

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, December 9, 2021, 4:30 P.M.
The Hotel at Kirkwood – Room 181

MINUTES

Present: Trustees Jim Mollenhauer, Steve Caves, Peggy Doerge, Alan Jensen, Tracy Pearson, Keith Stamp, John Swanson and Lorraine Williams.

Absent: Trustee Joel Thys

Also Present: Lori Sundberg, President, Peg Sprengeler, Secretary, Jim Choate, Treasurer, Kim Wagemester, KSA Representative, John Dawson, KFA Representative, Leslie Wright, District 9 incoming Representative and Kathleen Mac Taggart, incoming District 3 Representative.

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

Trustees Doerge and Caves moved and seconded approval of the minutes for the regular meeting held on November 11, 2021, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Caves and Doerge moved and seconded to amend the December 9, 2021 agenda. Motion carried 8-0.

Trustees Williams and Swanson moved and seconded approval of the December 9, 2021 amended agenda. Motion carried: 8-0.

Trustees Caves and Williams moved and seconded the current Board adjourn. Motion carried: 8-0.

The meeting was turned over to Board Secretary Sprengeler for the purpose of organizing the Board of Trustees for 2021-22.

Secretary Sprengeler called the organizational meeting to order at 4:35 p.m.

Trustees Stamp, Thys, Mollenhauer and Caves were elected to serve as Trustee for their respective districts from 2021-2025. Leslie Wright and Kathleen Mac Taggart were elected to serve Districts 9 and 3 respectfully. Vice Board Chair Pearson administered the Oath of Office to the elected Trustees.

Trustee Thys was unable to attend the organizational meeting, therefore, in accordance with Chapter 277.28 of the Code of Iowa, the Oath of Office was administered to him on December 8, 2021 at 12:30 pm by Chair Mollenhauer, Kirkwood Hall – 3rd Floor.

Trustee Jensen nominated Jim Mollenhauer for the position of Board Chair. Trustee Williams seconded the motion. No other nominations were brought forward.

Trustees Pearson and Caves moved and seconded that nominations cease. Motion carried: 8-0.

Trustee Jim Mollenhauer was elected to the position of Board Chair. Motion carried: 8-0.

The meeting was turned over to newly elected Board Chair, Jim Mollenhauer.

Trustee Williams nominated Tracy Pearson for the office of Vice Board Chair. Trustee Jensen seconded the motion. No other nominations were brought forward.

Trustees Stamp and Jensen moved and seconded that nominations cease. Motion carried: 8-0.

Trustee Tracy Pearson was elected to the position of Vice Board Chair. Motion carried: 8-0.

Trustees Stamp motioned for the appointment of Peg Sprengeler for the position of Secretary, Board of Trustees and Jim Choate for the position of Treasurer, Board of Trustees. Trustee Caves seconded the motion.

Peg Sprengeler was elected to the position of Board Secretary and Jim Choate to the position of Treasurer, Board of Trustees.

Trustee Jensen administered the Oath of Office to Chair Mollenhauer, Vice Chair Pearson, Secretary Sprengeler and Treasurer Choate.

Trustees Williams and Caves moved and seconded the Board return to regular session. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report

Justin Hoehn, Director of Media and Legislative Relations, provided the Eagle Update and Kirkwood report, which included:

- International Education Week was November 15th through the 19th and Kirkwood's Global Learning department hosted various events at the college to celebrate the benefits of international education and exchange worldwide. The five-day event is a joint initiative of the U.S. Department of State and the U.S. Department of Education to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences.
- On November 18, Kirkwood's Automotive Technology faculty and staff opened the doors of their remarkable facility for prospective students, parents and interested community members who wanted to learn more about the program. Attendees were able to see the stunning learning environment with their own eyes and get a taste of what Kirkwood Auto Tech students get to experience every day.
- Student-of-the Month: Alexis Gaffney. Alexis is from Marion, IA. She came to Kirkwood to find her place in the world. Her field of study is Advanced Welding Technologies. This area has endless possibilities for exercising her creativity and potential. She states there is so much more to this skill than assembling heavy equipment – it allows her to create something beautiful and express herself in a unique way.
- As the institution moves toward Guided Pathways, administration is tasked with helping all faculty and staff transition to a new way of thinking when it comes to higher education. A new webpage was developed to help faculty and staff with the switch to Guided Pathways; www.kirkwood.edu/guidedpathways. This website will provide an explanation of the new framework, its goals and a breakdown of why it's been proven to work in promoting student success.
- The Kirkwood women's basketball team moved to 10-0 and backed up their number 1 ranking with a decisive 71-46 victory over DMACC last night. Up next for the Eagles is an afternoon matchup with Southwestern Community College this Saturday at 1 p.m.
- The men's basketball team also defeated their rivals from DMACC last night in a 76-73 nail biter. Up next is a trip to Southwestern Community College this Saturday.

- This week, multiple area legislators attended two Kirkwood events held to inform them of the upcoming session's legislative priorities for Kirkwood and the rest of Iowa's community colleges.

Audit Review

Auditor Mandi Holcomb, Denman and Company, provided an overview of the annual audit for FY22. She discussed key points that should be considered as the annual audit report is reviewed. Mandi indicated that the report contains a clean opinion and no findings.

Financial Report

Treasurer Choate presented the monthly financial report. Significant FY23 budget considerations were reviewed indicating that enrollment being flat, tuition increasing \$12-\$14, and inflation would be the largest concerns as the College plans and prepares for FY23. The initial FY23 property tax levy was provided showing a relatively minor increase of approximately 2% with the increase primarily being in the operating equipment protection insurance line item for expanded safety and risk mitigation activities. Choate credited Danielle Pickering for her outstanding leadership within the Finance team and her Finance team for the outstanding work that they do every day and throughout the year, which is directly attributable to the clean audit reports the College receives each year.

The college's unrestricted cash reserves remain strong, calculated at 196 days of operation.

CONSENT AGENDA

Trustees Williams and Caves 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 73 for a total of \$16,697,483.60
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$270,319.40
- C. Change Orders:
 1. Larson Construction, Kirkwood Student Center - \$25,854.18
 2. Boelter, LLC, Kirkwood Student Center - \$2,142.00
- D. Audit Committee Minutes from November 11, 2021
- E. Consideration of Appointment of Board Members to Audit Committee:
 - Tracy Pearson, Audit Committee Chair
 - Alan Jensen
 - Jim Mollenhauer
- F. Consideration of Appointment of Board Member as IACCT Representative and an Alternate:
 - Alan Jensen Representative
 - Jim Mollenhauer, Alternate
- G. Consideration of Appointment of Trustee Keith Stamp as the Kirkwood Board Member Liaison to Heritage Area Agency on Aging Board of Directors.

NEW BUSINESS AGENDA

Administration

No new business for Administration.

Board

Trustee Pearson and Jensen moved and seconded approval of the first reading of the revised Board Policy 204 – Codes of the Board. Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Welcome Kathleen “Mary” Mac Taggart and Leslie Wright to the Kirkwood Board of Trustees.
- This week we hosted two legislative visits to campus. The legislators are very supportive of Kirkwood and community colleges, in general. The Iowa Community Colleges are requesting \$14M in state general aid and local property tax funding for core operations and staffing needed to sustain strong programs.
- Attended a legislative reception at the Eastern Iowa Airport this week. We are developing a partnership with The City of Cedar Rapids for Kirkwood’s new aviation program. The City is very supportive of Kirkwood and this initiative.
- ICR [Iowa City / Cedar Rapids Corridor Group] Chair for calendar year 2022 [regionalism joint venture]. Continue to serve in leadership roles on several other area boards.
- We hosted the Iowa State University leadership program on main campus earlier this month.
- Chair of the reaffirmation process for one of our League for Innovation colleges in February 2022.
- The HLC Accreditation visit is October 2-3, 2023.

Secretary's Report

- December 16, 2021: ACCT Webinar: Parliamentary Procedures for Trustees. [Attending: Mollenhauer, Pearson]. Limited to the first 100 individuals.
- Disclosure Form/Conflict of Interest is due by Friday, December 22, 2021.
- December 17, 2021 Nursing Pinning Ceremony at 1 pm at The Hotel Kirkwood, Ballroom. Dr. Jennifer Bradley will attend.
- Save the date for MLK Jr. Day on Monday, January 17, 2022 – The Hotel at Kirkwood, Ballroom. Keynote speaker is Kevin Gannon, the Tattooed Professor from Grand View University.

Report of Board Members

Trustee Jensen provided a brief update on the Iowa Association of Community College Trustees 2022 Legislative Platform.

There being no further business coming before the Board, Trustees Caves and Williams moved and seconded the meeting be adjourned at 5:20 p.m. Motion carried: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on January 13, 2022:

James Mollenhauer, Chair

**Board of Trustees' Agenda
December 9, 2021
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Kaitlin Gregerson**	Program Developer	Continuing Education	11/29/2021	\$54,600	Amanda Weeks
Jeff Peterson	Maintenance Technician	Facilities	11/29/2021	\$17.95/hr	New
Tyler Patterson	Custodian	Facilities	11/29/2021	\$14.32/hr	Elizabeth Royer
Jacklyn Gillen**	Program Developer	Health Occupations	11/15/2021	\$56,000	New
Victoria Dabler**	Program Manager	Institutional Effectiveness	12/07/2021	\$54,600	Megan Thole
Carrie Barker**	Department Coordinator	Industrial Technologies	12/13/2021	\$44,800	Stephanie Momany
James Heim	Department Coordinator	Industrial Technologies	01/10/2022	\$44,800	Victoria Dabler
Frank Williams III	Pathway Navigator	Academic Affairs	01/10/2022	\$44,800	NEW
Jourdan Jiruska	Program Developer	Continuing Education	12/13/2021	\$55,848	Erin Brokel
Nathan Bellinger	Faculty and Program Director, Aircraft Maintenance	Industrial Technologies	12/06/2021	\$61,211	New

**Internal Transfer

Separation of Employment

Name	Title	Department	Effective Date	Years
Boyd James	Accountant	Finance	11/22/2021	0
Jobe Gonzalez	Custodian	Facilities	11/23/2021	0
Aaron Nelson	Asset Specialist	Facilities	11/26/2021	0
Jeff Peterson	Maintenance Technician	Facilities	11/29/2021	0

Change in Start Date

Name	Title	Original Start Date	New Start Date
Michael Smith	Public Safety Officer II	11/29/2021	11/28/2021
Leevi Henninger	Public Safety Officer II	11/29/2021	11/28/2021

Continuation of Contract

A recommendation was made to terminate the following individuals effective June 30, 2021, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2021/2022 contract year, contingent upon future funding:

Name	Title	Department
Angela Sagan	Instructor	Secondary Programs
Mary Shanney	Instructor	Secondary Programs
Cyd Hanson	Instructor/Coordinator	Secondary Programs
Tara Tedrow	Instructor/Coordinator	Secondary Programs
Marwa Ibrahim	Instructor/Coordinator	Secondary Programs
Arianna Walden	Instructor/Coordinator	Secondary Programs
Scott Wittstruck	Instructor	Secondary Programs, Anamosa State Penitentiary
Paul Reimann	Instructor	Secondary Programs, Anamosa State Penitentiary
Nikki Chambers	Instructor/Coordinator	Secondary Programs, Anamosa State Penitentiary
Michelle Barker	Instructor/Coordinator	Secondary Programs, Iowa Medical Classification Center

A recommendation was made to terminate the following individuals effective August 31, 2021 due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2021/2022 contract year, contingent upon future funding:

Name	Title	Department
Sean McAtee	Instructor	Secondary Programs
Christine Thompson	Instructor/Coordinator	Secondary Programs