

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, September 12, 2019, 4:30 P.M.**  
**BA Jensen Board Room**

**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, Peg Sprengeler, Acting Secretary, Jim Choate, Treasurer, Mary Beth Freeman, KSA Representative, Bailey Allard, KFA Representative.

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

Trustee Pearson gave the Oath of Office to temporarily appointed Board Secretary, Peg Sprengeler. Trustees Jensen and Swanson moved and seconded the approval of the temporary appointment.

Trustees Rennekamp and Thys moved and seconded approval of the minutes for the regular meeting held on August 8, 2019, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Williams and Ovel 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:

- Washington Hall construction update.
- Upcoming event dates for a student art exhibition and the next four home volleyball games.
- Students in Kirkwood's Parks and Natural Resources program have been working on a project to study and reverse the drop in the monarch butterfly population.
- Student of the Month: Aaron Woods, from Coggon, Iowa, enrolled in the Respiratory Therapy Program.
- The Kirkwood Eagles Golf team has earned a number 3 ranking in the NJCAA Division II Bushnell/Golfweek Coaches poll. To kick off the fall season, the Eagles backed up their ranking by winning their first tournament of the 2019-2020 campaign.
- Student group Active Minds set up a display of flags representing the approximate number of students who die by suicide each year. 1,100 flags were displayed just outside in the courtyard near Linn Hall.
- Kirkwood held the annual Presidential and Leaders Scholarship Dinner on Tuesday at the Hotel at Kirkwood Center. This event is held every year to welcome the recipients of the Presidential and Leaders for Tomorrow scholarships to campus. The dinner honored 49 recipients this year.
- A rundown of a few numbers related to the effort it takes to put on Welcome Week for the students

**Financial Report:**

Treasurer Choate reviewed the FY20 construction project budget and provided detailed current estimates for each project.

- Overall, the construction project budget is a net \$49k higher than the original estimates presented to the board in November 2018.
- Treasurer Choate also provided an update on The Hotel renovation project noting no major changes from information presented at the August meeting. Hotel construction bid packages will be going out on 9/13 and some long lead items related to FFE will be ordered the week of 9/16.

- Choate then provided a detailed overview of FY20 expected debt/financing activities. Major item discussed was the planned issuance of \$20mm of GOB debt in early 2020 to finance the construction projects of Iowa and Washington Halls. Refinancing of a portion of the Certificates of Participation is currently being evaluated and will be brought back to the board in October, if necessary. Trustee Rennekamp inquired about the CFI calculation related to the HLC upcoming visit. President Sundberg and Choate explained the process completed with the HLC over the past couple of months noting the HLC has approved all recommended adjustments to our CFI for the past five years. At this time there have been no changes to the FY20 unrestricted fund projection.

**New Faculty Introductions:**

A number new faculty members were introduced by their department deans and included:

- Marci Bowden, Instructor, English
- Zach Wollert, Lead Studio Tech, Arts & Humanities
- Marla Grosvenor, Instructor, Nursing
- LJ Herdrich, Faculty, Nursing
- Kiley Jordan, Instructor, Nursing
- Ruth Lane, Instructor, Nursing
- Matt Kempf, Instructor-Network and System Admin, Business and Information Technology
- Elisha Stanley, Instructor-Apparel Merchandising, Business and Information Technology
- Glen Peters, Adjunct Faculty-Automotive, Kirkwood Regional Center at the U of I
- Jim Otto, Washington County Regional Center Instructor, Washington County Regional Center
- Kyle Lobermeier, Faculty Chemistry, Math/Science
- Emily McWorthy, Instructional Designer, Distance Learning
- Colleen Schmitt, Instructor, International Programs

**Integration and Alignment: Enhancing services to students:**

VP of Facilities, Troy McQuillen and VP of Student Services, Jon Buse, provided a report on the progress of the Iowa Hall (Student Center) renovation project. The current design drawings were provided to the Board and each level of the building plan was reviewed in detail. Also, shared were planning for the adjacent green space and Library facade project. Project timeline was discussed and plans are to return to the Board during the November 2019 meeting to request approval to seek construction bids. Construction is slated to begin in January of 2020 with completion in January of 2022.

**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 83 for a total of \$12,190,607.53.
  - 2. The Hotel at Kirkwood Center pages 1 through 7 for a total of \$311,149.00.
- C. Change orders:
  - 1. Tricon General Construction, Kirkwood Auto Tech – Increase \$4,122.71.
  - 2. Tricon General Construction, Kirkwood Washington Hall – Increase \$2,903.08.
- D. Audit Committee Minutes from August 8, 2019.
- E. 2020 Board Meeting Schedule.
- F. Preliminary Industrial New Jobs Training Agreement (260E) with:
  - 1. Bazooka Farmstar, Washington, IA
- G. Workforce Training and Economic Development Funds FY2019 Annual Report.
- H. Workforce Training and Economic Development Funds FY2020 Proposed Plan.

## NEW BUSINESS AGENDA

### **Administration:**

Trustees Rennekamp and Stamp moved and seconded approval of a resolution for The Hotel at Kirkwood Center renovation project and authorization of the publication of notice to bidders setting the date of October 10, 2019 for public hearing. Motion carried: 9-0.

### **Board:**

Trustees Rennekamp and Ovel moved and seconded approval of the following new Board Policies in the 700 Series: Non-Instructional Operations and Business Services, with no changes:

- Policy 722 – Depository Banks
- Policy 730 – Purchasing Policy
- Policy 734 – Approval and Payment for Goods
- Policy 744 – Investment Policy

Motion carried: 9-0.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

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

- Thanked the team for getting the school year off to a good start.
- Tom Cilek and Steve West, Iowa City, will provide introductions to key influencers in the Iowa City/Coralville area (Higher Learning Technologies, IDX, The University of Iowa, Hancher Auditorium and MediRev.
- Over the next several months, I will participate in a lot of speaking engagements.
- We are moving forward with recommendations from Sue Kubik, a consultant for the Foundation.
- We are following up on recommendations from our Emergency Management Consultant.
- The strategic plan process is moving forward nicely.
- The aviation program research is moving forward.

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

- Kirkwood Family Picnic, Tuesday, September 17, 2019. Rescheduled from September 10, 2019.
- IACCT Leadership Webinar is Wednesday, September 18, 2019.
- Board Retreat is Thursday, October 3, 2019 – 2:30 to 6:30 p.m. – BA Jensen Board Room
- KCCCK-FM Broadcast Ownership Questionnaire

### **Report of Board Members:**

- Trustee Jensen briefly discussed the Iowa Community Colleges 2020 legislative priorities.
- Trustee Ovel updated the Board on Heritage Area Agency on Agency 501(c)(3) status.

There being no further business coming before the Board, Trustees Swanson and Thys moved and seconded the meeting be adjourned at 6:30 p.m. Motion carried: 9-0.

Respectfully submitted by:



Peg Sprengeler, Acting Secretary

Approved by Board:



James Mollenhauer, Chair

**'Board of Trustees' Agenda  
September 12, 2019  
PERSONNEL**

**Replacements and New Positions**

<b>Employee</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/New</b>
Justin Shaw	Custodian	Facilities & Security	August 12, 2019	\$13.95	Mark Carter
Quinten Kilborn	EagleTech Technician	Bookstore	August 12, 2019	\$18.66	Tim Kieskoetter
Victoria Dabler*	Academic Department Coord	Industrial Technologies	August 18, 2019	\$43,500	Andrea Ewers
George Trotter	Temporary Instructor	Industrial Technologies	August 26, 2019	\$60,182	Temporary FT
Karol White	Manager	Dean of Students Office	August 26, 2019	\$63,300	New
David Wandrey	Department Assistant	Facilities & Security	August 26, 2019	\$16.33	Tanya Roberts
Megan Arey	Academic Advisor	Business/IT	August 26, 2019	\$43,500	New
Michael Espinoza	Director	Admissions	August 26, 2019	\$77,000	Doug Bannon
Mialisa Wright*	Supervisor	Dean of Students Office	August 26, 2019	\$56,719	New
Tammy Baily	Department Assistant	Allied Health	September 3, 2019	\$16.33	Kari Rossetti
Rebecca Weininger	Program Manager	Continuing Ed & Training Svcs	September 9, 2019	\$53,000	New
Raymond Colony	Grounds Maintenance	Facilities & Security	September 9, 2019	\$15.14	Tyler McIntosh

*\*\*Internal Promotion*

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective</b>	<b>Service Years</b>
Julie Peterson	Temporary Librarian	Library Services	August 15, 2019	1
Erika Battern	Department Assistant	Skills-to-Employment	August 19, 2019	2
Emily Peters	Assistant Professor, Nursing	Nursing Programs	August 31, 2019	6
Kelly Murphy	Program Specialist	Heritage Area Agency on Aging	September 5, 2019	3
Shelby Crist	Coordinator	Student Life	September 6, 2019	4

**Reassignments/Reclassifications/Title Changes**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>
Chessa Loushin	Student Support Specialist II	Enrollment Management	August 26, 2019	\$18.94
Taylor Beyal	Student Support Specialist II	Student Services-IC	August 26, 2019	\$18.94
Josh Spalding	Banquet Chef	The Hotel at Kirkwood	August 23, 2019	\$63,300

**Change in Contract**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Change</b>	<b>Effective Date</b>
Tim Hadsall	Associate Professor, Architecture	Industrial Technologies	201-day to 174-day contract	September 1, 2019

**Department Change**

<b>Name</b>	<b>Title</b>	<b>Department Change</b>	<b>Effective Date</b>
Connie Thurman	Chief Officer	President's Office to Institutional Effectiveness	September 1, 2019
Patrick Clemence	Executive Director	President's Office to Institutional Effectiveness	September 1, 2019
Greg Hall	Director, Compliance	Finance to Institutional Effectiveness	September 1, 2019
Cort Iverson	Director	IT Services to Institutional Effectiveness	September 1, 2019
Jen Hughes	Manager, Compliance Reporting	IT Services to Institutional Effectiveness	September 1, 2019
Ethan Wykert	Research Assistant	IT Services to Institutional Effectiveness	September 1, 2019