

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, July 9, 2020, 4:30 P.M.
BA Jensen Board Room / Zoom Tele-Conference

MINUTES

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

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

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

Trustees Swanson and Williams moved and seconded approval of the minutes from the regular board meeting held on June 11, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Jensen and Ovel moved and seconded approval of the July 9, 2020 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Financial Report:

Treasurer Choate provided a financial update on the FY20 expected results. The FY21 projections were discussed and it was noted that administration believes with the COVID situation, an enrollment decline in the range of 10-15% for FY21 would not be out of the realm of possibility. A discussion was held on recent efforts and activities both externally and internally that indicate there is more momentum with students moving to complete the registration process. Vice Presidents Lamb and Buse provided updates on efforts taken by Academic Affairs and Student Services to support the enrollment process. Vice President Neff provided an update regarding efforts in IT and across the College to support student technology needs. Discussion identified that all College departments are active in supporting the enrollment process. Treasurer Choate shared the status of the CARES Act funds identifying the majority of Phase 1 Student funds have been disbursed and the College has met the qualifications of using all of the Phase 2 Institutional funds. As of June 30, 2020 there is an unrestricted cash reserve of 106 days of operation.

CONSENT AGENDA

Trustees Stamp and Swanson 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 39 for a total of \$14,902,846.51.
 2. The Hotel at Kirkwood Center pages 1 through 2 for a total of \$122,170.37.
- C. Change Orders:
 1. Tricon Construction, Kirkwood Washington Hall – increase \$8,081.04.
 2. Woodruff Construction, Kirkwood Hotel – decrease \$7,685.70.
- D. Ratification of the Educational Service Agreement between Kirkwood Community College and Marshalltown Community School District to offer concurrent enrollment in cooperation with the school district.
- E. Designating twenty-two named financial institutions and maximum exposures (as attached to these minutes).
- F. Second reading of Board Policy Series 310: Administrative Function – Use of Alcohol.

NEW BUSINESS AGENDA

Administration:

No new business for Administration.

Board:

Trustees Ovel and Williams moved and seconded approval of the IACCT 2021 Legislative Priorities proposed to the IACCT Membership. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- Recognized and thanked Dr. Connie Thurman for her work in leading the Phase 3 COVID Recovery Plan. Connie and the entire Cabinet have done a great job in planning a safe environment for employees and students to return to campus.
- Now that Kirkwood has protocols and guidelines in place for re-opening the campus facilities, the focus will turn to student enrollment for AY2021.
- Congratulations extended to Vice President, Dr. Bill Lamb on announcing his early retirement, effective December 31, 2020.

Secretary's Report:

- Waiting to see if the 2020 ACCT Congress in Chicago, Illinois will be held face-to-face. Early bird registration cut-off is July 24.
- The annual All Board Summer Social held in August is cancelled this year due to COVID-19.

Report of Board Members:

Board Chair Mollenhauer extended congratulations to Trustee Jensen on his appointment as Chair of the IACCT Board of Directors during 2020-21. An especially important job this year as the IACCT Board will select a new Executive Director to replace MJ Dolan who retires in January 2021.

On behalf of the Board, Chair Mollenhauer extended a public thank you to President Sundberg and her Cabinet for all of their on-going work related to the COVID-19 pandemic.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:31 p.m. Motion carried: 9-0.

Respectfully submitted by:

Carrie Anderson, Board Secretary

Approved by Board:

James Mollenhauer, Chair

**Board of Trustees' Agenda
June 11, 2020
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Arianna Walden	Instructor/Coordinator, ESL	Secondary Programs	06/29/2020	\$53,000	New
Jody Pellerin (Promotion)	Vice President	Resource Development	07/01/2020	\$127,900	Greg Neumeyer
Emily Logan (Promotion)	Dean	Industrial Technologies	07/06/2020	\$95,000	Dan Martin
David Heeren	Instructor, HVAC (174-day)	Industrial Technologies	08/03/2020	\$58,399	Victor Schmidt
Dave Becicka	Instructor, Construction (174-day)	Industrial Technologies	08/03/2020	\$60,799	New Position
Stephanie Bennett	Temporary Instructor (174-day)	Nursing Programs	08/17/2020	\$57,599	Nicole Alsaker

Reclassifications

Name	Title	Department	Effective Date	Salary/Wage
Kristy Black	Executive Dean	Distance Learning	07/01/2020	\$125,269
Alan Peterka	Senior Instructional Designer	Distance Learning	07/01/2020	\$71,929
Jill Davis	Technical Business Analyst II	IT Services	07/01/2020	\$63,225
Laurie Ebsen	System Administrator III	IT Services	07/01/2020	\$74,116
Steve Lovett	Application Developer III	IT Services	07/01/2020	\$55,162
Justin Thoensen	Senior Director	IT Services	07/01/2020	\$104,747
Ethan Wykert	Research Assistant II	Institutional Eff/Research	07/01/2020	\$62,600
Dawn Cart	Custodial Coordinator	Facilities & Security	07/01/2020	\$22.85/hour
Heidi Geiman	Department Coordinator	Facilities & Security	07/01/2020	\$21.71/hour
Ryan Reisdorph	Custodial Coordinator	Facilities & Security	07/01/2020	\$21.71/hour
Chris Spivey	Custodial Coordinator	Facilities & Security	07/01/2020	\$21.71/hour
Jeremiah Cross	Lead IEC Technician	Finance/IEC	07/01/2020	\$18.31/hour

Department Change

Name	Title	Department	Effective Date
Doug Page	Systems Reporting Analyst I	Institutional Effectiveness/Research	07/01/2020
Mark Schmidt	Systems Reporting Analyst I	Institutional Effectiveness/Research	07/01/2020

Retirements (Retirement Incentive Program)

Name	Title	Department	Years	Effective Date
Michelle Cherrier	Program Developer II	Continuing Ed & Training Services	33	12/31/2020
Brenda Hampton	Instructor/Coordinator	Secondary Programs	22	12/31/2020
Lisa Williams	Professor, English	Communication/English/Media	20	12/31/2020
Mike McLaughlin	Dean	Continuing Ed & Training Services	17	12/31/2020
Mike Rose	Program Manager	Skills-to-Employment	13	12/31/2020
Bill Lamb	Vice President	Academic Affairs	13	12/31/2020
Jane Ann Rix	Program Specialist	Global Learning	11	12/31/2020
Ernie Decious	Custodian	Facilities & Security	10	12/31/2020

Resignations//Terminations

Name	Title	Department	Years	Effective Date
Codie LaGrange	Lab Technician	Agricultural Science	2	07/03/2020
Becky Bean-Rask	Veterinary Technician	Agricultural Science	1	07/03/2020
Pim Inchan	Custodian	Facilities & Security	1	07/08/2020
Kari Rossetti	Program Developer I	Continuing Ed & Training Services	3	07/17/2020
Suzanne Miller	Librarian	Library Services	7	07/31/2020
Nicole Alsaker	Assistant Professor, Nursing	Nursing Programs	7	08/31/2020


BE IT RESOLVED, the board of Trustees of Kirkwood Community College, in accordance with the Kirkwood Community College Board Policy 722 – Depository of Funds Policy and the State Code of Iowa, do hereby designate the following named financial institutions as official depositories for funds in an amount not to exceed the maximum exposure listed:

Depository	Maximum Exposure
US Bank, N.A.	\$20,000,000
Wells Fargo Bank, N.A.	\$20,000,000
Bankers Trust Company, Des Moines	\$20,000,000
Bank of the West	\$20,000,000
Regions Bank	\$20,000,000
Cedar Rapids Bank & Trust, Cedar Rapids	\$20,000,000
Hiawatha Bank & Trust, Hiawatha	\$20,000,000
Farmers State Bank, Marion	\$20,000,000
Farmers State Bank, Waterloo	\$20,000,000
GreenState Credit Union	\$20,000,000
Veridian Credit Union	\$20,000,000
Collins Community Credit Union	\$20,000,000
Dupaco Credit Union	\$20,000,000
Community State Bank	\$20,000,000
Northwest Bank	\$20,000,000
BankIowa of Cedar Rapids	\$20,000,000
NXT Bank	\$20,000,000
Mount Vernon Bank & Trust	\$20,000,000
Bridge Community Bank	\$20,000,000
Center Point Bank & Trust Co.	\$20,000,000
First Federal Credit Union	\$20,000,000
Linn Area Credit Union	\$20,000,000

FURTHER RESOLVED, deposits with full FDIC protection in any Iowa depository approved for investment of public funds are approved. A list of approved Iowa depositories can be found at:

<http://www.iowatreasurer.gov/for-businesses/public-funds-rates/eligible-financial-institutions>

Dated this 9th day of July, 2020.


James Mollenhauer, Board Chair

ATTEST:


Carrie Anderson, Board Secretary