past year and a half. The

SCC website now has an international webpage to help recruit students and provide information on courses of study, student resources, and campus living.

President Ash reported that other Iowa community colleges charge a higher tuition rate for international students. He recommended the Trustees approve an international student tuition rate of \$209 per credit hour to begin with the fall semester of 2017 which will help fund costs of additional staff and programs. President Ash indicated that the college hopes to recruit 200 – 300 students from a variety of countries over the next few years.

Discussion was held regarding future plans for recruiting international students and the possibility of increasing the international tuition rate to cover costs of additional students and services.

Trustee Nabulsi moved to approve the International Student Tuition Rate of \$209 per credit hour as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.3 Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement – ContiTech USA, Inc. (f/k/a/ Veyance Technologies, Inc.)

Executive Director for CBIZ Dr. Don Weiss explained that the proposed Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement with ContiTech USA, Inc. is required due to a change in the company's name from Veyance Technologies, Inc. The First Amendment extends the current agreement to June 30, 2018, and also provides for the name change.

Trustee Fife-LaFrenz moved to approve the Resolution Approving First Amendment to Preliminary Industrial New Jobs Training Agreement with ContiTech USA, Inc. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.4 Indoor Sports Complex

3.4.1 Affirmation of SCC President's Appointment to Indoor Sports Complex Board of Directors

President Ash reported that at the last board meeting the Trustees selected two of its members to serve on the Indoor Sports Complex Board of Directors. Since the issue of also appointing the SCC President to the Indoor Sports Complex Board as provided by the Bylaws was not listed on the meeting agenda, the Trustees directed that the matter be included on the next Board meeting agenda. President Ash recommended the affirmation of the statement in the Bylaws which provides that the SCC President will serve on the board of directors during the first five years.

Trustee Hillyard moved to affirm the SCC President's appointment to the Indoor Sports Complex Board of Directors. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.4.2 Affirmation of SCC Trustees' appointment to Indoor Sports Complex Board of Directors

President Ash stated that at the last Board meeting, the Trustees wished to affirm the following at its next Board meeting: The Trustees' appointment of two Trustees and the College President to

the Indoor Sports Complex Board of Directors during the first five years and the appointment of two Trustees or one Trustee and the College President to the Indoor Sports Complex Board of Directors thereafter as provided in the Bylaws with such appointments being voted on at the SCC Board of Trustees' annual organizational meetings.

Trustee Hillyard recommended that alternate Board members should also be appointed during the annual organizational meetings in keeping with the Board's procedure for the CCFSA and IACCT Board.

Trustee Hillyard moved that the SCC Board affirm the Trustees' appointment of two Trustees and the College President to the Indoor Sports Complex Board of Directors during the first five years and the appointment of two Trustees or one Trustee and the College President to the Indoor Sports Complex Board of Directors thereafter with such appointments being voted on at the SCC Board of Trustees' annual organizational meetings and that alternates also be appointed. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.1 Key Performance Indicator #4, Overall Student Satisfaction

President Ash presented information on Key Performance Indicator (KPI) #4, Overall Student Satisfaction, which was one of the KPI's the Trustees selected for review.

- Student Satisfaction Inventory (SSI) is conducted in even numbered years with the Community College Survey of Student Engagement (CCSSE) being conducted in odd years
- The SSI report is used in compiling the data for KPI #4
- SCC scored an average of 5.42 over 5 years for student satisfaction when compared to the college's comparison group
- 500+ students responded to the survey this past spring

President Ash reported that faculty and staff are aware that improvements are needed in student satisfaction. Numerous programs and initiatives have been put in place over the past 5 years in an effort to improve student satisfaction:

- Welcome Day – Orientation for students and their parents with opportunities to meet with student services and financial aid staff. The number of participants for this event continues to increase each year.
- New facilities
- Additional parking with improved lighting
- New food service vendor to improve quality of students' meals; the vendor is also now at the Keokuk Campus
- Expanded wireless network capacity
- Library improvements both physically and online

President Ash noted that the Board has requested that KPI target figures should be reviewed at a future Board Retreat.

4.2 President's Report

President Ash reported on the following activities:

MEETINGS/ACTIVITIES:

Internal

- **Open Forums for Dean of Arts and Sciences candidates**
 - Four candidates – two external and two internal
- **Students**
 - PTK All Iowa Academic Team banquet with two honorees from SCC
- **Facilities**
 - Planning meeting with DLR Group Architects and faculty/staff for Bldg. 100 renovations
 - Planning meeting with DLR Group Architects regarding Keokuk Campus re-use
- **Programs**
 - Planned Curriculum for Pharmacy Technician Accreditation meeting with Dr. Maureen Donovan , Associate Dean, College of Pharmacy, Univ. of Iowa
 - Lee County Joint Education Center Meeting
 - Phone conference regarding collaborations with UNI Dean of College of Education Dr. Gaetane Jean-Marie
 - Attended Artist in Residence Program – Disney and Desserts
- **Scheduling**
 - Reviewing numerous data pieces in relation to enrollment and scheduling
 - Discussed academic programming and supporting data re: Health Professions and other CTE programs with faculty and staff representatives
- **Upcoming Events**
 - Joint Meeting with Great River AEA, April 10th – 4:30 – HP Building Tour; Private Dining Room and then SCC Boardroom
 - April 22, 9 a.m., Board Retreat
 - May 1, 4:30 p.m., groundbreaking ceremony for Hall of Sciences

President Ash reported that the Greater Burlington Partnership Young Professionals group toured the new Health Professions building.

President Ash noted that in light of the current state legislation regarding weapons, the community colleges will be allowed to develop their own policies on the matter. He also reported that the latest round of revenue projections from the state includes another reduction in funding for community colleges. Efforts will continue to fine tune the college's budget in response to these cuts.

4.3 Monthly Financial Report

Vice President Carr reported on the financial statements for period ending February 28, 2017. General fund revenues (tuition and students fees) are currently approximately \$50,000 to \$70,000 less than the budget estimate. State general aid will be \$200,000 less than the budget estimate. Expenses are increased 1% compared to last year.

Vice President Carr reported that the close out process for the Industrial Maintenance Technology Building with the EDA continues.

4.4 Facilities Update

Vice President Carr reported that the West Burlington Campus Book Store was painted during spring break.

Due to the change of food service vender for the Keokuk Campus, the cafeteria was painted and some new equipment was installed. The new vender, Consolidated Management, will host a reception for Keokuk Campus students and employees on March 23.

Vice President Carr reported that the Keokuk Campus Industrial Maintenance Building's new sidewalk has been replaced twice due to drainage issues. The concrete floor inside the building is being polished.

The loop road for the new Hall of Sciences has been excavated. This road will eventually connect with an additional road to be funded by the Iowa Department of Transportation in future years.

Vice President Carr reported that the new parking lot at the West Burlington Campus has been excavated and that the piers are installed for the Hall of Sciences building. Both of these projects are running ahead of schedule.

5.0 Future Meetings

Chair Heland reviewed the list of future meetings. President Ash noted that the SCC Foundation fundraiser event, "Great Tastes" will be held on April 7.

6.0 Adjournment

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

The meeting adjourned at 6:35 p.m.

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". The signature is written in black ink and is positioned above the printed name and title.

Sherry Zeller
Board Secretary