KIRKWOOD COMMUNITY COLLEGE
Regular Meeting of the Board of Trustees Thursday, April 14, 2011, 4:30 PM
Belle Plaine Community Library
Belle Plaine, IA

MINUTES

Present: Trustees Paul Glenn, Karen Gorham, Elaine Harrington, Marcia Rogers (via conference call from 4:35-6:25p.m), Keith Stamp, John Swanson

Also Present: Mick Starcevich, President; Sheryl Cook, Secretary; Jim Choate, Treasurer.

Absent: Lois Bartelme, John Hall

Vice Chair Mollenhauer called the meeting to order at 4:35 p.m.

Vice Chair Mollenhauer declared the meeting open for Public Hearing on Capital Notes Not to Exceed $16,000,000. There being no questions or comments, Trustees Stamp and Swanson moved and seconded the hearing be closed. Motion carried: 7-0.

Vice Chair Mollenhauer declared the meeting open for Public Hearing on General Obligation School Refunding Bonds, Not to Exceed $4,200,000. There being no questions or comments, Trustees Gorham and Glenn moved and seconded the hearing be closed. Motion carried: 7-0.

Trustees Harrington and Stamp moved and seconded approval of the minutes of the regular board meeting held on March 10, 2011, and the joint meeting with Grant Wood Area Education Agency held on March 10, 2011, and directed them to be made a part of the permanent record. Motion carried: 7-0,

Trustees Glenn and Swanson moved and seconded approval of the amended agenda. Motion carried: 7-0.

REPORTS OF PRESIDENT AND SECRETARY

Steve Carpenter gave the Kirkwood report.

Chris Wickwire and Harleen Bott gave an update on activities at the Kirkwood Tippie-Mansfield Center in Belle Plaine, including reports from two students and the city manager, Bill Daily.

Chris O’Brien and Debbie Mrkvicka gave a report on changes in the Sponsored Programs office.

Discussion was held on Board Policies 735, 738, 744, 755, 763, 782 and 103. The second paragraph of policy 738 will be deleted. Policy 103 will be added to the policies with no changes. The first reading of these policies will be on the May 5th consent agenda. Additional discussion will be held at the May 26th Board Retreat regarding setting guidelines on how often board policies should be reviewed.

CONSENT AGENDA

Trustees Harrington and Glenn moved and seconded approval of the Consent Agenda. Motion carried: 7-0

A. Personnel (as attached to these minutes)
B. Change Orders:
   1. Miron Construction – Johnson Hall – add $5,270.00
   2. Sheets Design Build, LLC – add $15,459.00
C. Synopsis of Bills pages 1 through 130 for total approval of $4,584,145.00
D. Final Approval of the following Kirkwood Board Policies:
   1. 725 – Management of Internal Accounts – Activity Funds
   2. 730 – Expenditures – Purchasing Policy
   3. 732 – Expenditures – Purchase Orders
4. 733 – Industrial New Jobs Training Program - Early Redemption of Industrial New Jobs Training Certificates
5. 734 – Expenditures – Approval and Payment for Goods and Services

REGULAR AGENDA

Trustees Glenn and Stamp moved and seconded approval of final Industrial New Jobs Training Agreements (260E) pursuant to Chapter 260E, Code of Iowa and Supplemental Program, pursuant to Section 15A.7, Code of Iowa with the following companies:
1. Clickstop, Inc of Benton County
2. CRST Expedited, Inc of Linn County
3. CRST International of Linn County
4. CRST Logistics, Inc of Linn County
5. Diamond V Mills, Inc of Linn County
6. GoDaddy.com, Inc of Linn County
7. Interconnect, Inc of Linn County
8. JET Engineering, Inc of Linn County
9. Precision Revenue Strategies, Inc of Johnson County
10. The Crystal Group, Inc of Linn County
11. Lil Drug Store of Linn County
12. Skywalk Group LLC of Linn County

Motion carried: 7-0.

Trustees Rogers and Harrington moved and seconded approval of preliminary Industrial New Jobs Training Agreement (260E) with Fastek International Ltd of Linn County. Motion carried: 7-0.

Trustees Stamp and Swanson moved and seconded approval of a resolution setting May 5, 2011 for Public Hearing on the proposition of the issuance of not to exceed $4,000,000 Industrial New Jobs Training Certificates and providing for Publication of Notice and setting certain terms of sale of certificates. Motion carried: 7-0.

Trustees Glenn and Gorham moved and seconded approval of a resolution instituting proceedings to take additional action for the authorization to enter into a Loan Agreement and the issuance of Capital Loan Notes, Series 2011, in an amount not to exceed $16,000,000 and preparation of an official statement and authorizing bidding procedure. Motion carried: 7-0.

Trustees Stamp and Swanson moved and seconded approval of a resolution instituting proceedings to take additional action for the authorization and issuance of $4,135,000 General Obligation School Refunding Bonds, Series 2011:
1. Resolution appointing Wells Fargo Bank, National Association of Des Moines, Iowa, to serve as paying agent, bond registrar, and transfer agent, approving the paying agent and bond registrar and transfer agent agreement and authorizing the execution of the agreement
2. Approval of Tax Exemption Certificate
3. Approval of Continuing Disclosure Certificate
4. Resolution authorizing the issuance
5. Resolution authorizing the redemption of Outstanding School Bonds dated December 1, 2005.

Motion carried: 6-0.

Trustees Swanson and Gorham moved and seconded approval calling for Election related to issuance of General Obligation Bonds for Kirkwood Community College to be authorized to remodel, erect and equip buildings at the main campus and other enrollment locations, acquire a site or sites for use of the Community College, contract indebtedness therefore, and issue its school bonds in an amount not exceeding $46,500,000 for that purpose. Motion carried: 6-0.

There being no further business coming before the Board, Trustees Harrington and Gorham moved and seconded the meeting be adjourned at 6:45 p.m. Motion carried: 6-0.

By:  
Jim Mollenhauer, Vice Chair                        Sheryl Cook, Secretary
1. Resignations/Terminations
   d. Joanna Knight, Custodial/Maintenance, Facilities, effective April 10, 2011.

2. Termination of Continuing Contracts
   a. Consideration of termination of continuing contracts for those individuals not requesting private hearings and for those which notices of termination were served, as required by Chapter 279.15 of Code of Iowa. The President recommends their termination as follows:
      - Mary Feeney Wilfer, Instructor/Coordinator, Anamosa State Penitentiary
      - Barbara Szucs, Instructor, Anamosa State Penitentiary
      - Amy Decker, Instructor, Anamosa State Penitentiary
      - Sherry Parsley, Instructor, Anamosa State Penitentiary
      - Catherin Skarbek, Instructor, Anamosa State Penitentiary
      - Brenda Hampton, Instructor/Coordinator, Iowa Medical Classification Center
      - Scott Wittstruck, Instructor, Iowa Medical Classification Center

3. Replacements
   a. Consideration of negotiations for the employment of Ryan Harbaugh, Chef de Cuisine, The Hotel at Kirkwood Center, effective March 4, 2011, at an annual salary of $36,000. He replaces Jason Snyder.
   c. Consideration of negotiations for the employment of Louisa Olson, Workforce Career Consultant, Skills-to-Employment, effective March 28, 2011, at an annual salary of $32,500, contingent upon funding from Iowa Promise Jobs. She replaces Tiffany Myres.
   d. Consideration of negotiations for the employment of Channa Davenport, Instructor, Nursing, effective May 18, 2011, at an annual salary of $57,060 for a 201-day contract. She replaces Kelly Bossard.
   e. Consideration of negotiations for the employment of Mary Ann Hamre, Program Developer, Continuing Education, effective June 22, 2011, at an annual salary of $36,000. She replaces Evone Vogensen.
Personnel
Page 2

f. Consideration of negotiations for the employment of Brianne Hildebrandt, Instructor, Nursing, effective June 27, 2011, at an annual salary of $51,742 for a 201-day contract. She replaces Connie Lee McCall.

4. Internal Transfer

a. Brian Schooley, Executive Housekeeper, The Hotel at Kirkwood Center, was transferred to Front Office Manager, The Hotel at Kirkwood Center, effective March 31, 2011, at an annual salary of $46,000. He replaces Tim Hampton.

b. Shawn Woodin, Assistant National Director, CCID, was promoted to National Director, CCID, effective April 18, 2011, at an annual salary of $79,000. He replaces Carol Brown.

c. David Horsfield, Assistant Professor, Hospitality Arts, Academic Affairs, transferred to Assistant Professor/Department Chair, Hospitality Arts, Academic Affairs, effective September 1, 2011, at an annual salary of $60,000. He replaces Mary Jane German.