

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, August 20, 2020, 4:30 P.M.
BA Jensen Board Room / Zoom Tele-Conference

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, Amy Schneider, KSA Representative, Clark Skaggs, KFA Representative.

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

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

Trustees Jensen and Swanson moved and seconded approval of the August 20, 2020 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Construction Projects Update:

Troy McQuillen, Vice President of Facilities and Public Safety introduced Monica Davis, Senior Director of Construction and Facilities Planning, who provided an update on the campus construction projects which included:

- Recently completed projects:
 - Recreation Center
 - Automotive Technology located at the KCETC Building
 - Winery located in the Horticulture Building
 - Facilities Storage
 - Jones County Regional Center Parking Lot Expansion – provides 45 additional parking spaces
- Projects in Process:
 - Washington Hall – completion anticipated 9/18/20.
 - Kiln Building – HVAC rework to provide code-compliant ventilation – classrooms anticipated to be online ready for fall semester.
 - Iowa Hall-Student Center, Library and Greenspace – our largest construction project, started March 2020 with anticipated completion in April 2022.
 - Animal Health – research revealed the best option is to propose a new building site. Working now with design architects and plan to release this project for bid in February 2021.
- Renovations to The Hotel at Kirkwood –Jackie Bohr, General Manager, shared all of the renovation updates within the hotel entry/lobby, lounge, guest rooms, Class Act Restaurant and the extended outdoor patio space. Anticipate having the final touches on the outdoor patio area complete in September 2020.

Kirkwood Report:

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

- Back to campus for employees and students after going to an all on-line learning format in March 2020 as a result of COVID-19. This included remote working for employees as well. Employees and faculty have been returning to campus and this fall students will return to a safe and productive learning environment. Students will have more choices when it comes to choosing a learning format of either in-person or online classes.

- Iowa Hall construction continues during the pandemic. This 2-year project will be finished in the fall of 2022.
- Kirkwood received two student support grants from the US Department of Education under the TRIO Program. The first grant further funds the TRIO Program with an additional \$1.35 million dollars over four years. The second grant is for a new Student Support Services program at Kirkwood to serve ESL students over four years for approximately \$1,047,000 and will help an estimated 140 students annually.
- Kirkwood's Respiratory Therapy program has been recognized by CoARC as a program that meets/exceeds established thresholds for credentialing success and retention.
- In July, Kirkwood's Global Learning department was featured in an article for US News and World Report touting the benefits of international programs at community colleges.
- In May, Essoyodou Victor Houzou, an English Language Acquisition student at Kirkwood, won first place in an adult essay contest for the 2020 Mid-America Teachers of English to Speakers of Other Languages.
- Dawn Wood, Dean of Global Learning, is a member of the special task force organized by the Forum on Education Abroad to work on reopening education abroad programs. They will publish findings later this month.

Financial Report:

Treasurer Choate provided a financial update on the FY20 expected results due to impacts resulting from COVID-19:

- Revenue
 - Credit Tuition down 5%
 - Continuing Education and Training Services down 16%
 - Sales and Service at our Enterprise Centers down 24%
- Expenditures
 - Personnel costs down 5%
 - Operating expense down 19%
- Net Income of \$3.1 million for FY20

The FY21 budgeting process is currently ongoing with expected completion by August 31. We are expecting to be down in credit hours somewhere between 10-15%. There has been no reduction in State General Aid for FY21. We are reducing the FY21 travel budget by 50% of the FY20 budget due to COVID-19. Could potentially use \$2-3M of cash reserves in FY21. Overall college budgets for FY21 will be reduced by at least 10%.

The CARES Act funds for students has been fully distributed and as of July 31, 2020 we have incurred over \$1.5M in COVID related Institutional expenses. We have a balance of approximately \$1.6M remaining and this has been allocated for additional student technology needs, additional PPE, and student enrollment incentives.

Due to the conversion from US Bank to Bankers Trust we do not have the final reconciliations to report cash balances this month. This will be added to the September report once all cash system changes are completed and reviewed.

CONSENT AGENDA

Trustees Stamp and Swanson 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 53 for a total of \$10,152,438.96.
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$109,708.18.
- C. Change Orders:
 1. Larson Construction, Kirkwood Student Center – increase \$24,903,456.06.
 2. Smith Dirt Works, Jones Regional Parking Lot – increase \$1,951.27.
 3. Universal Climate Control, Kiln Building – increase \$19,079.35.

- D. Preliminary Industrial New Jobs Training Agreements (260E) with:
1. BAE Information and Electronics Systems Integration, Inc., Cedar Rapids
 2. The Iowa Fiber Mill, LLC, Belle Plaine

NEW BUSINESS AGENDA

Administration:

No new business for Administration.

Board:

No new business for Board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report:

- Wants to recognize and thank the Cabinet, Faculty and Staff for all the work everyone has done in dealing with COVID and with the storm recovery.

Secretary's Report:

- Registrations for the ACCT Virtual Congress are due on September 1. Join the annual Fall Kick-off virtual event next week, Wednesday, August 26, 8:30 a.m. A link to the virtual event will be emailed to the Board next week when it is available.

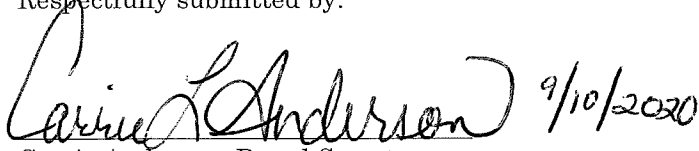
Report of Board Members:

Board Chair, Jim Mollenhauer, thanked President Sundberg, the Cabinet and all of the Kirkwood employees for their incredible ongoing efforts in dealing with the COVID pandemic and the storm recovery.

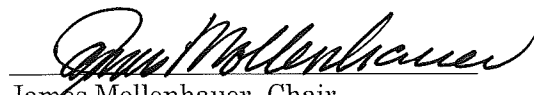
Trustee Alan Jensen, Chair of the IACCT Board, reported the Board met in July and is working on the search process for the new IACCT Executive Director. The search committee will meet August 24 and would like to have the position posted by early September.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 6:02 p.m. Motion carried: 9-0.

Respectfully submitted by:


Carrie Anderson, Board Secretary

Approved by Board:


James Mollenhauer, Chair

**Board of Trustees' Agenda
August 13, 2020
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Quinten Kilborn (promotion)	Purchasing Specialist	Bookstore	06/28/2020	\$21.75/hour	Craig Kuhens
Robert Netolicky	Technology Support Specialist	Bookstore	07/20/2020	\$18.88/hr	Quinten Kilborn
Erica Bernard	Instructor, Nursing (201-day)	Nursing Programs	08/03/2020	\$66,537	New
Jon Jacobson	Asset Specialist	Facilities & Security	08/10/2020	\$16.53/hr	New
Randi Weber	Financial Aid Advisor	Enrollment Management	08/10/2020	\$46,200	Cassie Brown
Haylie Canterbury	Student Support Specialist II	Enrollment Management	08/10/2020	\$19.17/hr	Sultan Karim
Jacob Becicka	Custodian	Facilities & Security	08/10/2020	\$14.11/hr	Cheick Traore

Reclassifications

Name	Title	Department	Effective Date	Salary/Wage
Ryan Etscheidt	Operations Coordinator	Admissions	07/05/2020	\$47,289
Donna McAllister	Registered Veterinary Technician	Agricultural Science	08/10/2020	\$53,700

Separation of Employment

Name	Title	Department	Years	Effective Date
Denisse Gonzalez	Instructor, ASP	Secondary Programs	1	07/24/2020
Lucas McIntire	Department Coord, Viticulture	Agricultural Science	8	07/24/2020
Aimee Schaefer	Pastry Chef	The Hotel at Kirkwood Center	3	08/01/2020
Ben Symonds	Program Developer	Continuing Education & Training Services	6	08/07/2020
Kathryn Suchan	Department Assistant	Industrial Technologies	4	08/13/2020
Kpoti Accoh	Shipping/Receiving Clerk	Facilities & Security	8	09/04/2020

Contract Change

Name	Title	Department	Effective Date	Change
Jim Crowther	Professor, Accounting (201-day)	Iowa City Campus	09/01/2020	Permanent change to 174-day