

**KIRKWOOD COMMUNITY COLLEGE**  
**Organizational Meeting of the Board of Trustees**  
**Thursday, December 12, 2019, 4:30 P.M.**  
**BA Jensen Board Room**

**MINUTES**

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Tracy Pearson, Rose Rennekamp (via tele-conference), Keith Stamp, John Swanson, Lorraine Williams.

Absent: Joel Thys

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Maria Moore, KSA Representative, Bailey Allard, KFA Representative.

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

Trustees Williams and Jensen moved and seconded approval of the minutes for the regular meeting held on November 7, 2019, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Swanson and Stamp moved and seconded the current Board adjourn. Motion carried: 8-0.

The meeting was turned over to Board Secretary Anderson for the purpose of organizing the Board of Trustees for 2019-20.

Secretary Anderson called the organizational meeting to order at 4:35 p.m.

Trustees Pearson, Williams, Jensen and Ovel were elected to serve as Trustee for their respective districts from 2019 to 2023. Chair Mollenhauer administered the oath of office to the elected Trustees.

Trustee Pearson nominated Jim Mollenhauer for the office of Board Chair. Trustee Ovel seconded the motion.

Trustees Williams and Stamp moved and seconded that nominations cease. Motion carried: 8-0.

Trustee Jim Mollenhauer was elected to the position of Board Chair. Motion carried: 8-0.

The meeting was turned over to newly elected Board Chair, Jim Mollenhauer.

Trustee Ovel nominated Tracy Pearson for the office of Vice Chair. Trustee Jensen seconded the motion.

Trustees Stamp and Ovel moved and seconded nominations cease. Motion carried: 8-0.

Trustee Tracy Pearson was elected to the position of Vice Chair. Motion carried: 8-0.

Trustee Pearson nominated Carrie Anderson for the position of Secretary, Board of Trustees, and Jim Choate for the position of Treasurer, Board of Trustees. Trustee Williams seconded the nominations.

Trustees Ovel and Jensen moved and seconded that nominations cease. Motion Carried: 8-0.

Carrie Anderson was elected to the position of Board Secretary and Jim Choate was elected to the position of Treasurer. Motion carried: 8-0.

Trustee Swanson administered the oath of office to the Chair Mollenhauer, Vice Chair Pearson, Secretary Anderson and Treasurer Choate.

Trustees Swanson and Williams moved and seconded approval of the December 12, 2019 agenda. Motion carried: 8-0.

## INFORMATIONAL ITEMS

### **Kirkwood Report:**

Justin Hoehn, Associate Director of Marketing, provided the Eagle Update and Kirkwood report, with included:

- Highlights of International Education Week activities on campus November 18-22, 2019.
- On December 4, 2019, Kim Muhl, Women's Basketball Coach, reached the 900<sup>th</sup> game win in his coaching career with Kirkwood. This season, the team is undefeated at 11-0 and is ranked number 1 in the nation in the NJCAA Division II.
- Student of the month: Holly Ervin, a 44-year old mother of two who has been married nearly 25 years. She has a Bachelor's degree in English from Mount Mercy but is now pursuing her dream as a student in the Baking and Pastry Program at Kirkwood. She is learning the business aspects of running a bakery and the science behind making baked goods.
- Kirkwood was presented with the 2019 Senator Paul Simon Award for Campus Internationalization by NAFSA. President Sundberg and Dawn Wood, Dean of International Programs, went to Washington DC to receive the award.
- Kirkwood is ranked in the top five community colleges for number of students studying abroad according the 2019 Open Doors Report with 163 students studying abroad.
- On November 21, the Respiratory Therapy students visited Jefferson High School to spread the news about the dangers of smoking for the nationwide Great American Smoke Out. The effort by the students was so successful they have been invited back next year.
- President Sundberg received a message from a Coffeyville, KS resident stating she ran into the Kirkwood Men's Basketball team at a restaurant in Coffeyville and they were the nicest group of young men she has ever met and wanted the President to know they made her day with their genuine kindness.

### **Audit Review:**

Treasurer Choate introduced Auditor, Dave Ellis from Denman and Company, who provided an overview of the FY19 Audit Report. An unmodified opinion was issued on the financial statements with no significant deficiencies or material weaknesses in internal control and the audit did not disclose any noncompliance.

### **Financial Report:**

Treasurer Choate provided an overview of the Kirkwood Foundation financial position and also provided an update on the current financials of the College:

- Current total liabilities and net assets for the Foundation in 2019 equal \$35,569.916 compared to \$35,520,606 in 2018. He reviewed and compared the statement of activities and the functional expenses between 2019 and 2018.
- The FY20 Projections for the College will be presented at the February board meeting after six months of actuals will have been recorded. At this time, through November, the financial results for the College look to be positive compared to budget due to on target revenue projections and lower than expected personnel costs.

- As of November 30, 2019 the total unrestricted cash reserve days is 123 compared with 107 on November 30, 2018.
- The refinancing of approximately \$50 million of various debt related to regional center construction was discussed in detail and working with financial advisors, the debt will be refinanced during January/February 2020.

### CONSENT AGENDA

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

- A. Personnel (as attached to these minutes).
- B. Change Orders:
  - 1. Tricon Construction, Kirkwood Washington Hall – increase \$27,714.12.
  - 2. Woodruff Construction, Kirkwood Hotel – increase \$10,519.00.
- C. Synopsis of Bills
  - 1. Kirkwood Community College pages 1 through 102 for a total of \$11,694,135.39.
  - 2. The Hotel at Kirkwood Center pages 1 through 7 for a total of \$398,694.95.
- D. Audit Committee Minutes from November 7, 2019.
- E. Grant Wood AEA and Kirkwood Joint Board Meeting Minutes from November 7, 2019.
- F. Appointment of Board Members Tracy Pearson, Alan Jensen and Jim Mollenhauer to serve on the Audit Committee.
- G. Appointment of Board Member Alan Jensen as IACCT Representative and Jim Mollenhauer as Alternate.

### NEW BUSINESS AGENDA

#### Administration:

Trustees Jensen and Pearson moved and seconded approval of a resolution for the Iowa Hall Addition and Renovation, Library/Benton Hall Renovation, and Central Campus Greenspace and authorization of the publication of notice to bidders setting the date of February 13, 2020 for public hearing. Motion carried: 8-0.

Trustees Swanson and Ovel moved and seconded approval of a resolution authorizing the engagement of advisors regarding the issuance of General Obligation Plant Fund Notes, Series 2020A, in the approximate amount of \$24,765,000.00 issued to refund certain 2014 and 2016 plant fund notes and a portion of the lease purchase certificates of participation in the Johnson/Washington County Lease (the 2020A Refunding Bonds) and lease purchase certificates of participation, series 2020B, in the approximate amount of \$28,035,000.00 issued to refund the remaining portion of the lease purchase certificates of participation in the Johnson/Washington County Lease, to fully refund the lease purchase certificates of participation in the Jones County Lease and the line of credit with Cedar Rapids Bank and Trust Company (the series 2020B refunding lease purchase certificates of participation). Motion carried: 8-0

#### Board:

Trustees Stamp and Jensen moved and seconded approval of the change to the 2020 Board Meeting calendar moving the spring board retreat from April 2, 2020 to April 30, 2020. Motion carried: 8-0.

### DELEGATIONS, PETITIONS, AND COMMUNICATIONS

#### **President's Report:**

- Research on the addition of an Aviation Program at Kirkwood is ongoing. The college is still fact finding and determining what funding is available as well as contributions to see if it is possible and/or feasible to offer a program for our region.

- Senator Zach Wahls was instrumental in getting additional funding for ESL. On Wednesday of this week, Senator Wahls met with me at the Iowa City Campus to visit with ESL students and see the levels of ESL programs we offer.
- Want to wish everyone a Happy Holiday.

**Secretary's Report:**

- Reminder for trustees and officers to complete the annual Disclosure/Conflict of Interest form.
- Nurse pinning ceremony is this Sunday, Dec. 15, 1:00 p.m. at The Hotel – Trustees Jim Mollenhauer, John Swanson and Steve Ovel will attend the event.
- Save the Date for MLK, Jr. Day/Employee Recognition Event on Monday, January 20, 2020 in Ballantyne Auditorium. Trustees Jensen and Williams will be recognized at this event for five years of service at the College.

**Report of Board Members:**

Lorraine Williams thanked President Sundberg for being the speaker today at Washington Rotary.

Alan Jensen provided Trustees with registration information for the 2020 IACCT Conference hosted by Western Iowa Tech Community College – July 22-24, 2020.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:35 p.m. Motion carried: 8-0.

Respectfully submitted by:

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Carrie Anderson, Board Secretary

Approved by Board:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
December 12, 2019  
PERSONNEL**

**Replacements/New Positions**

<b>Employee</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/New</b>
Stephanie Momany	Academic Department Coordinator	Industrial Technologies	11/20/2019	\$43,500	Ana Stomp
Leah Taylor**	Records Specialist II	Enrollment Management	11/25/2019	\$18.94	Robin Hetzler
Paul Swanson	Program Specialist	Heritage Area Agency on Aging	12/02/2019	\$45,600	Kelly Murphy
Brenda Schafer**	Coordinator, Student Support ( Retention)	Dean of Students Office	12/16/2019	\$51,517	Mialisa Wright
Sarah Alberts	Records Specialist	Enrollment Management	01/02/2020	\$16.33	Leah Taylor
Kayla Hubler	Instructor, Nursing	Nursing Programs	01/02/2020	\$66,075	Emily Peters

*\*\*Internal Transfer*

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Service Years</b>
Meghan Davis	Program Specialist	Workplace Learning Connection	01/03/2020	1
Ashley Maiers	Specialist	Heritage Area Agency on Aging	01/03/2020	1