

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, October 10, 2019, 4:30 P.M.**  
**Jones County Regional Center**

**MINUTES**

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Tracy Pearson, Rose Rennekamp, Keith Stamp, John Swanson, Joel Thys (left at 5:35 p.m.), Lorraine Williams.

Also Present: Lori Sundberg, President, Peg Sprengeler, Acting Secretary, Jim Choate, Treasurer, Julie Prasil, KSA Representative.

Chair Mollenhauer called the meeting to order at 4:26 p.m.

Trustees Swanson and Thys moved and seconded approval of the minutes for the regular meeting held on September 12, 2019, with the recommended change requested by Trustee Rennekamp to change Eye Diagnosis to IDX and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Stamp and Jensen moved and seconded approval of the agenda. Motion carried: 9-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report:**

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

- A highlight of the 10-year history of the Jones County Regional Center including interviews with Center Director Lisa Folken, student Wyatt Bickford, student Gabby Gadient, student Dustin Still, instructor Diane Temple, and adjunct Staci Fritz.
- Student of the Month: Wyatt Bickford, from Anamosa, Iowa, who is a dual enrollment student.
- The KCK tower was struck by lightning, which damaged a critical circuit board and knocked the station offline for the days of September 27-30.
- The Kirkwood International Programs department hosted a group of 22 students and 2 faculty members from partner school Zealand Business College for the past two weeks. Another group from the Zealand Institute of Business and Technology will be arriving on Saturday, October 12.
- An update on the volleyball team's season and their big win over Iowa Central on Wednesday night.
- Hoehn also shared a Jones County alumni success story featuring Colton Halder who attended the Advanced Manufacturing Academy for the Fall of 2012 and Spring of 2013. He finished his degree at Kirkwood and now teaches the academy at Jones County Regional Center.

**Financial Report:**

Treasurer Choate discussed the Composite Financial Index (CFI), which is utilized by the Higher Learning Commission (HLC) in their accreditation process and annual review of higher education institutions. Choate provided a detailed definition of the CFI and the four ratios that compose it. Detailed information was provided regarding the inputs to each ratio and the impact of each on the overall CFI scoring. Discussed the historic CFI calculation and the adjustments that have been approved by the HLC related to three specific items within Kirkwood's financial results. With the revised CFI calculations, Kirkwood is well above the thresholds set by the HLC. Significant improvements in the relationship with the HLC were also discussed due to changes in administration. There were no changes to the annual projection at this early point in the year.

### **Programs and Students served at Jones Regional Center:**

Lisa Folken, Director at Jones County Regional Center, showcased the Jones County Regional Center through a facility tour and presentation. The Jones County Regional Center presentation, entitled, "Programs and Students served at Jones Regional Center" took a brief look at their first ten years: where they've been since opening the doors in 2009, how they've evolved to meet school partner and community needs, what makes them special, learner success stories, and the impact on their local communities.

### **CONSENT AGENDA**

Trustees Thys and Williams 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 78 for a total of \$8,525,139.88.
  2. The Hotel at Kirkwood Center pages 1 through 6 for a total of \$202,989.21.
- C. Change orders:
  1. Tricon General Construction, Kirkwood Washington Hall – Increase \$6,124.83

### **NEW BUSINESS AGENDA**

#### **Administration:**

Trustees Jensen and Pearson moved and seconded approval of the Hotel Renovation Project awarding the base bid \$1,775,900 to Woodruff Construction. Motion carried: 9-0.

Trustees Ovel and Swanson moved and seconded approval authorizing James N. Choate, Vice President and CFO of Kirkwood Community College to sign and execute the Collateral Assignment agreement with Phelan's and Farmers Trust and Savings Bank related to furniture, fixture and equipment purchases related to the renovation project of The Hotel. Motion carried: 8-0.

Trustees Pearson and Stamp moved and seconded approval of the Kirkwood Community College FY2020-2023 Strategic Plan. Motion carried: 8-0.

#### **Board:**

Trustees Rennekamp and Williams moved and seconded approval of new Board Policy 309: Non-projectile Weapons, with no changes. Motion carried: 8-0.

Trustees Rennekamp and Swanson moved and seconded approval of new board policy 702: Data Assurance, with no changes. Motion carried: 8-0.

### **DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

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

- Looking forward to the ACCT Leadership Congress in San Francisco next week.
- Samuel J. Kirkwood – October 9, 2019. Thanks to Greg Neumeyer and his team for a wonderful event. Congratulations to Steve and Susan Ovel, recipients of the Kirkwood Foundation Legacy Award.
- Continue to get in front of key influencers in the Corridor thanks to Tom Cilek and Steve West. More to come in the future.
- This past year, we have focused on internal strategies. However, as a result of several recent external speaking engagements, we have several new initiatives to launch in the near future.

#### **Secretary's Report:**

- October 16-19, 2019: ACCT Leadership Congress in San Francisco.
- November 4-6, 2019: Higher Learning Commission (HLC) Site Visit to Kirkwood Community College.
- November 5, 2019: school board elections for District Trustees Pearson, Williams, Jensen, Ovel.

**Report of Board Members:**

- Trustee Ovel updated the Board on Heritage Area Agency on Aging's first full board meeting as a 501(c)(3).
- Trustee Jensen distributed the IACCT holiday flyer. All are invited to their holiday event on December 4, 2019. Also mentioned was the new website for IACCT. Jensen encouraged all of the Trustees to login and update their profiles.

There being no further business coming before the Board, Trustees Swanson and Ovel moved and seconded the meeting be adjourned at 5:56 p.m. Motion carried: 8-0.

Respectfully submitted by:

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Peg Sprengeler, Acting Secretary

Approved by Board:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
October 10, 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>
Jill Wright	Department Assistant	Skills-to-Employment	September 23, 2019	\$16.33	Erika Battern
Dave Hunt**	Dean	Distance Learning	September 29, 2019	\$86,100	Todd Prusha
Chris White	Banquet Manager	The Hotel at Kirkwood Center	September 27, 2019	\$53,000	Mourad El Haoud
Chessa Loushin**	Department Assistant	Human Resources	October 1, 2019	\$17.52	Sally Schmidt
Eva Coblentz	Department Assistant-KCELT	Human Resources	October 7, 2019	\$16.33	NEW
Ashley DeWitt	Student Support Specialist II	Enrollment	October 7, 2019	\$18.94	Victoria Dabler
Kenisha Rhine	Student Support Specialist II	Enrollment	October 7, 2019	\$18.94	Chessa Loushin
Brad Franzwa	Fiscal Director	Heritage Area Agency on Aging	October 21, 2019	\$65,000	Paula Lange
Cheick Traore**	Controls Specialist	Facilities & Security	October 21, 2019	\$16.83	NEW

*\*\*Internal Transfer*

**Reclassifications/Reassignments**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>
Jennifer Bradley	Associate Vice President	Academic Affairs	September 29, 2019	\$149,028

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Service Years</b>
Ana Stomp	Academic Dept Coordinator	Industrial Technologies	September 19, 2019	11
Kevin Ault	Textbook Specialist	Bookstore	September 24, 2019	7
Mourad El Haoud	Banquet Manager	The Hotel at Kirkwood Center	September 25, 2019	9

**Change in Contract**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Change</b>
Nicole Alsaker	Assistant Professor	Nursing Department	September 1, 2020	One year assignment to 174-day contract