



REGULAR MEETING OF THE BOARD OF TRUSTEES

Tuesday, May 10, 2016

4:30 p.m.

Board Room (Room #AD-1)

1500 West Agency Road, West Burlington, Iowa

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 4:30 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Jeff Heland, Moudy Nabulsi, Lanny Hillyard, and Chris Prellwitz were present in the Board Room. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Joan Williams, Michelle Foster, Chuck Chrisman, David Metzger, Becky Rump, Jeff Ebbing, and Don Weiss.

1.2 Adoption of Formal Agenda

Trustee Fife-LaFrenz moved to approve the formal agenda with one revision to remove item 3.2 Employee Resignation. Trustee Heland seconded. Motion carried.

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

1.3.1 Audience

No report.

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 presented by Hawkeye Community College regarding the Carver model for policy governance.
- Attended two Workforce Board meetings
 - Trade Act Certification received for Matrix Metals dislocated workers. Up to 500 former Matrix Metals employees will be eligible to receive up to \$15,000 per person of Trade Act benefits.
 - \$30,000 has been approved for Rapid Response funds to be used for dislocated workers from Matrix Metals. Anticipate securing the loan of a piece of heavy equipment to use as a similar for training for heavy equipment operator jobs.
- The modular unit at the Keokuk Campus currently used by the I-AM grant personnel will become a permanent Workforce office in Keokuk to serve dislocated workers and disengaged youth once the I-AM grant ends. The Workforce office pursued developing a lease agreement for Iowa Works to use this as their new offices.

Trustee Heland reported that he also participated in the Carver webinar.

Trustee Prellwitz reported that she, Chair Nabulsi, and President Ash attended Governor Branstad's Future Ready Iowa Conference in Des Moines.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board met on May 6 at the IACCT Office. The meeting focused on the following items:

- Chair Nabulsi presented on the importance of becoming involved as Associate Members on ACCT Board Committees for self-learning as well as visibility for Iowa's community colleges and IACCT.
 - Trustee Heland serves on the ACCT Public Policy Committee.
- Northeast Iowa Community College presented on their Dairy Center which has 300 cows.

2.0 World Changing – Changing Our Thinking

2.1 Student Clubs – State/National Awards

President Ash referred to a handout highlighting the state and national award winners from their respective SCC clubs. Business Club President DeJionette Norton gave a summary of her club member's awards and noted that all were finalists in their respective events at national competition. Computer Club Advisor Brenda Wamsley and her students reported that they received third place at Nationals in the Network Design Team competition. Respiratory Care Club Advisor Suellen Carmody-Menzer and her students reported that they won first and third place team awards at the "Sputum Bowl." The national competition will be held in San Antonio during the fall semester. It was noted that every Respiratory Therapy student has at least two options for jobs after graduation.

3.0 Action Items

3.1 Approval of Consent Agenda

- a. Approval of Minutes
 - April 8, 2016, Special Board meeting
 - April 11, 2016, Regular Board meeting
 - April 21, 2016, Special Board meeting
- b. Presentation of Bills of Account
- c. Resignations, Terminations and Mutually Agreed to Contract Adjustments
None to present.
- d. Employment Contracts
 - Megan Buford

<i>Position:</i>	<i>AEL Instructor – ISP (Part-Time)</i>
	<i>(New/Grant-Funded)</i>

 - FY 2017 Administrative Contracts (see attached list)
 - FY 2017 Faculty Contracts (see attached list)
 - FY 2017 H.E.A. Professional Services Contracts (see attached list)
 - FY 2017 Professional Services Contracts (see attached list)
 - FY 2017 Support Staff Contracts (see attached list)
 - FY 2017 Workforce Center Professional Services Contracts (see attached list)

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.

3.3 Receive Teachers' Notices and Recommendations to Terminate Contracts of Department of Corrections Chapter 279 Employees for Budgetary Reasons/No Hearing Requested/Take Action on Termination Recommendations for Reasons Stated in Notice

President Ash reported that SCC Department of Corrections Chapter 279 teachers Dana Blow, Jolene Cox, Beth Deacon, Sue Dunlay, Jeremy Klopfenstein, Kerry Murray, and Valentina Rosales have been served with notices to terminate their contracts. These notices were placed on file with the Board Secretary. The teachers have not requested a private hearing with the Board. President Ash recommend the termination of these teachers' contracts for the reasons stated in the notices.

Trustee Hillyard moved to approve the Department of Corrections faculty termination recommendations as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.4 Recommendation to Terminate Contract of Faculty Member Brian Brooks for staff Reduction Reasons

President Ash reported that the previous vote on the Contract Termination of Brian Brooks 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 April 20, Brian Brooks withdrew his request for a private hearing with the Board of Trustees. A copy of Mr. Brooks' withdrawal, dated April 20th, is placed on file with the Board Secretary. President Ash recommended that the Trustees vote to terminate Brian Brooks' employment contract for staff reduction reasons.

Trustee Fife-LaFrenz moved to terminate the contract of faculty member Brian Brooks for staff reduction reasons. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.5 Industrial New Jobs Training Certificates (2016-1 Multiple Project)

Speer Financial Vice President Larry Burger reported on the results of the sale of the Industrial New Jobs Training Certificates (2016-1 Multiple Project) which was held earlier today. He referred the Trustees to a summary of the four bids that were received and reported that Piper Jaffray of Chicago provided the best bid at a true interest rate of 2.1028%. Mr. Burger recommended that the Certificates be awarded to Piper Jaffray at a price of \$2,219,753.

3.5.1 Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$2,300,000 Industrial New Jobs Training Certificates (2016-1 Multiple Project)

CBIZ Project Manager Brenda Rubey recommended approval of the Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$2,300,000 Industrial New Jobs Training Certificates (2016-1 Multiple Project).

Trustee Fife-LaFrenz moved to approve the Resolution Instituting Proceedings. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.5.2 Resolution Directing the Sale and Delivery of \$2,210,000 Industrial New Jobs Training Certificates, Series 2016-1

Speer Financial Vice President Burger reported that SCC's Moodys' Rating was reaffirmed at Aa3 which is an excellent rating. He gave a summary of Moodys' Credit Opinion for SCC (copies were provided to the Trustees). Vice President Burger noted that the bonds can be paid off after 2022 if the interest rate is lower at that time. He reported that the timing of the bond sale was good because of the favorable interest rates.

Trustee Heland moved to approve the Resolution Directing the Sale and Delivery of Certificates. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.5.3 Approval of Continuing Disclosure Certificate

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

3.5.4 Resolution Authorizing the Issuance of \$2,210,000 Industrial New Jobs Training Certificates, Series 2016-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2016-1 Multiple Project

Trustee Hillyard moved to authorize the issuance of \$2,210,000 Industrial New Jobs Training Certificates, Series 2016-1, and to provide for the securing of such certificates for the purpose of carrying out an Industrial New Jobs Training Program Project Designated as the 2016-1 Multiple Project. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.6 Suspension of Chemical Dependency Program

Trustee Prellwitz moved to take the motion to suspend the Chemical Dependency Program from the table. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

President Ash stated that the Trustees requested more information be presented in support of suspending the Chemical Dependency Program. He reported that he met with Chemical Dependency Instructor Milo VanVeldhuizen and SCC's recently retired Chemical Dependency Instructor Sandy Krell-Andre. President Ash indicated that information was gathered regarding the number of students in the Chemical Dependency "prep" program, the number of recent graduates in the program, and the number of individuals who have used the services provided by Burlington's Alcohol and Drug Dependency Services organization during the past 13 years.

Number of Chemical Dependency Program graduates in past years:

- 2011 – 8 graduates
- 2012 – 1 graduate
- 2013 – 1 graduate
- 2014 – 7 graduates
- 2015 – 3 graduates
- 2016 – 4 students scheduled to graduate

President Ash reported that "prep students" for the Chemical Dependency Program are defined as students who state that their area of interest is in the Chemical Dependency Program when they apply for enrollment at SCC. Over a two-year period, 64 students expressed an interest in

the program the first year and 32 expressed an interest the second year. Only one of those students actually graduated from the program.

President Ash stated that he is aware that the State of Iowa is changing its approach towards incarcerated drug offenders by moving them more towards a treatment program rather than prison. Although the State feels there are some expected savings connected with this approach, there are no assurances from the State legislators that the initial savings will be earmarked for either education or treatment funding.

President Ash indicated that in light of the college's current budget situation, he recommends suspension of the Chemical Dependency Program.

Chair Nabulsi stated that considerable discussion and data collection has taken place on this matter. Although suspending the program is not an easy decision, the college's budget situation is a priority.

Trustee Heland reported that he currently serves as Chairman of the Alcohol and Drug Dependency Board of Directors in Burlington. He noted that there are significant issues with drug and alcohol abuse in southeast Iowa and feels that our region cannot afford to be without this program. Trustee Heland expressed concerns that this is a niche program for the State of Iowa and once it ends it will be difficult to re-instate. He indicated that this program has lower operating costs than many other programs.

Trustee Prellwitz reviewed the declining enrollment numbers for the program over the past several years. She indicated that in order for the college to remain solvent, it needs to have programs that support themselves and if the current overall low enrollment continues at the college, additional programs will be reviewed.

Trustee Hillyard noted that there are other programs that also need to be reviewed for low enrollment. He indicated that although actions by the State of Iowa may increase the number of drug and alcohol offenders who are sent for treatment in lieu of incarceration, it is difficult to justify continuing a program with such low enrollment. Trustee Hillyard stated that an important criteria for career tech programs is that they are preparing students for good paying jobs. He expressed concern that raising tuition in order to cover the operating costs of low enrollment programs may eventually lessen SCC's competitiveness with other community colleges.

Trustee Fife-LaFrenz stated that the college needs to continue operating the program because the number of individuals needing services is increasing. She indicated that mental health and law enforcement agencies are looking for individuals with this training. Trustee Fife-LaFrenz stated that although some programs are expensive, we cannot continue to force the overall costs of the college to be borne by programs.

The motion to suspend the Chemical Dependency program carried on a 3 – 2 roll call vote with Trustees Prellwitz, Nabulsi, and Hillyard voting yes and Trustees Heland and Fife-LaFrenz voting no.

3.7 Tuition Rate and Technology Fee

President Ash reported that his initial recommendation for a \$10 per credit hour tuition increase has been revised to an \$8 per credit hour increase due to concerns expressed to him by the Trustees. He noted that a \$1 per credit hour technology fee is also being recommended.

President Ash stated that information was recently received regarding the amount of “new money” SCC will receive from state education appropriations. He reported that depending on enrollment levels for the fall semester, corrective measures may need to be taken at that time. Although the current budget forecast shows a \$65,000 deficit, the budget is continually evolving and the deficit is considered manageable in light of the college’s multi-million dollar budget.

Chair Nabulsi stated that every community college Trustee agonizes over raising tuition but it is necessary to continue to operate the college since state support is less than what is needed.

Trustee Prellwitz inquired about a higher tuition rate for international students. President Ash noted that an international student tuition rate will be put in place once the Blackhawk Towers are completed in fall of 2017.

Trustee Heland noted that many of his constituents express concerns about the rising costs of a college education. He stated that more than half of SCC’s students use PELL grants and that the Trustees are unable to control the legislature or local taxes. Trustee Heland also raised questions about out-of-state tuition and costs.

Trustee Hillyard stated that he also hears concerns from his constituents about tuition rates. He noted that SCC’s tuition rate should be comparable with the other Iowa community colleges and that programming should be a high priority in order to stay competitive.

Chair Nabulsi stated that the Trustees are in favor of improving the image of our college to make it more appealing to students. He also noted that reviewing programs for relevancy is important to stay competitive.

Trustee Fife-LaFrenz stated that the college must have stalwart programming to meet the needs of its public. She noted that she has great difficulty with the \$8 per credit hour tuition increase because she has concerns that not everyone will be able to afford to attend college.

Trustee Heland moved to approve the tuition increase of \$8 per credit hour and technology fee increase of \$1 per credit hour. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.8 Part-Time Hourly Rate Schedule

Director for Human Resources Michelle Foster reported that the proposed 2016-2017 Part-Time Hourly Rate Schedule is identical to the 2015-2016 Part-Time Hourly Rate Schedule.

Trustee Hillyard moved to approve the 2016-2017 Part-Time Hourly Rate Schedule as presented. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.9 FY 2018 Academic Calendar

Director of Human Resources Michelle Foster reported that the SCC Calendar Committee was charged with reviewing the college calendar and making necessary changes for fiscal year FY 2018. She referred the trustees to a memo listing the Calendar Committee members. Foster reported that the Calendar Committee recommends approval of the proposed FY 2018 Academic Calendar which contains no major changes in concept from the previous year’s calendar.

Trustee Fife-LaFrenz moved to approve the FY 2018 Academic Calendar as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.10 New Board Policy on Academic Freedom

Vice President of Academic Affairs Dr. Carole Richardson reported that the proposed Board Policy on Academic Freedom was developed by a group of the college's faculty since such a policy does not currently exist. Open forums were held to gather input from all college personnel for this Board Policy with good consensus regarding the language.

Trustee Fife-LaFrenz inquired about the definition of the words in the last paragraph "and exercise appropriate restraint." Vice President Richardson stated that although some of the language in the Board Policy may be vague, input by the faculty indicated that it adequately provided the defining points.

Trustee Prellwitz moved to review the proposed Board Policy for a second reading at the next regular Board meeting. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 President's Report and Review of Goals for FY 2016

President Ash reviewed the following items and also presented a written President's Report which was provided to the Trustees:

- 2017 State appropriations for community colleges came in at 3.2 million new dollars which equates to approximately \$123,000 for SCC. All of the funding for training programs remain intact.
- Participated in Governor Branstad's Future Ready Iowa Summit in Des Moines.
- Department of Education will hold an Equity Visit at SCC on June 2 and 3.
- Department of Education accepted SCC's interim accreditation report and approved continuing accreditation for SCC through 2021 when a comprehensive accreditation visit will be held.
- SARA is nearly finalized and will be presented for approval by the Iowa Student Aid Commission Board of Directors on May 20. It is expected to pass and will become effective immediately.
- Dislocated workers and youth grants have been awarded to WIOA/SCC.
- Promise Jobs Grant application was submitted today. Expect to receive the outcome by May 27.
- Work continues on strengthening SCC budget.
- On May 3 the Health Professions students under the guidance of Nursing Coordinator Kristi Schroeder and EMS Instructor Jim Steffen held an emergency drill focused on the aftermath of a shooter on campus.
- Kid Tech U flyers have been mailed to the public.
- StemFest was held April 23. The event was well attended and many new vendors participated.
- Work continues by SCC music instructors for a summer vocal arts academy.
- The Education Changes Everything initiative is expanding into other areas in our region. Efforts will be focused on the 40% of area students who do not go to college after graduating high school. As a result of collaboration with the Burlington High School administrative team, the high school's freshman faculty and counselors will visit SCC for a luncheon, presentation, and tour of SCC's various program areas. Current SCC students and past SCC graduates will participate in the event as ambassadors. Burlington elementary school teachers will participate in a similar event at SCC in the future. This fall Burlington High School freshman will visit SCC every other week to participate in

various activities including art, music, and various career tech classes to generate interest in attending college after high school graduation.

- Presented at TRiO Graduation banquet.
- Baseball team won the district conference and are headed to the regional competition.
- Participated in photo op with Pheasant Forever and Quail Forever who each donated \$2,000 to SCC Sports Shooting program for the team trailer.
- Softball team hosted regional conference tournament but were defeated in the first two games.
- A Diversity, Equity, and Inclusion Council has been developed. The Council's Charge is to develop programming for diversity and inclusion. Referred to a webinar focused on creating a safe and welcoming environment for transgender students.
- A review of Board Policies will be conducted in an effort to connect them to Administrative Guidelines and departmental procedures.
- Strategic plan process discussions will begin this summer with development of the plan beginning this fall.
- Two faculty member and two administrators attended the recent HLC Conference in Chicago. Administrators returned with information that recommends we need to strengthen our assessment efforts.
- Work continues on the sale and relocation of the Ft. Madison Center.
- Donor input is being sought on various funding opportunities.
- Planning has begun for moving into the new Health Professions building in July/August.

President Ash reviewed a written detailed progress report on the President's goals for FY 2016.

4.2 Financial Report

Vice President of Administrative Services Carr reviewed financial statements for period ending April 30, 2016. He reported that there are no significant changes from the past few months.

Vice President Carr noted that the Plant Fund Revenues increased due to the recent issuance of the 2016 General Obligation Bonds for the construction project.

4.3 Facilities Update

Vice President of Administrative Services Carr reviewed the status of the account balances for the two General Obligation Bond issuances which are being used to fund the construction of the Health Professions and Industrial Maintenance Technology buildings. He noted that the 2016 bond received a \$70,000 premium which will be spent down over the next 10 years.

Vice President Carr reviewed the change orders to date for the Health Professions building. He reviewed the change orders which were over \$5,000 and noted that the total is approximately \$88,000 which is significantly less than the \$310,000 contingency. Vice President Carr complimented Bi-State Construction for their work and expressed appreciation to Director of Physical Plant Byron Whittlesey and Construction Consultant Dave Metzger for their management of the change orders.

4.4 Future Meetings

Chairperson Nabulsi reviewed the list of future meetings.

5.0 Adjournment

Trustee Hillyard moved to adjourn the meeting. Trustee Heland 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". The signature is written in black ink on a white background.

Sherry Zeller
Board Secretary