KIRKWOOD COMMUNITY COLLEGE  
Meeting of the Board of Trustees  
Thursday, June 13, 2019, 4:30 P.M.  
BA Jensen Board Room  

MINUTES  

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Tracy Pearson, Rose Rennekamp, Keith Stamp, Joel Thys, Lorraine Williams (arrived 4:34 p.m.).  

Absent: John Swanson  

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

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

Trustees Thys and Pearson moved and seconded approval of the minutes for the regular meeting held on May 9, 2019, and directed them to be made a part of the permanent record. Motion carried: 7-0.  

Trustees Jensen and Rennekamp moved and seconded approval of the agenda. Motion carried: 7-0.  

INFORMATIONAL ITEMS  

Kirkwood Report:  
Marketing provided the Kirkwood Update Report (via video) which included:  
- Annual Ag Day was held on campus May 14, 2019. Kirkwood hosted 225 high school FFA program students.  
- Student of the month: Dakota Gealing, Nursing Program, attended English Valleys High School.  
- Construction Updates:  
  - Recreation Center is complete.  
  - Auto Tech is 90% complete with plans to begin operation in early July and all classes to begin in August.  
  - First phase of construction remodel on Washington Hall is underway.  
  - Architects continue to finalize the infrastructure designs for the new Student Center.  
  - Design work has started for the interior remodel of some areas of The Hotel at Kirkwood Center.  

Government Liaison Report:  
Stephanie Bredman, Legislative Liaison, shared an overview of the 2019 Legislative Session/Outcomes:  
- FY 2020 Community Colleges will receive a $6M increase in State General Aid  
- Bills passed that impact Community Colleges included:  
  - SF 274 – Freedom of Expression on College Campuses  
  - SF 188 – Stun Guns on College Campuses  
  - HF 692 – Elections Law Modifications  
  - SF 603 – Concurrent Enrollment  

Financial Report:  
Treasurer Choate gave the monthly financial report. He noted the current projection for FY19 net income has not changed from the prior month and remains approximately $4.0 million. Factors built into the FY20-22 projections include state approved increase in general aid, tuition
increases of $7 in FY20 (board approved, and $7 projected for FY21 and $8 projected for FY22). It has been noted in prior months that these increase amounts will not have any negative impact on enrollment as these amounts continue to keep Kirkwood one of the lowest in the Iowa CC system. Total package increases of 2.4%, 2.5% and 2.6% were also noted. Treasurer Choate highlighted the operating expense section of the College’s income statement comparing historic and projected information in five major areas, which account to over 64% of total operating expenses:

- Materials & Supplies
- Other Expenses
- Prof. Services, Maintenance, Rentals
- Contracted Services
- Media

CONSENT AGENDA

Trustees Stamp and Williams moved and seconded approval of the Consent Agenda. Motion carried: 8-0.

A. Personnel (as attached to these minutes).
B. Synopsis of Bills
   1. Kirkwood Community College pages 1 through 95 for a total of $11,063,971.56.
   2. The Hotel at Kirkwood Center pages 1 through 8 for a total of $348,534.90.
C. Change orders:
D. Audit Committee Minutes from May 9, 2019.
E. 2019-20 Delivery Service Agreement with Grant Wood AEA.
F. 2019-20 VITAL Program Agreement with Grant Wood AEA.
G. MIIP Board Representatives for 2019-20 as Sue Bennett, Compensation & Benefits Manager, Human Resources (Wes Fowler, alternate) and Betty Haar, Professor Allied Health, Kirkwood Faculty Association (Mary Schneekloth, alternate).
H. Grant application support for the purpose of receiving benefits for an Elementary STEM Day Camp from the Washington County Riverboat Foundation.
I. 28E Master Agreement for the Concurrent Enrollment Partnership Program with Kirkwood, Jones County Community School Districts and Workplace Learning Connection July 1, 2019 through June 30, 2025.
J. Designating depository financial institutions and maximum exposures:
   1. US Bank, N.A. - $80,000,000
   2. Wells Fargo Bank, N. A. - $20,000,000
   3. Bankers Trust Company, Des Moines - $20,000,000
   4. Bank of the West - $20,000,000
   5. Regions Bank - $20,000,000
   6. Cedar Rapids Bank & Trust, Cedar Rapids - $20,000,000
   7. Hiawatha Bank & Trust, Hiawatha - $20,000,000
   8. Farmers State Bank, Marion - $20,000,000
   9. University of Iowa Community Credit Union - $20,000,000
   10. Veridian Credit Union - $20,000,000
K. Investment Advisory Agreement with Miles Capital Education to assist with the investment of funds as authorized in accordance with Iowa Code 12B.10.
L. Commercial Guaranty with Cedar Rapids Bank and Trust for equipment purchased by Solutions Management Group, Inc. for use at Kirkwood.
M. Preliminary Industrial New Jobs Training Agreement (260E) with:
   1. SmartScripts, LLC, Iowa City
   2. Midwest Transfer of Iowa, LLC, Monticello
NEW BUSINESS AGENDA

Administration:
Trustees Jensen and Rennekamp moved and seconded approval of Kirkwood’s revised five regional high-demand job list as required by the Future Ready Iowa Act to include:

1. Automotive Service Technician and Mechanics
2. Dental Laboratory Technicians
3. Medical Assistant
4. Veterinary Technologists & Technicians
5. Bus and Truck Mechanic and Diesel Engine Specialist

Motion carried: 8-0.

Trustees Rennekamp and Thys moved and seconded approval of the regular school board election on November 5, 2019. Motion carried: 8-0.

Trustees Williams and Stamp moved and seconded approval to ratify a five-year contract with the Kirkwood Faculty Association for eligible faculty members for each of the following academic years:

1. FY 2019-20 – 2.4% total package
2. FY 2020-21 – 2.5% total package
3. FY 2021-22 – 2.6% total package
4. FY 2022-23 – 2.7% total package
5. FY 2023-24 – 2.8% total package

Motion carried: 8-0.

Board:
Review Policies:
Trustees Ovel and Thys moved and seconded approval of new Board Policy 500: Students – Conduct and Expectations, with no changes. Motion carried: 8-0.

Trustees Williams and Stamp moved and seconded approval of new Board Policy 501: Students – Academics and Enrollment, with no changes. Motion carried: 8-0.

Trustees Pearson and Jensen moved and seconded approval of new Board Policy 503: Students – Tuition, Fees, and Financial Aid, with no changes. Motion carried: 8-0.

Trustees Thys and Rennekamp moved and seconded approval of new Board Policy 504: Students – Transfer Credit, with no changes. Motion carried: 8-0.

Trustees Ovel and Williams moved and seconded approval of new Board Policy 505: Students – Student Government, with no changes. Motion carried: 8-0.

Closed Session:
In order to discuss the annual performance and employment contract of President Sundberg, Trustee Pearson made a motion at 5:20 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 discharged is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requested a closed session. Trustee Rennekamp seconded the motion. Roll Call: Ayes – Thys, Ovel, Mollenhauer, Stamp, Williams, Jensen, Pearson, Rennekamp. Nays – None. Motion carried: 8-0

Trustee Rennekamp made a motion at 6:12 p.m. to end the Closed Session. Trustee Thys seconded the motion. Roll Call: Ayes – Jensen, Mollenhauer, Ovel, Pearson, Stamp, Thys, Rennekamp, Williams. Nays – None. Motion carried: 8-0.

Upon return to regular session, Trustees Stamp and Rennekamp moved and seconded approval of the following action by the Board of Trustees:
Renew Employment Agreement between College and President Sundberg with a minor change to section 1.2 Duties to include the statement: prior approval of the Board for President to serve on a compensated board of directors. The Agreement is effective July 1, 2019 through June 30, 2022 at an annual salary of $307,200 for fiscal year 2020. Roll Call: Ayes – Thys, Ovel, Mollenhauer, Stamp, Williams, Jensen, Pearson, Rennekamp. Nays – None. Motion carried: 8-0.

There being no further business coming before the Board, Trustees Ovel and Williams moved and seconded the meeting be adjourned at 6:20 p.m. Motion carried: 8-0.

Respectfully submitted by:

[Signature]
Carrie L. Anderson, Secretary

Approved by Board:

[Signature]
James Mollenhauer, Chair
1. Separation of Employment
   c. Alexis Lee, Temporary Instructor, Distance Learning, effective May 17, 2019.
   e. Bryan Petersen, Head Men’s Basketball Coach/Admissions Advisor, Athletics/Admissions, effective May 24, 2019.
   f. Holly Webster, Convention Services Manager, The Hotel at Kirkwood Center, effective May 24, 2019.
   g. Gada Al Herz, Student Support Specialist, Enrollment-IC Campus, effective June 27, 2019.
   i. Debra Lapsey, Department Assistant, Skills-to-Employment, effective June 30, 2019.
   l. Joe Schmitz, Instructor, Criminal Justice, Social Sciences, effective August 16, 2019.

2. Retirement (Non-Incentive Program)
   a. Bev Riege, Program Developer I, Continuing Education & Training Services, who has been employed 7 years, effective June 30, 2019.

3. Replacements
   a. Consideration of negotiations for the employment of LaJuanah Herdrich, Instructor, Nursing Programs, effective May 20, 2019, at an annual salary of $64,900 for a 201-day contract. She replaces Kim Woods.
   b. Consideration of negotiations for the employment of Bryan Bruner, Health and Wellness Coordinator, Heritage Area Agency on Aging, effective May 20, 2019 at an hourly rate of $17.24. He replaces Kathleen Collier.
d. Consideration of negotiations for the employment of Jessica Baseler, Accountant, Finance, effective June 3, 2019, at an annual salary of $44,900. She replaces Sarah Peters.

e. Consideration of negotiations for the employment of Kimberly Klein, Program Developer I, Continuing Education & Training Services, effective June 10, 2019, at an annual salary of $52,200. She replaces Bev Riege.

f. Consideration of negotiations for the employment of Mark Butland, Dean, Iowa City Campus, effective July 15, 2019, at an annual salary of $88,000. He replaces Ann Valentine.

g. Consideration of negotiations for the employment of Wendy Jamison, Dean, Math/Science, effective July 15, 2019, at an annual salary of $85,000. She replaces Marv Bausman.

h. Consideration of negotiations for the employment of Marci Bowden, Instructor, English, effective August 1, 2019, at an annual salary of $54,182 for a 174-day contract. She replaces Emily Brown.

i. Consideration of negotiations for the employment of Matt Kempf, Instructor, Network/System Administration, Business & IT, effective August 12, 2019, at an annual salary of $52,582 for a 174-day contract. He replaces Bob Jones.

4. Internal Transfer

a. Terry Rhinehart, Instructor, Anamosa State Penitentiary, is transferring to Instructor, HSDL, Secondary Programs, effective June 9, 2019, at no change in his annual salary. He replaces Brandi Parsons.

b. Colleen Schmitt, Instructor/Coordinator, Secondary Programs, is transferring to Instructor, ELA, International Programs, effective August 1, 2019, at an annual salary of $58,382 for a 174-day contract. She replaces Catherine Schaff-Stump.

5. Change in Status/Contract

a. Glen Peters, Temporary Instructor, Transportation Academy, Regional Center at the University of Iowa, is moving from temporary status to regular status effective June 3, 2019, at no change in his salary.

b. Elisha Stanley, Temporary Instructor, Apparel Merchandising, Business & IT, is moving to regular status effective August 12, 2019, at no change in her salary.

c. Steve Abrams, Professor, Management, Iowa City Campus, has requested a permanent change in contract from 201-day to 174-day effective September 1, 2019.

6. Extension of Contracts

Consideration of a one-time extension of the following named faculty member's 2018/2019 contract for the days indicated with salaries noted (needed to maintain instruction coverage during Summer 2019):

<table>
<thead>
<tr>
<th>Name</th>
<th>Days</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kizer Friedley</td>
<td>10</td>
<td>$3,267.31</td>
</tr>
</tbody>
</table>

7. New Positions
a. Consideration of negotiations for the employment of Donald Hommer, Director, Maintenance, Facilities & Security, effective June 17, 2019, at an annual salary of $73,300.

b. Consideration of negotiations for the employment of Elissa Teets, Senior Student Support Specialist, Learning Services, effective July 1, 2019, at an hourly rate of $18.43.

c. Consideration of negotiations for the transfer of Patrick Clemence, Executive Director, Enrollment Management, to Executive Director, Institutional Effectiveness, effective July 1, 2019, at an annual salary of $119,216.

8. Recommend appointment Metro Interagency Insurance Program board members for the 2019/2020 plan year as follows:

   Sue Bennett, Compensation & Benefits Manager, Human Resources
   Wes Fowler, Vice President, Human Resources – Alternate

   Betty Haar, Professor, Health Information Technology, Allied Health – for KFA
   Mary Schneekloth, Assistant Professor, Management, Business & IT – KFA Alternate

9. Change in Effective Date

   a. Jeffrey Kirchoff, Associate Dean, English, will have a change in effective date from June 3, 2019, to July 1, 2019.

10. Department Changes

    The following individuals will change from their current department to International Programs effective July 1, 2019:

    Derek Benesh, Associate Dean
    Sharon Falduto, Department Coordinator
    Mohamed Osman, Department Assistant
    Esperanza Munoz-Perez, Professor, ELA
    Ryan Dehner, Associate Professor, ELA
    Betsy Baertlein, Instructor, ELA
    Olga Petrova, Professor, ELA
    Carlos Ortega-Amparan, Assistant Professor, ELA