

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, November 7, 2019, 4:30 P.M.**  
**BA Jensen Board Room**

**MINUTES**

Present: Trustees Jim Mollenhauer, Alan Jensen, Tracy Pearson, Rose Rennekamp (via tele-conference), John Swanson, Joel Thys, Lorraine Williams (arrived 4:36 p.m.).

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

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

Trustees Swanson and Thys moved and seconded approval of the minutes for the regular meeting held on October 10, 2019. Motion carried: 5-0.

Trustees Jensen and Pearson moved and seconded approval of the agenda. Motion carried: 5-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report:**

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

- Health and Wellness Week October 7-11, 2019 included a variety of on-campus activities for students focused on staying healthy throughout the college experience.
- The annual Trunk or Treat event was held on main campus October 27. This event engages our Kirkwood students who have young children.
- Student of the month: Keyan Brown is an Army Veteran and attends the Iowa City Campus as an education major. He also serves as an Ambassador during new student orientations.
- Three recent culinary program graduate students (Maiah Johanningmeier, Caileb Pate, Kendra Smith) were invited back to Italy to continue their study abroad experience at The Apicius International School of Hospitality at Florence University of the Arts for three weeks. They concluded this experience with a stop in New York at the James Beard House to work along other student chefs preparing the annual dinner for the James Beard Foundation.
- Kirkwood partnered with Greater Iowa City Area Home Builders Association to help build a house in Iowa City for an organization called Reach For Your Potential, a non-profit that assists adults with disabilities. Students received college credit and their 10-hour OSHA Certificate. Adjunct Professor, Tim Rouse and the students participated in the house dedication ceremony with the new residents on October 11.
- ELA students from Iowa City rode the 380Express Bus to Cedar Rapids to visit main campus and tour the applied science areas in the Industrial Technologies department on October 29.
- A special thank-you for service to our country and to our students was extended to Paul Hinschberger, a part-time employee at the Kirkwood Tippie-Mansfield Center in Belle Plaine. Paul recently turned 90 and is a Veteran of the Korean War.

**Financial Report:**

Treasurer Choate provided a copy of the College financial report given to the Higher Learning Commission Team during their visit this week. The Primary focus this month was on Kirkwood personnel benefits and the refinancing of our FY20 debt plan including:

- An employee total compensation statement was reviewed highlighting the balance between salary and benefits and the critical impact on recruitment of personnel.

- Employee benefit costs were shown for FY19 compared to FY20 budget. Total benefits represent approximately 15% of total KCC annual expenditures.
- Full-time personnel headcount and salary increase history was provided.
- FY20 debt activity plan was reviewed noting the Johnson/Washington refinancing in January 2020, next phase of GOB issuance in February 2020 and annual NJTP in May 2020.
- As of June 30, 2019, there is an unrestricted cash reserve of 167 days of operation per the audited statements.

### **CONSENT AGENDA**

Trustees Swanson and Williams moved and seconded approval of the Consent Agenda. Motion carried: 5-0. Trustee Rennekamp abstained from voting due to conflict of interest with Consent Item E.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
  - 1. Kirkwood Community College pages 1 through 83 for a total of \$9,989,940.47.
  - 2. The Hotel at Kirkwood Center pages 1 through 6 for a total of \$208,826.16.
- C. Change orders:
  - 1. Tricon General Construction, Kirkwood Auto Tech – Increase \$3,985.21.
  - 2. Tricon General Construction, Kirkwood Washington Hall – Increase \$72,045.54.
- D. 2020 Board Meeting Schedule reflecting updates with meeting on January 9, 2020 and Commencement on May 16, 2020.
- E. Preliminary Industrial New Jobs Training Agreement (260E) with Malum, Inc., Coralville.
- F. Resolution for renewal of Preliminary Industrial New Jobs Training Agreements executed by officers of Kirkwood Community College.

### **NEW BUSINESS AGENDA**

**Administration:**

No new business for Administration.

**Board:**

No new business for Board.

### **DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

**President’s Report:**

- The Higher Learning Commission (HLC) Visit concluded this week and the initial verbal report from the visiting team is favorable. President Sundberg shared the next steps in the HLC accreditation process. The final report will be available in approximately six months.
- Provided the opening keynote speech this morning for the Way-Up Conference held in Des Moines. The event attendance was approximately 250 people.

**Secretary’s Report:**

- November 13, 2019: IACCT Webinar, 4:00 p.m. A reminder email will be sent next week.
- November 26, 2019: Anamosa State Penitentiary Graduation at 1:15 p.m. Steve Ovel, John Swanson and Lorraine Williams will attend.
- Friday December 6, 2019: All Staff Holiday Reception in The Café of Iowa Hall.
- Thursday December 12, 2019: All Board Holiday Celebration will take place after the December Board Meeting. Invitation at your place.
- December 12 is the Organizational Meeting due to the change in the school board elections moving from September to November. Congratulations to Trustees Jensen, Pearson, Ovel and Williams on the November 5, 2019 election results.

**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 5:18 p.m. Motion carried: 6-0.

Respectfully submitted by:

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Carrie Anderson, Board Secretary

Approved by Board:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
November 7, 2019  
PERSONNEL**

**Replacements/New Positions**

<b>Employee</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/New</b>
Tonya Saddoris	Pathway Nav/Success Coach	Academic Affairs	October 21, 2019	\$43,500	New
Katie Anderson	Advisor	Student Services	October 28, 2019	\$44,370	Mike Hussey
Wafaa Bedreddeen	Student Support Specialist II	Student Services-Iowa City	November 4, 2019	\$18.94	Gada Al Herz
Shelley Black	Bookstore Specialist	Bookstore	November 18, 2019	\$18.78	Kevin Ault

**Reclassifications/Reassignments**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>
Jonathan Konga	Student Support Specialist II	Enrollment Management	October 13, 2019	\$18.94

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Service Years</b>
Jolynn Swartzendruber	Instructor, ASP	Secondary Programs	October 2, 2019	1
Andrew Hayward	Instructor, ASP	Secondary Programs	October 10, 2019	4
Robin Ryan	Custodian	Facilities & Security	October 11, 2019	1
Mike Brown	System Support Coordinator	Academic Affairs	November 6, 2019	2