



## **NOTICE OF PUBLIC MEETING**

### **PRE-BOARD MEETING OF THE BOARD OF TRUSTEES AND AREA LEGISLATORS**

**Monday, December 9, 2019  
4:30 p.m.  
1500 West Agency Road  
West Burlington, Iowa  
(Private Dining Room)**

#### **Tentative Agenda**

##### 1.0 Introduction

1.1 Call to Order and Roll Call

1.2 Adoption of Formal Agenda

##### 2.0 Informational Items

2.1 Comments – President Dr. Michael Ash

2.2 Comments – Area Legislators

##### 3.0 Adjournment



**NOTICE OF PUBLIC MEETING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, December 9, 2019 at 6:00 pm  
1500 West Agency Road, West Burlington, Iowa  
Board Room**

**Tentative Agenda**

- 1.0 Routine Items
  - 1.1 Call to Order, Roll Call, and Pledge of Allegiance
  - 1.2 Adoption of Formal Agenda
  - 1.3 Communications (Limited to Five (5) Minutes per Individual)
    - 1.3.1 Audience
    - 1.3.2 Administration
    - 1.3.3 Board
  - 1.4 Iowa Association of Community College Trustees Report
- 2.0 World Changing – Changing Our Thinking
  - 2.1 Fall 2019 Enrollment Update (Dr. Hope Clark)
- 3.0 Secretary’s Report on Election in Director Districts #1, #4, and #5
- 4.0 Reorganization of the Board
  - 4.1 Adjourn Sine Die
  - 4.2 Call to Order and Roll Call by Secretary to the Board
  - 4.3 Organization of the Board
    - 4.3.1 Election of Board Chairperson
    - 4.3.2 Election of Board Vice Chairperson
    - 4.3.3 Appointment of Secretary
    - 4.3.4 Appointment of Treasurer
    - 4.3.5 Appointment of Representatives for the College County Fair Service Agency Board of Directors
    - 4.3.6 Appointment of Representatives for the Greater Burlington Area Sports Facilities Board of Directors
    - 4.3.7 Appointment of Iowa Association of Community College Trustees Representative and Alternate
    - 4.3.8 Resolution on Signatures for Depositories
- 5.0 Action Items
  - 5.1 Approval of Consent Agenda
  - 5.2 Approval of Transfer Majors
  - 5.3 Resolution for Approval of Construction Contract, Payment and Performance Bond for Fort Madison Center
  - 5.4 Presentation of the Audit
- 6.0 Accountability
  - 6.1 President’s Report
  - 6.2 Monthly Financial Report
  - 6.3 Facilities Update
- 7.0 Future Meetings
- 8.0 Adjournment

A handwritten signature in cursive script that reads 'Darcy Adams'.

Darcy Adams, Board Secretary

Item 3.1  
**CONSENT AGENDA**

for  
December 9, 2019, Regular Board Meeting

1. Approval of Minutes
  - November 11, 2019, Regular Board Meeting
2. Presentation of Bills of Account
3. Resignations, Terminations and Mutually Agreed to Contract Adjustments

| 4. Name          | Title  | Date of Hire | Last day of Employment | Reason  |
|------------------|--|--------------|------------------------|---|
| Ken Allaman      | Purchasing Agent/Accountant                          | 01/21/1998   | 06/30/2020             | Early Retirement.   |
| Joanne Carnes    | Secretary – Enrollment Services/Registrar            | 05/08/2007   | 06/30/2020             | Early Retirement.   |
| Jana Gibbs       | Accounts Payable Specialist                          | 11/26/2001   | 06/30/2020             | Early Retirement.   |
| Thomas Hayes     | Professor – English                                  | 08/11/1977   | 08/13/2020             | Early Retirement.   |
| Rhonda Howard    | Library Assistant                                    | 08/01/1990   | 06/30/2020             | Early Retirement.   |
| Bruce Huddleson  | Coordinator of Instructional Technology/Telephony    | 08/14/2000   | 10/01/2020             | Early Retirement.   |
| Mary Jean Kelly  | Secretary – ICCOC                                    | 06/04/1996   | 01/03/2020             | Early Retirement.   |
| Joyce Mickey     | Accountant   | 10/23/1995   | 06/30/2020             | Early Retirement.   |
| Annette Peterson | Controller   | 04/10/1989   | 06/30/2020             | Early Retirement.   |
| Karen Stotlar    | Professor – Mathematics                              | 08/21/1997   | 08/13/2020             | Early Retirement.   |
| Leslie Sourwine  | Custodian II   | 07/05/2006   | 06/30/2020             | Early Retirement.   |
| Kelly Walker     | Evening Receptionist/Housekeeper-Mt. Pleasant Center | 04/01/2019   | 11/28/2019             | Accepted Administrative Assistant – Enrollment Services/Financial Aid position. |

4. Employment Contracts

| Name                       | Title  | Contract Period                  | Salary                           |
|----------------------------|--|----------------------------------|----------------------------------|
| Kelly Walker (Replacement) | Administrative Assistant – Enrollment Services / Financial Aid | December 2, 2019 – June 30, 2020 | \$17,826.56 (\$30,727.36 annual) |