

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, August 8, 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 (arrived 4:35 p.m.).

Also Present: Lori Sundberg, President, Carrie Anderson, Secretary, Jim Choate, Treasurer, Deanna Schnebbe, KSA Representative, Dr. Jessica Westin, KFA Representative, MJ Dolan, IACCT Executive Director, Denise Hollonbeck, Chair of IACCT Board of Directors.

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

Trustees Rennekamp and Pearson moved and seconded approval of the minutes for the regular meeting held on July 11, 2019, with an amended change noting the presence of Trustee Swanson at the July 11, 2019 meeting, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Stamp and Thys moved and seconded approval of the agenda. Motion carried: 8-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report:**

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

- Fall 2019 Student Welcome Week Events August 25-August 30.
- Kirkwood Volleyball Team finished fourth in the nation last year. Coach Jill Williams knows this brings high expectations for this year's team and they are getting ready.
- Student of the month: Zach Beherensmeyer, from the Quad Cities, enrolled in the Computer Software Development Program.
- Iowa Restaurant Association announced their first list of 40 "Women to Watch" in Hospitality. Two on the list are graduates of Kirkwood, Chef Allie Lanham and Chef Austina Smith, and another is Kirkwood Trustee, Lorraine Williams of Café Dodici in Washington, Iowa.
- Kirkwood is providing Future Ready Iowa Last Dollar Scholarships to 109 straight from high school recipients and 487 adult students for a grand total of 596 students receiving \$700,715 in scholarship funds.
- Dawn Wood, Dean of International Programs, was recently featured on a Facebook Live broadcast sponsored by the State Department, to entice international students to study in the U.S. Nearly 44,000 people worldwide watched the broadcast.
- The Iowa State Fair begins this month. Kirkwood will once again have a booth in the varied industries building.

**Hotel Renovations Report:**

Jim Choate, Vice President and CEO of Finance, introduced Jackie Bohr, General Manager of The Hotel at Kirkwood, who provided an overview of proposed renovations for The Hotel, which included:

- Hotel is entering 9<sup>th</sup> year of operation and is at a point where updates are needed.
- Project renovations to include the following: guest rooms, public spaces, technology, exterior cosmetics, including an alternate bid for a patio expansion, as well as some unplanned items for conference center airwalls and ADA updates.
- Funding for The Hotel renovations (including airwalls and ADA updates) will come from the tower sale which was approved by the board in July.

- Request approval from the Board in September to go out for construction bids.
- Timeline for project:
  - The Class Act – November 18 thru December 3, 2019
  - 48 Guest rooms on 3<sup>rd</sup> and 4<sup>th</sup> floors to close in early December and re-open by January 7, 2020.

**Financial Report:**

Treasurer Choate provided the monthly financial report:

- As of 7/31/19 the College has 115 days of cash reserves for operating:
  - \$31,843,104 Unrestricted Cash and \$10,096,938 Restricted Cash.
- Overview of cash management process and our practice complies with Iowa Code 12B.10.
- Investment Management is handled through Miles Capital and the total portfolio plus accrued income as of 6/30/19 is \$27,067,744.
- Interest Debt Reserve as of 6/30/19 is \$2,088,841. These funds are restricted to interest payments on the Johnson and Washington Regional County Centers with debt maturing in September 2021.

**CONSENT AGENDA**

Trustees Rennekamp and Ovel 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 85 for a total of \$5,908,952.33.
  - 2. The Hotel at Kirkwood Center pages 1 through 6 for a total of \$206,514.97.
- C. Change orders:
  - 1. Tricon General Construction, Kirkwood Auto Tech – Increase \$5,517.65.
  - 2. Tricon General Construction, Kirkwood Washington Hall – Increase \$12,643.54.
- D. Ratification of the Educational Service Agreement between Kirkwood Community College and Waterloo Community School District to offer concurrent enrollment in cooperation with the school district.

**NEW BUSINESS AGENDA**

**Administration:**

Trustees Rennekamp and Swanson moved and seconded approval of the reduction in the purchase price of \$17,900 to reflect the increase in tower rental payable to the City of Belle Plaine as negotiated by Kirkwood and SWIF-Iowa, LLC in developing, executing and concluding the transaction of the seven communication towers and related assets. Motion carried: 9-0.

**Board:**

**Review Policies:**

Trustees Swanson and Pearson moved and seconded approval of the following new Board Policies in the 600 Series: Educational Program and Instruction, with no changes:

- Policy 601 – Curriculum.
- Policy 602 – Academic Freedom
- Policy 603 – Institutional Research
- Policy 604 – Development of Copyrightable Materials and Media by Kirkwood Personnel
- Policy 605 – Commencement
- Policy 606 – International Students
- Policy 607 – Advisory Committee Organization and Membership

Motion carried: 9-0.

Trustees Swanson and Ovel moved and seconded approval of new Board Policy 405: Human Resources – Retirement Incentive Program, with no changes. Motion carried: 9-0.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### President's Report:

- Thank you to Trustees who attended the IACCT Conference in Council Bluffs.
- Connie Thurman is making significant progress on our strategic plan and an update will be presented at the fall kick-off.
- Attended a meeting today with ACT and they were complimentary of what Kirkwood is doing and helpful with ideas to connect Kirkwood with a larger donor base.
- Consultant Sue Kubik will be here next week to work with the Foundation Board and present a framework for moving us forward.
- Current year enrollment is trending upward, but still too early to tell on enrollment numbers for fall.

### Secretary's Report:

- Shared copy of the 2019-20 Academic Calendar.
- Reminder to save the date for the annual Fall Kick-off event in Ballantyne Auditorium, August 21, 2019, 8:30 a.m.
- Annual Kirkwood Family Picnic is Tuesday, September 10, 2019.
- A ribbon cutting ceremony for the new Auto Tech Facility will be September 12, 2019 (before the Board of Trustees meeting).

### IACCT Executive Director Report:

MJ Dolan, Executive Director of IACCT and Denise Hollonbeck, Chair of the Trustee Board of Directors, shared the following information and materials:

- FY2019 IACCT Annual Report.
- IACCT Strategic Plan.
- 2020 Legislative Priorities.
- 2019-20 Trustee Leadership Webinar schedule.
- November 15, 2019 Trustee Leadership Conference at the IACCT Offices.
- Thanked the Trustees and community for continued support of Iowans for a Skilled Workforce.
- 2020 IACCT Conference will be hosted by Western Iowa Tech Community College and the 2021 IACCT Conference will be hosted by Kirkwood.

### Report of Board Members:

No reports from Trustees.

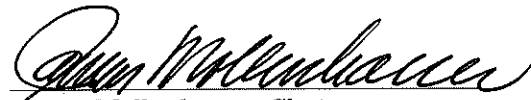
There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:51 p.m. Motion carried: 9-0.

Respectfully submitted by:



Carrie L. Anderson, Secretary

Approved by Board:



James Mollenhauer, Chair

**Board of Trustees' Agenda  
August 8, 2019  
PERSONNEL**

**Replacements and New Positions**

| Employee            | Title                           | Department                    | Effective Date  | Salary/Wage | Replaces/New     |
|---------------------|---------------------------------|-------------------------------|-----------------|-------------|------------------|
| Marwa Ibrahim       | Instructor/Coordinator          | Secondary Programs            | July 8, 2019    | \$53,000    | Colleen Schmitt  |
| Rick Fangman        | Custodian                       | Facilities & Security         | July 15, 2019   | 13.95       | Lance Barnes     |
| Terry Rhinehart     | Manager                         | Secondary Programs            | July 21, 2019   | \$63,300    | New              |
| Stephanie Hasakis   | Program Supervisor II           | Secondary Programs            | July 24, 2019   | \$61,480    | Shawn Story      |
| David Strass        | Temporary Librarian (201)       | Library Services              | July 29, 2019   | \$65,362    | Kate Hess        |
| Harrison March      | Specialist                      | Heritage Area Agency on Aging | July 29, 2019   | \$17.47     | New              |
| Tara Brokovich      | Instructor/Coordinator          | Secondary Programs            | July 29, 2019   | \$53,000    | New              |
| Paige Browning      | Custodian                       | Facilities & Security         | July 29, 2019   | \$13.95     | Ron Myers        |
| Joy Schroeder       | Sales Catering Manager          | The Hotel at Kirkwood Center  | July 31, 2019   | \$58,000    | Holly Webster    |
| Emily McWorthy      | Instructor, Communication (174) | Distance Learning             | August 1, 2019  | \$56,582    | Bonnie Thomann   |
| Stephanie Reddersen | Temporary Instructor, CAD (174) | Industrial Technologies       | August 1, 2019  | \$51,082    | New/Temp         |
| Aatish Balla        | Application Developer I         | IT Services                   | August 12, 2019 | \$45,600    | Alethea Cook     |
| Jared Greenfield    | Application Developer I         | IT Services                   | August 12, 2019 | \$45,600    | Wolfeye Sullivan |
| Ian Berndt          | Custodian                       | Facilities & Security         | August 12, 2019 | \$13.95     | John Cretsinger  |
| Angela Sagan        | Instructor                      | Secondary Programs            | August 12, 2019 | \$43,500    | Terry Rhinehart  |
| Tim Tieskoetter     | Application Developer I         | IT Services                   | August 26, 2019 | \$45,600    | Ryan Seber       |
| Laura Miner         | Program Specialist (195-day)    | Workplace Learning Connection | August 26, 2019 | \$32,700    | New              |
| Hailey Hebl         | Coordinator, Student Support    | Regional Center at U of I     | August 26, 2019 | \$43,500    | Ryan Ronan       |

**Separation of Employment**

| Name         | Title                       | Department                    | Effective       | Service Years |
|--------------|-----------------------------|-------------------------------|-----------------|---------------|
| Andrea Ewers | Department Coordinator      | Industrial Technologies       | July 17, 2019   | 14            |
| Nick Blomme  | Admissions Advisor          | Admissions                    | August 1, 2019  | 9             |
| Paula Lange  | Fiscal Director             | Heritage Area Agency on Aging | August 2, 2019  | 1             |
| Laurie Doyon | Workforce Career Consultant | Skills-to-Employment          | August 6, 2019  | 3             |
| Vicky Romano | Instructional Designer      | Human Resources               | August 23, 2019 | 2             |

**Reassignments/Reclassifications/Title Changes**

| Name            | Title                            | Department  | Effective Date  | Salary/Wage |
|-----------------|----------------------------------|-------------|-----------------|-------------|
| Adam Martensen  | Senior Systems Architect         | IT Services | July 7, 2019    | \$74,300    |
| Malinda Higgins | Senior Systems Reporting Analyst | IT Services | July 7, 2019    | \$63,300    |
| Josh Ewers      | Systems Administrator III        | IT Services | July 7, 2019    | No change   |
| Ryan Seber      | Systems Administrator III        | IT Services | July 7, 2019    | No change   |
| Shane O'Neill   | Systems Reporting Analyst III    | IT Services | July 7, 2019    | No change   |
| Kevin Ault      | Textbook Specialist              | Bookstore   | August 20, 2019 | \$23.90     |