



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, September 12, 2016

5:00 p.m.

Keokuk Campus

Room 312

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

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

No report.

1.3.2 Administration

No report.

1.3.3 Board

Trustee Fife-LaFrenz reported that she participated in the following events:

- Lee County Economic Development Group (LCEDG) luncheon with Lt. Governor Reynolds who presented on LCEDG's "best in Iowa" economic development program. (President Ash and Chair Nabulsi also attended.)
- Organized a luncheon for President Ash, Chair Nabulsi, and the Lee County School District Superintendents. Discussion focused on one site for common classes and sharing courses for high school students throughout the county.
- Update on financial issues with President Ash and Trustee Heland.

1.4 Iowa Association of Community College Trustees Report

Chair Nabulsi reported that the IACCT Board met on September 5. The FY2016 audit was reviewed. Information was presented on Workforce programs, GAP, and PACE by representatives from Kirkwood Community College, Cedar Valley Iowa Works, and Hawkeye Community College.

2.0 World Changing – Changing Our Thinking

Compliance: Clery Act

President Ash introduced Supervisor of Campus Safety & Security/Title IX Coordinator Tina Young who presented on Clery Act Compliance which includes annual security reporting, data collection, and prevention programs. Supervisor Young indicated that the Clery Act reporting deals with “what and where” and that Title IX and Violence Against Women Act (VAWA) reporting deals with “who and what” when an incident is reported by a student. Although prevention efforts are required for seven out of nine months of the year, the rules are somewhat ambiguous as to content. Prevention programs focus on sexual assault, intimate partner violence, stalking, drug free schools, security awareness, and crime prevention. The Student Board is involved in prevention efforts and collaborates with community domestic violence prevention groups. The Title IX online training for students is another prevention effort. Students who complete the training are noted and reported under Title IX compliance requirements.

Supervisor Young reported that annually on October 1 the college’s Annual Security Report is published on the SCC website. The Clery review examines fire logs, drill reports, motor vehicle thefts, sexual offenses, and other crime statistics. The data collection for the required reports is done by SCC’s campus security authorities comprised of college personnel chosen for specific data collections by their job responsibilities. Campus security trainings have been conducted over the past six weeks.

3.1 Approval of Consent Agenda

- a. Approval of Minutes for August 8, 2016, Regular Board Meeting
- b. Resignations, Terminations and Mutually Agreed to Contract Adjustments

- Elizabeth Bloom

Position:	Promise Jobs Employment & Training Specialist
Date of Hire:	12/01/2014
Last Day of Employment:	09/15/2016
Reason:	Personal

- Melissa Helt

Position:	WIOA Employment & Training Specialist
Date of Hire:	09/10/2012
Last Day of Employment:	08/19/2016
Reason:	Personal

- Michelle Riddle-Foster

Position:	Director of Human Resources, Title IX/Equity Coordinator
Date of Hire:	01/04/1999
Last Day of Employment:	08/15/2016
Reason:	Personal

- Lisa Ryce
 Position: Coordinator of Health Community Education
 Date of Hire: 12/13/2013
 Last Day of Employment: 09/12/2016
 Reason: Personal

c. Employment Contracts

- Carrie McDonald
 Position: Assistant Women's Basketball Coach/Student
 Activities Coordinator/Residence Life
(Replacement)

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 Resolution Approving City of Mediapolis Housing Urban Renewal Area – TIF extension

Vice President of Administrative Services Kevin Carr presented a request from RDM LLC for a five-year TIF extension for 17 additional lots (#16 through #32) to be added to the Mediapolis Housing Urban Renewal Area. He indicated that this is the fourth TIF extension request by RDM LLC over the past seven years. Board of Trustees approval is required by the City of Mediapolis.

Trustee Hillyard moved to approve the Resolution Approving City of Mediapolis Urban Renewal Area – TIF extension as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.3 Sale of the Fort Madison Center

3.3.1 Public Hearing for the Sale of the Fort Madison Center

Trustee Fife-LaFrenz moved that the public hearing for the sale of the Fort Madison Center be opened. Trustee Hillyard 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 Fife-LaFrenz moved that the public hearing for the sale of the Fort Madison Center be closed. Trustee Prellwitz seconded the motion. The motion carried with all trustees recorded as voting aye.

3.3.2 Resolution Authorizing the Sale of the Fort Madison Center

President Ash reported that although the Board of Trustees approved the sale of the Fort Madison Center to Harmony Bible Church at its April 11, 2016, meeting, Harmony Bible Church's attorney has requested that a formal Board resolution regarding the sale be approved. The resolution being presented for approval was drafted by SCC's attorney in collaboration with Harmony Bible Church's attorney. An error discovered in a legal description for the property has also been corrected. Harmony Bible Church has agreed to pay the legal fees incurred by SCC for development of the resolution.

Trustee Fife-LaFrenz moved to approve the Resolution Authorizing the Sale of the Fort Madison Center. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.4 Approval to Develop Construction Drawings for the New West Burlington Campus Science Building

President Ash gave a PowerPoint presentation which focused on the proposed West Burlington Campus Science Building. Architect's renderings of the master plan drawing show the location of the Science Building and the skywalk which would connect the Science Building to the Health Professions Building. Architect's renderings of the Science Building floor plan were also presented.

Vice President Carr referred to a preliminary project budget summary. He stated that the estimated cost for the Science Building is \$6.9 million. If the Board of Trustees approves the development of the construction drawings, it is anticipated that DLR will have the drawings complete to allow for holding a bid opening in December with construction beginning in spring 2017 as illustrated in the draft of the project's timeline which was provided to the Trustees.

Vice President Carr reported that three alternates are anticipated for the project (budget estimates are provided): additional parking lot on the southeast corner of the property - \$251,000; loop road along Gear Avenue - \$235,000; and greenhouse - \$170,000.

Vice President Carr reviewed a building priorities budget spreadsheet and explained the projects for which General Obligation Bond funds can and have been used. He also reviewed the total Building The Dream pledges received, the loan amount available from Building The Dream pledges (75% of the pledge receivable or \$4,887,000), and potential additional funds available. The pledge receivable loan can only be for a term of 12 to 15 months during building construction if SCC were to be the borrower. A longer loan term is needed. Also, it has been determined that the loan needs to be held by the SCC Foundation since that is the entity holding the pledges. In light of these requirements, SCC will lease the land to the SCC Foundation for \$1 per year. The SCC Foundation will also enter into an operating agreement with SCC to build and operate the building. The SCC Foundation will gift the building to SCC upon final payment of the pledge receivable loan. In the event the SCC Foundation is unable to make the payments, SCC will have the right to rent the building at an amount equal to principal and interest payments instead of the ownership of the building reverting to the lender/bank. Another term of the agreement is that the loan cannot pierce scholarship assets as collateral because this money is restricted for scholarships. This matter of financing and ownership will be presented to the SCC Foundation Board of Directors for approval at its next meeting pending approval by the SCC Board of Trustees at this meeting. Upon approval, SCC Foundation donors will be notified about the details of the agreement. The Ahlers Law Office is providing assistance in development of the agreement.

Vice President Carr reported that Two Rivers Bank will serve as the lead bank on the loan. Tax exempt financing to the bond holder was considered in an attempt to lower interests costs but it was determined that the SCC Foundation is ineligible for this type of financing. Therefore, tax exempt financing at 2.67% via conduit financing will be provided through the City of West Burlington. It is anticipated that this loan will close by December 31, 2016, with the first draw being \$50,001 with subsequent construction draws thereafter as needed.

Chair Nabulsi expressed appreciation for President Ash's vision for the Science Building because it complements the new Health Professions Building.

President Ash reviewed the draft of the project timeline and the proposed project alternates. He indicated that additional fundraised dollars may be used for the alternates.

Trustee Hillyard moved to approve the development of construction drawings by DLR Group for the new West Burlington Campus Science Building. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

3.5 Approval of Updated Facilities Master Plan "Working" Document

Vice President Carr reviewed the list of capital projects for Fiscal Year 2017 which would be funded by 20.25 Cent Levy proceeds. He also reviewed the proposed list of capital projects for 2018 – 2021.

Trustee Heland moved to approve the updated Facilities Master Plan "Working" Document. Trustee Prellwitz seconded. Motion carried on a 5-0 roll call vote.

3.6 Naming of Facilities per Board Policy #509

President Ash referred to Board Policy #509, Naming of Facilities. He stated that a list of donors and their proposed naming opportunities for the new Health Professions Building, the Industrial Maintenance Technology Building, and the proposed Science Building had been shared with the Trustees for their review and comments. He recommended approval, pursuant to Board Policy #509, of the proposed naming opportunities for the donors on the list.

Trustee Fife-LaFrenz moved to approve the naming of facilities as presented by the President per Board Policy #509. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

4.1 Review Board Self-Assessment Survey

Chair Nabulsi led discussion on the Board Self-Assessment Survey. He expressed appreciation to the Board for their work during the past year. There was Board consensus that the Survey would be discussed at the upcoming Board Retreat. President Ash briefly reviewed the agenda items for the Board Retreat scheduled for September 17.

4.2 Residence Life Update

President Ash reported that 19 of the 51 pods have been set in place by a crane for the new four-story Blackhawk Tower student residence hall. He displayed photos of the pods being constructed at an off-site manufacturing facility, interior layouts with architect's renderings, and exterior elevation renderings. Students will reside on the second, third, and fourth floors of the building with retail food vendors and student activity areas being located on the first floor. President Ash reported that the exterior of the building will be corrugated metal and brick with red accents. It is anticipated that students will move into the new facility in late November.

Vice President Carr reported that the new tower will house 120 students and 3 resident assistants. SCC currently has 104 students residing in the existing student housing with the majority being involved in SCC sports. Vice President Carr reviewed the terms of the

contractual agreement with Campus Community Developers. He noted that a Student Resident Life Council has been formed. Security for the new tower will include prox card access for only residence hall students and 20 security cameras.

4.3 President's Report

President Ash reviewed the following items from his written President's Report:

MEETINGS:

Internal

- **Students**
 - Career Planning Guide has been completed – hardcopy and online – thanks to Don Weiss for leading the effort – first in the state have a complete guide
- **College Personnel**
 - Transitioning to Canvas Learning Management System for next year – Learning Management System (LMS)
 - Transition planning for H.R. Department; revised job description posted, developing search team
 - Presentation at All-Staff In-Service
 - Met with Diversity, Equity, and Inclusion Council in preparation for Sept. 16 workshop
- **Facilities**
 - Met with Kevin, Byron, and Dave regarding 5-year plan update
- **Major Gifts Campaign**
 - Met with Becky and Sherry re: planning for donor and ribbon cutting events scheduled for late October
- **Programs**
 - Meeting with Pat Coen re: BHS Freshman Initiative student fees
 - Planning meeting with SCC personnel for BHS Freshman Initiative
 - Kick-off meeting for SCC faculty who will participate in BHS Freshman Initiative
 - Meeting with Central Lee Superintendent Andy Crozier and his CTE faculty
- **Trustees**
 - Lee County K-12 Superintendents meeting with Janet Fife-LaFrenz and Moudy Nabulsi
 - Met with Moudy Nabulsi regarding options for Fort Madison Center
 - Meetings with Trustees regarding the proposed Hall of Sciences
- **Marketing/Communications**
 - Presentation by Matt Oaks of interactive 360 photography and virtual tours
 - Interviewed with KBUR regarding upcoming school year and goals/plans
 - Will be on the radio every month – will include others as well
- **IHUM Grant**
 - Site visit/review on 9/1/16

- **WIOA**
 - Visit at Burlington WIOA office by IWD Director Beth Townsend, Unemployment Insurance Division Administrator Ryan West, Communications Director Courtney Greene, and Workforce Division Administrator Marketa Townsend
 - Visit at Burlington WIOA office by Lt. Governor Kim Reynolds – focus on Ready Iowa effort

Presidents' Meeting

- The Iowa Community Colleges Guideline for Faculty Qualifications booklet
- Presidents' Alternative Revenue Committee met and gave some suggested guidance
- Planning a work group to focus on the transfer issue(s) with Regent institutions
 - Develop a list of those courses that do not transfer
 - Develop a list of issues that have existed over a long period of time that have not been resolved
- Lobbyists – Advocacy Report; Summarize what they would like Presidents to do; year round lobbying
- Need more “grassroots” efforts to influence the legislators
- Changes are coming from Iowa DOE in draft form on some administrative rules (in your folder)
- Iowa DOE Report: Profile 2015 of Southeastern Community College
- Defining cross boundary recruitment “rules”
- Plan has been developed and approved by the Presidents to speak with Jeremy Varner and then move up the line regarding redevelopment of the supplemental weighting for concurrent enrollment
- A joint meeting between Presidents and the AEA Directors regarding the new CTE legislation and steps forward

4.4 Academic Affairs – Update on Accreditation

Interim Dean of Health/Director of Nursing Kristi Schroeder and Emergency Medical Services (EMS) Instructor Jim Steffen gave a PowerPoint presentation on the Emergency Medical Services and Nursing programs' accreditations.

Instructor Steffen reported that the EMS program had a comprehensive accreditation review in July 2016 by the Committee on Accreditation of Educational Programs for the Emergency Services Professions (CoAEMSP). Accreditation with CoAEMSP is required to comply with standards and guidelines of the Commission on Accreditation of Allied Health Education (CAAHEP) programs. The results of the accreditation visit showed no potential violations noted by the site visit team. Instructor Steffens was praised by the reviewers in addition to the strength of the program and the simulation facilities. SCC's EMS program is expecting full re-accreditation by CoAEMSP in November 2016.

The EMS program currently has 16 students enrolled which is an increase from 7 last year.

Interim Dean/Director Schroeder reported that the SCC nursing program had a comprehensive accreditation review visit in April 2016 by the Iowa Board of Nursing (IBON). The results of the accreditation visit was a recommendation for full re-accreditation by the IBON in October 2016. The reviewers noted the success of the program is demonstrated by the high passage rate of SCC Nursing students of the NCLEX licensure examination. SCC Nursing instructors were praised by the reviewers for their collaboration and positive student feedback.

The nursing program currently has 172 students enrolled which is an increase from 161 last year.

4.5 Report on Upcoming Trustee Election

Board Secretary Zeller reported that Chris Prellwitz is the only nominee for the Director District #1 seat which will be on the November 8, 2016, ballot.

4.6 FY 2016 Year-End Financial Reports

Vice President Carr referred to a memorandum listing financial highlights from FY 2016 and reported the following:

- Tuition revenue was \$1,165,000 under budget due to decreased enrollment
- The budget was nearly balanced due to not filling open positions
- Positive fund balance of \$1,971,000 (9.2%) (8.33% is required)
- Fund 2 savings account
 - Program Development - \$186,000
 - Technology and Computing fund balance - \$410,000
 - Strategic Planning Initiatives - \$78,000
 - Staff Development - \$5,000
 - Reserve - \$844,000
- Levy related funds
 - Early retirement fund – (\$929,000)
- Auxiliary funds
 - Agriculture production - \$93,000
 - North Campus Residence Hall - \$205,000 (sale of Millennium Hall)
 - Transportation Services - \$93,000 (no vehicles purchased)
 - Bookstore - \$650,000
 - Central Stores/Print Shop - \$28,000
- Plant fund
 - ACE Funds - \$1.6 million (plus \$400,000 in September 2016)

4.7 Monthly Financial Report

Vice President Carr reviewed the financial statements for period ending August 31, 2016. He reported that tuition revenue is at 45.6% of budget for the fiscal year which is improved from last year (39.5%). The largest expenses, salaries and related expenses, are increased 2.4% from last year.

4.8 Facilities Update

Construction Consultant David Metzger reported that the new Health Professions building is essentially complete with a few interior and exterior punch list items yet to be completed. He stated that the structural steel is 98% complete for the new Industrial

Maintenance Technology Building at the Keokuk Campus. The bridge and primary parking lot are done. The contractor anticipates that the building will be substantially complete by the January 13.

5.0 Future Meetings

Chair Nabulsi reviewed the list of future meetings. He reminded the Trustees about the Retreat scheduled for September 17 at 9 a.m. at CBIZ.

6.0 Adjournment

Trustee Fife-LaFrenz moved that the meeting be adjourned at 7:40 p.m. Trustee Hillyard seconded. Motion carried.

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



Sherry Zeller
Board Secretary