



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, June 10, 2024 @ 4:30 p.m.

**Southeastern Community College, 1500 West Agency Road, West Burlington, Iowa
Board Room (Room #AD-1)**

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 Nabulsi, Fife-LaFrenz, Hillyard, Howard, and Heland 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, Chuck Chrisman, and Val Giannettino.

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

President Ash made mention of recent recognitions made for Janet Fife-LaFrenz, Jeff Heland and Moudy Nabulsi’s wife Sharon. He also introduced Dr. Amanda Estey, the new Vice President for Academic Affairs and she shared her background with the Board. Dr. Janet Shepherd provided brief parting comments. Director of Institutional Advancement, Val Giannettino reported that the Alumni Golf outing is sold out and is coming together nicely.

1.3.3 Board

The Trustees all welcomed Dr. Amanda Estey and expressed appreciation to Dr. Janet Shepherd for all of her work at SCC. Trustee Fife-LaFrenz reported that she attended a meeting in the community where Janine Clover presented and did an excellent job.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the next IACCT Board meeting will be June 26, 2024. He reminded all Trustees that 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

- May 13, 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 |
|-------------|--|---------------------|-------------------------------|---------------|
| Brian Brown | I CART Lab Assistant – Keokuk – (0.50 FTE) | 01/08/2024 | 05/31/2024 | Personal. |

| | | | | |
|-----------------|--|------------|------------|-----------|
| Tebble Stearns | Evening Receptionist - Housekeeper – Mt. Pleasant Center | 12/06/2021 | 06/15/2024 | Personal. |
| Lori Stewart | PACE Career Navigator | 12/06/2021 | 05/24/2024 | Personal. |
| Chevis Thompson | Head Women's Basketball Coach | 08/21/2023 | 05/17/2024 | Personal. |

4. Employment Contracts

| Name | Title | Contract Period | Salary |
|---|--|-----------------------------------|-------------------------------------|
| Lauren Bogle (Replacement) | Head Women's Basketball Coach | May 28, 2024 – June 30, 2024 | \$3,692.31 (\$40,000.00 annual) |
| Lauren Bogle (Replacement) | Head Women's Basketball Coach | July 1, 2024 – June 30, 2025 | \$40,000.00 (\$40,000.00 annual) |
| Derreck Calkins (Replacement) | Interim Dean of Career Technical Education and Workforce Development | May 15, 2024 – June 30, 2024 | \$10,788.46 (\$85,000.00 annual) |
| Jackie Doubet | Library – Bookstore Assistant - Keokuk | July 1, 2024 – June 30, 2025 | \$38,440.08 (\$38,440.08 annual) |
| Amanda Estey (Replacement) | Vice President of Academic Affairs | June 10, 2024 – June 30, 2024 | \$7,500.00 (\$130,000.00 annual) |
| Rachel Hill (Replacement) | Instructor – Nursing – ADN Track - Keokuk | August 14, 2024 – August 12, 2025 | \$64,100.00 (\$64,100.00 annual) |
| Deneen Holley (Replacement) | Administrative Assistant – Financial Aid – Level 7 - WB | May 21, 2024 – June 30, 2024 | \$3,549.60 (\$31,824.00 annual) |
| Deneen Holley (Replacement) | Administrative Assistant – Financial Aid – Level 7 - WB | July 1, 2024 – June 30, 2025 | \$31,946.00 (\$31,824.00 annual) |
| Madison Kaalberg (Replacement) | Assistant Women's Softball Coach/Student Life & Recreation Assistant | July 1, 2024 – June 30, 2025 | \$36,000.00 (\$36,000.00 annual) |
| Susan McElhinney- Barron (Replacement) | Financial Aid Officer | June 10, 2024 – June 30, 2024 | \$2,423.08 (\$42,000.00 annual) |
| Susan McElhinney- Barron (Replacement) | Financial Aid Officer | July 1, 2024 – June 30, 2025 | \$42,000.00 (\$42,000.00 annual) |

| | | | |
|---------------------------------|---|---------------------------------|--|
| Nicole Morris (Replacement) | Bookstore Sales Assistant – Level 4- WB | June 3, 2024 – June 30, 2024 | \$2,224.00 (\$28,912.00 annual) |
| Nicole Morris (Replacement) | Bookstore Sales Assistant – Level 4- WB | July 1, 2024 – June 30, 2025 | \$29,023.20 (\$29,023.00 annual) |
| Sarah Schwerin (Replacement) | CBIZ - Program Developer/Training Coordinator | May 28, 2024 – June 30, 2024 | \$4,615.38 (\$50,000.00 annual) |
| Sarah Schwerin (Replacement) | CBIZ - Program Developer/Training Coordinator | July 1, 2024 – June 30, 2025 | \$50,000.00 (\$50,000.00 annual) |

- a. Professional Services
- b. Corrections

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

2.2 Final Acceptance of the Track and Soccer Practice Field Project - Bid Packages #2, #3, and #4

Vice President Cory Gall reported that the track and soccer practice field project has reached substantial completion. This project began in March 2021 as a result of a generous donor who offered to complete the labor for the project. He provided a review of the scope of the project and costs. There are still plans to add a storage building and a sign to recognize the donor.

Trustee Hillyard moved to approve Final Acceptance of the Track and Soccer Practice Field Project. Trustee Heland seconded. Motion to approve the Final Acceptance of the Track and Soccer Practice Field Project carried on a 5-0 roll call vote.

2.3 Presentation of Accounts Assigned to Collections/Write-Off

Vice President of Administrative Services Cory Gall noted that each year the Board is asked to approve accounts assigned to collections and a list of uncashed checks that are being turned over to the state. He referred Trustees to the page in their packet listing the checks not cashed. He reported that these individuals have been contacted to cash the checks and they have not done so. He then directed them to the list of Accounts Receivable Assigned to Collections found in their board packet. The FY24 gross amount of collections/write-offs is \$197,194. The net amount of the write-offs is \$129,733. He referred them to the Bad Debt Data spreadsheet which compares write offs in FY22, FY23, and FY24. A lot of effort goes into attempting to collect before these are turned over to collection. He noted that SCC receives 75 percent of the funds collected by the various collection programs.

Trustee Howard moved to approve the Accounts Assigned to Collections/Write-Off. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.4 Fiscal Year 2025 College Operating Budget

Vice President Gall provided a presentation of the final Fiscal Year 2025 operating budget. He provided an overview of the components of the budget and the definitions of each of the funds including the unrestricted general fund, the restricted general fund, and the plant fund. He explained where the revenue comes from for each fund and what expenses come from each fund. He detailed how the budget was developed using assumptions and considering significant

revenue and expenditure changes. He is assuming \$171,000 in state general aid and a 2% enrollment growth. The Board previously approved a tuition increase which will increase revenue. He estimates a significant interest income. Significant expenses include employee compensation increase of 3%, increase cost for health insurance, and the addition of several new positions. The Board held discussion and asked a few questions. They thanked Vice President Gall for his presentation and work to create the budget.

Trustee Hillyard moved to approve Fiscal Year 2025 Financial Budget. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.5 FY 2025 Iowa Association of Community College Trustees Membership Dues and FY2025 Presidents' Assessment for Contract Lobbyist Services

President Ash shared the invoice for the Iowa Association of Community College Trustees membership dues and lobbyist fees. The total due is \$52,612. The Board discussed the fees and what lobbyist services we are getting.

Trustee Hillyard moved to approve the FY 2025 Iowa Association of Community College Trustees membership dues and Lobbyists Services as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

2.6 Quality Faculty Plan Approval

President Ash reported that the Quality Faculty Plan Committee has completed their annual review of the Quality Faculty Plan. They presented their recommendations to Tim VanGinkel, the HEA President and he presented them to President Ash. The only recommended changes are to update what people are listed as part of the committee. The new members are Brad Junker, Assistant Professor of Precision Machining; Daniel Pappas, Professor of Music; Nancy Roed, Professor of Nursing; and Dr. Amanda Estey, Vice President for Academic Affairs.

Trustee Howard moved to approve the Quality Faculty Plan with changes presented. Trustee Heland seconded. Motion carried on a 5-0 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.

1. The Mt. Pleasant Correctional Facility is agreeable to increasing the number of students in the Second Chance Pell Program to 10 for the Fall semester.
2. We continue to look for solutions with Department of Corrections on the HiSet (secondary) program.
3. We have 16 sites for our new radiologic technician students to complete their clinicals. The classroom space at the hospital is near completion and will be ready for our students.

3.2 Financial Report

Vice President Cory Gall referred to Trustees to the financial report in their board packet. He directed them to the cash and investment summary report and noted that the First Interstate Bank CD will renew in June at 5% interest rate. He is pleased to report that Total Cash and Investments is up from last year. On the Financial Comparative Data Summary, he shared that tuition is right where it was budgeted for this year. Overall very favorable end of fiscal year.

3.3 Facilities Update

Vice President Gall gave a brief facilities update noting that the saferoom construction continues. The drywall is up in most of the building. The windows will go in soon. The new access road to the cafeteria is complete. The north-south roadway west of the saferoom will be reopened soon. Jones Contracting has started the demolition of the main circle drive. We expect that completed before the Des Moines County Fair.

4.0 President's Contract

Board Chair Fife-LaFrenz reported she and Vice Chair Lanny Hillyard talked with President Ash and offered him a contract proposal. He considered and they agreed on the contract offer. Chair Fife-LaFrenz and Vice Chair Hillyard shared this with each of the Trustees and they were all in agreement with the contract offer. The Board and President Ash agree on the contract proposed. President Ash expressed appreciation for the opportunity to continue to serve as SCC's President.

Trustee Howard moved to approve the President's contract. Trustee Heland seconded. The motion carried on a 5-0 roll call vote.

5.0 Future Meetings

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

6.0 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