

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Monday, July 8, 2024 at 4:30 p.m.**  
**Southeastern Community College, Mt. Pleasant Center**  
**200 North Main Street, Room 203, Mt. Pleasant, Iowa**

**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 4:32 p.m. Roll call indicated Trustees Fife-LaFrenz, Hillyard, Heland and Nabulsi were present in the room. Trustee Howard was absent. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Michelle Allmendinger, Chuck Chrisman, Val Giannettino, Jeff Ebbing, Brenda Rubey, and Janine Clover.

**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**

Director of Institutional Advancement, Val Giannettino reported that the Foundation office is working on awarding the fall scholarships. The golf outing was very successful.

**1.3.3 Board**

Trustee Hillyard reported that CCFSA meeting was held. Preparations are underway for the fair. The Fair Board received a grant and are working on improvements for the arena. Trustee Nabulsi reported that he attended the final meeting of the Community College Council.

**1.4 Iowa Association of Community College Trustees Report**

Trustee Nabulsi reported that the IACCT Board meeting was held June 26, 2024. They discussed potentially remodeling the IACCT building. The Trustee Summer Conference will be held at Hawkeye Community College July 10-11, 2024.

**2.0 Action Items**

**2.1 Approval of Consent Agenda**

**1. Approval of Minutes**

- **June 10, 2024 Regular Board Meeting Minutes**

**2. Presentation of Bills of Account**

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

Name	Title	Date of Hire	Last day of Employment	Reason
Lauren Bogle	Head Women’s Basketball Coach	05/28/2024	06/18/2024	Personal.
Aaron Furr	Computer Technician – Help Desk Assistant	11/16/2020	06/30/2024	Accepted open Network Systems Specialist position.
Cebastian Gentil	Assistant Men’s and Women’s Track Coach and Resident Assistant	08/01/2023	06/30/2024	Terminated for performance.

Lisa Latham	TRIO SSS Project Advisor - Keokuk	06/17/2019	06/24/2024	Personal.
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#### 4. Employment Contracts

Name	Title	Contract Period	Salary
Robert Brewer, Jr. (Replacement)	Custodian I – Housekeeper – Level 6	July 1, 2024 – June 30, 2025	\$31,737.60 (\$ 31,737.60 annual)
John Fletcher (Replacement)	Instructor - Economics	August 14, 2024 – August 12, 2025	\$65,000.00 (\$65,000.00 annual)
Aaron Furr (New)	Network Systems Specialist	July 1, 2024 – June 30, 2025	\$46,950.00 (\$ 46,950.00 annual)
James Mueller (New)	Instructor - Nursing	August 14, 2024 – August 12, 2025	\$65,000.00 (\$65,000.00 annual)

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

#### 2.3 President’s Goals for FY 2025

President Ash provided a list of five President’s Goals for FY 2025 as follows:

1. Enrollment
2. Community and Industry Collaboration
3. Funding/Financial Stability
4. Building/Remodeling
5. Further Development of Leadership Training and Professional Development for Faculty and Staff – Preparing for the next Generation

President Ash reviewed the 5 goals and initiatives for each goal. Four of the goals remain the same from last year with changes to the strategies. The primary goal continues to be enrollment. The current Summer term is our 10<sup>th</sup> semester in a row to experience enrollment growth. The new goal is to strengthen our professional development and succession planning. We have a program established through Human Resources that we continue to improve.

Trustees reviewed and discussed details of the goals.

Trustee Nabulsi moved approval of the President’s Goals for FY 2025. Trustee Heland seconded. Motion to approve the President’s Goals for FY 2025 carried on a 4-0 roll call vote.

#### 2.4 Resolution Authorizing Offer for Sale - River Park Place

Vice President Cory Gall and CBIZ Director Brenda Rubey made presentation to the Board for their consideration to sell the current location of River Park Place and relocate to the West Burlington Campus. They gave an overview of CBIZ services, the enrollment and their financials. Director Rubey reported on the future initiatives which include expansion of the CDL program with the recent award of the CDL grant and the IAAP automation expansion.

Vice President Gall reported that we continue to look for ways to save expenses. River Park Place is expensive to occupy and has aging infrastructure and is more space than CBIZ needs. There is under-utilized space in the 600 building of the West Burlington Campus. CBIZ would benefit from closer collaboration with on-campus partners. River Park Place would be sold as three separate properties and the proceeds of the sale would be used to remodel space in the 600 building that is currently not being used.

The Board held discussion and agreed with the benefits of moving CBIZ to the West Burlington Campus.

Trustee Hillyard moved approval of Resolution Authorizing Offer for Sale of River Park Place. Trustee Heland seconded. Motion to approve Resolution Authorizing Offer for Sale of River Park Place carried on a 4-0 roll call vote.

### **2.5 Resolution Authorizing Offer for Sale - Keokuk Apartment Building**

President Ash reported that the Women's basketball team has encountered another setback with the latest coach's resignation and no recruited basketball players. For the 2023-2024 season, we housed the women's basketball team in West Burlington and played games in Keokuk. President Ash noted that this decision was made due to ongoing concerns of the location of the Keokuk housing, lack of food service, and NJCAA rules that prohibit transporting players from residence halls to campus. With no team and no coach, we have provided notice to NJCAA that we will not have women's basketball season for 2024-2025. The Keokuk apartments need renovation and would be vacant for the second year. Renovating the apartments does not solve the issue of location or food service availability. Vice President Gall will present a request to the Board for their consideration to sell the Keokuk Apartment Building.

Vice President Gall shared an overview of the "Roberta's Dorms" noting the location in relation to campus. He reported that the apartments can house 16 students and 2 resident advisors in ten one-bedroom apartments. As reported by President Ash, the apartment interiors are need of a full renovation which our architect estimates to cost approximately \$1.1M. Since this does not resolve the issue of location or food service availability, we have discussed potential sale and requested a market estimate from a realtor. The proposal to the Board is that we list the Keokuk Apartment property for sale with the proceeds held in reserve for future Keokuk student housing options.

Trustee Nabulsi moved approval of Resolution Authorizing Offer for Sale of River Park Place. Trustee Heland seconded. Motion to approve Resolution Authorizing Offer for Sale of the Keokuk Apartment Building carried on a 4-0 roll call vote.

### **2.6 Resolution Approving Preliminary Industrial Jobs Training Agreement – Western Smokehouse & Meat Market LLC**

CBIZ Director Brenda Rubey reported that Western Smokehouse & Meat Market, LLC plans to add additional jobs and need to establish a preliminary agreement for funds necessary to train new employees. This will be the second project for them.

Trustee Heland moved to approve Resolution Approving Preliminary Industrial Jobs Training Agreement – Western Smokehouse & Meat Market LLC. Trustee Hillyard seconded. Motion carried on a 4-0 roll call vote.

## **3.0 Accountability**

### **3.1 President's Report**

President Ash referred Trustees to his report in their folders making note of a few of the items including the following:

1. Working on EPA grant and hope to submit soon.
2. The Student ID project is underway with plans for all students to receive a student ID this fall. This is being paid for with a generous gift from Interstate Bank.
3. We have renewed the Capitol Theater Lease for 2024-2025.
4. We are working on completing the requirements for the CDL grant.

### **3.2 Facilities Update**

Vice President Gall gave a brief facilities update noting that the saferoom construction continues. They are working on the interior. The construction of the main circle drive is nearing completion. This will

be complete prior to the Des Moines County Fair.

#### **4.0 Future Meetings**

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

#### **5.0 Adjournment**

There was consensus that the meeting be adjourned at 6:27 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