



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, February 12, 2024 at 4:30 p.m.
1500 West Agency Road, West Burlington, Iowa
SCC Board Room

Meeting Minutes

1.0 Routine Items

1.1 Call to Order, Roll Call, and Pledge of Allegiance

Board Chair Janet Fife-LaFrenz called the meeting to order at 4:31 p.m. Roll call indicated Trustees Howard, Heland, Nabulsi, Fife-LaFrenz, and Hillyard were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Janet Shepherd, Michelle Allmendinger, Jeff Ebbing, Chuck Chrisman, Tim VanGinkel, Jeff Houghtby, Randall Moffett, and Ashlee Spannagel.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Trustee Heland seconded. Motion carried.

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

1.3.1 Audience

None.

1.3.2 Administration

None.

1.3.3 Board

Trustee Heland reported that he attended ACCT National Legislative Seminar in Washington DC. He attended committee meetings in addition to many of the conference sessions. The Department of Labor was there and several sessions focused on workforce development.

Trustee Hillyard also attended ACCT Leadership Seminar in Washington, DC. He joined President Ash and others from Iowa Community Colleges in meetings with legislators. There was a lot of discussion regarding the short-term Pell and FAFSA.

Trustee Nabulsi reported that he attended the Community College Council meeting. This committee has been reviewing rules and they have completed this process.

Trustee Howard reported that he completed the Community College for Iowa New Trustee Orientation. He also reported that he has met with board members from all 3 school districts in his District and they passed along appreciation for the counselor day held by SCC in December.

1.4 Community Colleges for Iowa Trustees Report

Trustee Nabulsi reported provided a copy of the Community Colleges for Iowa newsletter making note that it contains information about the legislative session. He highlighted some items for review.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- January 8, 2024 Regular Board Meeting Minutes

2. Presentation of Bills of Account

3. Employment Contracts

Name	Title	Contract Period	Salary
Brian Brown (Replacement)	Industrial Maintenance Lab Assistant – Keokuk - (0.50 FTE)	January 8, 2024 – June 30, 2024	\$15,865.38 (\$33,000 annual)
Joe O'Brien (Replacement)	Director of Intercollegiate Athletics	January 15, 2024- June 30, 2024	\$37,846.15 (\$82,000 annual)
Jennifer Rehm (New)	Instructor – Radiologic Technology/Clinical Coordinator	February 21, 2024 – February 29, 2024 and March 7, 2024 – August 13, 2024	\$33,264.71 (\$80,294.12 annual)
Michelle Thilges (Replacement)	Professional Nursing Tutor – Keokuk (0.50 FTE)	February 2, 2024- June 30, 2024	\$10,192.31 (\$25,000 annual)

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

2.2 History Transfer Major Approval

Vice President Janet Shepherd introduced Dr. Randall Moffett, History Instructor and Faculty Assessment Coordinator; and Dr. Jeffrey Houghtby, History Instructor and Coordinator of our Honors Program. They have been working to develop a history transfer major which provides an alignment of courses and expected learning outcomes with transfer institutions to optimize the applicability of community college credits to university majors. This will help students to seamlessly transfer to a 4-year institution to continue their academic career in history more efficiently. This program was created several years ago and is now possible with the addition of a second history instructor to teach geography and political science.

The History Transfer Major has been approved by the Curriculum Committee and the Iowa Department of Education. Upon approval of this Board and the Higher Learning Commission, it will be added as a Transfer Major to the SCC Website.

Trustee Hillyard moved approval of the History Transfer Major. Trustee Heland seconded. Motion to approve the Transfer Majors carried on a 5-0 roll call vote.

2.3 Resolution Ordering Construction of the Main Circle Drive Replacement, Setting a Date for Public Hearing Thereon and Taking of Bids Therefor

Vice President Cory Gall presented the Resolution Ordering Construction of the Main Circle Drive Replacement. He reported that this project is funded by the Iowa Department of Transportation Grant to replace roadways. The grant is for \$250,000. The project originally submitted was to replace parking near the fair grounds. We learned that the grant monies cannot be used for parking, therefore, the project was revised and we are using the grant to replace the main circle drive and the curbs around the circle drive landscape feature.

Vice President Gall reported the project will begin following graduation and should be complete by the end of July prior to students returning to campus. We are requesting the Board's consideration for approval to proceed with the project and to set a date for public hearing and give notice to bidders.

Trustee Nabulsi moved to approve the Resolution Ordering Construction of the Main Circle Drive Replacement, Setting a date for Public Hearing and Taking of Bids Therefor. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 Enrollment Report

Vice President Chuck Chrisman referred Trustees to a spreadsheet in their folders with the enrollment report for the Spring 2024 semester. He shared a power point with the highlights from that report. He is happy to report that we are experiencing the 9 semesters of enrollment growth in heads and credit hours. He reported that SCC Spring 2024 enrollment for number of students is up 6.12% and credit hours are up 6.92%. SCC currently leads the Iowa Community Colleges in enrollment growth. He provided some other points of data from the spreadsheet to explain where we are experiencing growth.

3.2 President's Report

President Ash referred Trustees to his report in their folders making note of a few of those items for discussion as follows:

1. Continue to work on the partnership with Southeast Iowa Regional Medical Center. He will be meeting with Dr. McCoy to discuss the progress of the nursing program and what we are doing in the way of marketing. The Radiologic Technologist program has been approved and we will begin our marketing of that as well.
2. Traveled to Washington, DC to be there during the ACCT National Legislative Seminar with the primary focus being legislative visits. He attended with the Community Colleges for Iowa Group meetings with Senator Grassley, Senator Ernst, and Congresswoman Miller-Meeks' offices. He then had separately scheduled visits with each of those legislators along with our contracted grant writer from Congressional Partners. Congressional Partners aided in leading discussions to gain support for grants submitted as well as future grant requests. Our meeting with Congresswoman Miller-Meeks focused on a request for her Community Project appropriation for which we plan to submit application.
3. Continue to be involved in the formula discussion for state general aid. The Presidents' group received a consultant report for recommendations for the state general aid formula. The Bill SSB 3164 creates a presidents' council that is made up of all 15 community college presidents/chancellors. This council will decide on a distribution formula each year by October 31st for the succeeding budget year by a super-majority vote of 10 presidents.

3.3 Monthly Financial Report

Vice President Cory Gall referred Trustees to the financial reports in their Board Packets. He reported that the audit report is expected for the March 4, 2024 Regular Board meeting. The financial reports have no significant change from last month. We are still quite liquid with some pretty significant construction costs in December for the FEMA Saferoom pre-cast concrete walls. The Financial Comparative Data Summary shows that tuition revenue continues to increase. All other revenue is holding steady and slightly increasing. Salaries and related costs are increased over the prior year and that is due to 3% college-wide salary increase, added positions funded by hospital, and then additional increases from student advocates salaries and a few new positions.

3.4 Facilities Update

Vice President Cory Gall reported that the FEMA safe room project is underway with the pre-cast walls now in place.

3.5 Board Goals

Board Chair Fife-LaFrenz reviewed the previous Board Goals and suggestions. The Board discussed and agreed there should be three to four measurable goals. Those discussed were fiduciary responsibility; 100 percent attendance to the state annual conference; Legislative - each board member will have legislative contact either by attending Legislative Day in Des Moines or talking to legislators about support for Community Colleges; and holding a Board Retreat or Work Session. The board discussed and were in favor of the goals.


4.0 Future Meetings

Board Chair Fife-LaFrenz reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 6:12 p.m.

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



Darcy Burdette, Board Secretary