

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, May 14, 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, Laurie Ebsen, KSA Representative, Tim Oswald, Financial Advisor with Piper Sandler.

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

Chair Mollenhauer declared the meeting open for public hearing on:

- 1) General Obligation School Bonds, Series 2020C Sale and Delivery

There being no questions or comments, Trustees Ovel and Swanson moved and seconded the hearing be closed. Motion carried: 9-0.

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

Trustees Swanson and Thys moved and seconded approval of the May 14, 2020 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Financial Report:

Treasurer Choate provided the current financial update to the unrestricted funds as a result of COVID-19 impacts. He provided a revised projected FY20 net income of \$1.3M. He presented assumptions based on three scenarios comparing FY20 to the projected FY21 budget reflecting: 1) no change to credit hours, 2) a decrease of 5% in credit hours, and 3) a 10% decrease in credit hours. Kirkwood has received funds for the CARES Act Phase I: Students (\$3,168,000), and CARES Act Phase II: Institution (\$3,168,000). The process of awarding students is underway and the institutional funds will assist in covering maintenance of payroll, additional needs for technology, and operational costs related to COVID. The Iowa Community Colleges have created two financial impact models for FY21 with results to be shared in aggregate with legislators as they begin planning for FY21 State General Aid.

CONSENT AGENDA

Trustees Rennekamp and Swanson moved and seconded approval of the Consent Agenda. Motion carried: 8-0. Trustee Williams abstained from voting related to bills payable due to a conflict with product provided to the College by her company.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
 1. Kirkwood Community College pages 1 through 59 for a total of \$9,692,604.47.
 2. The Hotel at Kirkwood Center pages 1 through 2 for a total of \$164,847.08.
- C. Change Orders:
 1. Tricon Construction, Kirkwood Washington Hall – increase \$3,188.20.
 2. Woodruff Construction, Kirkwood Hotel – increase \$18,634.59.
 3. Larson Construction, Iowa Hall Student Center – increase \$38,262.10.
- D. Preliminary Industrial New Jobs Training Agreement (260E) with Worley Warehousing, Cedar Rapids

NEW BUSINESS AGENDA

Administration:

Trustees Stamp and Swanson moved and seconded approval of a resolution directing the sale and delivery of aggregate principal amount \$2,050,000 of Industrial New Jobs Training Certificates, Series 2020-1A to winning bidder Robert W. Baird & Co., Inc., Milwaukee, WI, and the sale and delivery of aggregate principal amount of \$1,580,000 of taxable Industrial New Jobs Training Certificates, Series 2020-1B to winning bidder UMB Bank N.A., Kansas City, MO. Motion carried: 9-0.

Trustees Pearson and Ovel moved and seconded approval of a resolution directing the sale and authorizing the issuance of \$3,630,000 Industrial New Jobs Training Certificates and providing for the securing of such certificates for the purpose of carrying out New Jobs Training Programs. Motion carried: 9-0.

Trustees Swanson and Ovel moved and seconded approval of a resolution 1) Directing the sale and delivery of \$36,530,000 General Obligation School Bonds, Series 2020C, to the winning bidder, J.P. Morgan Securities, LLC, New York, NY, 2) Appointing UMB Bank, n.a. f/k/a Bankers Trust Company to serve as paying agent, bond registrar, and transfer agent, approving the paying agent and bond registrar and transfer agent agreement and authorizing the execution of the agreement, and 3) Authorizing the issuance of General Obligation School Bonds, Series 2020C, in the amount of \$36,530,000 and levying a tax for the payment thereof. Motion carried: 9-0.

Trustees Jensen and Thys moved and seconded approval of setting the 2020-2021 tuition at \$180.00 per credit hour for Iowa Residents, \$237.00 per credit hour for Non-Residents and \$360 per credit hour for International. Motion carried: 9-0.

Board:

Trustees Williams and Swanson moved and seconded approval of recommended revisions to Board Policy 102: College – Non-Discrimination, with no changes to the recommendations. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- Cabinet meets three times a week to continue discussions on COVID-19 impacts and working on details for recovery and re-opening of facilities.
- We have two teams working on recovery plans and this is going well. The recommendations will be ready for roll-out at the end of May. Summer Semester will be online and it is anticipated Fall Semester will be a hybrid of online and face-to-face courses. There will be three phases for staff to begin return to work that will occur over the summer months starting June 1.
- The July 2020 IACCT Annual Conference has been cancelled. Western Iowa Tech will host next summer and Kirkwood will host in 2022.

Secretary's Report:

- Registration is open for the ACCT Congress in Chicago, Illinois (September 30-October 3, 2020). Please confirm if you plan to attend so we can take advantage of the early-bird registration rates and secure hotel rooms.
- Reminder: Saturday, May 16, 10:00 a.m. is Kirkwood's first virtual commencement event and the link will go live at 10:00 a.m. on the Kirkwood website.

Report of Board Members:

Trustee Jensen shared that the IACCT Board has been meeting by Zoom and made the decision to cancel this year's annual conference due to COVID-19. It has been announced the

legislature plans to meet again face-to-face starting June 1 for a limited time (just two weeks) in order to complete some business before the fiscal year end.

There being no further business coming before the Board, Trustees Swanson and Ovel moved and seconded the meeting be adjourned at 5:43 p.m. Motion carried: 9-0.

Respectfully submitted by:

Carrie Anderson, Board Secretary

Approved by Board:

James Mollenhauer, Chair

Board of Trustees' Agenda

May 14, 2020

PERSONNEL

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Sharon Blanchard	Temporary Instructional Designer	Distance Learning	04/13/2020	\$53,000	New
Travis Allen	Farm Operations Manager	Agricultural Science	04/20/2020	\$65,000	Steve Juhl
Paul Swafford	Grounds Maintenance Worker	Facilities & Security	04/27/2020	\$15.14/hour	Daniel Schwager
Ben Jensen**	Associate Dean	Arts & Humanities	05/18/2020	\$74,300	Jennifer Cunningham
Monica Davis	Senior Director	Facilities & Security	06/01/2020	\$86,100	New
Carolyn Gonzalez	Associate Dean	Comm/English/Media	06/01/2020	\$74,300	Jeff Kirchoff
Colette Atkins**	Associate Vice President	Academic Affairs	06/15/2020	\$115,493	John Henik

**Internal Transfer/Promotion

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Daniel Schwager	Grounds Maintenance Worker	Facilities & security	04/17/2020	1
Stephanie Reddersen	Temporary Instructor	Industrial Technologies	05/15/2020	1
George Trotter	Temporary Instructor	Industrial Technologies	05/19/2020	1
Greg Neumeyer	Vice President	Foundation/Development	08/31/2020	2

Termination of Continuing Contract

Consideration of termination of continuing contracts, effective date as noted below, for those individuals not requesting private hearings and for those which notices of termination have been served, as required by Chapter 279.15 of Iowa code. The President recommends their termination as follows:

Name	Title	Department	Effective Date
Mary Shanney	Instructor, Iowa Medical Classification Center	Secondary Programs	06/30/2020
Scott Wittstruck	Instructor, Iowa Medical Classification Center	Secondary Programs	06/30/2020
Brenda Hampton	Instructor/Coordinator, Iowa Medical Classification Center	Secondary Programs	06/30/2020
Angela Sagan	Instructor	Secondary Programs	06/30/2020
Cyd Hanson	Instructor/Coordinator	Secondary Programs	06/30/2020
Tara Brokovich	Instructor/Coordinator	Secondary Programs	06/30/2020
Paul Reimann	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2020
Nicholas Blakesley	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2020
Denisse Gonzalez	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2020
Nicole Chambers	Instructor/Coordinator, Anamosa State Penitentiary	Secondary Programs	06/30/2020
Marwa Ibrahim	Instructor/Coordinator, IC Learning Center	Secondary Programs	06/30/2020
Christine Thompson	Instructor/Coordinator, IC Learning Center	Secondary Programs	08/31/2020
Sean McAtee	Instructor	Secondary Programs	08/31/2020

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, change in extended contract and cancellation of extended contracts as follows:

Name	Department	Days	Reason
Marci Bowden	Communications/English/Media	29	Additional extended contract
David McMahon	Iowa City Campus	29	Change from 14-day study abroad to 29 day
Ted Weiland	Math/Science	29	Additional extended contract
Christopher Gray	Art & Humanities		Cancel extended contract
Lisa Williams	Communication/English/Media		Cancel extended contract
Tom Ernster	Communication/English/Media		Cancel extended contract
Bill Stephens	Arts & Humanities		Cancel study abroad
Christine Flavin	Arts & Humanities		Cancel study abroad
Marianne Taylor	Communication/English/Media		Cancel study abroad
Jeremy Ralph	Hospitality Arts		Cancel study abroad
Michael Barshis	Hospitality Arts		Cancel study abroad