



Regular Meeting of the Board of Trustees
Monday, March 21, 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

Board Chair Nabulsi called the meeting to order at 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Jeff Heland, Lanny Hillyard, and Moudy Nabulsi were present in the Board Room. Trustee Chris Prellwitz was not present via teleconference at roll call but joined the meeting in progress at 5:05 p.m.. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, Secretary Sherry Zeller, SCC staff members Joan Williams, Chuck Chrisman, Dr. Don Weiss, Jeff Ebbing, and Michelle Foster. Larry Burger of Speer Financial, Inc. was also present.

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

HEA President/Economics Instructor Dr. Deborah Hedger reported on numerous faculty initiatives in support of student success.

1.3.2 Administration

No report.

1.3.3 Board

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

- Webinar on recruiting and retraining minority populations.
- Attended a session on Keokuk Campus' Night Hawks programming
- Participated in a CTE meeting and a Regional Workforce Development meeting

1.4 Iowa Association of Community College Trustees Report

Chair Nabulsi reported that the IACCT Board has not met since the IACCT Conference in February. He indicated that the IACCT Awards Committee has determined that there will not be a time limit on individuals receiving awards for the second time. It was also determined that the Board Chair for each college will review the nominations for the Kibbie Award from their college and select one nominee for consideration by the Awards Committee.

2.0 World Changing – Changing Our Thinking

M-Power-U

SCC Graphic Communication Instructor/M-Power-U Coordinator Carlene Woodside explained that M-Power-U is a leadership academy comprised of two high school juniors nominated from each school within SCC's district. The initiative which is in its tenth year meets once a month throughout the school year at different locations within the four county area. Twenty-nine (29) students from 13 schools districts have been participating during the past year in the program.

Justin Heneke from New London High School and Wade Marshall from Mediapolis High School shared their M-Power-U experiences with the Trustees. They noted that the group recently toured the Case New Holland and Winegard Company plants in Burlington, the old State Penitentiary in Ft. Madison, and the Lee County Jail. The students also attended Great River Region Days where they made presentations on various topics with area legislators.

3.1 Approval of Consent Agenda Items

1. Approval of Minutes for the February 15, 2016, Regular Board Meeting and the March 7, 2016 Special Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments
None to report.
4. Employment Contracts
None to report.

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

3.2 Public Hearing on the Adoption of Plans, Specifications, Form of Contract, and Estimate of Cost for the New Parking Lot Project at West Burlington Campus

Trustee Hillyard moved that the public hearing on the adoption of plans, specifications, form of contract, and estimate of cost for the new parking lot project at West Burlington Campus be opened. Trustee Heland seconded. The motion passed with all trustees recorded as voting aye. Board Chair Nabulsi asked if there were any comments from the public. There were none. Board Chair Nabulsi asked if any written comments had been received. Board Secretary Zeller indicated none had been received. Trustee Hillyard moved that the public hearing on the new parking lot be closed. Trustee Heland seconded the motion. The motion carried with all trustees recorded as voting aye.

3.2.1 Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for the New Parking Lot Project at West Burlington Campus

Vice President of Administrative Services Carr reported that the plans and specifications were available in the Board Room. He referred to a letter from Klingner Associates which showed that four contractors submitted bids for the project and that the low bidder was Jones Contracting

with a bid of \$324,777. The budget estimate for the project was \$355,000. Klingner & Associates have completed reference checks and recommends that Jones Contracting be awarded the contract for the project.

Vice President Carr noted that he and Construction Consultant Dave Metzger met with the Des Moines County Fair Board and the representatives of the 4-H horse shows regarding their concerns about the location of the lot which is adjacent to the Agri-Stock Arena. Those concerns have now been satisfactorily addressed.

Trustee Hillyard moved approval of the Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for the New Parking Lot Project at West Burlington Campus. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.2.2 Resolution Making Award of Construction Contract for the New Parking Lot Project at West Burlington Campus

Trustee Fife-LaFrenz moved to approve the Resolution Making Award of Construction Contract for the New Parking Lot Project at West Burlington Campus. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.3 General Obligation School Bonds (Series 2016)

3.3.1 Resolution Directing the Sale of \$6,130,000 General Obligation School Bonds, Series 2016

Vice President Carr reported that the sale of \$6,130,000 General Obligation Bonds was held today. He introduced Larry Burger of Speer Financial, Inc. who provided a review of the sale. Eight bids were received with the best bid being submitted by UMB Bank, N.A., Kansas City, Missouri, at a true interest rate of 2.3501%. The bonds will be sold for \$6,194,671.50 which means UMB Bank is offering a premium to buy the bonds. They will sell the bonds at a higher interest rate and will end up with a \$64,000 premium on the bonds which the college can utilize.

Mr. Burger reported that since the college's financial profile is very strong its Moody's report shows an Aa3 rating which is excellent.

Mr. Burger recommended that the Board of Trustees approve the sale of the General Obligation Bonds to UMB Bank of Kansas City at a true interest rate of 2.3501%.

Trustee Fife-LaFrenz moved to approve the Resolution Directing the Sale of \$6,130,000 General Obligation School Bonds, Series 2016. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3.2 Resolution Appointing Paying Agent, Bond Registrar, and Transfer Agent, Approving the Paying Agent, Bond Registrar and Transfer Agent Agreement, and Authorizing the Execution of Same

Trustee Hillyard moved to approve the Resolution Appointing Paying Agent, Bond Registrar, and Transfer Agent, Approving the Paying Agent, Bond Registrar and Transfer Agent Agreement, and Authorizing the Execution of Same. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.3.3 Approval of Form of Tax Exemption Certificate

Trustee Fife-LaFrenz moved to approve the form of Tax Exemption Certificate. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.3.4 Approval of Continuing Disclosure Certificate

Trustee Heland moved to approve the Continuing Disclosure Certificate. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.3.5 Resolution Authorizing the Issuance of General Obligation School Bonds, Series 2016, of Southeastern Community College, in the Amount of \$6,130,000 and Levying a Tax for the Payment Thereof

Trustee Fife-LaFrenz moved to approve the Resolution Authorizing the Issuance of General Obligation School Bonds, Series 2016, of Southeastern Community College, in the Amount of \$6,130,000 and Levying a Tax for the Payment Thereof. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.4 Southeast Iowa Schools 28E Agreement

Director of Human Resources Foster reported that the Southeast Iowa Schools Health Care Plan has been renamed the Iowa Education Benefits Program. This consortium of 11 schools (K-12, SCC, private, and AEA) has been in place since 1987 and in the past consisted of 15 schools. Foster explained that she is SCC's representative for this group which is organized under a 28E agreement. The 28E organization's Board retained Kristy Latta from Ahlers Law Firm to review/update/refile the 28E agreement. Major changes include:

- Name Change – Effective July 1, 2016, the name will be changed to Iowa Education Benefits Program.
- Term of Membership – date change from April 1st to January 1st.
- Wording change to include electronic communication throughout the agreement and that electronic communication is considered verified receipt.

Ms. Latta will file the 28E agreement with the Secretary of State once all of the governing boards have approved the agreement. EBS will continue to serve as the third party administrator for the consortium.

Trustee Fife-LaFrenz moved to approve the Southeast Iowa Schools 28E Agreement. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

4.1 President's Report

President Ash reported on the following activities:

- Participated in Iowa Community College President's meeting in Des Moines on March 2
 - Received an update on SBDC program.
 - Presentation by DMACC on career development.
 - Interested presidents will meet at DMACC on April 7 for more information on the program
 - State General Aid: Community colleges requested \$10 million; House focusing on \$2 million; Senate focusing on \$6; Governor's budget calls for \$3 million.
 - Dept. of Transportation has determined that the community colleges can do the testing for CDLs for students and non-students.
 - House File 270 regarding concurrent enrollment has not passed. This would have permitted regents and privates to conduct concurrent enrollment. The community colleges continue to watch this issue.
 - Department of Education Career Tech reform policy structure bill is in conference. It is doubtful that any appropriations will be attached to this bill.
 - President Ash plans to attend the Governor's 2016 Future Ready Iowa Summit is scheduled for April 19
 - Iowa is sponsoring the National Governors' Association - July 14 – 17 in Des Moines.
 - Workforce development director presented. Numerous handouts were provided.
 - SCC is currently working on the WIOA grant RFP which is due April 8.
 - Promise Jobs program is being downsized to four sections in Iowa. The due date for this grant has been extended to May 6.
 - Department of Workforce Development is seeing a number of layoffs across the state.
- Attended PTK All Iowa Academic Team Banquet; three SCC students were honored.
- SCC budget development for FY 2017
 - Very difficult process. The President's Executive Council has spent extensive time considering options and working towards solutions. It is likely that reductions in force will be required. Sixteen positions have already been eliminated due to retirements or movement of job responsibilities within the institution. Vice President Carr has held numerous meetings with HEA leadership.
- The college is preparing for an internal review of its athletic programs regarding Title IX requirements and areas where improvements can be made.

- A Diversity and Equity Council has been formed to help us better understand and increase knowledge on this subject.
- Approval and good feedback was received from Iowa Student Aid Commission for the LCAN grant following their review of a wrap-up booklet about SCC's grant activities. The Commission is ready to support SCC on future efforts.

MEETINGS:

Internal

- **Budget**
 - Numerous meetings on budget strategy
- **Students**
 - Attended West Burlington Campus Student Senate meeting
 - Attended SCC Women's basketball games
 - Attended SCC Men's basketball game
 - President's Leadership Academy meeting – Etiquette Training
- **Board of Trustees**
 - Special meeting re: approval of certified budget, preliminary statement for G.O. bonds, and contract/performance bond for Industrial Maintenance Technology building
- **Facilities**
 - Reviewed options for remodeling of front entrance, new science building, and West Burlington Campus re-use
 - Discussed student needs for possible indoor sports facility with YMCA Director Andy Dahl
 - Discussed Indoor Sports Complex with Greater Burlington Partnership Executive Director Jason Hutcheson
 - Met with Harmony Bible Church representatives regarding offer to buy Ft. Madison Center
- **Major Gifts Campaign**
 - Building the Dream donor group meetings
 - Meeting with Armistead Group consultant Joe April and Becky Rump
- **Foundation Board of Directors meeting and Financial & Investment meeting**
- **College Personnel**
 - Meetings with HEA President Dr. Deborah Hedger
 - Presented at Professional Development Day to all college personnel
 - Hosted reception at my home for new SCC employees
 - Discussion with Iowa DOE seeking guidance regarding faculty credentials
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- **Programs**
 - Met with Danville Superintendent Gary DeLacy re: CTE opportunities for high school students
 - Met with Danville Superintendent Gary DeLacy, Troy Miller, and Michelle Randall re: CTE opportunities

- Discussion with IHUM Grant Project Director Cherry Klein re: EMSI Analytics
- Met with Burlington Community School District Superintendent Pat Coen regarding strengthening collaboration between SCC and BCDS
- **International Programs Committee meeting**
- **Iowa State Penitentiary HiSet Graduation Ceremony**
 - Nineteen graduated with the HiSet
- **Iowa College Student Aid Commission**
 - Numerous in-person meetings in Des Moines and teleconference meetings re: SARA and other issues
 - SARA continues to be an issue but we are working with the National SARA and MWHEC to bring a resolution – there is also legislative action happening which might complicated the matter
- **Education Changes Everything**
 - Compiled and submitted materials to the Iowa College Student Aid Commission to close out the LCAN grant
 - Met with Burlington/West Burlington United Way Director Kathleen Hemmesch regarding the United Way’s participation in Education Changes Everything initiative
- **IACCT Conference in Des Moines** (with Moudy, Jeff, Janet, Lanny, and Sherry)
- **Council for Resource Development**
 - Board of Directors meeting via teleconference
- **Iowa Association of Community College Presidents Meeting in Des Moines**
- **PTK Banquet and Program** (honoring three SCC students)
 - Two students from West Burlington Campus and one student from Keokuk Campus
- **Athletics**
 - Attended the last home game for men’s basketball – Honoring Joe O’Brien at half time
 - Attended Joe O’Brien’s cake reception honoring him as NJCAA Hall of Fame Coach
- **Legislative**
 - Attended Greater Burlington Partnership’s Eggs and Issues with area legislators

External

- Greater Burlington Partnership Economic Development Board meeting
- Fort Madison Chamber Annual Dinner with Moudy, Dr. Teresa Garcia, Charlie and Becky Rump, and Kristi and Jay Schroeder
- Burlington/West Burlington United Way Annual meeting with Sherry

Upcoming Events

- Lobbying visit to Des Moines
- Student Board members tour of new Health Professions Building
- Building the Dream donor group meeting
- Planning meeting with DLR Group regarding Indoor Sports Complex
- Presentation at Great Prairie AEA meeting regarding CTE – Career and College Readiness

- SCC's Accreditation Report up for review/approval with Iowa DOE State Board on March 31

4.2 Monthly Financial Report

Vice President Carr reported on the financial statements for period ending February 29, 2016. He reported that low enrollment has led to tuition revenue being \$257,000 behind compared to last year's data. It is estimated that the general fund will be \$1.1 million behind the budget estimate for FY 2016. Salary and benefit costs continue to be less than budget estimates due to numerous open positions. For FY 2017, State General Aid is expected to be a \$128,000 increase.

4.3 Facilities Update

Vice President Carr reviewed the status of the use of bond proceeds report. The current fund balance of the general obligation bond issuance is \$1.3 million which will increase with the bond issuance which took place today in the amount of \$6,130,000. Vice President Carr also reviewed the change orders report for the Health Professions Building.

Vice President Carr noted that the berms are being removed from the landscape at the West Burlington Campus adjacent to the Health Professions Building. Four Seasons, the contractor for the landscaping, is providing this service free of charge since there is a need for the fill dirt elsewhere. Vice President Carr noted that Bi-State Contracting will be seeking a new supplier for the red metal façade of the Health Professions Building since the current supplier is no longer in business. Substantial completion for the project is anticipated to be mid-May. The furniture for the building is expected to arrive June 15 and faculty hope to move in to the building in early July. An open house is tentatively scheduled for some time in September.

Vice President Carr reported that half of the Keokuk Campus parking lot is closed due to construction. Stakes have been placed marking the layout of the new Industrial Maintenance Technology Building.

5.0 Closed Session – Discussion Regarding a Possible Real Estate Transaction Pursuant to Iowa Code Section 21.5(1)(j)

Trustee Fife-LaFrenz moved to hold a closed session to discuss a possible real estate transaction pursuant to Iowa Code Section 21.5(1)(j). Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

The closed session began at 6:33 p.m.

The closed session ended at 7:24 a.m.

Trustee Heland moved to end the closed session. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

6.0 Ft. Madison Center

Trustee Hillyard moved to authorize the college's administration to negotiate the sale of the college's facility in Ft. Madison Iowa. Trustee Heland seconded.

President Ash stated that the Fort Madison Center was thoroughly discussed during the closed session. A variety of perspectives and thoughts were expressed. We are looking to make improvements in the Fort Madison programming. We are very open to pursuing conversations with the citizens, chamber of commerce leadership, economic development leadership, K-12 school board leadership, and any other entities in Fort Madison so that we can provide for the citizens of that region a good quality program. We believe the facility we have now longer is something that is going to help us to that end. We want to move forward with negotiations for the sale of the current facility and investigate options for a new location for SCC's Fort Madison Center.

Motion carried on a 5-0 roll call vote.

7.0 Future Meetings

Chair Nabulsi reviewed the list of future meetings.

8.0 Adjournment

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

A Negotiation Strategy Setting Session was held. This was a closed meeting exempt from Chapter 21, Iowa Code.

These minutes have been approved by the Board of Trustees and this is certified to be a true copy.



Sherry Zeller
Board Secretary