KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, November 8, 2018, 4:30 P.M.
BA Jensen Board Room

MINUTES

Present: Trustees Jim Mollenhauer, Alan Jensen, Tracy Pearson, Rose Rennekamp, Keith Stamp (via tele-conference), 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.

Chair Mollenhauer declared the meeting open for public hearing on the relocation of The Kirkwood Winery Project. No comments were brought forward and Chair Mollenhauer declared the public hearing be closed. Trustees Swanson and Pearson moved and seconded the public hearing be closed. Motion carried: 8-0.

Trustees Pearson and Thys moved and seconded approval of the minutes for the organizational meeting held on October 11, 2018, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Jensen and Rennekamp moved and seconded approval of the agenda. Motion carried: 8-0.

Justin Hoehn gave the Kirkwood Report.

INFORMATIONAL ITEMS

Arron Wings, Dean of Learning Services and Library Services, along with Librarians, Kate Hess, Sue Miller, Julie Petersen, and Ryan Strempke-Durgin, provided an overview of the services provided to students by the Kirkwood Library.

Jim Choate gave the Financial Report. He provided the FY19 net income as of September 30, 2018 and the FY19 projections. This will become a monthly report out to the Board.

CONSENT AGENDA

Trustees Swanson 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 88 for a total of $7,845,160.82.
   2. The Hotel at Kirkwood Center pages 1 through 6 for a total of $363,910.14.
C. Change Order: Conlon Construction, Kirkwood Recreation Center – decrease $10,500.00.

NEW BUSINESS AGENDA

Administration:

Trustees Rennekamp and Thys moved and seconded approval of a resolution approving the refinancing of existing US Bank $5M line of credit with a new $4.5M loan from Cedar Rapids Bank and Trust and to authorize the execution of the loan documentation between Kirkwood and the lender evidencing such loan. Motion carried: 7-0. Trustee Pearson abstained from voting.
Trustees Williams and Swanson moved and seconded approval of The Kirkwood Winery Relocation Project awarding the base bid $124,100 to Selzer-Werderitsch Associates, Inc. of Iowa City. Motion carried: 7-0.

**Board:**

Trustees Jensen and Swanson moved and seconded adoption of the Kirkwood Board of Trustees Statements – Guiding Principles, with the suggestion an additional statement be added regarding student access and be submitted for review at the December 13, 2018 board meeting. Motion carried: 8-0.

Trustees Rennekamp and Williams moved and seconded approval of the first reading of Board Policy 102: Non-Discrimination Policy, with the recommendation to change the word “assure” to “ensure” in the first sentence of the last paragraph. Motion carried: 8-0.

Trustees Rennekamp and Pearson moved and seconded approval of Board Policy 201: Names and Legal Status of Unit, with no changes. Motion carried: 8-0.

Trustees Thys and Swanson moved and seconded approval of Board Policy 202: Terms of Office: Filling Vacancies, with no changes. Motion carried: 8-0.

Trustees Pearson and Jensen moved and seconded approval of Board Policy 203: Audit Committee, with no changes. Motion carried: 8-0.

Trustees Williams and Jensen moved and seconded approval of Board Policy 205: Trustee Emeritus, noting the change in the last paragraph to the proper plural form of “Emeriti” versus Emeritus. Motion carried: 8-0.

Trustees Thys and Jensen moved and seconded approval of Board Policy 206: Reimbursement for Expenses, with no changes. Motion carried: 8-0.

Trustees Jensen and Rennekamp moved and seconded approval of Board Policy 207: Chair and Vice Chair, with no changes. Motion carried: 8-0.

Trustees Jensen and Pearson moved and seconded approval of the first reading of Board Policy 208: Secretary-Duties, with the recommendation to add item 12 to Type of Record preserved: 12. Minutes of the Audit Committee – record to be preserved Permanently. Motion carried: 8-0.

Trustees Rennekamp and Williams moved and seconded approval of Board Policy 209: Treasurer, with no changes. Motion carried: 8-0.

Trustees Pearson and Thys moved and seconded approval of Board Policy 210: Meetings, with no changes. Motion carried: 8-0.

Trustees Rennekamp and Swanson moved and seconded approval of Board Policy 211: Organizational Meeting with no changes. Motion carried: 8-0.

Trustees Thys and Pearson moved and seconded approval of the first reading of Board Policy 212: Conduct of Meetings, with the recommendations to change the order of business by moving Information Items to follow Approve or Amend Agenda, adding a monthly Financial Report, and under New Business adding categories: A) Administration; and B) Board. Motion carried: 8-0.
Trustees Rennekamp and Pearson moved and seconded approval of Board Policy 213: Bills, with no changes. Motion carried: 8-0.

Board Policies 204 and 214 will be reviewed with legal counsel for possible changes and brought back to the board for a final reading to approve at the December 13, 2018 board meeting.

There being no further business coming before the Board, Trustees Rennekamp and Swanson moved and seconded the meeting be adjourned at 6:16 p.m.

By: ___________________________  ___________________________
    James Mollenhauer, Chair           Carrie L. Anderson, Secretary
Board of Trustees’ Agenda
November 8, 2018
PERSONNEL

1. Replacements
a. Consideration of negotiations for the employment of Benjamin Miyamoto, Systems Reporting Analyst I, IT Services, effective October 8, 2018, at an annual salary of $44,900. He replaces Mike Rochford.

b. Consideration of negotiations for the employment of Kendra Fuller, Student Support Specialist, Enrollment Management, effective October 15, 2018, at an hourly rate of $16.11. She replaces Taniya Bates.

c. Consideration of negotiations for the employment of John Smith, Telecommunications Infrastructure Specialist, IT Services, effective October 22, 2018, at an annual salary of $49,800. He replaces Dan Wagemester.

d. Consideration of negotiations for the employment of Patrick Sullivan, Application Developer I, IT Services, effective December 3, 2018, at an annual salary of $44,900. He replaces Tim Lansing.

2. Retirement (Non-Incentive Program)
a. Marvin Bausman, Dean, Math/Science, who has been employed four years, effective January 4, 2019.

3. Promotion
a. Caitlyn Miller, Coordinator, Student Support, Dean of Students Office, was promoted to Student Assistance/Title IX Officer, Dean of Students Office, effective October 15, 2018, at an annual salary of $54,400.

b. Christine Spivey, Custodian, Facilities & Security, was promoted to Custodial Lead, Facilities & Security, effective October 22, 2018, at an hourly rate of $17.24. She replaces Jack Christy.

c. Katie Arnold, Department Assistant, Continuing Education & Training Services, was promoted to Marketing Coordinator, Continuing Education & Training Services, effective November 11, 2018, at an annual salary of $44,900. She replaces Ritney Johnson.

4. New Position
a. Consideration of negotiations for the employment of Vicki Mosher, Specialist, Heritage Area Agency on Aging, effective October 22, 2018, at an hourly rate of $17.24, contingent upon funding from external sources.

b. Consideration of negotiations for the employment of Ashley Maiers, Specialist, Heritage Area Agency on Aging, effective December 3, 2018, at an hourly rate of $17.24, contingent upon funding from external sources.

c. Consideration of negotiations for the employment of Gada Al Herz, Student Support Specialist, Student Services-Iowa City Campus, effective December 17, 2018, at an hourly rate of $16.11.