

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, January 9, 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.

Absent: Trustee Lorraine Williams.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Julie Prasil, KSA Representative, Bailey Allard, KFA Representative.

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

Trustees Pearson and Stamp moved and seconded approval of the minutes for the organizational board meeting held on December 12, 2019, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Swanson and Thys moved and seconded approval of the January 9, 2020 agenda. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report:

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

- The north half of the renovations of Washington Hall are nearly complete and will be ready for classes January 21, 2020. Construction on the south side of Washington Hall will begin this month. If all stays on track with this project, it will be complete in December 2020.
- Basketball season continues and both the men's and women's teams are enjoying successful campaigns thus far. Eagle men are ranked 13th in the nation and the women's team still holds the number one ranking in the NJCAA Division II.
- Student of the month: Cassie Calkins and her family moved to Iowa when she was age 16 from Southwest Florida. After finishing high school Cassie was still trying to figure out what she wanted to do. Kirkwood was only 25 minutes away from home so she decided to attend and make some progress toward a degree. She is now in the two-plus-two program for Criminology and Law and will be transferring to The University of Iowa this Fall.
- Iowa Hall construction will begin soon. The past couple of months have required the migration of 16 departments to a temporary two-year location while construction is going on in Iowa Hall. For all of the latest information and to check progress on all of the renovations, refer to the website: kirkwood.edu/renovations.
- The Kirkwood Website is also under renovation. Marketing and IT have been concentrating on the initial work for the new website by narrowing down the number of pages on the current website before content is migrated to the new site.

Strategic Planning Update:

Connie Thurman, Chief Officer for Institutional Effectiveness and Innovation, updated the board on the current strategic plan process:

- Strategic planning is one component of overall Institutional Effectiveness. The focus today examines two of the college strategic drivers: Learner Success and Student Experience.
- The Institutional Level KPIs are derived from the college strategic drivers:
 - **Learner Success** (includes persistence, retention, completion full-time, and completion part-time). Kirkwood percentages in these areas were shared in

comparison to the National Community College Benchmark Project 90th percentile and the Iowa high percentage.

- **Student Experience** (student engagement categories include active and collaborative learning, academic challenge, student-faculty interaction and support for learners). Kirkwood will be conducting the Community College Survey of Student Engagement (CCSSE) during the spring semester. This was last conducted in 2017.
- **Employee Development**
- **Community Impact**
- **Operational Excellence**
- Representatives from IE are working with individual departments to develop their departmental KPIs. Examples of some completed departmental KPIs were shared to demonstrate how they roll-up into the institutional level KPIs.
- Future actions include a data day retreat for the cabinet where various survey data will be disaggregated to assist with developing the 2021 institutional level KPI's and provide updates to the overall strategic plan. The Leadership Team Retreats during April 2020 and Fall 2020 will focus on sharing results from the implementation of departmental KPI's – what worked and what didn't. There will continue to be periodic status update reports to the board.

Financial Report:

Treasurer Choate provided the current financial update with a focus on the local property tax levy:

- Review the FY20 Property Tax Levy approved in March 2019 (current rate 1.21331) and historic property tax levy rates since 2014. The projected tax levy for FY21 may increase slightly due to potential increases in general liability insurance and equipment maintenance insurance (estimated rate 1.21677).
- Reviewed current unrestricted funds.
- FY20 budget projections will be adjusted in January and presented at the February meeting.
- Reviewed current and future construction projects.
- At the end of December 2019 there is an unrestricted cash reserve of 117 days of operation.

CONSENT AGENDA

Trustees Ovel and Rennekamp moved and seconded approval of the Consent Agenda. Motion carried: 8-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
 - 1. Kirkwood Community College pages 1 through 78 for a total of \$8,928,447.72.
 - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$244,503.27.
- C. Change Orders:
 - 1. Tricon Construction, Kirkwood Washington Hall – increase \$31,311.81.
 - 2. Woodruff Construction, Kirkwood Hotel – increase \$14,081.71.
- D. Preliminary Industrial New Jobs Training Agreement (260E) with CellSite Solutions, LLC, Cedar Rapids.

NEW BUSINESS AGENDA

Administration:

Trustees Jensen and Pearson moved and seconded approval of a resolution to set a notice for public hearing to be conducted during the February 13, 2020 Board Meeting regarding the issuance of General Obligation Plant Fund Levy Refunding Notes, Series 2020A in an amount not to exceed \$29,120,000.00 issued to refund certain 2014 and 2016 plant fund notes and a portion of the Lease Purchase Certificates of Participation in the Johnson/Washington County Lease and to fully refund the Lease Purchase Certificates of Participation in the Jones County Lease (the 2020A Plant Fund Levy Refunding Bonds) and not to exceed \$28,937,000.00 Refunding Lease Certificates of

Participation, Conditionally Convertible to Plant Fund Levy Bond Series 2020B (“Series 2020B Certificates”). Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President’s Report:

- We are preparing for the Iowa Department of Education State Accreditation visit February 25-26, 2020.
- Thank you to Troy McQuillen and his team from Facilities for their work in relocating the various departments/people from Iowa Hall to their new temporary locations as we prepare for the renovation.

Secretary’s Report:

- Please confirm your attendance at the MLK, Jr. Day/Employee Recognition Event on Monday, January 20, 2020 and a seat will be reserved for you in Ballantyne Auditorium.
- Schedule and travel information packets provided to Steve Ovel and Rose Rennekamp for their attendance at the ACCT National Legislative Seminar in February.

Report of Board Members:

No reports from Trustees.

There being no further business coming before the Board, Trustees Swanson and Thys moved and seconded the meeting be adjourned at 5:45 p.m. Motion carried: 8-0.

Respectfully submitted by:

Carrie Anderson, Board Secretary

Approved by Board:

James Mollenhauer, Chair

**Board of Trustees' Agenda
January 9, 2020
PERSONNEL**

Replacements/New Positions

Employee	Title	Department	Effective Date	Salary/Wage	Replaces/New
Mariann Ryan**	Program Specialist	Workplace Learning Connection	01/02/2020	\$50,520	Meghan Davis
Sydney Little	Custodian	Facilities & Security	01/02/2020	\$13.95	Chris Spivey
Lori Merlak**	Associate Dean	Iowa City Campus	01/06/2020	\$79,500	New
Cindi Reints**	Financial Aid Officer	Enrolment Management	01/27/2020	\$63,500	Megan Thole
Megan Thole**	Program Manager	Institutional Effectiveness	02/03/2020	\$57,059	New

**Full-Time Internal Transfer

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Rachel Daily	Operations Manager	Skills to Employment	12/10/2019	1

Retirements Under Retirement Incentive Program

Name	Title	Department	Effective Date	Service Years
Cathy Coleman	AV Technician	The Hotel at Kirkwood	June 30, 2020	35
John Henik	Associate Vice President	Academic Affairs	June 30, 2020	35
Steve Juhl	Farm Operator	Agricultural Science	June 30, 2020	30
Chris Croy	Construction Coordinator	Facilities & Security	June 30, 2020	30
Cindy Cochran	Professor, Speech	Iowa City Campus	June 30, 2020	20
Lori Bascom	Senior Programmer	IT Services	June 30, 2020	18
Pat Beaty	Department Assistant	Secondary Programs	June 30, 2020	12
Barry Schwartz	Custodian	Facilities & Securities	June 30, 2020	10
Peggy DeJong	Professor, Accounting	Business & IT	August 31, 2020	22
Victor Schmidt	Professor, HVAC	Industrial Technologies	August 31, 2020	19
Tom Ernster	Professor, English	English	August 31, 2020	17
Elizabeth McCarthy	Professor, LAN Management	Business & IT	August 31, 2020	15
Jerry Reisinger	Associate Professor, Horticulture	Agricultural Science	August 31, 2020	12