



**NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, October 14, 2024 at 4:30 pm
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 Heland, Nabulsi, Fife-LaFrenz, Hillyard and Howard were present in the room. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Val Giannettino, Michelle Allmendinger, Jeff Ebbing, Tadd Good, and Emma Johnson

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 reported that they continue to promote the Great Tastes event scheduled for November 1, 2024. There are still opportunities available to support the event.

Director of Marketing and Communications Jeff Ebbing reported that the SCC Marketing Department was the recipient of 9 awards at the District 5 NCMPR Conference. They are proud to report that they won a gold medal for the website. They have submitted these entries for National Award consideration in the spring.

President Ash noted that the SCC-Southeast Iowa Regional Medical Center partnership will receive the Community Colleges for Iowa Outstanding Business & Industry Partnership Award at the December Tradeshow & Convention Awards Dinner. Michelle Brown and Jim Steffen were nominated and will receive Staff and Faculty Awards, respectfully, at the Community Colleges for Iowa Convention and Tradeshow.

1.3.3 Board

Trustee Jesse Howard provided some updates related to the IASB Board trip to Washington, DC. He also noted that he attended the PTK/Computer Club/Business Club fundraiser dinner and was impressed by the club sponsors and the SCC students there. Trustee Nabulsi reminded all of the ACCT National Legislative Conference in Washington, DC, in February and stressed the importance of attending. Trustee Hillyard reported that he and Trustee Fife-LaFrenz attended the Radiologic Technology Ribbon cutting. Trustee Fife-LaFrenz reported that she has attended AAUW informational meetings and represented AAUW at the Keokuk Blackhawk Bash.

1.4 Community Colleges for Iowa Trustees Report

Trustee Nabulsi reported that the IACCT Trustees Board will meet on November 7, 2024 in a joint meeting with the Presidents.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- September 9, 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
Derreck Calkins	Interim Dean of Career & Technical Education and Director of Assessment, Curriculum, and Learning Resources and Coordinator, Sport Management Program	02/03/2020	09/13/2024	Personal.
Cole Higgins	Assistant Athletic Director	06/12/2023	11/01/2024	Personal.
Mike Kaczinski	Assistant Professor - Welding	01/11/2007	08/12/2025	Accepted Early Retirement.
Brian McAtee	Librarian - WB	08/19/1999	08/12/2025	Accepted Early Retirement.
Sibyl McIntire	TRIO Student Support Services Project Advisor	02/17/2014	11/13/2024	Personal.
Paul Volkl	Instructor – Industrial Controls, Automation, and Robotics Technology	08/13/2021	10/11/2024	Personal.
Brenda Wilkins	Counselor/Enrollment Specialist	08/01/1997	12/20/2024	Accepted Early Retirement.

4. Employment Contracts

Name	Title	Contract Period	Salary
Susan Dahl-Mattoon (Replacement)	Welcome Center Receptionist/Marketing Office Assistant - WB	October 22, 2024 – June 30, 2025	\$21,600.00 (\$31,320.00 annual)
Kelsey Howard (Rescinded Resignation)	Assistant Director – TRIO Upward Bound	July 1, 2024 – June 30, 2025	\$47,682.15 (\$47,682.15 annual)
Caili Rodeffer (Replacement)	Student Success Advocate – Concurrent Enrollment	September 23, 2024 – June 30, 2025	\$33,798.80 (\$43,888.00 annual)

Lori Stewart (Replacement)	Evening Receptionist/Housekeeper – Mt. Pleasant Center	October 22, 2024 – June 30, 2025	\$12,960.00 (\$18,720.00 annual)
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Trustee Howard moved approval of the Consent Agenda items. Trustee Heland seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

2.2 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the Keokuk Campus Building 200 Roof Replacement

Trustee Hillyard moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of Keokuk Campus Building 200 Roof Replacement be opened. Trustee Nabulsi seconded. The motion passed with all trustees recorded as voting aye. Board Chair Fife-LaFrenz asked if there were any comments from the public. There were none. Board Chair Fife-LaFrenz asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Hillyard moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the Construction of the Keokuk Campus Building 200 Roof Replacement be closed. Trustee Howard seconded the motion. The motion carried with all trustees recorded as voting aye.

2.3 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the Keokuk Campus Building 200 Roof Replacement

Vice President Cory Gall provided a brief overview of the Keokuk Campus Building 200 Roof Replacement plans. He referred Trustees to an estimate of the costs for construction of the roof replacement, which were reviewed at the September 9, 2024 Board meeting. Five bids were received on October 1, 2024, for the roof replacement project. The low bid for the project was submitted by R3 Commercial Roofing, LLC in the amount of \$159,369.00. Vice President Gall reported that Russell Brissey of Klingner & Associates recommends that the Board accept the proposal and the contract be issued to R3 Commercial Roofing, LLC. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, November 11, 2024.

Trustee Nabulsi motioned to approve the Resolution as presented. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.4 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the Keokuk Campus Building 200 Roof Replacement

Vice President Gall recommended award of the construction contract to R3 Commercial Roofing, LLC in the amount of \$159,369.00 for the Construction of the Keokuk Campus Building 200 Roof Replacement. Trustee Heland motioned to approve award of the construction contract to R3 Commercial Roofing, LLC. Trustee Howard seconded. Motion carried on a 5-0 roll call vote.

2.5 Public Hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Campus Server Room HVAC Upgrades

Trustee Hillyard moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the West Burlington Campus Server Room HVAC Upgrades

be opened. Trustee Heland seconded. The motion passed with all trustees recorded as voting aye. Board Chair Fife-LaFrenz asked if there were any comments from the public. There were none. Board Chair Fife-LaFrenz asked if any written comments had been received. Board Secretary Burdette indicated none had been received. Trustee Heland moved that the public hearing on the Adoption of Plans, Specifications, Form of Contract and Estimate of Cost for the West Burlington Campus Server Room HVAC Upgrades be closed. Trustee Hillyard seconded the motion. The motion carried with all trustees recorded as voting aye.

2.6 Approval of the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Costs for the construction of the West Burlington Campus Server Room HVAC Upgrades

Vice President Cory Gall provided a brief overview of the West Burlington Campus Server Room HVAC Upgrades plan noting that this project is funded by OEPI. This project was approved at the September 9, 2024 board meeting. Two bids were received on October 8, 2024, for the HVAC upgrade. The low bid for the project was submitted by S.G. Construction Company in the amount of \$240,060.00. Vice President Gall reported that Russell Brissey of Klingner & Associates recommends that the Board accept the proposal and the contract be issued to S.G. Construction Company. The Board will be asked to approve the construction contract and payment bond for the project at the regular board meeting on Monday, November 11, 2024.

Trustee Howard motioned to approve the Resolution as presented. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

2.4 Consideration of Construction Bids and Resolution Making Award of Construction Contract of the West Burlington Campus Server Room HVAC Upgrades

Vice President Gall recommended award of the construction contract to SG Construction Company in the amount of \$240,060.00 for the Construction of the West Burlington Campus Server Room HVAC Upgrades

Trustee Hillyard motioned to approve award of the construction contract to SG Construction Company. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

2.8 Confirmation of 2025 Distinguished Alumni Awards

Executive Director for Institutional Advancement Val Giannettino reported that on September 26, 2024, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2025 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2025 Distinguished Alumni awards:

- Keokuk Campus Distinguished Alumni: Justin Tuck, Class of 2000
- West Burlington Campus Distinguished Alumni: Darius Baker, Class of 1969

Trustee Howard moved to confirm the 2025 Distinguished Alumni Award nominees. Trustee Hillyard seconded. Motion carried on a 5-0 roll call vote.

3.0 Accountability

3.1 Marketing Update

Director of Marketing and Communications Jeff Ebbing provided an update on current marketing and a tour of the new website.

3.2 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. Enrollment is up in head count and credit hours. A detailed report will be given at the November board meeting.
2. Have been meeting with Superintendents throughout the college district and setting up joint follow-up lunches for the administrative teams.
3. Continue to work on the NSF and CDL grants. Recently learned that we did not receive the EPA grant.
4. Met with Dr. McCoy and presented to the Southeast Iowa Regional Medical Center Administrative Team to share about the nursing program.

3.3 Monthly Financial Report

Vice President Gall referred Trustees to the financial reports in their board packets. He noted that the tuition and revenue is up compared to September 2023. This reflects the enrollment growth and tuition increase. He is very pleased with the revenue growth. Things are right on track with the budget.

3.4 Facilities Update

Vice President Cory Gall provided a brief facilities update. He noted that SG Construction is waiting on some backordered materials for the FEMA Saferoom. Otherwise that project is making good progress. While they wait for those items, SG Construction is working on the track storage building.

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 6:05 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