



REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, May 13, 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 4:30 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, Jeff Ebbing, Chuck Chrisman, Val Giannettino, Ben Lofthus, and Laurie Hempen.

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

Executive Director of Institutional Advancement Val Giannettino thanked Trustees for supporting the Distinguished Alumnus receptions. She also reported that they are nearly full for golf outing registrations.

1.3.3 Board

Trustee Nabulsi reported that he participated on the IACCT nominating committee for the Kibbe Award. There were 4 nominated. He also reported that he attended the Community College Council meeting. The last meeting of that committee will be in June. He reminded all Trustees that the Trustee Summer Conference will be held at Hawkeye Community College July 10-11.

Trustee Hillyard complimented that the graduations and receptions went very well.

1.4 Iowa Association of Community College Trustees Report

Trustee Hillyard reported the IACCT Trustees met on April 24, 2024. He shared some of the topics of discussion including whether to continue holding the summer Trustee Conference. The IACCT Board voted to continue having this conference. He also reported that he learned the State General Aid for FY2025 is \$7M.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **April 15, 2024 Regular Board Meeting Minutes**
- **April 30, 2024 Special 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
Courtney Abolt	Financial Aid Officer	09/19/2022	06/30/2024	Personal.
Kara Schreiner	Admissions Recruiter – Health Professions	08/11/2022	05/08/2024	Accepted open Instructor – Medical Assistant/Program Coordinator position.
Molly Schroeder	Administrative Assistant – Financial Aid	12/12/2022	05/03/2024	Personal.
Michael Shaffer	Program Developer/Training Coordinator	10/03/2022	05/31/2024	Personal.
Sarah Smith	Work-Based Learning Specialist	08/21/2023	05/12/2024	Accepted open Health Professions Recruiter position.
Ashlee Spannagel	Dean of Career and Technical Education & Workforce Development	07/01/2019	06/14/2024	Personal.
Arif Sultan	Instructor - Economics	08/16/2023	08/13/2024	Personal.
Chevis Thompson	Head Women’s Basketball Coach	08/21/2023	05/03/2024	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Kaye Gilbert (Replacement)	Accountant	May 1, 2024 – June 30, 2024	\$9,923.08 (\$60,000.00 annual)
Malik Kelly (Replacement)	Assistant Men’s Basketball Coach/Resident Assistant (0.80 FTE)	April 8, 2024 - June 30, 2024	\$4,153.85 (\$18,000.00 annual)
Gail Kunch (Replacement)	Instructor - Biology	August 14, 2024 – August 12, 2025	\$58,000.00 (\$58,000.00 annual)
Kara Schreiner (Replacement)	Instructor – Medical Assistant/Program Director	May 9, 2024 – August 13, 2024	\$10,503.53 (\$66,303.53 annual)
Zachary Short (Replacement)	Instructor – English	August 14, 2024 – August 12, 2025	\$59,000.00 (\$59,000.00 annual)

Sarah Smith (Replacement)	Admissions Recruiter – Health Professions	May 13, 2024 – June 30, 2024	\$5,653.85 (\$42,000.00 annual)
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- a. Administrative
- b. Athletics
- c. Faculty
- d. HEA Professional Services
- e. PESA
- f. Professional Services
- g. Support Staff

Trustee Heland 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 Re-Approve Facilities Plan (2025-2033)

Director of Facilities Ben Lofthus provided an overview the Facilities Plan in the binder that was distributed to Trustees. He reviewed the completed projects. He reported there is little change on the 2025-2033 plan. He pointed out a revision from the previous plan is to move the replacement of some of the roof for the Keokuk Campus that is leaking in the 200 building. This replacement will now occur this year. The roof is 33 years old. Otherwise, the facilities plan mostly includes yearly maintenance and keeping the facilities nice. The other large project will be a parking lot overlay for the Blackhawk Towers.

The primary goals of the master plan are to support the college Mission, Vision, Values and Strategic Goals through the physical development of its campuses. Guided by the overarching college values and goals, the following specific goals for this FY 2025-2033 Facilities Master Plan:

- Develop programs for the new Blackhawk Rec. Center to provide a positive and engaging college experience for our students.
- Prepare to operate a new FEMA Safe Room to provide additional safety and security to our students, staff, and community.
- Expansion of the residence halls in a public/private partnership to support additional sports and expanded international student program.
- Recruit and retain students.
- Enhance the existing character, architecture, natural environment, and open spaces.
- Create construction planning that includes flexibility, adaptability and sustainable design.
- Create easy pedestrian access.
- Create 21st century learning environments.
- Provide a healthy, safe, accessible place for learning.
- Promote the conservations of natural resources and energy in the construction, maintenance, and operation of buildings.
- Enhance the college's connections to and with its communities through its physical environments.
- Anticipate and fulfill short-term instructional needs while planning for long-term academic programs.
- Avoid waste and disruption resulting from piecemeal projects.
- Establish realistic schedules and capital budgeting plans.

- Enhance fund raising and development opportunities by improving the image of the college in the community.

The master plan established a series of physical objectives. These fall into the following general areas:

- New construction projects to be developed via various funding sources for growth and renovation projects.
- Campus infrastructure improvements including buildings, parking, IT, lighting, windows and HVAC.
- Campus environmental upgrades which will enhance the physical environment for students, the community, and its visitors, including signage, circulation, landscaping, diversity, and outdoor recreational opportunities.
- Upgrades required by Federal/State Compliance Requirements (Equity Visit).

Trustee Nabulsi moved to approve the Facilities Master Plan Update for 2025-2033. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

2.3 Resolution Approving Construction Contract and Bond for the Construction of the Main Circle Drive Replacement

Vice President Cory Gall presented the final Resolution needed to begin construction of the public improvement project for the Main Circle Drive Replacement. He reminded the Board that they previously gave approval for this project and the winning bid. This final resolution is for approval of the contract and bond for the project. The winning bid was to Jones Contracting, Inc. This project will begin soon and plan to be completed prior to the Des Moines County Fair.

Trustee Heland moved to approve the Resolution Approving Construction Contract and Bond for the Construction of the Main Circle Drive Replacement.

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. Dr. Amanda Estey has been hired as our new Vice President for Academic Affairs. She will be joining us on June 10th.
2. The end of the year Employee Appreciation breakfast and lunch events were held.
3. There are many grants and possible grants on which we are working. Those are listed in the report for the Board to review.
4. The Department of Corrections has approved our Prison Education Program (PEP) – college level classes towards a specific degree based upon the PELL grant program (Second Chance PELL).

3.2 Financial Report

Vice President Gall referred Trustees to the financial report in their board packet. He highlighted a few things from that report noting that tuition and fee revenue is up from the prior year. The other notable revenue increase is due to interest rates on investments. He reviewed the Restricted Fund report where not much is changed from the prior year. For the Plant Fund, he made note of the revenue from FEMA for the construction of the safe room. These dollars will come in as we incur the expenses. We currently have received about half of those grant funds. Overall, we are on track with the FY24 budget. The board asked questions and discussed.

3.3 Facilities Update

Director of Facilities Ben Lofthus reported that they have completed the roof replacements for TRIO and the Private Dining Room. They have done some maintenance to the chillers. The Saferoom project is progressing with estimated completion in November.

4.0 Future Meetings

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

4.0 Adjournment

There was consensus that the meeting be adjourned at 5:48 p.m.

5.0 Closed Session Pursuant to Section 21.5(1)(i), Code of Iowa/ Evaluation of President

Trustee Hillyard moved that the Southeastern Community College Board of Trustees conduct its business by closed session as provided by Section 21.5(1)(i) of the Code of Iowa, to evaluate the professional competency of an individual whose appointment and hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Trustee Heland seconded. Motion carried on a 5-0 roll call vote. The closed session began at 6:00 p.m.

Trustee Hillyard moved to end the closed session. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote. The closed session ended at 6:49 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