



REGULAR MEETING OF THE BOARD OF TRUSTEES

Tuesday, May 9, 2017

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 Heland 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, Dr. Carole Richardson, Laurie Hempen, Dr. Donald Weiss, Jeff Ebbing, and Brenda Rubey.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

Board Vice Chair Prellwitz reported that she awarded SCC student Sierra May with the Outstanding Community Service Award at the recent SCC Student Club Recognition Reception. She expressed appreciation for Ms. May's involvement in the community and at SCC.

1.3.2 Administration

President Ash reported that the SCC Softball team placed three of its payers on the 1st Team – All Region: Courtney Coffin, Defensive Player of the Year; Hailly Greenough, and Morgan Smith. 2nd Team- All Region honors went to SCC Softball players Emily Parks and Katelyn Featheringill.

President Ash reported that Emma Pry received a send-off ceremony as she headed to the NJCAA Women's Golf tournament in Duluth, Georgia.

President Ash reported that grant funding has been received for an Auto Tech Program at the Keokuk Campus. This program will be established in the 2017 fall semester. The grant writers were Executive Director for Institutional Advancement Becky Rump, Assistant Professor - Automotive Technology Wes Carpenter, and Dean for Career and Technical Education Susan Dunek.

1.3.3 Board

Trustee Hillyard reported that President Ash and four of the Trustees attended the Girls Scouts of Eastern Iowa and Western Illinois Woman of Distinction Award banquet honoring Becky Rump.

Chair Heland reported that all five Trustees participated in the May 1 groundbreaking ceremony for the new Hall of Sciences building.

Trustee Fife-LaFrenz reported that she, Trustee Nabulsi, and President Ash attended the Iowa Fertilizer Plant ribbon-cutting ceremony.

Trustee Fife-LaFrenz reported that she attended the recent Workforce Development meeting. She reported that the funding for AEL and PACE were not cut by the State legislature for FY 2018. Trustee Fife-LaFrenz attended a business/industry trade show in Lee County. She reported that the event was well attended and that future plans for the event call for two trade shows—one for dislocated workers and one for individuals entering the job market for the first time.

Trustee Fife-LaFrenz participated in an informative webinar entitled “Refocusing the Community College” presented by retired ISU Professor Dr. Larry Ebbers and his successor, Lorenzo Baber of the ISU School of Education.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board met on May 4 at the IACCT Office. The meeting focused on the following items:

- Kirkwood Community College representatives gave a presentation on the re-design of Kirkwood’s Liberal Arts Division.
- The IACCT lobbyists reported on the results of the legislative session and gave a forecast for the 2018 legislative session.
- Department of Education Bureau of Community Colleges Chief Burrows reported on Education Outcomes for 2011 – 2015 and the joint grant work of the Department of Education and the IWD on pre-apprenticeship and workforce data quality.

2.0 World Changing – Changing Our Thinking

2.1 West Burlington Campus Student Board Executive Council: A Year in Review

Vice President of Student Services Joan Williams introduced the 2016-2017 West Burlington Campus Student Board executive officers: Skyler Troutman, President; Sierra May, Vice President; and Paige Siegworth, Secretary. Vice President Williams expressed appreciation to the three officers for their outstanding work. The Student Board executive officers gave a PowerPoint detailing the activities conducted by Student Board for each month of the past school year.

3.0 Action Items

3.1 Approval of Consent Agenda

- a. Approval of Minutes
 - April 10, 2017, Joint Board Meeting with AEA
 - April 10, 2017, Regular Board meeting
 - April 22, 2017, Retreat Board meeting

b. Presentation of Bills of Account

c. Resignations, Terminations and Mutually Agreed to Contract Adjustments

1. Jennifer Knaack
 Position: Promise Jobs Employment & Training Specialist – Cedar Rapids
 Date of Hire: 07/01/2016
 Last Day of Employment: 06/30/2017
 Reason: Personal
2. Verties Sails
 Position: Residence Life Coordinator/Assistant Men's Basketball Coach
 Date of Hire: 09/08/2015
 Last Day of Employment: 04/14/2017
 Reason: Personal

d. Employment Contracts

1. Andrea Jones
 Position: Sociology Instructor
 (*Replacement*)
2. John McVey
 Position: Residence Life Coordinator
 (*Replacement*)
3. Christopher Sedlack
 Position: Dean of Arts & Science
 (*Replacement*)
4. FY 2018 Administrative Contracts (see attached list)
5. FY 2018 Faculty Contracts (see attached list)
6. FY 2018 H.E.A. Professional Services Contracts (see attached list)
7. FY 2018 Professional Services Contracts (see attached list)
8. FY 2018 Support Staff Contracts (see attached list)
9. FY 2018 Workforce Center Promise Jobs Contracts (see attached list)

Trustee Prellwitz 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 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 Michael Bunnell, Jolene Cox, Beth Deacon, Kerry Murray, and Cindy Schlegel 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 recommended the termination of these teachers' contracts for the reasons stated in the notices.

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

3.3 FY 2019 Academic Calendar

Director of Human Resources Laurie Hempen reported that the SCC Calendar Committee was charged with reviewing the college calendar and making necessary changes for fiscal year 2019. She referred the Trustees to a memo listing the Calendar Committee members. Hempen reported that the Calendar Committee recommends approval of the proposed FY 2019 Academic Calendar which contains no major changes in concept from the previous year's calendar.

Trustee Nabulsi moved to approve the FY 2019 Academic Calendar as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

3.4 Resolution Approving Construction Contract and Performance Bond for the West Burlington Campus Building 100 – Interior Renovations Project

Vice President of Administrative Services Carr reported that SG Construction Company of Burlington was the successful low bidder for the West Burlington Campus Building 100 Interior Renovations Project last month. He recommended that the Board approve the Construction Contract in the amount of \$320,013.41 and the Performance Bond for the project. Vice President Carr reported that work will begin immediately on this project. Completion of the project is anticipated by September 1, 2017.

Trustee Hillyard moved to approve the Construction Contract and Performance Bond for the West Burlington Campus Building 100 Interior Renovations Project. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.5 \$1,755,000 General Obligation School Bonds, Series 2017

3.5.1 Resolution Directing the Sale of \$1,755,000 General Obligation School Bonds, Series 2017

Speer Financial, Inc. Vice President Larry Burger reported on the results of the General Obligation School Bonds sale which was held earlier today. He referred the Trustees to a summary of the four bids that were received and reported that UMB Bank, Kansas City, Missouri provided the best bid at a true interest rate of 2.4237% which is very favorable in light of rising interest rates. Mr. Burger explained that there is an underwriters discount for the sales tax to sell the bonds. At the closing, the total received was \$1,774,781.85 plus a \$19,000 premium due to the investor paying extra for the higher interest rate.

Mr. Burger reported that bonds are rated by Moody's Investors Service. SCC's Moody's rating is very highly rated at Aa3 which incorporates the college's large and diverse tax base in eastern Iowa, relatively low socioeconomic indices, stable financial operations, moderate debt burden, and manageable unfunded pension liabilities.

Mr. Burger explained that the bonds have a call provision which means they can be paid off early if the college is in a position to do so. Speer Financial will notify the SCC Board when the date for the call provisions approaches.

Mr. Burger recommended that the Board of Trustees sell the General Obligation Bonds for \$1,774,784.85 at a true interest rate of 2.4237%.

Trustee Nabulsi moved to approve the Resolution Directing the Sale of \$1,755,000 General Obligation School Bonds, Series 2017. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.5.2 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 Fife-LaFrenz 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 Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.5.3 Approval of form of Tax Exemption Certificate

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

3.5.4 Approval of Continuing Disclosure Certificate

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

3.5.5 Resolution Amending the Resolution Authorizing the Issuance of Bonds, and Levying a Tax for the Payment Thereof Adopted February 20, 2017

Trustee Hillyard moved to approve the Resolution Amending the Resolution Authorizing the Issuance of Bonds, and Levying a Tax for the Payment Thereof Adopted February 20, 2017. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.6 Iowa New Jobs Training Program (260E) Preliminary Agreement – Lomont Molding, LLC

CBIZ Operations and Economic Development Coordinator Brenda Rubey reported that Lomont Molding, LLC, located in Mt. Pleasant, Iowa, recently expanded their facility to 20,000 sq. ft. and added 18 new jobs with wage rates of \$10 to 16 per hour. The company also recently purchased another facility in Texas.

Trustee Nabulsi moved to approve the Iowa New Jobs Training Program (260E) Preliminary Agreement with Lomont Molding, LLC. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

4.0 Accountability

4.1 Fair Board Decision Regarding Sale of Beer

President Ash reported that the Des Moines County Fair Association has purchased a liquor license in order to serve beer during evening concerts at the Fair on Friday, July 28, and Saturday, July 29. There will be a tented, fenced-in area west of the fairgrounds on the College County Fair Service Agency's property which will house the band and the beer sales. Wrist bands will be administered to individuals over 21 years of age and beer tickets will be sold within the fenced-in area. President Ash reported that he has received some negative reaction from the community regarding the sale of beer during the Fair. The college's Administrative Guideline #1014, Use of Alcohol, gives the college president the authority to allow beer on campus for special events.

During discussion, Trustee Hillyard noted that the College County Fair Service Agency will be asked to approve the sale of beer at the 2017 Fair at its May 23 Board meeting. The Trustees raised concerns about alcohol being served to minors and what would be the college's level of

liability in the case of an alcohol-related accident. Vice President Kevin Carr reported that although the college's liability insurance would cover the college if an accident would occur, the college could still be named as a responsible party in a lawsuit. He indicated that it is very important that the Fair Association provide adequate security for the event.

Trustee Hillyard reported that there was much discussion regarding beer sales during the Fair among the Des Moines County Fair Association members. He noted that the Fair Association plans to have adequate law enforcement present for the event.

The consensus of the Board of Trustees was to allow the Fair Association to sell beer during the 2017 Fair as long as President Ash feels comfortable with it.

4.2 President's Report and Review of Goals for FY 2017

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

MEETINGS/ACTIVITIES:

Internal

- **College Personnel**
 - ESA/Support Staff Communication Committee meeting
 - Professional Staff Communication Committee meeting
 - Held two meetings with Faculty and PEC – Communication meetings
 - Numerous meetings introducing the Strategic Plan to faculty/staff – for their input
 - Held a luncheon for Administrative Assistants' Professional Day
 - Discussion regarding the next steps related to establishing an international student recruiter/coordinator
 - Attended the "Woman of Distinction" Award Dinner in honor of Becky
- **Students**
 - Welcomed area high school students to the event with Adam Carroll sponsored by West Burlington Student Board – under the direction of Joan Williams
 - Attended the Spring Fling Finale – student picnic held in the gym – Joan Williams and Student Board putting all the pieces together (weather related)
- **Iowa Association of Community College Presidents**
 - Attended a grand opening of the Figge Center in Davenport. EICC– EON made presentations on the partnership between the two institutions....what is coming for higher education – virtual reality and augmented reality
 - Meeting with DLR related to the "final" version of the renovations of 500 Building in Keokuk
- **Programs**
 - CTE – Regional Planning Partnership – meeting with Superintendents – working on By-laws
 - Alternative Graduation – Little Theater – Thursday, May 18 7:00 pm

President Ash reported on the following additional items:

- Visit by the Executive Director of the Iowa Department of Education Ryan Wise which included a campus tour and a meeting with SCC personnel.

- Funding for an access road will be received from the Iowa Department of Transportation.
- The access road entrance on the east side of campus will be revised to allow for better traffic flow.
- Moved trees from south entrance road to the area by the Agriculture Program fields. Some trees are diseased and dying so they were removed. Will apply for an Alliant Energy grant to secure funding for additional trees.
- The southeast corner of the new parking lot has drainage issues so drainage piping will be added.

President Ash reviewed a written detailed progress report on the President's goals for FY 2017. He noted that the focus is on increasing enrollment no matter what is being contemplated regarding new programs, sports, etc. Two initiatives are 100% complete: the new Health Professions Center and development of plans and specifications/bids received for the Hall of Sciences.

President Ash reported that during a recent visit with a prospective donor, it was revealed that an approximately \$1.5 million gift will be coming to SCC in the future.

4.3 Financial Report

Vice President of Administrative Services Carr reviewed financial statements for period ending April 30, 2017. Tuition revenue is decreased by \$240,000 compared to last year's figure but summer enrollment tuition may improve this situation somewhat.

Vice President Carr reported that the new Hall of Sciences building will be funded with 2016 and 2017 General Obligation Bond funds and the SCC Foundation's pledge receivable loan. He is investigating whether the costs for the construction can be paid to the SCC Foundation instead of SCC. If so, after the building is finished, ownership will be transferred back to SCC.

4.4 Facilities Update

Construction Consultant David Metzger reported on the following:

- The Keokuk Campus Industrial Technology Training Center is nearly complete. Staff will begin moving equipment into the building tomorrow.
- The foundations for the Hall of Science Building are approximately 40% complete and the underground utility work is on schedule.
- The new parking lot on the southeast side of campus is behind schedule due to inclement weather and an issue with drainage design.
- The pre-construction meetings for the Building 100 renovations are complete. Work on this project is scheduled to begin on May 16.

5.0 Future Meetings

Chairperson Heland reviewed the list of future meetings.

6.0 Adjournment

Trustee Fife-LaFrenz moved to adjourn the meeting. Trustee Nabulsi 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