



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, October 9, 2017

5:00 p.m.

West Burlington Campus

1500 West Agency Road

Room #AD-1

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 5:00 p.m. Roll call indicated Trustees Janet Fife-LaFrenz, Lanny Hillyard, Jeff Heland, Moudy Nabulsi, and Chris Prellwitz were present. Also present were President Dr. Michael Ash, Treasurer Kevin Carr, and Secretary Sherry Zeller and SCC staff members Joan Williams, Dr. Carole Richardson, Chuck Chrisman, Jeff Ebbing, Tina Young, Dr. Don Weiss, and Dr. Janet Shepherd.

1.2 Adoption of Formal Agenda

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

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

1.3.1 Audience

No report.

1.3.2 Administration

President Ash reported that PACE Program Lead Navigator Jared Reed was quoted in a recent publication of Inside Higher Ed in connection with the Rural Community College Alliance regarding the educational barriers created by rural poverty. Mr. Reed is currently a doctoral student at Iowa State University.

President Ash reported that Director of Marketing and Communications Jeff Ebbing and his Marketing Department staff recently won two gold medallion awards at the District 5 National Council for Marketing & Public Relations Conference competition in the class schedule and newsletter categories.

1.3.3 Board

Trustee Fife-LaFrenz reported that she participated in a recent IACCT webinar presented by Hawkeye Community College focused on training Iowa's workforce.

Trustee Heland reported that he, President Ash, and Trustees Fife-LaFrenz and Nabulsi attended the ACCT Leadership Congress in Las Vegas. He noted that the conference is a great professional development opportunity for Trustees.

Trustee Fife-LaFrenz reported that she attended sessions at the ACCT Leadership Congress which were focused on the limited availability of skilled workers and initiatives enacted by some colleges involving area businesses that employed high school students who in turn received college credit for their work experience. She also attended the ACCT Education and Communications Committee meeting.

Trustee Prellwitz reported that she and Trustee Heland recently attended two meetings for the Greater Burlington Area Sports Facilities Board of Directors.

Chair Heland reported that he attended a session at the Burlington Public Library wherein Burlington Community School District Superintendent Pat Coen presented.

Trustee Nabulsi reported that prior to the Board meeting, the Trustees toured the new Student Support Center and the remodeled Enrollment Services Department. He expressed appreciation for the new student-focused areas.

President Ash introduced and welcomed recently hired Director of Institutional Research, Planning, and Effectiveness Dr. Janet Shepherd.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board of Directors will meet on October 19. He also reported that he participated in the recent Community College Council meeting in Des Moines. Discussion at this meeting focused on the Iowa Department of Education's Tuition and Fees Report and Gap Tuition. Trustee Nabulsi reported that the IACCT Board Chair will visit all of Iowa's community colleges during the upcoming year.

Trustee Nabulsi reported that he represents IACCT at the national ACCT conferences as a member of the Coordinating Council. At the Council's meeting last month, discussion focused on encouraging more colleges to join ACCT. Trustee Nabulsi also reported that he voted on behalf of SCC for various positions for the ACCT Board during the recent Congress.

2.0 World Changing – Changing Our Thinking

President Ash introduced Iowa Community College Online Consortium Executive Director Theresa Umscheid. He noted that SCC is investigating the possibility of offering courses restricted to SCC students which will provide additional revenue for our college. Ms. Umscheid gave a PowerPoint presentation which focused on the history and development of the ICCOC, its enrollment history, the types of courses offered, the ICCOC Oversight Committee and ICCOC staff, and the benefits of belonging to the ICCOC. She also presented information on the ICCOC's recent migration from Ellucian to the Canvas learning management system and the future of the ICCOC.

3.0 Reorganization of the Board

3.1 Adjourn Sine Die

Trustee Fife-LaFrenz moved that the Board meeting adjourn sine die. Trustee Hillyard seconded. Motion carried.

3.2 Call to Order and Roll Call by Secretary to the Board

Board Secretary Sherry Zeller reconvened the meeting. Roll call indicated Trustees Janet Fife-LaFrenz, Moudy Nabulsi, Jeff Heland, Lanny Hillyard, and Chris Prellwitz were present.

3.3 Secretary's Report on Election in Director Districts #2 and #3

Board Secretary Zeller reported that on September 12, 2017, incumbents Lanny Hillyard, Director for District #2, and Jeff Heland, Director for District #3, were re-elected to the SCC Board of Trustees for 4-year terms.

Board Secretary Zeller issued the oath of office to Trustees Hillyard and Heland.

3.4 Organization of the Board

3.4.1 Election of Board Chairperson

Board Secretary Zeller announced the first order of business in the board re-organization is the election of the Board Chairperson, and as soon as the Board Chairperson is elected, the gavel will be turned over to that person.

Trustee Nabulsi nominated Chris Prellwitz for Board Chair. Trustee Hillyard moved that since there were no further nominations, Chris Prellwitz should be appointed Board Chair by acclamation. Trustee Heland seconded. Motion carried. Chris Prellwitz assumed the position of Board Chair.

3.4.2 Election of Board Vice Chair

Trustee Heland nominated Janet Fife-LaFrenz for Board Vice Chair. Trustee Hillyard moved that since there were no further nominations, Janet Fife-LaFrenz should be appointed Board Vice Chair by acclamation. Trustee Heland seconded. Motion carried. Janet Fife-LaFrenz assumed the position of Board Vice Chair.

3.4.3 Appointment of Secretary

Trustee Fife-LaFrenz moved that Sherry Zeller be appointed Board Secretary. Trustee Nabulsi seconded. Motion carried.

3.4.4 Appointment of Treasurer

Trustee Hillyard moved that Kevin Carr be appointed Board Treasurer. Trustee Fife-LaFrenz seconded. Motion carried.

3.4.5 Appointment of College County Fair Service Agency Board

Trustee Fife-LaFrenz moved that Lanny Hillyard, Jeff Heland, and Dr. Michael Ash be appointed as representatives to the College-County Fair Service Agency Board, and that Chris Prellwitz, Moudy Nabulsi, and Janet Fife-LaFrenz be appointed as alternates. Trustee Heland seconded. Motion carried.

3.4.6 Appointment of Representatives for the Greater Burlington Area Sports Facilities Board of Directors

Trustee Hillyard moved that Jeff Heland and Chris Prellwitz be appointed as the SCC representatives to the Greater Burlington Area Sports Facilities Board of Directors and that Lanny Hillyard and Moudy Nabulsi be appointed as alternates. Trustee Nabulsi seconded. Motion carried.

3.4.7 Appointment of Iowa Association of Community College Trustees Representative and Alternate

Trustee Heland moved that Moudy Nabulsi be appointed the Iowa Association of Community College Trustees (IACCT) Representative. Trustee Hillyard seconded. Motion carried.

Trustee Nabulsi moved that Janet Fife-LaFrenz be appointed as the IACCT Alternate. Trustee Hillyard seconded. Motion carried.

3.4.8 Resolution on Signatures for Depositories

Board Treasurer Carr recommended approval of a Resolution on Signatures for Depositories containing revisions required as a result of the Board reorganization. He stated that the names of the Board Chair and the Board Vice Chair elected at the meeting will be inserted in the appropriate places in the document.

Trustee Nabulsi moved approval of the proposed revisions to the Resolution on Signatures for Depositories. Trustee Hillyard seconded. Motion carried.

4.0 Action Items

4.1 Approval of Consent Agenda

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.

4.2 Appointment of Lead Negotiator

President Ash recommended that Vice President of Administrative Services Kevin Carr serve as the Lead Negotiator.

Trustee Nabulsi moved to approve the Lead Negotiator as presented. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

4.3 Resolution Approving the Continuation of the Six Cent Levy for an Additional Ten Years

Vice President of Administrative Services Kevin Carr reported that pursuant to Senate File 486 adopted by the Iowa legislature in May 2015, a community college Board of Trustees is authorized to adopt a resolution at any time before the end of the most recently authorized period of time for imposing the Six Cent Equipment Levy, to continue to impose the Equipment Levy each year for an additional period not to exceed ten years at a rate not to exceed the maximum amount approved at election, provided the Equipment Levy has been approved at two consecutive elections and will be imposed for a period of at least twenty consecutive years. The voters of SCC's District have approved the Six Cent Equipment Levy on September 9, 2008, and September 12, 2017. The current expiration date for the Six Cent Levy is June 30, 2029. Vice President Carr recommended that the Board of Trustees approve the continuation of the Six Cent Equipment Levy each year for an additional period of ten years commencing July 1, 2029 and ending June 30, 2039 at the rate of six cents per thousand dollars of assessed value on all taxable property in the merged area.

Trustee Nabulsi moved to approve the Resolution Approving the Continuation of the Six Cent Levy for an Additional Ten Years. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

4.4 First Reading of proposed revisions to Board Policy #101, Statement of Guiding Principles & Educational Philosophy

President Ash reported that revisions are required to Board Policy #101 in order to add more specific language in item #8 which relates to the state and federal guidelines on protected classes of people and ADA requirements.

Discussion was held regarding ADA requirements. Facilities issues are addressed by Director of Physical Plant and student issues are addressed by Student Success Advocate for Students With Disabilities Angela Mickelson. When new facilities are designed, the college hires an architect who includes the ADA requirements in the plans and specifications. President Ash explained the process regarding addressing the deficiencies which were noted on SCC's recent Equity Review Report from the Iowa Department of Education. Many of the deficiencies have already been addressed. The remaining issues will be addressed within one year as required by the Iowa Department of Education.

Trustee Hillyard moved to approve the proposed revisions to Board Policy #101 and to waive the second and third readings. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

5.0 Accountability

5.1 Key Performance Indicator #6, Program Learning Outcomes and Mastery of Discipline

President Ash reported that the data presented for Key Performance Indicator (KPI) #6 comes from the results of nationally recognized exams for specific SCC programs which evaluate student outcomes. The 295 students who were evaluated in the spring of 2017 were 85% proficient. Some obstacles encountered with gathering the data for KPI #6 are if the final semester is taken entirely on line or graduates failure to take the exam. Students are not required to take the proficiency exams in order to graduate.

In order for SCC to receive Perkins funding, students must be tested at the completion of their programs. SCC continuously meets the Perkins proficiency targets.

President Ash reported that Director of Institutional Research, Planning, and Effectiveness Dr. Janet Shepherd will review SCC's KPIs to determine which are the most critical and to develop dashboards wherein information can be shared online.

5.2 Board Policy Review Process Discussion

President Ash reported that the Trustees have mentioned that they want the opportunity to review the Board Policies. He referred the Trustees to Board Policy #204, Board Policy Creation & Review which states that “. . . all Section 100 Philosophy & Goals policies shall be reviewed annually to ensure that they continue to be pertinent. All other policies shall be reviewed whenever their use indicates the need.”

There was consensus by the Trustees that one Policy from Section 100 should be reviewed each quarter.

5.3 President's Report

President Ash referred the Trustees to his written report that had been emailed prior to the Board meeting. He asked if there were any areas which the Trustees would like more information. The following items were discussed:

- Fifty-six trees received due to a grant from Trees Forever and Alliant Energy will be planted on the West Burlington Campus on October 21. The Trustees are invited to participate. Students from various programs will help with planting.
- SCC's Celebrity Night Athletic Fundraiser will be held on October 20 with Bobby Knight as the keynote speaker.
- Trustee Fife-LaFrenz inquired about the status of a Steps to Success program in Keokuk, Ft. Madison, and Mt. Pleasant. President Ash indicated this program will be developed at some point in the future when the process is refined in Burlington.
- The Career and Technical Regional Planning Partnership was convened by SCC under the auspices of the Iowa Department of Education to improve communication among K-12 school districts. Each community college district is developing their individual partnership made up of Superintendents and other representatives from K-12 school districts and business/industry representatives. The AEA Region XVI Partnership is now chaired by Central Lee Principal Nicole Herdrich with SCC's Bob Ryan serving as Secretary. President Ash continues to be very involved with the Partnership.

5.4 Monthly Financial Report

Vice President Carr presented the financial statements for month ending September 30, 2017. He reported that tuition revenue for FY 2018 is significantly decreased from the budget estimate. In light of a 1% wage increase and positions not filled, salary and related costs are decreased 1.4% compared to last year. Discussion was held regarding the college's difficult financial situation. An effective and sustainable budget process is being developed and will be shared with the Trustees upon completion.

5.5 Facilities Update

Vice President Carr referred the Trustees to a written final recap report of the 2016 General Obligation Bonds and where those funds were expended. The report for the 2017 General Obligation Bonds showed a balance yet to spend of \$1,025,771. The pledge receivable loan from the SCC Foundation will probably need to be initiated in December.

Vice President Carr reviewed change orders for the Hall of Science and gave a status report on the interior remodeling project for Building 100. The Hall of Sciences project is 30 to 60 days ahead of schedule. He reported that painting the roof at the Keokuk Campus is part of the five-year facilities plan and that sample colors are being tested.

6.0 Future Meetings

Chair Prellwitz reviewed the list of future meetings.

7.0 Adjournment

The meeting adjourned by consensus of the Trustees at 6:59 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 on a white background.

Sherry Zeller
Board Secretary