

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, February 13, 2020, 4:30 P.M.
BA Jensen Board Room

MINUTES

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Rose Rennekamp, Keith Stamp, John Swanson, Joel Thys, Lorraine Williams.

Absent: Trustee Tracy Pearson.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Mary Beth Freeman, KSA Representative, Bailey Allard, KFA Representative.

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

President Sundberg introduced Mr. Tobey Harrison, Associate Vice President of Emergency & Public Safety. Mr. Harrison started in this new position at Kirkwood on February 3, 2020.

Chair Mollenhauer declared the meeting open for public hearing on:

- 1) Issuance of 2020A Refunding Bonds and the Series 2020B Certificates
- 2) Iowa Hall Addition and Renovations, Library/Benton Hall Renovations and Central Campus Greenspace Project

There being no questions or comments, Trustees Ovel and Rennekamp moved and seconded the hearing be closed. Motion carried: 8-0.

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

Trustees Swanson and Williams moved and seconded approval of the February 13, 2020 agenda. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report:

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

- Kirkwood will begin a two-year long construction phase to transform Iowa Hall into a state-of-the-art student center. The new student center is scheduled to open in the fall of 2022. During construction some areas will be off limits. Wayfinding videos have been created to show students how to get from one area to another on campus. The videos are available on the website.
- On February 4, 2020 former board of trustee chair, Wayne T. Newton passed away. Wayne dedicated 30 years to Kirkwood and to community colleges throughout the United States. His dedication to Kirkwood and community colleges everywhere will be greatly missed.
- Student of the month: Mayuri Shelar is an international student from Mumbai, India. She came to Kirkwood six months ago on a one-year Community College Initiative (CCI) scholarship funded by the US Department of State. She is studying Business Administration Management and her long-term goal is to start a non-profit in her community that provides workshops for young adults to learn and build their professional skills.
- Kirkwood has earned a Tree Campus USA designation for 2019. There are 385 campuses across the United States with this distinction and only three are community colleges.
- The Kirkwood Ag program recently acquired a new Sprayer Simulator. Students going into the agronomy industry can now gain hands on experience operating a sprayer applicator

without actually operating a real machine. Kirkwood is the first college in Iowa to own this simulator and one of only 16 currently in the U.S.

- The Communique won 10 awards at the annual Iowa College Media Association convention in Des Moines on Feb. 6. The Communique was the only participating community college newspaper to win awards.
- Former student, Anna Soenksen, graduated from Kirkwood in 2012 with a Graphic Communications Technology degree, designed the Super Bowl 54 championship t-shirt for the Kansas City Chiefs players and fans.

FlexFORWARD Program:

Colette Atkins, Dean of Business and Information Technology, Dave Hunt, Associate Dean of Distance Learning and John Henik, Associate Vice President of Academic Affairs provided an introduction to Kirkwood's Competency Based Education branded as FlexFORWARD for Kirkwood. FlexFORWARD provides the non-traditional student with an alternate schedule in addition to an academic coach to assist students in completing a degree or obtaining a certificate. The program currently serves students in either Business Administration Management or Project Management Certificate.

Enrollment Report:

Jon Buse, Vice President of Student Services, provided the enrollment update for the Spring semester 2020:

- Enrollment for spring is currently 12,435.
- 3.8% decline overall.
- Declines are noted with non-degree seeking students, non-cohort nursing students and some of the CTE applied sciences.
- Concurrent enrollment remains steady.
- Persistence enrollment is up 1%.

Financial Report:

Treasurer Choate provided the current financial update with a focus on the year to date actuals compared to the FY20 Budget:

- FY20 revenue and expenditure analysis through December 2019 presented.
- Review the current property tax levy and the proposed FY21 levy rate. The increase from FY20 of 1.21677 to FY21 of 1.25712 will primarily cover the planned safety and security measures that need to be implemented.
- Anticipated property tax cost to homeowner in FY21 on a \$100k home will be an additional \$0.18.
- Review of the debt action plan during FY20 will strengthen the balance sheet going forward to FY25.
- At the end of January 2020 there is an unrestricted cash reserve of 116 days of operation.

CONSENT AGENDA

Trustees Thys and Stamp 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 58 for a total of \$7,637,915.97.
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$245,434.00.
- C. Change Orders:
 1. Tricon Construction, Kirkwood Washington Hall – increase \$11,893.02.
 2. Woodruff Construction, Kirkwood Hotel – increase \$32,611.14.
- D. Audit Committee Meeting Minutes from January 9, 2020.
- E. Preliminary Industrial New Jobs Training Agreement (260E) with Dieomatic Incorporated, d/b/a Williamsburg Manufacturing, Williamsburg.

- F. Final Industrial New Jobs Training Agreements (260E) with:
1. ImOn Communications LLC, Cedar Rapids
 2. BDC Group, Cedar Rapids
 3. Hands Up Communications, Cedar Rapids
 4. MediRevv, Coralville
 5. BladeEdge LLC, Cedar Rapids
 6. Ascension, Inc. d/b/a World Class Graphics & Displays, Cedar Rapids
 7. Open Gates Business Development Corporation, Kalona
 8. ProCircular, Inc., Coralville
 9. GreatAmerica Financial Services Corporation, Cedar Rapids

NEW BUSINESS AGENDA

Administration:

Trustees Jensen and Ovel moved and seconded approval for publication of the Preliminary Budget for 2020-21 and setting the date of March 12, 2020 for public hearing. The estimated total tax rate per \$1,000 valuation is 1.25712. Motion carried: 8-0.

Trustees Thys and Williams moved and seconded approval of a resolution to proceed with issuance of 2020A Refunding Notes and Series 2020B Certificates, approving the Preliminary Official Statement, authorizing the call of outstanding Certificates of Participation dated October 1, 2010, authorizing the call of outstanding Certificates of Participation Series 2015, authorizing the call of Plant Fund Capital Loan and Refunding Notes, Series 2014B, regarding the General Obligation Plant Fund Levy Refunding Notes, Series 2020A, in an amount not to exceed \$29,120,000.00 issued to refund certain 2014 and 2016 Plant Fund Notes, a portion of the Lease Purchase Certificates of Participation in the Johnson/Washington County lease and to fully refund the Lease Purchase Certificates of Participation in the Jones County Lease and not to exceed \$28,937,000.00 refunding Lease Certificates of Participation, conditionally convertible to Plant Fund Levy Notes Series 2020B. Roll Call: Ayes – Stamp, Williams, Jensen, Mollenhauer, Rennekamp, Ovel, Swanson, Thys. Nays – None. Motion carried: 8-0.

Trustees Swanson and Stamp moved and seconded approval of the Iowa Hall Addition and Renovations, Library/Benton Hall Renovations and Central Campus Greenspace awarding the low base bid of 24,850,000.00 to Larson Construction, Independence, Iowa. Motion carried: 8-0.

Board:

Jennifer Cunningham, Dean of Arts and Humanities introduced Christine Flavin, Assistant Professor of Photography and Randy Langel, Instructor of Digital Media who provided of an overview of a new AAS degree credit program in Digital Arts. Trustees Rennekamp and Ovel moved and seconded approval of the new degree program, Digital Arts, to be offered at Kirkwood beginning with Fall 2020 Semester. Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- MLK Day and Employee Recognition was held January 20. The new format focusing on honoring MLK and diversity has been well received. Thank you to the Trustees who were able to attend.
- Hosting area business roundtable discussions to get to know area employers and find out about their workforce needs. These have been going well. The next one will be in Iowa City later this month.
- Met with HLT and we are working on a partnership with them where they can access the SIM Lab for training videos and in return provide our nursing students with free access to the HLT Application for two years.
- Asked to join the City of Cedar Rapids Business Advisory Council.

Secretary's Report:

- Each trustee received a professional Kirkwood name badge to wear for various events.

Report of Board Members:

Trustee Jensen attended the Student Legislative Seminar in Des Moines January 22nd. Kirkwood students were unable to attend due to the winter weather. The legislators seem to respond well to the student's visit. He shared a reminder that the 2020 Community College Day on the Hill is March 3 from 7:00 a.m. to 12:30 p.m.

Trustees Rennekamp and Ovel attended the ACCT National Legislative Seminar in Washington DC. IACCT membership was well represented. Trustee Ovel reports there has been some good traction with short-term Pell grants. Both Trustees felt they had good visits with representatives from the Department of Labor and the Department of Education. As a member of the ACCT Communications Committee, Trustee Rennekamp reported there will be a toolkit available with ideas on how to promote community colleges during the month of April. Both report the visit was well organized and productive.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 6:25 p.m. Motion carried: 8-0.

Respectfully submitted by:

Carrie Anderson, Board Secretary

Approved by Board:

James Mollenhauer, Chair

**Board of Trustees' Agenda
February 13, 2020
PERSONNEL**

Replacements/New Positions

Employee	Title	Department	Effective Date	Salary/Wage	Replaces/New
Jeff Kirchoff**	Dean	Comm, English, Media	01/13/2020	\$86,100	New
Kate Ahlers	Program Specialist (195-day)	Workplace Learning Connection	01/13/2020	\$32,700	Mariann Ryan
Lucas Ahrens	Custodian	Facilities & Security	01/19/2020	\$13.95/hour	Barry Schwartz
Pim Inchan	Custodian	Facilities & Security	01/20/2020	\$13.95/hour	Michelle Croy
Denisse Gonzalez	Instructor, Anamosa State Penitentiary	Secondary Programs	01/23/2020	\$43,500	Andrew Hayward
Clarissa Huilman	Specialist, Simulation Lab	Cont. Ed. & Training Services	01/27/2020	\$17.47/hour	New
Kate Jett	Temporary Department Assistant	Arts & Humanities	01/28/2020	\$16.33/hour	Cover LOA
Jennifer Cunningham	Dean	Arts & Humanities	02/02/2020	\$95,000	Jennifer Bradley
Tobey Harrison	Associate VP, Emergency Mgt/Safety	Facilities & Security	02/03/2020	\$112,200	New
George Dakonsa	Custodian	Facilities & Security	02/10/2020	\$13.95/hour	Robin Ryan
Sultan Karim**	Student Support Specialist II	Enrollment Management	02/10/2020	\$18.94/hour	Ashley DeWitt
Dan Erickson	Financial Aid Advisor I	Enrollment Management	03/09/2020	\$45,600	Cindi Reints

***Internal Transfer/Promotion*

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Jodie Stoessel	Executive Assistant	Academic Affairs	01/16/2020	15
Justin Clark	Supervisor, The Café	The Hotel at Kirkwood Center	01/17/2020	2
Ashley DeWitt	Student Support Specialist II	Enrollment Management	02/07/2020	.5

Summer Contract Extensions

Consideration of a one-time extension of the following named faculty member's 2019/2020 contract for the days indicated with salaries noted (needed to maintain instruction coverage during Summer 2020 and pending enrollment for study abroad):

Name	Days	Amount	Name	Days	Amount
David Keller	20	9,333	Michael Barshis*	7	2,432
Tyler Krug	29	9,017	Dane Dermody	29	9,223
Bill Stephens*	14	6,227	Scott Samuelson*	14	6,177
Art Khaw	29	14,608	David McMahon*	14	6,394
Clark Skaggs	29	12,401	Richard Heath	29	12,921
Kristin Hanson	29	12,073	Kevin Shroth	29	10,739
Christine Flavin*	14	5,209	Serena Tarr	29	10,444
Christopher Gray	29	9,619	Susan Harthun	29	13,089
Jillissa Moorman	29	10,407	Phil Koopman	29	11,761
Keith Hench	29	14,524	Jeff Sadler	29	9,756
Connie Marberry	29	14,469	Slav Sharapov	29	11,521
Natalia Cherjovsky	29	11,511	Sophie Joly	29	10,444
Marianne Taylor*	14	6,939	Andy Mills	29	10,079
Renee Schlueter*	14	6,940	Gideon Ney	29	9,929
Tom Ernster	29	12,607	Haley Dohrmann	29	9,172
Lisa Williams	29	12,600	Kyle Lobermeier	29	8,933
Sondra Gates	29	11,570	Trisha Swartzendruber	10	3,788
Lisa Angelella	29	10,928	Emily Logan	29	11,511
Jeremy Ralph*	7	2,679	Ethan Valentine	29	9,380
David Horsfield	10	4,098	John Fletcher	29	10,789
Greg Krawiec	29	11,736			

*Study Abroad pending enrollment

Continuation of Contract

A recommendation was made to terminate the following individuals effective June 30, 2019, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2019/2020 contract year, contingent upon future funding:

Name	Title	Department
Nicole Chambers	Instructor/Coordinator	Secondary Programs/Anamosa State Penitentiary
Brenda Hampton	Instructor/Coordinator	Secondary Programs/Iowa Medical Classification Center
Mary Shanney	Instructor	Secondary Programs/Iowa Medical Classification Center
Scott Wittstruck	Instructor	Secondary Programs/Iowa Medical Classification Center

A recommendation was made to terminate the following individuals effective August 31, 2019 due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2019/2020 contract year, contingent upon future funding:

Sean McAtee	Instructor	Secondary Programs
Christine Thompson	Instructor/Coordinator	Secondary Programs