



**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Monday, January 8, 2024 at 4:30 p.m.**  
**1500 West Agency Road, West Burlington, Iowa**  
**Board Room**

**Minutes**

**1.0 Routine Items**

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

Board Vice Chair Lanny Hillyard called the meeting to order at 4:30 p.m. Roll call indicated Trustees Hillyard, Heland and Howard were present in the room. Trustee Nabulsi was present via Zoom. Trustee Janet Fife-LaFrenz was absent. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Michelle Allmendinger, Jeff Ebbing, Chuck Chrisman, Val Giannettino, Brianna Akers, Derreck Calkins, and Michelle Brown.

**1.2 Adoption of Formal Agenda**

Trustee Howard 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 Nabulsi reported that he attended the Lee County Economic Development meeting and reported about our enrollment and partnerships with Mt. Mercy and the University of Iowa.

**1.4 Community Colleges for Iowa Trustees Report**

Trustee Nabulsi reported that the IACCT Board meeting was held on Wednesday, December 13, 2023. They discussed formula project and the potential state general aid. The Board approved benefits package for Community Colleges for Iowa staff.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **December 11, 2023 Pre-Board Meeting Minutes**
- **December 11, 2023 Regular Board Meeting**

**2. Presentation of Bills of Account**

**3. Resignations, Terminations and Mutually Agreed to Contract Adjustments**

<b>Name</b>	<b>Title</b>	<b>Date of Hire</b>	<b>Last day of Employment</b>	<b>Reason</b>
Cara Blow	Professional Nursing Tutor – Keokuk (0.5 FTE)	10/24/2022	01/04/2024	Accepted open position of Instructor – Nursing - Keokuk.

#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Cara Blow (New)	Instructor - Nursing	January 5, 2024 – August 13, 2024	\$31,672.94 (\$64,100.00 annual)
Laura Rider (New)	Instructor – Radiologic Technology/Program Director	January 5, 2024- August 13, 2024	\$47,411.77 (\$65,000.00 annual)

Trustee Heland moved approval of the Consent Agenda items. Trustee Howard seconded. Motion to approve the Consent Agenda carried on a 4-0 roll call vote.

### 3.0 Accountability

#### 3.1 Cybersecurity Report

Vice President Chuck Chrisman gave a presentation on the Cybersecurity Strategies at SCC. He noted that this report is required to be compliant with the Gramm Leach Bliley Act and make SCC eligible for financial aid. His presentation included the amount of attacks SCC experiences daily. He reviewed the risk assessment process and the safeguards in place. All employees go through training annually to help reduce the risk. Ransomware is a major threat and the number of colleges experiencing attacks has increased.

#### 3.2 GPS2 Building a Culture Across the Institution

President Ash introduced Dr. Derreck Calkins, Brianna Akers, and Michelle Brown to provide an update on the Title III Strengthening Institutions Grant as it relates to Guided Pathways for Student Success. Dr. Derreck Calkins began the presentation sharing how Guided Pathways started in comparison to where it is today. Guided Pathways began with the funds from the Ascendium Grant. This grant helped lay the foundation of developing guided pathways across the college for all CTE programs, developing 18 AA/AS Transfer Majors, and developing program learning outcomes to assess all programs. It also resulted in approval of work-based learning courses and development of meta majors. SCC hired student success advocates to guide students more effectively and efficiently to their goals.

Brianna Akers reported that when SCC received the Title III Strengthening Institutions Grant it allowed for the expansion of the Guided Pathways program. More student success advocates were hired and the guided pathways culture expanded to include TrIO, PACE, Corrections, STEP, and AEL. They renewed the CARE Team, revitalized use of Maxient, and increased the use of Dropout Detective.

Michelle Brown reviewed the Guided Pathways Goals and the successes they have experienced and continue to work towards. Some of those are increased retention, increased graduation rate, and increased enrollment.

#### 3.3 President's Report

President Ash referred Trustees to his report in their folders and reflected on the successes of 2023. He also made note of the following:

1. The area high school counselors came for a visit day. The admissions staff provided them with lots of information about programs. They toured the college and were able to visit the hospital to see where the new Radiologic Technologist program will be held. They were given a survey to complete to see where SCC can improve in high school relations. I talked with them about the enrollment cliff.
2. Hired Joe O'Brien to be our new Athletic Director. He begins January 15<sup>th</sup>.
3. We learned that we qualify for the Employee Retention Credit. We will be meeting with the consultant to learn next steps.
4. The Presidents continue to work on the formula.

### **3.4 Monthly Financial Report**

Vice President Cory Gall referred Trustees to the financial reports in their Board Packets. He noted that there is not a lot of change from last month on the cash and investment report and that the college is in a very solid cash position. Student fees and tuition are increased over prior year and will be very close to budgeted numbers. Salary and benefits have increased from last year at this time. On the restricted side, revenues have decreased significantly which is directly related to the ICCOC revenue and expenses moving to their own entity.

### **3.5 Facilities Update**

Vice President Cory Gall reported that site work is continuing for the FEMA safe room. The pre-cast walls will arrive in the next few weeks. We are nearing completing a small renovation of the old athletic offices for assistant coaches.

### **4.0 Future Meetings**

Board Vice Chair Hillyard reviewed a list of future meetings.

### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:10 p.m.

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

*Darcy Burdette*

Darcy Burdette, Board Secretary