



REGULAR MEETING OF THE BOARD OF TRUSTEES
Monday, September 9, 2024 at 4:30 p.m.
335 Messenger Road, Keokuk - Keokuk Campus, Room 314

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 Fife-LaFrenz, Hillyard, and Heland were present in the room. Trustees Nabulsi and Howard were present via teleconference. Also present were President Michael Ash, Treasurer Cory Gall, Secretary Darcy Burdette, and SCC staff members Amanda Estey, Chuck Chrisman, Val Giannettino, Laurie Hemen, Kari Bevans, and Jeff Ebbing.

1.2 Adoption of Formal Agenda

Trustee Hillyard moved to approve the formal agenda. Trustee Howard seconded. Motion carried.

1.3 Communications (Limited to Five (5) Minutes per Individual)

1.3.1 Audience

None.

1.3.2 Administration

None

1.3.3 Board

Trustees Hillyard and Heland reported that they attended the CCFSA meeting and the discussion was mostly around the Des Moines County Fair. Trustee Nabulsi reported that he attended the open house for Fort Madison schools. Trustee Fife-LaFrenz noted that she participated in ACCT webinars on funding formulas and grant opportunities for students.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Trustees Board met on August 28, 2024. Trustee Hillyard attended on his behalf. Trustee Hillyard shared some of the key items discussed at the meeting. He encouraged all Trustees to contribute to the Iowans for Skilled Workforce pact. Those dollars are distributed to legislators.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **August 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
Kelsey Howard	Assistant Director – TRIO Upward Bound	07/16/2021	08/30/2024	Personal.
Emma Rose	Welcome Center Receptionist/Marketing Administrative Assistant	05/16/2023	08/31/2024	Accepted open Marketing Communications Coordinator position.

4. Employment Contracts

Name	Title	Contract Period	Salary
Isis Brooks (Replacement)	Assistant Men’s and Women’s Track and Field Coach/Resident Advisor	August 19, 2024 – June 30, 2025	\$15,586.21 (\$ 18,000.00 annual)
Amanda Dodds (New)	Instructor - Nursing	August 26, 2024 – August 12, 2025	\$64,100.00 (\$64,100.00 annual)
Stacey Fitzgerald (Replacement)	CBIZ Accounts Specialist	September 3, 2024 – June 30, 2025	\$34,400.00 (\$41,760.00 annual)
Emma Rose (New)	Marketing Communications Coordinator	September 1, 2024 – June 30, 2025	\$36,321.10 (\$ 43,888.00 annual)
Elizabeth Whitaker (Replacement)	Instructor - Nursing	August 26, 2024 – August 12, 2025	\$ 59,082.34 (\$ 59,082.34 annual)

Trustee Hillyard 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 Approval of Resolution Offering Sale of Real Estate & Execution to Offer Agreement – Keokuk Apartments

Vice President Cory Gall reported that they have received an offer for the Keokuk Apartments in the amount of \$245,000. The offer is from a current SCC employee whose family built the apartments. The buyer will purchase as is with the contents of the apartments. We are bringing the offer for Board approval. We believe that the property will serve Keokuk as an affordable apartment complex. The funds from the sale will be held in reserve for a future project for the Keokuk Campus.

Trustee Hillyard moved approval of the Resolution Offering Sale of Real Estate and Execution to Offer Agreement – Keokuk Apartments. Trustee Nabulsi seconded. Motion to approve the Sale of Real Estate -Keokuk Apartments carried on a 5-0 roll call vote.

2.3 Resolution Ordering Construction of the Keokuk Roof Replacement and Fixing a Date for Public Hearing

Vice President Cory Gall reported the roof covering for Building 200 of the Keokuk Campus is pulling away from the seam where it connects and needs to be replaced. The project will consist of removal and replacement of the existing roofing for a portion of Building 200. The pre-bid estimated cost of replacement is \$278,000. The available funds to cover the cost are from the plant fund levy. Construction would take place in the spring.

Vice President Gall stated that we are requesting the Board to approve fixing a date for public hearing for the next regular scheduled Board meeting on October 14. At that meeting, we will have a recommendation from the architect and be asking for the Board to award the lowest bid. In the November 11, 2024 Board meeting, the Board will be asked to approve the contract and performance bond.

Trustee Hillyard moved to approve the Resolution Ordering Construction of the Keokuk Roof Replacement and setting a date for Public Hearing and Taking of Bids. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.4 Resolution Ordering Construction of the Server Room HVAC Upgrades and Fixing Date for Public Hearing

Vice President Cory Gall reported that an additional HVAC is needed to provide 100% redundancy in the computer room housing the server room. The server room hosts our website and keeps computers running. This additional HVAC would alternate operation with the existing unit to provide constant cooling to the server room. The pre-bid estimated cost of the HVAC upgrade is \$220,000. The available funds to cover the cost are from OEPI which is a separate part of the levy. Construction would take place in the winter and take a few months.

Vice President Gall stated that we are requesting the Board to approve fixing a date for public hearing for the next regular scheduled Board meeting on October 14. At that meeting, we will have a recommendation from the architect and be asking for the Board to award the lowest bid. In the November 11, 2024 Board meeting, the Board will be asked to approve the contract and performance bond.

Trustee Hillyard moved to approve the Resolution Ordering Construction of the Server Room HVAC Upgrades and setting a date for Public Hearing and Taking of Bids. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

2.5 Approval of Proposed FY 2027 Calendar

Director of Human Resources Laurie Hempen reported that the calendar committee has met and is proposing the FY2027 calendar for Board approval. The process to develop the calendar remains the same and the calendar is similar for each year with only small adjustments. Trustee Nabulsi moved approval of the FY 2027 calendar. Trustee Hillyard 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 including the following:

1. Academic Affairs will be covering the Dean of CTE role internally until a search for new dean is launched in Spring 2025.
2. Two staff were selected to attend LINC for this year.
3. Continue to work with the Lee County CAC Board.

3.2 FY 2024 Year-End Financial Reports

Vice President Gall reviewed the FY 2024 Year-End Financial Reports. He referred Trustees to the Cash and Investment Report dated June 30, 2024, which compared year end 2024 to year end 2023. He pointed to the slight increase in total cash and investments. The budgeted revenues in the general fund were just over the budget, which can be attributed to enrollment. The interest rates have been very favorable. Everything else is very similar to prior year. He reported that expenses fell just under budget. Salaries and related costs are a large portion of that and are significantly increased over last year. We will continue to monitor that. Overall a very sound position for the general fund.

Vice President Gall went on to review the year-end financial reports for the restricted fund and the plant fund. He noted that local support increased which is reflected in the restricted fund. The Plant fund is right where he wants to be with revenue and expenses closely aligned.

He made note of a few other items related to the Safe Room construction where expenses are accrued and then reimbursed with the FEMA grant funds.

Trustees held discussion and were pleased with the report.

3.3 New Provider for Audit Services

Vice President Gall noted a new CPA firm has been contracted to perform the college audit. In Fall 2023, we were given late notice that the firm who had been performing the audit would no longer be able to do so. We were able to secure Bergen KBB as the auditor for a single year with the intent to do an RFP for future audit years. We have completed the RFP and have selected Denman CPA from Des Moines to complete our audit. Denman CPA performs audits for many of the Iowa Community Colleges. We have engaged them for the next 3 years.

3.4 Monthly Financial Report

Vice President Gall reviewed the August 2024 month-end financial statement reports included in the Board packets. He noted that tuition and fees reflect enrollment growth.

3.5 Facilities Update

Vice President Gall provided a brief facilities update noting that progress continues on the saferoom. They have finished most of floor work and then electrical starting soon. SG has begun work for the track storage building. There was a chiller issue in Keokuk that has been repaired.

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 5:36 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