

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, February 11, 2021, 4:30 P.M.**  
**BA Jensen Board Room / Zoom Tele-Conference due to COVID-19 Pandemic**

**MINUTES**

Present: Trustees Jim Mollenhauer, Peggy Doerge, Alan Jensen, Steve Ovel, Tracy Pearson, Keith Stamp, John Swanson, Joel Thys (arrived 4:54 p.m.), Lorraine Williams.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Mary Beth Freeman, KSA Representative, Mark Bromwich, KFA Representative, Emily Shields, IACCT Executive Director.

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

Trustees Swanson and Williams moved and seconded approval of the minutes from the meeting held on January 14, 2021, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Pearson and Stamp moved and seconded approval of the February 11, 2021 agenda. Motion carried: 8-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report:**

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

- To stay informed of the latest emergency and weather related closing information from Kirkwood's Public Safety Department be sure you're signed up for Kirkwood Alert: [www.kirkwood.edu/alert](http://www.kirkwood.edu/alert).
- Food insecurity is a growing issue and Kirkwood has a food pantry on campus to serve students in need. In 2020, the main campus food pantry distributed nearly \$41,000 in food to students and their families in need. Iowa City campus launched a food pantry at the start of this spring semester. Enrolled students can visit once per week and are encouraged to make an appointment.
- Student of the month: Barb Neal graduated from Mt. Vernon High School in 1968. She always wanted a college education but life got in the way of that goal. Over the years she picked up classes at Cornell and Kirkwood. Barb is now officially enrolled at Kirkwood and working toward her degree in Liberal Arts. She is excited to complete the one thing she never finished after high school.
- The Hotel at Kirkwood is offering a Valentine's Day package for couples this weekend with an overnight stay at The Hotel and a five course dinner served in the Class Act. The Hotel has over 47 packages booked. There is also a dinner only package and over 114 guests have made reservations. Despite the pandemic, Valentine's Day weekend will be a success for The Hotel.
- The Kirkwood Visual and Performing Arts is presenting the spring play "Antigone" on February 25-28. Actors will be fully masked and the set is built to adhere to social distancing guidelines. The performance will be live streamed from Ballantyne Auditorium.
- Friday, April 30, at the NewBo Bankers Trust Stage and various venues in NewBo District, the Visual and Performing Arts department and students will be involved in an outdoor Performing Arts Celebration. Be sure to mark your calendars.
- The Nursing Advocacy organization Registerednursing.org has ranked the Kirkwood Nursing Program as the number one RN program in the state of Iowa for 2021 (this is the 4<sup>th</sup> straight year the department has received this honor). In addition, Kirkwood nursing students are assisting with the administration of the COVID-19 vaccines at area clinics and hospitals.

### **Athletic Programs Update:**

Jon Buse, Vice President of Student Services, introduced Doug Wagemester, Director of Athletics who shared an update on the athletic programs offered at Kirkwood. He also provided data regarding equity, scholarship awards and academic success of the students involved in athletics. He shared some of the challenges this past year with administering the programs during a pandemic. Kirkwood is proud of the accomplishments of our coaches, assistant coaches, and students this year.

### **Enrollment Report:**

Jon Buse, Vice President of Student Services, provided the enrollment update for spring semester 2021:

- Late start enrollments for February and March continue.
- Compared with spring 2020, Kirkwood is down 8% on headcount and 11% on credit hours.
- Students enrolling direct from high school is still strong however the non-traditional student enrollment is down, including Pell eligible students, adult students, males and students of color.
- Still doing some in-person visits with individual families.
- Focusing on recruitment of new students and how to re-enroll students who have stopped-out.

### **Financial Report:**

Treasurer Choate provided an update on the College financials through the first six months and projection for the remainder of FY21. Approximately \$375,000 of savings have been identified to date compared to budgeted amounts. Financial risks and opportunities were discussed. The FY22 preliminary published budget was reviewed in detail. A second review of the FY22 property tax levy was performed as well. Both the published budget and FY22 property tax levy will be brought to the Board on March 11, 2021 for formal approval.

As of January 31, 2021 there is an unrestricted cash reserve of 120 days of operation.

### **CONSENT AGENDA**

Trustees Jensen and Williams 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 37 for a total of \$4,130,932.62.
  2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$100,992.24.
- C. Change Orders:
  1. Tricon Construction, Washington Hall – increase \$3,244.11.
  2. Madison Construction, Equestrian Center – increase \$8,300.65.
  3. Larson Construction, Iowa Hall, Kirkwood Student Center – increase \$85,459.50.
- D. Audit Committee Meeting Minutes from January 14, 2021.
- E. Final Industrial New Jobs Training Agreements (260E) with:
  1. Wildhawk Investments, LLC d/b/a Brava Roof Tile, Washington
  2. Spotix, Inc., North Liberty

### **NEW BUSINESS AGENDA**

#### **Administration:**

Trustees Swanson and Thys moved and seconded approval to correct the January 14, 2021 Resolution of General Obligation School Refunding Bonds, Series 2021A, to the amount of \$8,325,000.00 rather than \$8,375,000.00 (Series 2021A Bonds). Motion carried: 9-0.

Trustees Pearson and Stamp moved and seconded approval for publication of the Preliminary Budget for Fiscal Year 2021-22 and setting the date of March 11, 2021 for public hearing. The estimated total tax rate per \$1,000 valuation is 1.32008. Motion carried: 9-0.

Trustees Doerge and Swanson moved and seconded approval of a resolution authorizing the publication of notice to bidders for the Re-Roofing Project on Cedar Hall, K-Life Building and Kirkwood Hall and setting the date of March 11, 2021 for public hearing. Motion carried: 9-0.

**Board:**

Trustees Swanson and Pearson moved and seconded approval for acceptance of the resignation of District VIII Director, Steve Ovel, effective on February 12, 2021. Motion carried: 9-0.

Trustees Thys and Jensen moved and seconded the recommendation for the Board to endorse the Resolution of Appreciation honoring Trustee, Steve Ovel, for his distinguished leadership and service to Kirkwood Community College, effective February 11, 2021. President Sundberg read the Resolution of Appreciation to Steve Ovel and the Board of Trustees. Motion carried: 9-0.

Trustees Ovel and Williams moved and seconded approval of the nomination to appoint Steve Caves to serve as District VIII Director, effective March 11, 2021, for the duration of the current term set to expire November 2023. Motion carried: 9-0.

**DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

**President's Report:**

- Kirkwood nursing students are helping at area vaccination sites to administer the COVID-19 vaccine.
- The virtual ACCT National Legislative Summit is this week and Lori and other Iowa Community College Presidents along with IACCT Executive Director, Emily Shields, have been attending virtual meetings with our Iowa Legislators.
- Lori continues to serve on a small working committee of Iowa Presidents who meet regularly with staff from the Governor's office.

**Report of Board Members:**

Alan Jensen and Emily Shields reported that over 100 students across the state attended the IACCT Virtual Student Legislative Seminar on January 27. Students attended various presentations and meetings with legislators. Very good participation from our students.

Emily Shields provided some updates from IACCT:

- Federal meetings during the ACCT NLS have been going well this week.
- IACCT continues to publish a weekly newsletter during the Iowa legislative session to keep Trustees informed.
- IACCT is advocating for Community Colleges to be added to an early vaccination phase in Iowa.
- Working to hire a Director of Equity & Inclusion to represent and assist the Iowa Community Colleges with related initiatives.
- Reminder to attend the February 24 Webinar on "Summer Melt" in Iowa.

Chair Mollenhauer thanked Emily for joining the Board Meeting and sharing the update.

On behalf of the Board, Chair Mollenhauer extended sincere thanks and best wishes to Steve Ovel and thanked him for his dedication to Kirkwood and student success.

There being no further business coming before the Board, Trustees Swanson and Doerge moved and seconded the meeting be adjourned at 5:54 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Carrie Anderson, Board Secretary

Approved by Board on March 11, 2021:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
February 11, 2021  
PERSONNEL**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/New</b>
Michelle Barker	Instructor/Coordinator-IMCC	Secondary Programs	01/22/2021	\$53,700	Brenda Hampton
Paul Landoukpo	Department Coordinator	Learning Services	01/25/2021	\$44,100	NEW
Iryna Hasnikova	Temporary Instructor, ELA (174-day)	Global Learning	01/25/2021	\$58,520	Temporary
Lily Hoffnagle	Instructor, Respiratory Therapy (201-day)	Allied Health	03/01/2021	\$66,099	Tamara Alt

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Years</b>
Ron Borel	Pathway Navigator	Academic Affairs	01/22/2021	4
Megan Crawford	Workforce Career Consultant	Skills-to-Employment	01/29/2021	0
Donna McAllister	Registered Veterinary Technician	Agricultural Science	02/12/2021	7
Jacalyn McCarville	Counselor	Dean of Students Office	02/05/2021	12
Julie Prasil	Advisor, TRIO	Learning Services	02/05/2021	15
Don Hommer	Director	Facilities & Security	03/12/2021	2