

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Tuesday, November 17, 2020, 4:30 P.M.
BA Jensen Board Room / Zoom Tele-Conference due to COVID-19 Pandemic

MINUTES

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

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Julie Prasil, KSA Representative, Peg Sprengeler, Executive Assistant.

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

Chair Mollenhauer declared the meeting open for public hearing on the Equestrian Center Renovation Project. There being no questions or comments regarding the project, Trustees Ovel and Swanson moved and seconded the hearing be closed. Motion carried: 9-0.

Trustees Thys and Pearson moved and seconded approval of the minutes from the regular board meeting held on October 8, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Jensen and Stamp moved and seconded the November 17, 2020 agenda be amended to add New Business Agenda Item VIII. B. v. assigning Peg Sprengeler as Acting Board Secretary during required COVID quarantine of Board Secretary Carrie Anderson. Motion carried: 9-0.

Trustees Ovel and Swanson moved and seconded approval of the November 17, 2020 amended agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Kirkwood Report:

Justin Hoehn, Associate Director of Marketing, provided the Eagle Update and Kirkwood Report, which included:

- Construction improvement projects on campus continue but the work on Washington Hall, one of the biggest projects, wrapped up ahead of schedule at the end of September. This new state of the art facility will help train the agriculture leaders of tomorrow,
- Kirkwood is one of ten institutions to receive funds from the first two-year hospitality scholarship program created by the American Hotel & Lodging Foundation. This is significant for the Hospitality Management program as it means that major organizations are now recognizing the impact that Kirkwood graduates are having on the industry. The college will receive \$10,000 as part of the new scholarship program.
- November Student of the Month is Daniel Daly. Daniel is from Pecatonica, Illinois and is enrolled in the Ag Business program and set to graduate this spring. He has been heavily involved in the Ag Business Club creating a network with like-minded students and Ag industry contacts which can lead to internships or job opportunities. After graduation he plans to work in Ag retail and also wants to remain involved with the family farm operation.
- Kirkwood recently collaborated with IowaWORKS and Iowa Vocational Rehabilitation Services to bring two drive-through job fairs to the seven county service area. The socially distanced events took place in Iowa City on November 5 and in Cedar Rapids on November 6. KCRG covered the job fairs on both days spreading the word about these innovative events.
- Kirkwood has been awarded two grants totaling \$350,000 from Iowa Workforce Development to support new apprenticeship and training programs aimed at addressing the negative economic impact of COVID-19. The larger of the two awards was the Coronavirus Relief Registered Apprenticeship Incentive Grant for \$250,000. The funds will be used to develop new registered apprenticeship programs with three local employers including, Suburban

Lumber Company for a heavy truck driver program, Wendling Quarries Inc. for a diesel mechanic program and Davis Heating for a HVAC installer program. The second grant at \$100,000 will be used to provide guided academic and personal support to vulnerable populations such as veterans, low-skilled workers, women and minorities.

- On October 21, WMT Radio (AM 600) broadcast live from Washington Hall for the Clean Water in Iowa Starts Here Tour. The topic that day was Soil Conservation and it's relation to water quality. They came to Kirkwood because the college is part of the Soil Health Partnership, a flagship sustainability program of the National Corn Growers Association.
- On October 30, a virtual celebration was held to commemorate the 20-year partnership between the Kirkwood Dental Hygiene program and the University of Iowa College of Dentistry. This program has provided outstanding opportunities for Kirkwood students and is a great partnership for both institutions.

Financial Report:

Treasurer Choate reviewed the first quarter actuals to budget financial results noting that there are no material changes to the projections at this time. Hotel operations were discussed in relation to the current pandemic impact noting that FY21 will be a loss with improved performance not expected until FY22. The FY20 composite financial index for the College was reviewed in detail showing a slight increase over FY19. The College financial strength to meet operating and debt service needs were highlighted through the ratio analysis.

As of October 31, 2020 there is an unrestricted cash reserve of 145 days of operation.

CONSENT AGENDA

Trustees Stamp and Jensen 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 74 for a total of \$14,148,351.73.
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$118,529.55.
- C. Change Orders:
 1. Tricon General Construction, Inc., Washington Hall – increase \$5,537.19.
 2. Larson Construction, Kirkwood Student Center – increase \$22,305.67.
- D. 28E Master Agreements for the Concurrent Enrollment Partnership Program with Kirkwood, Jones County Community School Districts and Workplace Learning Connection July 1, 2019 through June 30, 2025 for the following School Districts:
 1. Anamosa Community School District
 2. Cascade High School, Western Dubuque Community School District
 3. Maquoketa Valley Community School District
 4. Midland Community School District
 5. Monticello Community School District
 6. Olin Community School District
 7. Springville Community School District

NEW BUSINESS AGENDA

Administration:

Trustees Thys and Pearson moved and seconded approval of the resolution to accept the 33 individual applications for the Fiscal Year 2021 Special Retirement Benefit Option including the applications for the Fiscal Year 2021 Retirement Incentive Program for those four individuals who previously forfeited the benefit. The Fiscal Year 2021 Special Retirement Benefit Option is also extended to the eight applicants approved at the July 9, 2020 board meeting for December 31, 2020 retirement date (list of personnel is attached to these minutes).

Trustees Ovel and Williams moved and seconded approval of the resolution to proceed with the issuance and sale of Industrial New Jobs Training Certificates, Series 2021-1 in an amount not to exceed \$17,500,000.00. Motion carried: 9-0.

Trustees Stamp and Swanson moved and seconded approval of a resolution directing the advertisement for sale of the General Obligation School Refunding Bonds, Series 2021A, in the amount of \$8,375,000.00, approving electronic bidding procedures and approving a preliminary official statement. Motion carried: 9-0.

Trustees Jensen and Thys moved and seconded approval of the Equestrian Center Renovation Project awarding the low base bid of \$458,037.00 to Madison Construction, Madison, Wisconsin. Motion carried: 9-0.

Trustees Pearson and Swanson moved and seconded approval of the Public Safety Video Management and Storage Solutions System awarding the bid of \$307,449.32 to Inteconnex, Cedar Rapids, Iowa. Motion carried: 9-0.

Board:

Trustees Thys and Williams moved and seconded approval of revisions to the 2021 Board Meeting Dates as follows:

- Spring Board Retreat – April 1, 2021 (2:30 to 6:30 p.m.)
- Fall Board Retreat – October 28, 2021 (2:30 to 6:30 p.m.)
- Annual Joint Meeting with Grant Wood AEA Board – November 11, 2021 (5:30 p.m.)

Motion carried: 9-0.

Trustees Williams and Doerge moved and seconded approval of the first reading of the revisions to Board Policy 205 – Trustee Emeritus. Discussion took place and board members were unable to come to consensus upon the wording of the revised policy and questioned if they wanted a Trustee Emeritus Policy. Roll Call Vote to approve Revised Board Policy 205-Trustee Emeritus as presented was taken - Ayes: Jensen, Mollenhauer, Doerge, Williams, and Nays: Ovel, Pearson, Stamp, Swanson, Thys. Motion failed: 4-5.

Trustees Ovel and Swanson moved and seconded approval of the first reading of new Board Policy 215 – Wall of Honor with no changes. Motion carried: 9-0.

Trustees Stamp and Williams moved and seconded approval of the first reading of new Board Policy 216 – President Emeritus. Discussion took place regarding the required years of service for the College President of at least 5 years not being long enough to qualify. Roll Call Vote to approve Board Policy 216 – President Emeritus as presented was taken – Ayes: Mollenhauer, Swanson, Stamp, Williams, Doerge, Ovel, and; Nays: Pearson, Thys, Jensen. Motion carried: 6-3.

Trustees Person and Swanson moved and seconded approval of a resolution allowing Peg Sprengeler to act as Board Secretary while Carrie Anderson, Board Secretary, is unavailable due to a COVID quarantine requirement. Accordingly, Peg Sprengeler, is hereby appointed to act as Board Secretary for duties as needed: (a) until such time as Carrie Anderson returns; and (b) on occasion hereafter when Carrie Anderson is not available to act. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- The college will move to virtual classes after Friday, November 20, 2020 due to rising COVID cases in districts. Labs and clinicals will remain face-to-face for students as needed to meet program requirements.
- The ACCT National Legislative Summit in February 2021 will be virtual. Let Carrie Anderson know if you are interested in participating.

- IACCT has named a new Executive Director to replace MJ Dolan who will retire at the end of 2020. Emily Shields has accepted the position as IACCT Executive Director. Thank you to Alan Jensen for chairing the search and interview committees for MJ's replacement.
- Recognized and thanked the Cabinet Officers, Faculty and Staff for their continued flexibility and grace during this semester.

Secretary's Report:

- Reminder: We will meet with the Grant Wood AEA Board of Directors after this meeting via Zoom at 5:45 p.m.

Report of Board Members:

On behalf of the Board and the College, Chair Mollenhauer thanked President Sundberg for her continued leadership through the pandemic.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:41 p.m. Motion carried: 9-0.

Respectfully submitted by:

Carrie Anderson, Board Secretary

Approved by Board:

James Mollenhauer, Chair

**Board of Trustees' Agenda
November 17, 2020
PERSONNEL**

Retirements

Recommend approval of the following retirement outside of the Special Retirement Incentive Program.

Name	Title	Department	Effective Date	Years
Cindi Reints	Financial Aid Officer	Enrollment	01/06/2021	7

Death of Employee

Name	Title	Department	Date of Death	Years
David Lyman	Telecommunications Technician	IT Services	10/18/2020	8

Separation of Employment

Name	Title	Department	Effective Date	Years
Eric Dirks	Supervisor, The Hotel	Human Resources	10/13/2020	2
Paul Richey	Senior Director, Sales	The Hotel at Kirkwood Center	10/13/2020	2
David Wieseneck	Chef de Cuisine	The Hotel at Kirkwood Center	10/13/2020	2
Joy Schoeder	Catering Sales Manager	The Hotel at Kirkwood Center	10/13/2020	1
Lucas McIntire	Department Coordinator, Viticulture	Agricultural Science	10/30/2020	8
Dan Tuuri	Associate Dean	Business & IT	11/13/2020	4

Department Change

Name	Title	Department	Effective Date	Salary/Wage
Kizer Friedley	Assistant Professor, Med Lab Tech	Allied Health	09/01/2020	No change

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Andy Hayward	Pathway Navigator	Secondary Programs	10/05/2020	\$48,602	Cale Loewen
Emily Bartels	Department Assistant	Industrial Technologies	10/19/2020	\$16.63/hr	Katy Suchan
Scott Thompson	Custodian	Facilities & Security	11/02/2020	\$14.11/hr	Jacob Becicka
Molly Anderson	Pathway Navigator	Dean of Students Office	11/30/2020	\$44,100	New
Elizabeth O'Brien	Program Specialist	Global Learning	11/30/2020	\$44,100	Jane Ann Rix
¹ Jennifer Bradley	Vice President	Academic Affairs	01/01/2021	\$164,000	Bill Lamb

¹ Promotion

Leave of Absence

Recommend approval of request for a leave of absence under Article V, Section 3.B. "Professional Leave" of the Kirkwood Faculty Association Agreement for Melanie Abu-Nameh, Associate Professor, Culinary Arts, Hospitality Programs, for the Spring 2021 semester.

Board of Trustees' Agenda
November 17, 2020
PERSONNEL – Special Retirement Benefit Option

Special Retirement Benefit Option

Recommend approval of the following retirements under the Summer 2021 Special Retirement Benefit Option for the individuals shown below as well as those approved at the July 9, 2020, board meeting for a December 31, 2020, retirement date.

Name	Title	Department	Effective Date	Years
Michelle Cherrier	Program Developer II	Continuing Ed & Training Services	12/31/2020	33
Brenda Hampton	Instructor/Coordinator, IMCC	Secondary Programs	12/31/2020	22
Lisa Williams	Professor, English	Communication/English/Media	12/31/2020	20
Mike McLaughlin	Dean	Continuing Ed & Training Services	12/31/2020	17
Mike Rose	Program Manager	Skills-to-Employment	12/31/2020	13
Bill Lamb	Vice President	Academic Affairs	12/31/2020	13
Jane Ann Rix	Program Specialist	Global Learning	12/31/2020	11
Ernie Decious	Custodian	Facilities & Security	12/31/2020	10
Stephanie Bredman	Director	Continuing Ed/Training Services	06/30/2021	23
Arlin Karsten	Professor, Animal Health Tech	Agricultural Science	06/30/2021	23
Betty Haar	COVID Dispatcher	Facilities & Security	06/30/2021	19
Bob Fults	Maintenance Technician	Facilities & Security	06/30/2021	17
John Williams	Professor, Plumbing Technology	Industrial Technologies	06/30/2021	16
Carrie Anderson	Assistant to the President	President's Office	06/30/2021	13
Ann Melsh	Grounds Maintenance Worker	Facilities & Security	06/30/2021	12
Debra Forbes	Associate Professor, Nursing	Nursing Programs	06/30/2021	11
Jim Rinderknecht	Electro-Mechanical Technician	Facilities & Security	06/30/2021	11
Mike Chapman	Coordinator	Heritage Area Agency on Aging	06/30/2021	11
Kristi Murdock	Assoc Professor, Animal Health	Agricultural Science	06/30/2021	10
Dominique Greene	Manager	Facilities & Security	08/31/2021	36
Rich Underwood	Professor, Communication	Communication/English/Media	08/31/2021	35
Joe Sedlacek	Professor, Math	Math/Science	08/31/2021	33
Kim Becicka	Vice President	Continuing Ed & Training Services	08/31/2021	30
Maggie Thomas	Professor, Physical Therapy	Allied Health	08/31/2021	27
Sue Bennett	Manager	Human Resources	08/31/2021	26
Cate Sheller	Professor, Pre-Computer Science	Math/Science	08/31/2021	25
Melanie Nolls	Professor, Early Childhood	Social Sciences	08/31/2021	23
Gary Jorgenson	Professor, Auto Technology	Industrial Technologies	08/31/2021	22
Deb Wilson	Supervisor, Payroll	Human Resources	08/31/2021	18
George Patterson	Professor, History	Social Sciences	08/31/2021	18
Laurie Worden	Director	Workplace Learning Connection	08/31/2021	18
Sandy O'Brien	Professor, Office Applications	Business & IT	08/31/2021	16
Mary Beth Freeman	Textbook Specialist	Bookstore	08/31/2021	15
Evone Vognsen	Director	Continuing Ed & Training Services	08/31/2021	14
Melissa Jensen	Senior Director	Facilities & Security	08/31/2021	14
M.J. Klemme	Professor, Marketing	Business & IT	08/31/2021	14
Sue Neil	Program Specialist	Workplace Learning Connection	08/31/2021	12

Recommend approval of the following retirements under the Retirement Incentive Program for those individuals who previously forfeited the benefit under Human Resources Procedure 405.1.

Name	Title	Department	Effective Date	Years
Jim Crowther	Professor, Accounting	Iowa City Campus	08/31/2021	35
Saul Mekies	Professor, Economics	Iowa City Campus	08/31/2021	30
Marianne Taylor	Professor, English	Communication/English/Media	08/31/2021	28
Betty Adams	Operations Coordinator	Iowa City Campus	08/31/2021	26