KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, June 11, 2020, 4:30 P.M.
BA Jensen Board Room / Zoom Tele-Conference

MINUTES

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Tracy Pearson, Rose Rennekamp, Keith Stamp, John Swanson, Joel Thys, Lorraine Williams.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary.

Chair Mollenhauer called the meeting to order at 4:30 p.m.

Trustees Rennekamp and Williams moved and seconded approval of the minutes from the regular board meeting held on May 14, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Swanson and Ovel moved and seconded approval of the June 11, 2020 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Financial Report:
Treasurer Choate provided an update on expected FY20 results showing that a net surplus of $1.6 to $2.5 million should be achieved. Substantial discussion followed regarding the FY21 budget and the current enrollment position for fall 2020. Currently fall is down over 20% and planning contingencies are being made for scenarios of being down 10-20%. Initial estimates indicate FY21 will produce a $.7 to $4.0 million deficit depending on the final fall enrollment numbers. Discussion continued on College plans for the fall semester and how that compared to the Regents and other Community Colleges throughout the state. The final portion of the General Obligation Bond sale closed June 10, 2020 with proceeds being received. As of May 31, 2020 there is an unrestricted cash reserve of 120 days of operation.

CONSENT AGENDA

Trustees Pearson and Swanson moved and seconded approval of the Consent Agenda. Motion carried: 9-0.

A. Personnel (as attached to these minutes).
B. Synopsis of Bills
   1. Kirkwood Community College pages 1 through 40 for a total of $5,367,339.91.
   2. The Hotel at Kirkwood Center pages 1 through 2 for a total of $119,050.28.
C. Change Orders:
   2. Woodruff Construction, Kirkwood Hotel – increase $2,904.88.
D. Audit Committee Minutes from May 14, 2020.
E. 2020-21 Delivery Service Agreement with Grant Wood AEA.
F. 2020-21 VITAL Program Agreement with Grant Wood AEA.
G. MIIP Board Representatives for 2020-21 as Sue Bennett, Compensation & Benefits Manager, Human Resources (Wes Fowler, Alternate) and Mary Schneckloth, Assistant Professor, Management, Business and IT (Alternate from KFA to be determined).
NEW BUSINESS AGENDA

Administration:
No new business for Administration.

Board:
Trustees Thys and Ovel moved and seconded approval of new Board Policy 310: Administrative Function – Use of Alcohol, with no changes. Motion carried: 9-0.

Closed Session:
In order to discuss the annual performance and employment contract of President Sundberg, Trustee Pearson made a motion at 5:06 p.m. to move into Closed Session according to Iowa Code 21.5.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requested a closed session. Trustee Stamp seconded the motion. Roll Call: Ayes – Thys, Ovel, Mollenhauer, Swanson, Stamp, Williams, Jensen, Pearson, Rennekamp. Nays – None. Motion carried: 9-0.

Trustee Williams made a motion at 5:45 p.m. to end the Closed Session. Trustee Swanson seconded the motion. Roll Call: Ayes – Thys, Ovel, Mollenhauer, Swanson, Stamp, Williams, Jensen, Pearson, Rennekamp. Nays – None. Motion carried: 9-0.

Upon return to regular session, Trustees Pearson and Swanson moved and seconded approval of the following action by the Board of Trustees:


DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President’s Report:
• We have implemented a phased COVID recovery plan with Phase I employees currently back to work. Phase II employees will be back next week and we are putting together the final protocols and procedures for Phase III, which begins in early August and will be the largest group of employees to return. Connie Thurman is leading the Phase III recovery committee and we are following the recommendations set by the CDC and IDPH.
• Completed first round of interviews for the Vice President of Advancement position.
• Met with the Interim Associate Vice President of Emergency and Public Safety and plans are progressing well on our public safety efforts for the College.

Secretary’s Report:
No report from the Secretary.

Report of Board Members:
Trustee Jensen shared the IACCT Board will bring forth the FY21 legislative priorities next month and will request approval from each member college board of trustees and requested this be added to the Kirkwood July board agenda. MJ Dolan, IACCT Executive Director, has announced she will retire effective January 1, 2021 and IACCT will begin the search for her replacement. The Iowa House has brought forward the recommendation of maintaining the same State General Aid for Community Colleges that was provided in FY20. This will move to the Senate for a vote and we should know the outcome next week.
Chair Mollenhauer formally extended his appreciation and thanked the Trustees for their flexibility in adapting to the zoom meeting format during this pandemic.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:59 p.m. Motion carried: 9-0.

Respectfully submitted by:

____________________
Carrie Anderson, Board Secretary

Approved by Board:

____________________
James Mollenhauer, Chair
Board of Trustees’ Agenda
June 11, 2020
PERSONNEL

Replacements/New Positions

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Effective Date</th>
<th>Salary/Wage</th>
<th>Replaces/New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molly Schwarz</td>
<td>Coordinator, Testing Services</td>
<td>Learning Services</td>
<td>05/18/2020</td>
<td>$44,894</td>
<td>Patrick Muller</td>
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<tr>
<td>Craig Kuhens**</td>
<td>Assistant Bookstore Manager</td>
<td>Bookstore</td>
<td>05/24/2020</td>
<td>$56,107</td>
<td>Ben Jensen</td>
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<tr>
<td>Cathy Dick**</td>
<td>Department Assistant</td>
<td>Secondary Programs</td>
<td>07/01/2020</td>
<td>$18.74/hr</td>
<td>Pat Beaty</td>
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<tr>
<td>Kaitlin Gregerson</td>
<td>Department Assistant</td>
<td>CE&amp;TS</td>
<td>07/01/2020</td>
<td>$16.53/hr</td>
<td>Cathy Dick</td>
</tr>
<tr>
<td>Paige Marshall</td>
<td>Department Assistant</td>
<td>CE&amp;TS</td>
<td>07/01/2020</td>
<td>$16.53/hr</td>
<td>Kayla Bowler</td>
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<tr>
<td>Kayla Bowley**</td>
<td>Department Assistant</td>
<td>Business &amp; IT</td>
<td>07/06/2020</td>
<td>$17.21/hr</td>
<td>Stephanie Ferguson</td>
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<tr>
<td>Zac Hall</td>
<td>Instructor, Parks/Natural Resources (174-day)</td>
<td>Ag Science</td>
<td>07/20/2020</td>
<td>$57,999</td>
<td>Jerry Reisinger</td>
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<tr>
<td>Marc Hauschildt</td>
<td>Instructor, Programming (174-day)</td>
<td>Business &amp; IT</td>
<td>08/03/2020</td>
<td>$57,599</td>
<td>Charles Kwiatkowski</td>
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<td>Shawn Lampe</td>
<td>Instructor, Information Technology (174-day)</td>
<td>Business &amp; IT</td>
<td>08/03/2020</td>
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<td>Bill Beaty</td>
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<td>Abbie Weipert</td>
<td>Instructor, Business Admin (201-day)</td>
<td>Business &amp; IT</td>
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<td>$67,923</td>
<td>Lori Merlak</td>
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<tr>
<td>Danny Pluckett</td>
<td>Instructor, English (174-day)</td>
<td>Com/English/Media</td>
<td>08/03/2020</td>
<td>$55,989</td>
<td>Shell Fiejo</td>
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<tr>
<td>Tim Robbins</td>
<td>Instructor, English (174-day)</td>
<td>Com/English/Media</td>
<td>08/03/2020</td>
<td>$59,199</td>
<td>Tom Ernster</td>
</tr>
</tbody>
</table>

**Internal Transfer/Promotion

Change of Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Effective Date</th>
<th>Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Caldwell</td>
<td>Instructor, Construction</td>
<td>Distance Learning</td>
<td>06/01/2020</td>
<td>Temporary to regular status</td>
</tr>
</tbody>
</table>

MIIP Board Representatives

Recommend appointment of Metro Interagency Insurance Program board members for the 2020/2021 plan year as follows:

- Sue Bennett, Compensation & Benefits Manager, Human Resources
- Wes Fowler, Vice President, Human Resources – Alternate
- Mary Schneekloth, Assistant Professor, Management, Business & IT – for KFA
- KFA Alternate – To be determined