

**BOARD OF TRUSTEES REGULAR MEETING MINUTES**  
**December 15, 2025**

Call to Order: Chair Bob Thompson called the public hearing on the Adoption of the 2025 Tax Levy to order at 6:00 p.m., and the following members answered roll call:

Brian Duncan  
Lisa Wiersema  
Margaret Tyne  
Student Trustee, Madison Krum

Danelle Burrs  
Sam Ramirez

Excused: Tom Demmer

SVCC Staff: President, Dr. David Hellmich  
Vice President of Academics & Student Services, Dr. Jon Mandrell  
Vice President of Advancement, Dr. Lori Cortez  
Vice President of Business Services, Kent Sorenson  
Director of Facilities, Rich Groleau  
Director of Human Resources, Megan Kuhn  
Director of Research and Planning, Aaron Roe  
Dean of Information Technology, Kathy Dirks  
Board Assistant, Peggy Eshleman  
Dean of Transfer Programs and Academic Support Services, Dr. Patrice Hess  
Learning Commons Library Coordinator, Jackie Hanson  
Learning Commons Writing Center Coordinator, Zak Forkner  
Learning Commons Circulation and Public Services Assistant, Cyndi Starr  
Marketing Manager, Jim Grot  
Multimedia Designer, Shaunna Zettle  
Marketing Coordinator, Jazmin Martinez

Conduct public hearing concerning the Adoption of the 2025 Tax Levy: Chair Thompson explained the reason for the public hearing, opened the floor for Board comments, asked for written testimony, invited public comments, and asked a final time for anyone to address the Board. No comments, oral or written, were made. It was moved by Member Duncan and seconded by Member Wiersema the Board adjourn the public hearing concerning the adoption of the 2025 Tax Levy. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

The public hearing on the Adoption of the 2025 Tax Levy adjourned at 6:03 p.m.

Call to Order: Chair Thompson called the board meeting to order at 6:03 p.m., and the following members answered roll call:

Brian Duncan	Danelle Burrs
Lisa Wiersema	Sam Ramirez
Margaret Tyne	
Student Trustee, Madison Krum	

Excused: Tom Demmer

SVCC Staff:

President, Dr. David Hellmich  
Vice President of Academics & Student Services, Dr. Jon Mandrell  
Vice President of Advancement, Dr. Lori Cortez  
Vice President of Business Services, Kent Sorenson  
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Multimedia Designer, Shaunna Zettle  
Marketing Coordinator, Jazmin Martinez

Consent Agenda: It was moved by Member Duncan and seconded by Member Burrs the Board approve the consent agenda. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

President's Report: Dr. David Hellmich asked Dr. Jon Mandrell to introduce Dr. Patrice Hess and the staff of the Learning Commons, who worked on the digital project of preserving the college's archived materials. Cyndi Starr and Jackie Hanson from the Learning Commons Library briefly explained the years-long project.

Dr. Hellmich asked Dr. Lori Cortez to introduce the Marketing staff, who presented the *Report to the Community 2026* Calendar that highlighted the accomplishments and milestones of the College.

Dr. Hellmich invited Kent Sorenson to revisit key points from his FY2025 Financial Review, Budget Projections, and 2025 Tax Levy, including a long-term revenue and expenditure plan. Kent answered the Trustees' questions.

Reports/Comments from Board Members and the SVC Foundation:

Student Trustee Madison Krum previewed several upcoming spring semester events, including FREE Caricatures by Kevin Berg, Interactive Animal Show, John Cassidy, and Spring Sauk Fest.

Foundation Report: Dr. Lori Cortez reported on the Points of Pride, including the strong growth of the Learning Commons, SVCC's cross-country team's competition at the NJCAA National Championships, and the growth of the *Impact Program* now at 555 donors. Lori added that the program will reach 100,000 volunteer hours by the end of this week.

Lori previewed the Hellmich Leadership Legacy booklet and reported the team has raised over \$200,000 to date. The booklets will be distributed to donors.

ICCTA Report: Chair Thompson had no report this month.

Board Policy 304.01  
*Disposition of Equipment*  
– First Reading:

It was moved by Member Wiersema and seconded by Member Ramirez the Board approve revisions to 304.01 *Disposition of Equipment* as presented for a second reading. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

Board Policy 203.01  
*Duties and Responsibilities of Administrative and Confidential Personnel*  
– First Reading:

It was moved by Member Ramirez and seconded by Member Tyne the Board approve the revisions to 203.01 *Duties and Responsibilities of Administrative and Confidential Personnel* as presented for a first reading. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

Board Policy 401.01  
*Personnel Classifications and Definitions* – First Reading:

It was moved by Member Wiersema and seconded by Member Tyne the Board approve the revisions to 401.01 *Personnel Classifications and Definitions* as presented for a first reading. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

2025 Tax Levy:

It was moved by Member Duncan and seconded by Member Burrs the Board adopt the attached resolution regarding the 2025 aggregate levy for the amounts presented. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

Contract Approval –  
Comcast:

It was moved by Member Tyne and seconded by Member Duncan the Board approve the contract for Comcast for \$112,750.00 over 41 months. Kathy Dirks answered Trustees' questions. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

Approval of Closed  
Session Minutes of  
November 24, 2025:

It was moved by Member Tyne and seconded by Member Wiersema the Board approve the closed session minutes of November 24, 2025. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried

Adjournment:

Since the scheduled business was completed, it was moved by Member Duncan and seconded by Member Ramirez the Board adjourn. In a roll call vote, all voted aye. Student Trustee Krum advisory vote: aye. Motion carried.

Meeting adjourned at 7:00 p.m.

Next meeting:

The next regular meeting of the Board will be at 6:00 p.m. on Monday, January 26, 2026, in the Riverview Conference Room.

Respectfully submitted,

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Margaret Tyne, Secretary