

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, June 11, 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.

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

Trustees Rennekamp and Williams moved and seconded approval of the minutes from the regular board meeting held on May 14, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Swanson and Ovel moved and seconded approval of the June 11, 2020 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Financial Report:

Treasurer Choate provided an update on expected FY20 results showing that a net surplus of \$1.6 to \$2.5 million should be achieved. Substantial discussion followed regarding the FY21 budget and the current enrollment position for fall 2020. Currently fall is down over 20% and planning contingencies are being made for scenarios of being down 10-20%. Initial estimates indicate FY21 will produce a \$.7 to \$4.0 million deficit depending on the final fall enrollment numbers. Discussion continued on College plans for the fall semester and how that compared to the Regents and other Community Colleges throughout the state. The final portion of the General Obligation Bond sale closed June 10, 2020 with proceeds being received. As of May 31, 2020 there is an unrestricted cash reserve of 120 days of operation.

CONSENT AGENDA

Trustees Pearson 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 40 for a total of \$5,367,339.91.
 2. The Hotel at Kirkwood Center pages 1 through 2 for a total of \$119,050.28.
- C. Change Orders:
 1. Tricon Construction, Kirkwood Washington Hall – increase \$10,413.18.
 2. Woodruff Construction, Kirkwood Hotel – increase \$2,904.88.
 3. Larson Construction, Iowa Hall Student Center – decrease \$789.37.
- D. Audit Committee Minutes from May 14, 2020.
- E. 2020-21 Delivery Service Agreement with Grant Wood AEA.
- F. 2020-21 VITAL Program Agreement with Grant Wood AEA.
- G. MIIP Board Representatives for 2020-21 as Sue Bennett, Compensation & Benefits Manager, Human Resources (Wes Fowler, Alternate) and Mary Schneekloth, Assistant Professor, Management, Business and IT (Alternate from KFA to be determined).
- H. Second Reading of Board Policy Series 102: College – Non-Discrimination.

NEW BUSINESS AGENDA

Administration:

No new business for Administration.

Board:

Trustees Thys and Ovel moved and seconded approval of new Board Policy 310: Administrative Function – Use of Alcohol, with no changes. Motion carried: 9-0.

Closed Session:

In order to discuss the annual performance and employment contract of President Sundberg, Trustee Pearson made a motion at 5:06 p.m. to move into Closed Session according to Iowa Code 21.5.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requested a closed session. Trustee Stamp seconded the motion. Roll Call: Ayes – Thys, Ovel, Mollenhauer, Swanson, Stamp, Williams, Jensen, Pearson, Rennekamp. Nays – None. Motion carried: 9-0.

Trustee Williams made a motion at 5:45 p.m. to end the Closed Session. Trustee Swanson seconded the motion. Roll Call: Ayes – Thys, Ovel, Mollenhauer, Swanson, Stamp, Williams, Jensen, Pearson, Rennekamp. Nays – None. Motion carried: 9-0.

Upon return to regular session, Trustees Pearson and Swanson moved and seconded approval of the following action by the Board of Trustees:

Renew the Employment Agreement between Kirkwood Community College and President Lori Sundberg. The Agreement is effective July 1, 2020 through June 30, 2023, at an annual salary of \$314,604 for fiscal year 2021. Roll Call: Ayes – Jensen, Mollenhauer, Ovel, Pearson, Stamp, Swanson, Thys, Rennekamp, Williams. Nays – None. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- We have implemented a phased COVID recovery plan with Phase I employees currently back to work. Phase II employees will be back next week and we are putting together the final protocols and procedures for Phase III, which begins in early August and will be the largest group of employees to return. Connie Thurman is leading the Phase III recovery committee and we are following the recommendations set by the CDC and IDPH.
- Completed first round of interviews for the Vice President of Advancement position.
- Met with the Interim Associate Vice President of Emergency and Public Safety and plans are progressing well on our public safety efforts for the College.

Secretary's Report:

No report from the Secretary.

Report of Board Members:

Trustee Jensen shared the IACCT Board will bring forth the FY21 legislative priorities next month and will request approval from each member college board of trustees and requested this be added to the Kirkwood July board agenda. MJ Dolan, IACCT Executive Director, has announced she will retire effective January 1, 2021 and IACCT will begin the search for her replacement. The Iowa House has brought forward the recommendation of maintaining the same State General Aid for Community Colleges that was provided in FY20. This will move to the Senate for a vote and we should know the outcome next week.

Chair Mollenhauer formally extended his appreciation and thanked the Trustees for their flexibility in adapting to the zoom meeting format during this pandemic.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:59 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
Molly Schwarz	Coordinator, Testing Services	Learning Services	05/18/2020	\$44,894	Patrick Muller
Craig Kuhens**	Assistant Bookstore Manager	Bookstore	05/24/2020	\$56,107	Ben Jensen
Cathy Dick**	Department Assistant	Secondary Programs	07/01/2020	\$18.74/hr	Pat Beaty
Kaitlin Gregerson	Department Assistant	CE&TS	07/01/2020	\$16.53/hr	Cathy Dick
Paige Marshall	Department Assistant	CE&TS	07/01/2020	\$16.53/hr	Kayla Bowler
Kayla Bowley**	Department Assistant	Business & IT	07/06/2020	\$17.21/hr	Stephanie Ferguson
Zac Hall	Instructor, Parks/Natural Resources (174-day)	Ag Science	07/20/2020	\$57,999	Jerry Reisinger
Marc Hauschildt	Instructor, Programming (174-day)	Business & IT	08/03/2020	\$57,599	Charles Kwiatkowski
Shawn Lampe	Instructor, Information Technology (174-day)	Business & IT	08/03/2020	\$57,299	Bill Beaty
Abbie Weipert	Instructor, Business Admin (201-day)	Business & IT	08/03/2020	\$67,923	Lori Merlak
Danny Pluckett	Instructor, English (174-day)	Com/English/Media	08/03/2020	\$55,999	Shell Fiejo
Tim Robbins	Instructor, English (174-day)	Com/English/Media	08/03/2020	\$59,199	Tom Ernster

***Internal Transfer/Promotion*

Change of Status

Name	Title	Department	Effective Date	Change Reason
Chris Caldwell	Instructor, Construction	Distance Learning	06/01/2020	Temporary to regular status

MIIP Board Representatives

Recommend appointment of Metro Interagency Insurance Program board members for the 2020/2021 plan year as follows:

Sue Bennett, Compensation & Benefits Manager, Human Resources
Wes Fowler, Vice President, Human Resources – Alternate

Mary Schneekloth, Assistant Professor, Management, Business & IT – for KFA
KFA Alternate – To be determined