KIRKWOOD COMMUNITY COLLEGE  
Meeting of the Board of Trustees  
Thursday, March 10, 2016, 4:30 P.M.  
6301 Kirkwood Blvd SW, Cedar Rapids IA  

MINUTES

Present: Trustees Lois Bartelme, Alan Jensen, Tracy Pearson, Keith Stamp, John Swanson, Joel Thys.

Also Present: Mick Starcevich, President; Carrie Anderson, Secretary; Jim Choate, Treasurer.

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

Chair Bartelme declared the meeting open for public hearings on:
   1. 2016-17 Budget
   2. Johnson Hall Deck Remodel Project

There being no questions or comments, Trustees Stamp and Thys moved and seconded the hearing be closed. Motion carried: 6-0

Trustees Jensen and Swanson moved and seconded approval of the minutes for the regular meeting held on February 11, 2016, and directed them to be made a part of the permanent record. Motion carried: 6-0.

Trustees Pearson and Stamp moved and seconded approval of the agenda. Motion carried: 6-0.

Justin Hoehn gave the Kirkwood Report.

Jennifer Bradley introduced the All-Iowa Academic Team honorees.

CONSENT AGENDA

Trustees Thys and Swanson moved and seconded approval of the Consent Agenda. Motion carried: 6-0.

A. Personnel (as attached to these minutes).
B. Synopsis of Bills - pages 1 through 90 for a total of $6,187,764.66.
C. Designating depository financial institutions:
   1. US Bank, N.A. - $80,000,000
   2. Wells Fargo Bank, N.A. Bankers Trust Company, Des Moines
   3. Bank of the West
   4. Regions Bank
   5. Cedar Rapids Bank & Trust, Cedar Rapids
   6. Hiawatha Bank & Trust, Hiawatha
   7. Farmers State Bank, Marion
D. Second reading of Board Policies:
   1. 243 – Board of Trustees - Annual Meeting
   2. 244 – Board of Trustees - Organizational Meeting
   3. 320 – Administrative Function – Recognition of Service
   4. 744 – Business and Operational Procedures – Investment Policy
REGULAR AGENDA

Trustees Jensen 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:

1. Clickstop, Inc., Urbana
2. ConAgra Foods Food Ingredient Co., North Liberty
3. Iowa Fluid Power, Inc., Cedar Rapids
5. Frontier Cooperative Herbs, North Liberty
6. GreatAmerica Financial Services Corp., Cedar Rapids
7. Open Gates Business Development Corp., Kalona
8. SOS Sales Help, LLC, Cedar Rapids
9. TrueNorth Companies, LC, Cedar Rapids
10. Moxie Solar, LLC, North Liberty

Motion carried: 6-0.

Trustees Thys and Swanson moved and seconded approval of the Johnson Hall deck remodel project and awarding the low bid of $253,934 to Kleiman Construction. Motion carried: 6-0.

Trustees Stamp and Pearson moved and seconded approval for the Arts and Theatre Annex parking lot reconstruction project and authorization of the publication of notice to bidders and setting the date of April 14, 2016, for public hearing. Motion carried: 6-0.

Trustees Swanson and Thys moved and seconded approval for the lighting replacement project and authorization of the publication of notice to bidders and setting the date of April 14, 2016, for public hearing. Motion carried: 6-0.

Trustees Pearson and Stamp moved and seconded approval of the Budget for 2016-17. Motion carried: 6-0.

Trustees Stamp and Thys moved and seconded approval of review of all Board Policy Series 700 and 800, except Board Policy #763 – Business and Operational Procedures – Bonds for Officers and Employees. Motion carried: 6-0.

Trustees Pearson and Swanson moved and seconded approval of the first reading of revised board policy #321 – Administrative Function – Retirement Incentive Program. Motion carried: 6-0.

Trustees Thys and Stamp moved and seconded approval to delete board policy #763 – Business and Operational Procedures – Bonds for Officers and Employees. Motion carried: 6-0.

INFORMATIONAL ITEMS

Melissa Payne, Bobbi Miller, and Rich Underwood reported on new student initiatives.

Dawn Wood and Ken Nesbitt reported on study abroad programs and three students shared their study abroad experience.

There being no further business coming before the Board, Trustees Pearson and Stamp moved and seconded the meeting be adjourned at 6:30 p.m.

By:  ____________________________   _______________________________
     Lois Bartelme, Chair   Carrie L. Anderson, Secretary
1. **Replacements**

   a. Consideration of negotiations for the employment of Andrea Moore, Accountant-Retail Operations, Finance, effective February 29, 2016, at an annual salary of $42,000. She replaces Jody Clark.

   b. Consideration of negotiations for the employment of Kristin Klimesh, Accountant-General Operations, effective February 29, 2016, at an annual salary of $42,000. She replaces Angela Seemann.

   c. Consideration of negotiations for the employment of Sjonna Brunt, Department Coordinator, Heritage Area Agency on Aging, effective February 29, 2016, at an annual salary of $42,000, contingent upon funding from the Older American’s Act. She replaces Sara Brace.

   d. Consideration of negotiations for the employment of Kelly Scanlon, Pathway Navigator, Secondary Programs, effective February 29, 2016, at an annual salary of $33,193. She replaces Cyd Hanson.

   e. Consideration of negotiations for the employment of Maria Donohoe, Options Counselor, Heritage Area Agency on Aging, effective March 14, 2016, at an annual salary of $32,500, contingent upon funding from the Federal Caregiver Title IIIE grant. She replaces Jill Tabaka.

   f. Consideration of negotiations for the employment of Kelly Murphy, Program Specialist, Heritage Area Agency on Aging, effective March 14, 2016, at an annual salary of $38,175, contingent upon funding from the Older Skilled Worker grant. She replaces Maureen Devine.


   h. Consideration of negotiations for the employment of Ritney Johnson, Marketing Coordinator, Continuing Education & Training Services, effective March 14, 2016, at an annual salary of $38,175. She replaces Ben Parsons.

2. **New Positions**

   a. Consideration of negotiations for the employment of Michael Tipton, Lab Technician, Agricultural Science, effective March 21, 2016, at an hourly rate of 14.00.

3. **Terminations/Resignations**

   a. Amy Yegge, Office Manager, The Hotel at Kirkwood Center, effective February 10, 2016.

   b. Alisha Dirks, Program Developer I, Continuing Education & Training Services, effective February 16, 2016.

   c. Cheryl Dake, Department Assistant, Nursing Programs, effective February 16, 2016.


   e. Juanita Limas, Assistant Professor, Biology, Math/Science, effective August 31, 2016.
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4. Internal Transfer
   a. Steve Lovett, Systems Reporting Analyst, IT Services, has transferred to Application Developer I, IT Services, effective February 15, 2016, at an annual salary of $40,250. He replaces Skylar Stark.
   b. Elizabeth McCarthy, Associate Professor, Information Technology, Business & IT, 201-day contract, has transferred to Associate Professor, LAN Management, Business & IT, effective August 22, 2016, at no change in her annual salary for a 201-day contract. She replaces John Symington.
   c. Samantha Hench, Assistant Professor, Information Technology, Business & IT, 174-day contract, has transferred to Assistant Professor, Information Technology, Business & IT, effective August 22, 2016, at an annual salary of $66,551 for a 201-day contract. She replaces Elizabeth McCarthy.

5. Extended Contract
   a. February 11, 2016, Summer contract extension requests for Mark Abel and Kim Prevo have been cancelled.
   b. Consideration of a one-time extension for Summer 2016 for Steve Abram, Professor, Iowa City Campus, for 29 days at a salary of $11,108.

6. Retirement Incentive Program
   a. Stacia Holub, Reproduction Equipment Operator, Print Services, who has been employed 11 years, effective June 30, 2016.