

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, March 12, 2020, 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, Jim Choate, Treasurer, Carrie Anderson, Secretary, Ryan Reisdorph, KSA Representative, Bailey Allard, KFA Representative.

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

Chair Mollenhauer declared the meeting open for public hearing on:

- 1) FY2020-21 Budget
- 2) Issuance of 2020A Refunding Bonds and the Series 2020B Certificates

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

Trustees Ovel and Stamp moved and seconded approval of the minutes from the regular board meeting held on February 13, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Rennekamp and Williams moved and seconded approval of the March 12, 2020 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Kirkwood 2020 All-Iowa Academic Team

Dave Hunt, Associate Dean of Distance Learning, introduced the Phi Theta Kappa 2020 All-Iowa Academic Team honorees. Each of the eight honorees received a \$500 scholarship certificate from the Kirkwood Board of Trustees. The Honorees included: Koffi Azanleko, Kristina Glackin, Margorie Gutierrez, Raina Hogberg, Artistaya Inchan, Claudia Kinnander, Hayley Peters and Laurel Sherman.

Kirkwood Report:

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

- The Spring 2020 Exploring Majors Fair occurred March 10 in Cedar Hall Atrium. This semi-annual event gives students, who are still deciding on a program of study, an opportunity to get more information about many of the different majors offered at Kirkwood.
- In collaboration with Kirkwood's IT Department and our external technology partners (SMU, Sprint and RTI) Kirkwood has implemented a program to provide laptop computers and hotspots to qualifying students in need.
- Student of the month: David Jennerjohn is a Cedar Rapids native and graduated from Prairie High School. He took some Kirkwood courses while in high school and upon graduation he was not sure what he wanted to do so decided to continue taking classes at Kirkwood. He is currently enrolled in the Energy Production and Distribution program.
- Kirkwood has a new partnership with Buena Vista University (BVU). Agricultural students seeking a four year degree in agriculture can obtain their associate degree in the agriculture program at Kirkwood and will be accepted as a transfer student at BVU with junior class standing. Students will take online and hybrid classes through BVU and use the state-of-the-art agriculture science facilities at Kirkwood. BVU has already begun enrolling students.

- Iowa Hall construction is underway. Kirkwood has installed two cameras that will capture the progress.

Guided Pathways:

Jennifer Bradley, Associate Vice President of Liberal Arts, Melissa Payne, Dean of Students and Judy Stoffel, Student Access Program Developer, provided an overview of the Guided Pathways model. Kirkwood is implementing this model institution-wide as an approach to student success.

Financial Report:

Treasurer Choate provided the current financial update with a focus on grant income and expense.

- Casey Dunning, Senior Accountant-Grants, provided an overview of Federal and State grants that Kirkwood receives. He identified specific funding sources and the purpose of the grants. He gave a brief overview of the Grant monitoring/budgeting process and new potential grants for FY21.
- Treasurer Choate noted there are no material changes to the FY20 forecast presented at the prior board meeting.
- Treasurer Choate gave a brief overview of the completed debt refinancing that had been discussed over the past several months.
- At the end of February 2020 there is an unrestricted cash reserve of 107 days of operation.

CONSENT AGENDA

Trustees Swanson and Jensen 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 75 for a total of \$10,446,539.44.
 - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$172,962.36.
- C. Change Orders:
 - 1. Tricon Construction, Kirkwood Washington Hall – increase \$17,304.65.
 - 2. Woodruff Construction, Kirkwood Hotel – increase \$4,568.74.
- D. Preliminary Industrial New Jobs Training Agreement (260E) with Communications Engineering Company, Hiawatha.
- E. Final Industrial New Jobs Training Agreements (260E) with:
 - 1. TrueNorth Companies, LC, Cedar Rapids
 - 2. Bazooka Farmstar, Washington
 - 3. Automation Systems and Control, Marion

NEW BUSINESS AGENDA

Administration:

Trustees Ovel and Thys moved and seconded approval of the Budget for Fiscal Year 2020-21. Motion carried: 9-0.

Trustees Pearson and Williams moved and seconded approval of a resolution authorizing the issuance of \$24,065,000.00 general obligation plant fund levy refunding notes, series 2020A and providing for the securing of such notes. Motion carried: 9-0.

Trustees Stamp and Swanson moved and seconded approval of a resolution directing the sale and delivery of \$24,330,000.00 refunding lease certificates of participation, conditionally convertible to plant fund levy bond series 2020B (the “Series 2020B Certificates”), pursuant to the lease purchase agreement and the trust agreement with UMB Bank, n.a. each dated as of March 23, 2020, authorizing the issuance of certificates and approving financing and transaction documents. Motion carried: 9-0.

Trustees Rennekamp and Pearson moved and seconded approval of a resolution providing for the levy of taxes to pay general obligation school bonds, series 2020, in the amount of up to \$37,000,000.00 (the "2020C Bonds"), for the fiscal year beginning July 1, 2020 prior to the sale of the 2020 bonds and directing the publication of a notice of intention to issue not to exceed \$3,450,000.00 aggregate principal amount of Industrial New Jobs Training Certificates and calling a public hearing on the proposal to issue said certificates on April 9, 2020. Motion carried: 9-0.

Trustees Ovel and Thys moved and seconded approval of the grant application for the purpose of receiving grant benefits of \$80,492 from the Washington County Riverboat Foundation for the purposes of an athletics indoor golf facility. The College would be contributing \$20,250 toward a projected total project cost of \$100,742.00. Ayes: Mollenhauer, Swanson, Stamp, Williams, Pearson, Thys, Jensen, Ovel. Nays: Rennekamp. Motion carried: 8-1.

Trustees Swanson and Jensen moved and seconded approval of a resolution to solicit bids for the Auto Tech Program Tools and publishing a notice to bidders. Motion carried: 9-0.

Trustees Jensen and Pearson moved and seconded approval of a resolution for the Iowa Hall Food Service Equipment Package and authorization of the publication of notice to bidders setting the date of April 9, 2020 for public hearing. Motion carried: 9-0.

Trustees Stamp and Thys moved and seconded approval of a resolution for the Jones County Regional Center Parking Lot Expansion and authorization of the publication of notice to bidders setting the date of April 9, 2020 for public hearing. Motion carried: 9-0.

Trustees Williams and Swanson moved and seconded approval of a resolution for the Kiln Building HVAC Upgrades and authorization of the publication of notice to bidders setting the date of April 9, 2020 for public hearing. Motion carried: 9-0.

Board:

No new business for Board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- Community College Day on the Hill was March 3, 2020 and we showcased our Workplace Learning Connection.
- The Phi Theta Kappa induction ceremony was this week and Kirkwood inducted 87 students. The event was attended by Trustees Ovel and Swanson.
- Propose changing the November 12, 2020 Board Meeting to November 17, 2020 due to a schedule conflict with the AACC Fall meeting. This change will be presented at the April board meeting for a vote.
- March 25 – hosting a luncheon for area superintendents to discover ways to collaborate.
- Due to the COVID-19 situation, Kirkwood announced this week that we will move to online classes for all lecture style courses but remain face to face for hands on courses and labs after spring break week. Kirkwood continues to monitor this situation closely.

Secretary's Report:

- Commencement is May 16, 2020 and we will need confirmation of Trustee attendance soon.
- Will need to know who is attending the ACCT Congress in Chicago Sept. 30-Oct. 3, before the close of the early bird registration discount which ends July 24, 2020.

Report of Board Members:

- Alan Jensen provided each Trustee with the updated IACCT Directory. This will likely be the last year for a hard-copy print version.

- Trustees thanked John Swanson for his summary report after attending the Innovation Conference in Seattle, March 1-4, 2020.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 6:36 p.m. Motion carried: 9-0.

Respectfully submitted by:

Carrie Anderson, Board Secretary

Approved by Board:

James Mollenhauer, Chair

**Board of Trustees' Agenda
March 12, 2020
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Stephanie Ferguson**	Executive Assistant	Academic Affairs	02/24/2020	\$45,600	Jodie Stoessel
Jennifer Perkins	Operations Manager	Skills-to-Employment	03/11/2020	\$63,300	Rachel Daily
Madison Megonigle	Financial Aid Specialist	Enrollment Management	03/09/2020	\$16.33/hr	Sultan Karim
Jamie Henze	Coordinator	Dean of Students Office	03/09/2020	\$43,500	Brenda Schafer
Tyler Poldervaart	Admissions Advisor	Admissions	03/23/2020	\$48,500	Nick Blomme
Emily Grace	Coordinator, Student Housing	Student Life	03/23/2020	\$45,600	Shelby Crist
Madalyn Klobassa	Specialist	Heritage Area Agency on Aging	04/06/2020	\$17.47/hr	Ashley Maiers

***Internal Transfer/Promotion*

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Kim Stoltz	Systems Reporting Analyst	IT Services	02/19/2020	4
Shell Feijo	Assistant Professor	English	02/28/2020	6
Patrick Muller	Coordinator	Learning Services	05/15/2020	6

Change of Status

Name	Title	Department	Effective Date
Peter Ungaro	Temporary Instructor, Criminal Justice	Social Sciences	August 3, 2020