



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, March 4, 2024, at 4:30 p.m.
Southeastern Community College,
1500 West Agency Road, West Burlington, Iowa
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 4:30 p.m. Roll call indicated Trustees Hillyard, Heland, Nabulsi, and Fife-LaFrenz 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 Janet Shepherd, Michelle Allmendinger, Jeff Ebbing, Chuck Chrisman, Carlene Woodside, Melissa Flores, Brianna Akers, Martha Bell, Ashlee Spannagel, Val Giannettino, and Guest Peggy Long from the Department of Education.

1.2 Adoption of Formal Agenda

Trustee Nabulsi 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

Carlene Woodside, Phi Theta Kappa Advisor reported that 3 students were recognized at the Phi Theta Kappa Awards Banquet. One of those students received the Coca-Cola Academic Team Gold Scholarship award. This is the first time one of our PTK students has received the Gold Scholarship.

1.3.2 Administration

Executive Director of Institutional Advancement Val Giannettino provided updates on upcoming events including the Donor Reception in April and the June 14th Alumni Golf Outing.

1.3.3 Board

Trustee Hillyard reported that CCFSA met. He also reported that he attended the PTK Awards Banquet and the Community College Day on the Hill.

Trustee Heland and Trustee Fife-LaFrenz reported they attended the Student Legislative Day activities.

1.4 Student Legislative Day Report

President Ash introduced Student Activities Director Melissa Flores. Melissa organized student attendance to the Student Legislative Seminar. Nine students were able to attend. Melissa brought 3 of those students to share their experience with the Board. Students also participated in Community College Day on the Hill. The students reported they had positive interaction with legislators and took a tour of the Capitol.

1.5 Iowa Consortium for Higher Education in Prison Ambassador Presentation

Vice President Janet Shepherd reported that SCC is hosting the Iowa Consortium for Higher Education in Prison Spring Conference. Peggy Long from the Iowa Department of Education and four previously incarcerated students are here to share their story and the impact education had on them with the Board. These ICHEP Ambassadors will also share during the Spring Conference tomorrow. SCC provides instruction to 200 incarcerated students at Iowa State Penitentiary and Mt. Pleasant Correctional Facility.

1.6 Iowa Association of Community College Trustees Report

Trustee Hillyard reported he attended the February 27, 2024 IACCT Board meeting. He shared some of the meeting topics making note that the dues will increase 4% to help cover budget needs for Community Colleges for Iowa.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- February 12, 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
Brittony Cummings	Accountant	07/01/2021	03/01/2024	Personal.
Madison Stearns	Pathway Navigator for Corrections	07/06/2017	02/06/2024	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Cherrelle Colemon (Replacement)	Administrative Assistant - Athletics	March 18, 2024 – June 30, 2024	\$9,000.00 (\$31,200 annual)
Austen Totsch (Replacement)	Instructor – Automotive Technology	August 14, 2024- August 12, 2025	\$56,800.00 (\$56,800 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.

2.2 Presentation of the Audit

Vice President Cory Gall introduced Ryan Engelstad of BerganKDV for presentation of the audit report. He reminded the Board that in the fall we were notified that our former auditor could no longer provide this service. We were able to secure BerganKDV and have been working with Ryan for completion of the audit.

Mr. Engelstad thanked Vice President Gall for the introduction and began his presentation of the audit and results. He referred the Trustees to the Independent Auditor's Reports in their Board

packets. He reviewed the Report on the Audit of the Financial Statements noting the report issued is an unmodified opinion. There were no material weaknesses identified and no reported significant deficiencies. For Federal Awards, there were no material weaknesses and no significant deficiencies. There is no corrective action plan noted.

Trustee Hillyard moved to accept the FY 2023 audit as presented. Trustee Nabulsi seconded. Motion carried on a 4-0 roll call vote.

2.3 Consider and Approve for Filing and Publication the Proposed Certified Budget for Fiscal Year 2025 and Fix Time and Place for the Public Hearing

Vice President Cory Gall referred Trustees to their Board packets for review of the Certified Property Tax Budget for FY 2025 making note of the following:

- The certified budget is developed based on actual FY 24 data, re-estimates for FY 24, and other information currently known for FY 25.
- The tax levy proposed includes an increase of \$.07047 cents per \$1,000 value of taxable valuation for FY 25, related to \$1.5567
- Regular property tax valuations are up \$179M (3.68%), debt service tax valuations increased \$194M (3.81%) and TIF valuations increased \$14M (6.51%).
- Last year, Des Moines County challenged Southeast Iowa Regional Medical Center's tax-exempt status. The issue was resolved in favor of SEIRMC. SEIRMC's valuations were never included in the College's calculations.

Vice President Gall explained that the .07 cent increase in property tax would have minimal impact on the typical household. The increase would be used for a new IT Cyber Security position, increase our cash reserve to replace chillers on both campuses, general inflation, and provide new mechanicals for the completion of the Student Center Annex. He shared the current status of the chillers located in West Burlington and Keokuk and the cost of replacement.

Vice President Gall noted that the Trustees will need to approve for filing and publication of the Budget Estimate for Fiscal year July 1, 2024 – June 30, 2025, and set April 8, 2024 at 4:30 pm at the Board Room, 1500 West Agency Road, West Burlington, Iowa as the time and location for a public hearing.

Trustee Heland moved approval of the July 1, 2024– June 30, 2025 Budget Estimate and Certification of Community College Taxes. 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. This report includes college news and his involvement and activities over the last month. He highlighted a few of those items and encouraged Trustees to read. He highlighted a few of those items including: presenting to the Mt. Pleasant Kiwanis, presenting to the Iowa State University LINC program, and attending the Student Legislative Seminar, PTK Banquet, and Community College Day on the Hill in Des Moines. He provided some updates with regard to legislative activities and Presidents' meetings. The Trustees discussed and asked questions regarding the report.

3.2 Facilities Update

Vice President Cory Gall reported that maintenance has been working on a few internal projects. The FEMA Safe Room is a bit ahead of schedule. The roof has been poured and they are closing the west wall to start interior concrete. This project appears to be on track for completion in August-September time frame.

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 6:07 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