



EICC Board of Trustees Meeting Minutes

Eastern Iowa Community College District

Monday, June 16, 2025 at 7:00 PM CDT

SCC Urban Campus, Rooms 116 & 117, 101 W Third Street, Davenport, IA

The Board of Trustees of the Eastern Iowa Community Colleges met in a regular session on June 16, 2025 at the SCC Urban Campus, Davenport, Iowa in rooms 116 & 117. President Gallagher called the meeting to order at 7:03 PM.

- I. Reading of EICC Mission Statement
Deliver high-quality education and training that prepares a skilled workforce, provides equitable access to higher education, and builds and strengthens our communities.
- II. Roll Call
Members present: Yuli Diaz, Bob Gallagher, Michelle Garvin (remote), Marie Gleason, Debbie Tappendorf

Members absent: Allison Ambrose, Jenny Hansen, Dianne Prichard, Tyla Sherwin-Cole

I. Approval of Meeting Minutes

Meeting minutes had been provided to the Board for review prior to the meeting. No additions or corrections were noted.

Motion:

Motion to approve the May 20 Workshop and Regular Meeting minutes and the June 10 Special Meeting minutes.

Motion moved by Debbie Tappendorf and motion seconded by Marie Gleason.

Ayes: all. Nays: none. Motion carried.

A. May 20, 2025 Board Workshop and Regular Meeting Minutes

B. June 10, 2025 Special Meeting Minutes

II. Completion of the Agenda

Item XIV.A.3. Bid Package 4 is an approval to advertise and open the bidding process.

III. Audience and Communications

No one came forward to speak to the Board.

IV. Staff & Impact Report - Office of Marketing & Communications

The EICC Marketing team presented an overview of their timeline, stats, strategies and ongoing projects. Presenters included Erin Snyder (Chief Communications Officer), Johnna Kerres (Associate Director for Marketing & Communications), Griffin Wagner (Marketing Coordinator), Matt Thomas (Graphic Artist), Nathan Klaus (Graphic Artist), and Dawn Neuses (Content Specialist). EICC has undergone a brand refresh and the new EICC logo was unveiled. The focus for the next campaign is "Next Is Now," where the tag line is applicable to many areas in which the college serves. The team plans to



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continue to tell the EICC stories to enhance brand recognition and to reach all audiences.

V. Resolution of Commendation - Interim Chancellor Wee

The Board brought forth a Resolution honoring Dr. Wee for his service to EICC as Interim Chancellor.

Motion:

Motion to approve the Resolution of Commendation for Interim Chancellor Wee.

Motion moved by Marie Gleason and motion seconded by Yuli Diaz. Ayes: all.

Nays: none. Motion carried.

VI. Personnel Recommendations (Presenters: Brooke Sweeney-Adrian, Director of Human Resources)

Director Sweeney-Adrian had provided the Board with personnel recommendations prior to the meeting for their review. An explanation of the Emeritus process was provided, and Director Sweeney-Adrian thanked the committee for their work on the application review and reception.

Motion:

Motion to approve the recommended personnel actions.

Motion moved by Debbie Tappendorf and motion seconded by Yuli Diaz.

Ayes: all. Nays: none. Motion carried.

VII. Approval of CE Instructor Pay Scale for FY26 (Presenters: Dr. Ashlee Spannagel, Vice Chancellor of Workforce Development)

Vice Chancellor Spannagel explained the rationale behind the revisions to the CE Instructor pay scale. The scale includes removal of classes that are no longer active, increasing and adding rates based on market value to ensure competitiveness. She explained that the rate increases are built into training fees and that they are indeed competitive.

Motion:

Motion to approve the CE Instructor Pay Scale for FY 26.

Motion moved by Marie Gleason and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

VIII. Second Reading and Adoption of the 2025-2029 Strategic Plan (Presenters: Dr. Brian Kelly, President of Clinton Community College and Vice Chancellor of Strategy, Support, and Planning)



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President Kelly presented the second reading of the 2025-2029 Strategic Plan. The Board did not have any further questions or modifications and the plan was adopted.

Motion:

Motion to adopt the EICC 2025-2029 Strategic Plan.

Motion moved by Marie Gleason and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

IX. Board Policies

Two new policies were recommended for approval and the second reading of each was conducted by Board members.

A. Second Reading and Approval of EP 628 - EICC Library Services (Presenters: Dr. Jeremy Pickard, Vice Chancellor of Academic Affairs)

Vice Chancellor Pickard explained that the proposed new policy is recommended to provide framework for an existing Administrative Procedure relating to library services.

Motion:

Motion to adopt new Policy EP 628 - EICC Library Services.

Motion moved by Yuli Diaz and motion seconded by Marie Gleason.

Ayes: all. Nays: none. Motion carried.

B. Second Reading and Approval of SP 523 - Anti-Hazing (Presenters: Dr. Naomi DeWinter, President of Muscatine Community College and Vice Chancellor of Student Development)

President DeWinter explained that the policy is a reporting requirement under the Cleary Act and the Stop Campus Hazing Act.

Motion:

Motion to adopt new Policy SP 523 - Anti-Hazing Policy.

Motion moved by Debbie Tappendorf and motion seconded by Yuli Diaz.

Ayes: all. Nays: none. Motion carried.

X. Contractual Agreements

A. Approval of Contracts for Video Services (Presenters: Dr. Naomi DeWinter, President of Muscatine Community College and Vice Chancellor of Student Development)

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President DeWinter presented the contracts for video services, explaining that this is a renewal of an ongoing partnership with both entities. The contract prescribes that the studio will be at the MCC campus, where the city of Muscatine will livestream weekly meetings and will provide other programming.

Motion:

Motion to approve the contracts for video services with Muscatine County Board of Supervisors and Muscatine Power and Water.

Motion moved by Yuli Diaz and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

1. Muscatine County Board of Supervisors

2. Muscatine Power and Water

B. Approval of MOU with Family Resources (Presenters: Dr. Naomi DeWinter, President of Muscatine Community College and Vice Chancellor of Student Development)

President DeWinter recommended approval of the renewal of an MOU with Family Resources to provide mental health services to MCC and CCC students. SCC has its own mental health counselor on staff. This is a one-year agreement, with the anticipation of engaging the Community Health Care clinic at the MCC campus when construction is complete. Board President Gallagher asked if the agreement provides sufficient coverage for student needs, and President DeWinter said that the contract includes an option for up to ten additional billable hours to ensure coverage.

Motion:

Motion to approve the MOU with Family Resources.

Motion moved by Marie Gleason and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

C. Approval of 28E Agreement with Iowa Department of Agriculture and Land Stewardship (Presenters: Dr. Naomi DeWinter, President of Muscatine Community College and Vice Chancellor of Student Development)

President DeWinter recommended approval of the 28E agreement with IDALS so that the MCC testing center may be used for state pesticide application certification testing. The agreement involves inspection of the testing center, and there are plans to expand the agreement to CCC and the DeWitt CAC due to the Ag Career Academy.



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Motion:

Motion to approve the 28E Agreement with Iowa Department of Agriculture and Land Stewardship.

Motion moved by Yuli Diaz and motion seconded by Marie Gleason.

Ayes: all. Nays: none. Motion carried.

D. Approval of 28E Shared Personnel Agreement MOU for Work-Based Learning Coordinator (Presenters: Tishly Herrington, Interim Dean of Enrollment Services)

Dean Herrington recommended approval of the renewal of a shared personnel agreement for a work-based learning coordinator, stating that the agreement includes career exploration and one on one meetings with students. Trustee Gleason asked if the agreement is renewed annually, and Dean Herrington said that this partnership is entering year four.

Motion:

Motion to approve the shared personnel agreement with Columbus, Durant, Louisa-Muscatine and West Liberty School Districts for Work-Based Learning Coordinator.

Motion moved by Debbie Tappendorf and motion seconded by Yuli Diaz.

Ayes: all. Nays: none. Motion carried.

E. Approval of MOA with Upper Iowa University (Presenters: Ann Lawler, President of Scott Community College)

President Lawler recommended approval of an MOA with Upper Iowa University. They will serve all EICC students but will occupy an office at the SCC Campus. Upper Iowa University will employ three staff members and will work with transfer students. A modality survey was completed by Upper Iowa University to determine student needs and preferences, and as a result they will offer upper-level courses primarily in education in the evening. The partnership will begin at SCC in January 202, after the lease of their current location is complete. The agreement is similar to the agreement the college currently has with Bellevue University.

Motion:

Motion to approve the MOA with Upper Iowa University.

Motion moved by Marie Gleason and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

XI. Approval of Chapter 260E/F Agreements



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Vice Chancellor Spannagel presented the recommended 260F agreements, saying that they would be the last for FY25.

Motion:

Motion to approve 260 F agreements with Collis LLC; Custom-Pak, Inc.; R3 Uniq Inc DBA Quadyster; Shared IT, Inc.; and Twin State, Inc.

Motion moved by Yuli Diaz and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

1. Retraining 260 F Agreements

- a. Collis LLC
- b. Custom-Pak, Inc.
- c. R3 Uniq Inc DBA Quadyster
- d. Shared IT, Inc.
- e. Twin State, Inc.

XII. Facilities Projects (Presenters: Corey Johnson, Director of Facilities)

A. Bickelhaupt Arboretum Renovation

1. Approval of Bickelhaupt Arboretum Bid Package 3E - Plumbing

Bid Package 3E is for the interior and main line of the building and is on budget.

Motion:

Motion to approve Bid Package 3E from Ryan & Associates for plumbing.

Motion moved by Yuli Diaz and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

2. Bickelhaupt Arboretum Bid Packages 3A, 3C and 3D for Rebid

The Board was asked to approve Bid Packages 3A, 3C and 3D for rebid after all initial bids came in over budget. Bid packages 3A, 3C and 3D underwent value engineering to lower the cost of this portion of the project.

Motion:

Motion to approve rebid for Bid Packages 3A, 3C and 3D.



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Motion moved by Yuli Diaz and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

3. Bickelhaupt Arboretum Bid Package 4

Bid Package 4 was recommended to go out for bids. Package 4A is to install permeable pavers in the parking lot area. The college received a grant from the state of Iowa that will cover a portion of the cost. Package 4C will be glass flooring installation over the pool area. Bid Package 4B is for native plants, which would be installed in spring 2026. It is anticipated that packages 3A, 3C, 3D, 4A, 4C will come to the Board for approval in July.

Motion:

Motion to advertise for Bid Package 4.

Motion moved by Yuli Diaz and motion seconded by Marie Gleason.

Ayes: all. Nays: none. Motion carried.

B. MITC Remodel Project Update

Director Johnson provided the Board with an update on the MITC remodel at the MCC campus. He said that the still would ship on August 1, which is ahead of schedule. The footings and foundation would be installed later in the week, and the fume extract system will arrive on August 1. Overall the project is tracking on schedule and is within budget.

XIII. Approval of Financial Reports (Presenters: Paul Eisenmenger, CFO & Treasurer)

CFO Eisenmenger provided the Board with the May financial reports prior to the meeting for their review. The Board had no comments or questions on the reports.

Motion:

Motion to receive and place on file the financial reports.

Motion moved by Debbie Tappendorf and motion seconded by Marie Gleason.

Ayes: all. Nays: none. Motion carried.

XIV. Approval of Presentation of Bills (Presenters: Paul Eisenmenger, CFO & Treasurer)

The Board had been provided with a listing of the college's monthly bills prior to the meeting. There were no questions posed by the Board regarding the bills.

Motion:

Motion to pay the college's bills.



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Motion moved by Yuli Diaz and motion seconded by Debbie Tappendorf.

Ayes: all. Nays: none. Motion carried.

XV. Trustees' Reports

A. Community Colleges for Iowa Report (Presenters: Trustee Debbie Tappendorf)

Trustee Tappendorf apprised the EICC Board of the State Board activities. She informed the Board that they would be receiving an email from Emily Shields, Executive Director of Community Colleges for Iowa, which would include the Legislative Summary Report covering the 2025 legislative session. Community Colleges for Iowa will be sending an RFP for lobbying services. Trustee Tappendorf encouraged the Board to attend the Annual Trustee Conference on July 9-10.

B. Trustees' Comments

Board members thanked Dr. Wee for his service to EICC as that was his last Board meeting, expressing appreciation for his service and saying it was a privilege and honor to learn from Dr. Wee.

XVI. Chancellor's Comments (Presenters: Interim Chancellor Wee)

Interim Chancellor Wee asked President Biran Kelly to update the Board on accreditation. President Kelly said that the Iowa State Board of Education visit was positive. Areas of focus for the visit were strategic planning, shared governance, expansion of CTE (career centers), transfer processes, business and industry partnerships and Board support. Interim Chancellor Wee said that the State Accreditation visit outcome was consistent with the HLC outcome and that the college is in excellent shape. Interim Chancellor Wee also remarked that he is honored to have worked with the EICC colleagues, that he is blessed to be a part of EICC, that the colleagues are phenomenal people and that the college is doing well. He encouraged the college by saying the new Chancellor has a solid team.

XVII. Unscheduled Business

No unscheduled business was addressed.

XVIII. Next Regular Meeting – Monday, July 21, 2025 at SCC Urban Campus

A. Board Development Workshop 6:00 PM

B. Regular Board Meeting 7:00 PM



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XIX. Adjournment

Board President Gallagher adjourned the meeting at 8:26 PM.

Submitted by:

Nicky Friedrichsen, Board Secretary

Approved by:

Robert H. Gallagher, Board President