

**BOARD OF TRUSTEES
EASTERN IOWA COMMUNITY COLLEGE DISTRICT
November 21, 2011**

The Board of Trustees of the Eastern Iowa Community College District (Merged Area IX) met in Regular Session on November 21, 2011, in the Ellis Vetter Room at 306 West River Drive, Davenport, Iowa. President Robert Gallagher called the meeting to order at 7:00 p.m. with the following directors present: Brian Angwin, Kendra Beck, Dr. Joseph D'Souza, Mary Lou Engler, Michelle Garvin, Bill Phelan, Milton Shaw, Shirley Stewart. Absent: none.

Directors Angwin and Engler took the Oath of Office, and Director Engler was sworn in as vice president, having been elected at the October 17, 2011, Board meeting in her absence.

Minutes from the October 17, 2011, Regular Board meeting had been mailed to the Board members for their review. Secretary Bedell noted that it had been called to her attention that the reference to Director District VI in paragraph five should be Director District IV. Director Phelan moved, seconded by Director D'Souza, to approve the minutes as corrected. Ayes: all. Nays: none. Motion carried.

Director Phelan presented an IACCT report. He encouraged his fellow trustees to plan now to attend the annual IACCT conference, scheduled for July 25-27 at Lake Okoboji. He noted the professional development webinars that IACCT is hosting and encouraged trustees to participate. He also announced that IACCT will be hosting its first trustee legislative seminar January 25-26 in Des Moines, at which time Senator Jack Kibbie will be honored as the "father of Iowa community colleges."

Chancellor Doucette introduced Dr. Ellen Kabat Lensch, executive director for resource development, who presented the annual grants report. She noted that \$30,658,134 was garnered in external funding in FY 2011, an increase over the previous year's total of \$26,246,532. Director Phelan asked if Dr. Kabat Lensch predicted any of these funding sources going away. She replied that some funds will shrink while others will grow, and there will be increasing competition for all funds available.

Dr. Jeremy Pickard, international education director, reported on the international projects in which EICC has participated over the last year, including projects with colleges in Yemen and Jordan, faculty exchanges with colleges in China and Holland, and study abroad activities. He noted that EICC currently has 70 international students from 24 different countries. Susan Hess, coordinator of the SEED (Scholarships for Education and Economic Development) program at SCC, described that program and noted it has been ongoing at SCC since 1988. She introduced Manolo Martinez, a SEED student from Mexico, who talked about his experiences as a student at SCC. He thanked the Board for their support of international education programs.

Laurie Hanson, director of institutional effectiveness, gave the board an overview of the AQIP accreditation process and the recently submitted AQIP portfolio. She briefly described some of the action projects EICC has completed or is currently engaged in. Feedback on the portfolio is expected in March 2012, the next AQIP strategy forum will be in FY 2013, followed by a checkup visit from the Higher Learning Commission in FY 2014 and subsequent reaffirmation of accreditation in FY 2015. Chancellor Doucette noted that while this is essentially a compliance process, the Higher Learning Commission has turned it into a beneficial process related to continuous improvement.

A list of personnel items was presented for Board approval. Director Beck moved, seconded by Director Phelan, to approve the personnel list as submitted. Ayes: all. Nays: none. Motion carried.

Mark Kapfer, executive director of economic development, presented two Chapter 260E preliminary agreements: Fidlar Acquisitions d/b/a Fidlar Technologies, in the amount of \$470,000; and Industrial Control Manufacturing, in the amount of \$55,000.

Director Phelan moved, seconded by Director D'Souza, to approve the Chapter 260E preliminary agreements. Ayes: all. Nays: none. Motion carried.

Mr. Kapfer presented two Chapter 260F/GIVF retraining agreements: Schult Engineering and Pattern Co., in the amount of \$8,400; and Sears Manufacturing Company #5-GIVF, in the amount of \$31,869.

Director Stewart moved, seconded by Director Shaw, to approve the Chapter 260F-GIVF retraining agreements. Ayes: all. Nays: none. Motion carried.

The Board was asked to approve several contractual agreements: office space lease at CCC and the CCC-Maquoketa Center for low@Work; Kahl Building office space lease for the EICC Office of Instructional Support; renewal of the agreement with RSM McGladrey, Inc. for supplemental CIO advisory services; and a clinical agreement for the health information technology (HIT) program with Stamford Health Systems. Chancellor Doucette noted that the McGladrey contract included in the Board packet was an older version and that the current correct contract is at the Board members' places for their review.

Director Shaw moved, seconded by Director Angwin, to approve the contractual agreements. Ayes: all. Nays: none. Motion carried.

Kirk Barkdoll, director of district facilities, presented recommendations for the award of professional services on four new facilities projects: Gere Dismer Architects for the DO Roof Replacement; McClure Engineering for the CCC Parking Lot Renovation; Miner

Consulting Engineers for the MCC Loper Hall HVAC Renovation; and Brake, Hayes, Miller, Mahon Architects for the SCC END Classroom/Lab Renovation.

Director Angwin asked what criteria are used to select contractors. Mr. Barkdoll replied that the criteria include the quality of the team assigned to the project, the process they will use to complete the project, their ability to control the project and the budget. Director Phelan asked how these projects will be funded. Mr. Barkdoll replied that they will be paid for from the plant fund, with the exception of the END lab, which will be funded as an ACE project.

Director D'Souza moved, seconded by Director Shaw, to award the professional services contracts as recommended. Ayes: all. Nays: none. Motion carried.

A list of insufficient funds checks totaling \$1,629.25 was presented to the Board, and Board members were asked to write off these checks. Lana Dettbarn, executive director for administrative services, explained the steps taken to collect these debts.

Director Engler moved, seconded by Director Angwin, to write off the insufficient funds checks. Ayes: all. Nays: none. Motion carried.

Financial reports for the month ending October 31, 2011, were presented. It was recommended that receipt of the reports be acknowledged and the reports placed on file.

Director Shaw moved, seconded by Director Phelan, to acknowledge receipt of the reports and to place them on file. Ayes: all. Nays: none. Motion carried.

Copies of the bills had been mailed to the Board members for their review. Board members were asked to approve payment of the bills as submitted.

Director D'Souza moved, seconded by Director Shaw, to approve payment of the bills as submitted. Ayes: all. Nays: none. Motion carried.

During Trustee Comments, President Gallagher thanked the Board for their participation in the recent Board retreat, noting it was a good retreat with good outcomes and thanking Chancellor Doucette for the work he put into it. Director Angwin introduced himself to the Board and the audience, explaining he has been in Clinton for 20 years and serves as site manager for the LyondellBasell plant there.

During Chancellor's Comments, Chancellor Doucette thanked the Board for their participation in the retreat and for supporting the three priorities identified as strategic focus areas: completion; efficiency; and economic development. He told the Board

that the leadership team has been organizing teams to get this work done. Dr. Karen Vickers and Dr. Jeff Armstrong will co-chair the steering committee for completion, and expert teams will be formed and charged with certain tasks within the completion agenda. Other task forces will be formed for activities within the efficiency and economic development focus areas. He acknowledged the danger of “overloading the system” with so many initiatives at once and said that these activities will be phased in to avoid that pitfall. Completion will be the focus of the annual District Staff Development Day on November 23; Board members are invited to attend any part or all of the day, particularly the awards ceremony at 1:45 p.m.

The next Regular Board meeting is scheduled for 7:00 p.m. on December 19, 2011, at Muscatine Community College, 152 Colorado Street, Muscatine, Iowa.

President Gallagher adjourned the meeting at 8:05 p.m.

Approved:

Honey H. Bedell, Board Secretary

Board President