

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, July 11, 2019, 4:30 P.M.
BA Jensen Board Room

MINUTES

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel (via telephone), Tracy Pearson, Rose Rennekamp, Keith Stamp, John Swanson, Joel Thys, Lorraine Williams.

Also Present: Lori Sundberg, Carrie Anderson, Secretary, Amber Aiken, KSA Representative

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

Trustees Thys and Stamp moved and seconded approval of the minutes for the regular meeting held on June 13, 2019, with the recommended change requested by Trustee Ovel to the Government Liaison Report and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Swanson and Pearson moved and seconded approval of the agenda. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report:

Kevin Hansen, Executive Director of Communications and Marketing, provided the Eagle Update and Kirkwood Report which included:

- New program format for adult students called FlexFOWARD.
- New initiative by Iowa Governor Reynolds called Last-Dollar Scholarship available to qualified Kirkwood students earning degrees in some of Iowa's most in-demand career fields.
- Student of the month: Samantha Irelan, Iowa resident, Diesel Tech program student.
- Kirkwood hosted the Global Education Network (GEN) Strategic Planning Conference the week of June 24, 2019.
- Tim Sandquist named as Kirkwood's new head coach for the men's basketball team.
- Marketing has officially rolled out a new brand standards guide for the college.

Human Resources Update Report:

Wes Fowler, Vice President of Human Resources, shared an overview of recent changes and new initiatives for the Human Resources Department. This overview focused on the areas of:

- Talent Acquisition and Onboarding
- Equal Opportunity and Compliance
- Employee Engagement – Key Performance Indicators to measure:
 - Employee retention rate
 - Employee absenteeism rate
 - Annual Employee Engagement and Inclusion Survey

Enrollment Report:

Patrick Clemence, Executive Director of Enrollment Management, provided the quarterly enrollment update comparing June 30 2018 to June 30 2019:

- Applications – Increase 2.37% (8,498 to 8,699)
- Enrollment trend shows an increase of 6.5% (7,372 to 7,853)
- Credit Hours trend shows an increase of 3.7% (64,155.50 to 70,701.00)
- Credit Hours/Student – Decrease -2.65% (9.86 to 9.60)

It was noted that most of the growth was the County/Regional Centers getting high school enrollments done early this year. Credit side enrollment is trending up 1.5%. The decrease in credit hours/student is also attributed to high school student enrollment.

Financial Report:

President Sundberg provided the monthly financial report:

- Suggest financial topics to cover with the board during FY20. Board invited to submit other topics of interest to President and Treasurer.
- Reviewed 2019 budget year end
- FY20-22 forecast

CONSENT AGENDA

Trustees Swanson 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 74 for a total of \$17,793,495.42.
 2. The Hotel at Kirkwood Center pages 1 through 6 for a total of \$232,175.02.
- C. Change orders:
 1. Tricon General Construction, Kirkwood Auto Tech – Increase \$21,494.15.
 2. Tricon General Construction, Kirkwood Washington Hall – Increase \$11,236.05.
 3. Conlon Construction, Kirkwood Rec Center – Decrease \$500.00
- D. Preliminary Industrial New Jobs Training Agreement (260E) with:
 1. Blade Edge, LLC, Cedar Rapids
 2. Edge Data, LLC, Cedar Rapids
 3. Premier 1 Supplies, Washington

NEW BUSINESS AGENDA

Administration:

Trustees Pearson and Jensen moved and seconded approval to ratify, consent and approve the resolution allowing Kirkwood voluntarily de-designate as an Area Agency on Aging effective June 30, 2019, and enter into an agreement with New Heritage pursuant to which Kirkwood will contribute to New Heritage all or substantially all of the assets of Area Agency on Aging division currently operated by Heritage in exchange for the assumption of certain liabilities of Kirkwood related to the operation of the Area Agency on Aging. Motion carried: 7-0. Trustees Rennekamp and Ovel abstained voting as they served on the Interim Executive Council during the transition process.

Board:

Trustees Jensen and Thys moved and seconded approval moving the November 14, 2019 Board of Trustees Regular Meeting, followed by the annual joint board meeting with Grant Wood Area Education Agency, to November 7, 2019. Motion carried: 9-0.

Review Policies:

Trustees Stamp and Rennekamp moved and seconded approval of new Board Policy 502: Students – Conduct and Expectations, with no changes. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- Next month we will present the academic policies for review.
- A ribbon cutting/open house for the new Auto Tech facility is being planned for September 12, 2019.
- Invited to present at the following community events:
 - Keynote speaker for the Way-Up Conference in November.

- Keynote speaker for Women's Equality Coalition of Linn County in August.
- Present to Cedar Rapids Rotary West on 2015 educational trip to Cuba in August.

Secretary's Report:

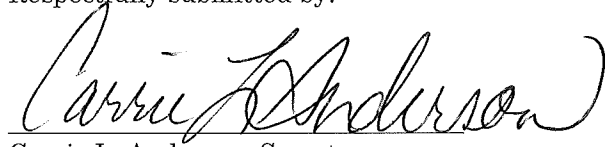
- Trustees attending the IACCT Conference in Council Bluffs provided with conference packet.
- All Board Summer Social is August 8, 2019 following the board meeting.
- Reminder to save the date for the annual Fall Kick-off event in Ballantyne Auditorium, August 21, 2019, 8:30 a.m.

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 5:27 p.m. Motion carried: 9-0.

Respectfully submitted by:



Carrie L. Anderson, Secretary

Approved by Board:



James Mollenhauer, Chair

Board of Trustees' Agenda
July 11, 2019
PERSONNEL

1. Replacements

- a. Consideration of negotiations for the employment of Ruth Lane, Instructor, Nursing Programs, effective July 1, 2019, at an annual salary of \$63,283 for a 201-day contract. She replaces Michelle Vore.
- b. Consideration of negotiations for the employment of Nicholas Blakesley, Instructor, Anamosa State Penitentiary, Secondary Programs, effective July 1, 2019, at an annual salary of \$43,500. He replaces Patti Bammert.
- c. Consideration of negotiations for the employment of Paul Reimann, Instructor, Anamosa State Penitentiary, Secondary Programs, effective July 1, 2019, at an annual salary of \$43,500. He replaces Terry Rhinehart.
- d. Consideration of negotiations for the employment of Jaime Shelton, Custodian, Facilities & Security, effective July 1, 2019, at an hourly wage of \$13.95. He replaces Lonnie Hagerman.
- e. Consideration of negotiations for the employment of Maxwell Emerson, Custodian, Facilities & Security, effective July 2, 2019, at an hourly rate of \$13.95. He replaces Krista Thompson.
- f. Consideration of negotiations for the employment of Sarah Bran, Department Assistant, Allied Health, effective July 15, 2019, at an hourly wage of \$16.33. She replaces Heather Niec.
- g. Consideration of negotiations for the employment of Michael Jacobsen, Coordinator, Student Support, Vinton Center, effective July 29, 2019, at an annual salary of \$43,500. He replaces Janice Wilson.
- h. Consideration of negotiations for the employment of Pete Ungaro, Temporary Instructor, Criminal Justice, Social Sciences, effective August 1, 2019, at an annual salary of \$56,982 for a 174-day contract. He replaces Joe Schmitz.
- i. Consideration of negotiations for the employment of Mary Ann Bries, Department Assistant, Continuing Education & Training Services, effective August 12, 2019, at an hourly wage of \$16.33. She replaces Debbie Klatt.

2. Separation of Employment

- a. John Cretsinger, Custodian, Facilities & Security, effective June 14, 2019.
- b. Scott Gillis, Custodian, Facilities & Security, effective June 14, 2019.
- c. Tyler McIntosh, Grounds Maintenance, Facilities & Security, effective June 24, 2019.
- d. Kathryn Baczeski, Lead Art Studio Technician, Arts & Humanities, effective July 5, 2019
- e. Shawn Story, Program Developer II, Secondary Programs, effective July 26, 2019.

3. Retirements (Retirement Incentive Program)
 - a. Bill Beaty, Professor, LAN Management, Business & IT, who has been employed 22 years, effective December 31, 2019.
 - b. Todd Prusha, Executive Dean, Distance Learning, who has been employed 20 years, effective December 31, 2019.
 - c. Greg Roth, Professor, Criminal Justice, Social Sciences, who has been employed 17 years, effective December 31, 2019.
 - d. Doug Van Oort, Professor, Special Education, Social Sciences, who has been employed 16 years, effective December 31, 2019.
 - e. Robin Hetzler, Records Specialist II, Enrolment Management, who has been employed 13 years, effective December 31, 2019.
4. New Positions
 - a. Consideration of negotiations for the employment of Lindsey Sauerbrei, Hotel Revenue Manager, The Hotel at Kirkwood Center, effective July 5, 2019, at an annual salary of \$45,600.
5. Re-Employment/Recall
 - a. Sandra Lingard, Associate Professor, Business & Information Technology, has been recalled effective August 19, 2019, at an annual salary of \$64,713. She replaces Marilee Feldman.
6. Internal Transfer
 - a. Consideration of negotiations for the transfer of Megan Thole to Financial Aid Officer, Enrollment Management, effective July 1, 2019, at an annual salary of \$57,059. She replaces Ami Westcott.
 - b. Consideration of negotiations for the reassignment of Kari Rossetti to Program Developer, Continuing Education & Training Services, effective July 15, 2019, at an annual salary of \$54,212. She replaces Laura Daman.
 - c. Consideration of negotiations for the reassignment of Ryan Ronan to Coordinator, Career Development, Washington Regional Center, effective August 5, 2019, at an annual salary of \$51,025. He replaces Hannah Petterson.
7. Change in Status
 - a. Jim Otto, Temporary Instructor, Advanced Manufacturing, Washington Regional Center, is moving from temporary status to regular status effective July 1, 2019, at no change in his salary.
8. Reassignments/Title Changes
 - a. Consideration of negotiations for the reassignment of Tyler McCarville to Program Developer II, Continuing Education & Training Services, effective July 1, 2019, at an annual salary of \$64,730.
 - b. Consideration of negotiations for the reassignment of Megan Newman to Operations Coordinator, Continuing Education & Training Services, effective July 1, 2019, at an annual salary of \$46,197.

- c. Consideration of negotiations for the reassignment of Melissa Payne to Executive Dean, Dean of Students Office, effective July 1, 2019, at an annual salary of \$108,900.
- d. Consideration of negotiations for the reassignment of Travis Appel to Director, Facilities & Security, effective July 1, 2019, at an annual salary of \$75,188.
- e. Consideration of negotiations for the reassignment of Mike Andresen to Director, Facilities & Security, effective July 1, 2019, at an annual salary of \$77,923.
- f. Consideration of negotiations for the reassignment of Jim Bayne to Senior Director, Facilities & Security, effective July 1, 2019, at an annual salary of \$87,552.
- g. Consideration of negotiations for the reassignment of Brett Eilers to Supervisor, Facilities & Security, effective July 1, 2019, at an annual salary of \$53,412.
- h. Consideration of negotiations for the reassignment of Sally Schmidt to Department Coordinator, Human Resources, effective July 1, 2019, at an hourly wage of \$21.20.
- i. Consideration of negotiations for the reassignment of Betty Adams to Operations Coordinator, Iowa City Campus, effective July 1, 2019, at an annual salary of \$57,925.
- j. Consideration of negotiations for the reassignment of Mike Sina to Senior Systems Administrator, IT Services effective July 1, 2019, at an annual salary of \$ 70,291.
- k. Consideration of negotiations for the reassignment of Brandi Rock to Supervisor, Marketing, effective July 1, 2019, at an annual salary of \$56,288.
- l. Consideration of negotiations for the reassignment of JoEllen Page to Marketing Services Specialist II, Marketing, effective July 1, 2019, at an hourly wage of \$19.53.
- m. Consideration of negotiations for the reassignment of Jeff Cook to Reproduction Equipment Specialist, Marketing, effective July 1, 2019, at an hourly rate of \$18.27.
- n. Consideration of negotiations for the reassignment of Terri Carter to Reproduction Equipment Specialist, Marketing, effective July 1, 2019, at an hourly rate of \$16.95.
- o. Consideration of negotiations for the reassignment of Rob Bauer to Video Producer, Marketing, effective July 1, 2019, at an annual salary of \$46,985.
- p. Consideration of negotiations for the reassignment of Carla Andorf to Dean, Secondary Programs, effective July 1, 2019, at an annual salary of \$99,986.
- q. Consideration of negotiations for the reassignment of Mike Rose to Program Manager, Skills-to-Employment, effective July 1, 2019, at an annual salary of \$63,371.
- r. Consideration of negotiations for the reassignment of Andrew Schramm to Program Developer II, Skills-to-Employment, effective July 1, 2019, at an annual salary of \$62,770.
- s. Consideration of negotiations for the reassignment of Seth VanderTuig to Director, Student Life, effective July 1, 2019, at an annual salary of \$76,557.