

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, November 10, 2022, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

Present: Trustees Steve Caves, Alan Jensen, Tracy Pearson, Keith Stamp, Joel Thys and Lorraine Williams.

Absent: Trustees Mary Mac Taggart, Jim Mollenhauer and Leslie Wright.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer [Zoom], Peg Sprengeler, Secretary, Miranda Hadley, KSA Representative, John Dawson, KFA Representative.

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

Trustees Stamp and Jensen moved and seconded approval of the minutes from the meeting held on October 13, 2022 and directed them to be made a part of the permanent record. Motion carried: 6-0.

Trustees Williams and Thys moved and seconded approval of the November 10, 2022 agenda. Motion carried: 6-0.

INFORMATIONAL ITEMS

Kirkwood Report

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

- Kirkwood's Visual and Performing Arts department presented Shrek the Musical November 3 – 6, 2022. The musical featured the largest cast for a performance at the college since 2019. All four performances of the show were sold out.
- On Saturday, November 12, music fans can enjoy the Instrumental Jazz Concert in Ballantyne Auditorium featuring Chad L.B., a saxophonist well known for improvisation. For more information, as well as ticket information, go to www.kirkwood.edu/ballantyne.
- Kirkwood's New Animal Health Facility is currently being built on the south side of main campus. Once completed, animal health programs at Kirkwood will have the space and tools necessary to provide students with everything they need to become the leaders of tomorrow in their field of study. The new Animal Health facility is scheduled to be completed in the spring of 2023.
- Student of the month is Alex Dolan. Alex is from Cedar Rapids and graduated from Xavier High School. He was adopted by his family and is the oldest of four children. Alex chose Kirkwood for its great Hospitality Program. Both his grandma and Uncle run local motels in the area: The Aspen Inn and the Budget Inn. Alex participates in the Kirkwood Chapter of the American Hotels and Lodging Association, where he takes part in trips to conferences or tours of businesses to learn what it takes to run a hotel or similar business.
- On October 24, State Auditor Rob Sand held a press conference at Kirkwood and announced his office is now hiring accountants with associate degrees. This is an exciting opportunity for Iowa community college accounting students and graduates, including at Kirkwood. Sand indicated that the accounting profession provides Iowans with good-paying jobs and opportunities for growth. His office offers paid internships to students enrolled in accounting, finance, and criminal justice programs. The full-time positions are offered during the summer and fall semesters and allow students to hone their skills under the direction and knowledge of the Auditor's Staff.
- The seventh-ranked Kirkwood women's volleyball team rallied from a 2-0 deficit this past Saturday to once again earn a berth in the NJCAA Division II national volleyball tournament. For the third year in a row, the national tournament will be held at the Alliant Energy Powerhouse in downtown Cedar Rapids on Nov. 17-19.
- Eagles Head Men's Basketball Coach Tim Sandquist is inviting fans to participate in a unique opportunity to get a behind-the-scenes look into his program for the 2022-2023 season. For home games this season

you will have a chance to be the "Coach of the Night", which will allow you to join the coaching staff and student-athletes throughout gameday. Those lucky enough to participate will be there for the pre-game walkthrough, the pre-game/halftime/post-game locker room activities, and be able to join the coaching staff on the bench during the game.

- President Sundberg and Vice President of Continuing Education and Training Services Jasmine Almoayyed were named 2022 Corridor Business Journal Women of Influence.

Continuing Education & Training Services

Jasmine Almoayyed, Vice President, provided an overview of division wide and departmental outcomes for FY2022 and progress/planning for FY2023.

Update on RFQ-CMaR [Construction Manager at Risk] on Kirkwood Hanger Renovations

Troy McQuillen, Vice President-Facilities and Public Safety, provided an update from the October board approved RFQ, to obtain a general contractor at risk to renovate the Kirkwood Aeronautics Hanger. Due to new information received from the Economic Development Administration [EDA], Kirkwood will not be publishing the RFQ documentation, instead will be working on the standard low bid procedures.

Financial Report

Treasurer Choate provided a financial update following the Q1 budget meetings. Overall, the updated FY23 projection is showing an adjusted net loss of \$1.2M, or approximately a \$500k improvement from budget. While revenues are down due to decreased credit hours, personnel expenses provided savings from identified retirements remaining unfilled and additional open position savings. Operating expenses remained relatively flat with fluctuations upwards for \$250K in student emergency grant expenses and downward for materials/supplies/catering/meeting expenses. An additional \$3.5M donation was made to the Kirkwood Foundation raising the total donation to \$13.5M.

The College's unrestricted days reserve remain strong at 138 days compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Thys and Jensen moved and seconded approval of the Consent Agenda. Motion carried: 6-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
 1. Kirkwood Community College pages 1 through 78 for a total of \$10,312,209.65
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$282,573.83
- C. Change Orders:
 1. Knutson Construction, Animal Health, \$31,398.50
 2. Midwest Concrete, 2022 Institutional Roadway Improvements – Credit for reduction in site excavation and elimination of handhole in sidewalk, \$10,850.00

NEW BUSINESS AGENDA

Administration

Trustees Williams and Stamp moved and seconded the transfer to the City of Belle Plaine of Property located at 1214 9th Avenue, Belle Plaine, IA. 52208. Legally described as Lots 9, 10, and 11, Block Seven in Belle Plaine, Iowa for the agreed-upon price of \$1.00 is approved and Jim Choate, CFO and COO, is authorized to sign the quit claim deed for such purpose. Motion carried: 6-0.

Trustees Caves and Jensen moved and seconded approval of the shared personnel agreement between Kirkwood Community College, Benton Community School District, Vinton-Shellsburg Community School District and Williamsburg Community School District. Motion carried: 6-0.

Board

Trustees Caves and Thys moved and seconded receipt and approval of the written retirement notice from Dr. Lori Sundberg, the President of the College, with her retirement to be effective as of October 29, 2023. Motion carried: 6-0

Trustees Thys and Jensen moved and seconded approval of the change to the 2023 Board meeting schedule to reflect the following:

- Move the Thurs, March 9, 2023 board meeting to Thurs, March 16, 2023
- Move the Tues, Nov. 14, 2023 board retreat to Tues, Sept. 26, 2023

Motion carried: 6-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Thanks to the Trustees who attended the ACCT Leadership Congress in New York last month.
- Spent the last week in Washington DC attending the AACC Fall Board Meeting. The Executive Committees of both ACCT and AACC have agreed to meet a few times per year to work more collaboratively together – a natural fit for the trustees and the community college system.
- Senator Chuck Grassley visited campus last month. He was very impressed with our Ag Department. Kudos to Troy McQuillen, Justin Hoehn and faculty members who assisted with the visit.
- Kirkwood will be hosting an active threat drill on main campus next week. This is a unified effort with CRPD, CRFD, EMS and the local hospitals. Kudos to Troy McQuillen and Andrew MacPherson for all of their work and dedication to its success.
- As Chair of the Iowa Community Colleges President's group, we are continuing to work with Iowa Workforce Development regarding transitions with departments from the Department of Ed to Iowa Workforce Development.
- We would like to welcome Casey Drew to Kirkwood. Casey is our new Vice President, CFO/COO replacing Jim Choate. Casey comes to us from the City of Cedar Rapids. We would like to thank Jim for his years of service and dedication to Kirkwood.

Secretary's Report

- November 15, 2022: Anamosa State Penitentiary Graduation at 1:15 p.m.
- Friday, December 2, 2022: Kirkwood Holiday Reception.
- Thursday, December 8, 2022 is the Organizational Meeting for the Board of Trustees followed by the All Board Holiday Celebration.

Report of Board Members

President Sundberg provided a brief update on the upcoming accreditation visits next year. We are in good stead with the Higher Learning Commission [HLC]. Connie Thurman and the IEIR team have done a great job working with the HLC. This has been a focus of mine during my tenure at Kirkwood.

There being no further business coming before the Board, Trustees Williams and Stamp moved and seconded the meeting be adjourned at 5:50 p.m. Motion carried: 6-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on December 8, 2022:

Tracy Pearson, Vice Chair

**Board of Trustees' Agenda
November 10th, 2022
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Isabella Baldassano**	Student Support Specialist II	Enrollment Management	10/17/2022	Kayla Artel
Casey Drew	Vice President	Finance	12/05/2022	Jim Choate
Linley Heath**	Senior Student Support Specialist	Dean of Students	10/17/2022	Nic Jones
Cindy Brunssen **	Payroll and Benefits Coordinator	Human Resources	10/24/2022	Chessa Loushin
David Royer**	Maintenance Operations Coordinator	Facilities & Security	10/31/2022	New
Melissa Gaul	Catering Sales Manager	The Hotel at Kirkwood Center	10/21/2022	New
Jason Pershing	Career Coach	Career Services	11/14/2022	Megan Arey
Andrew Whelchel	Academic Advisor	Advising	11/14/2022	Loren Jackson
Sinclair Mitchell	KPACE Credit Pathway Navigator	Skills to Employment	10/31/2022	Kim Wagemester
Taleah Smith	Equity in Success Coach	Dean of Students	11/14/2022	Dominique Campbell
Stephanie Herrig	Public Safety Dispatcher	Facilities & Security	12/12/2022	Sarah Hyatt
Vanessa Frieden	Public Safety Dispatcher	Facilities & Security	10/31/2022	NEW
Colby Dye	Senior Director, Maintenance	Facilities & Security	11/28/2022	Kevin Onstott
Shawn Feyerabend	Maintenance Tech	Facilities & Security	11/14/2022	Luke Hennessey
Tressa Burnett	Department Assistant	Allied Health	10/31/2022	Cindy Erenberger

**Internal Promotion

*Lateral Transfer

Separation of Employment

Name	Title	Department	Effective Date
Loren Jackson	Academic Advisor	Academic Affairs	10/27/2022
Chessa Loushin	Payroll & Benefits Coordinator	Human Resources	12/01/2022
Mikalea Lighty	Banquet Manager	The Hotel at Kirkwood	10/27/2022
Elisa Thurman	Financial Aid Specialist	Enrollment	11/11/2022
Pamela Waddell	Senior Accountant	Finance	11/04/2022

Continuation of Contract

A recommendation was made to terminate the following individuals effective June 30, 2022, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2022/2023 contract year, contingent upon future funding:

Name	Title	Department
Amanda Albertsen	Instructor/Coordinator	Secondary Programs
Brad Gardner	Instructor	Secondary Programs
Cyd Hanson	Instructor/Coordinator	Secondary Programs
Kristin Ho	Instructor/Coordinator	Secondary Programs
Marwa Ibrahim	Instructor/Coordinator	Secondary Programs
Alexandra Lubbers	Instructor/Coordinator	Secondary Programs
Jennifer Mooney	Instructor/Coordinator	Secondary Programs
Michelle Barker	Instructor/Coordinator	Secondary Programs, Iowa Medical Classification Center
James Jordan	Instructor	Secondary Programs, Iowa Medical Classification Center
Mary Shanney	Instructor	Secondary Programs, Iowa Medical Classification Center
Nicole Chambers	Instructor/Coordinator	Secondary Programs, Anamosa State Penitentiary
Erica Derrick	Instructor	Secondary Programs, Anamosa State Penitentiary
Kris Farrar	Instructor	Secondary Programs, Anamosa State Penitentiary
Paul Reimann	Instructor	Secondary Programs, Anamosa State Penitentiary
Scott Wittstruck	Instructor	Secondary Programs, Anamosa State Penitentiary

A recommendation was made to terminate the following individuals effective August 31, 2022, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2022/2023 contract year, contingent upon future funding:

Name	Title	Department
Sean McAtee	Instructor	Secondary Programs