

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, August 12, 2021, 4:30 P.M.**  
**The Hotel at Kirkwood Center**

**MINUTES**

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

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Peg Sprengeler, Secretary, Ryan Reisdorph, KSA Representative.

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

Chair Mollenhauer declared the meeting open for public hearing on the Animal Health Building. There being no questions or comments regarding the project, Trustees Swanson and Doerge moved and seconded the hearing be closed. Motion carried: 9-0.

Trustees Pearson and Thys moved and seconded approval of the minutes from the meeting held on July 8, 2021, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Jensen and Williams moved and seconded approval of the August 12, 2021 agenda. Motion carried: 9-0

**INFORMATIONAL ITEMS**

**Kirkwood Report**

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

- Math Boot Camp - From the early days of the pandemic, the health crisis has had a pronounced effect on the classroom. Kirkwood faculty and administrators have had to face the difficult task of ensuring that students continued receiving a high-quality education, while doing their best to keep the virus from spreading on campus. As part of the college's mitigation efforts, classrooms went from completely online to in-person, socially distanced, and reduced in size as well as a hybrid of online and in-person. For some Math students, the pandemic has had an adverse effect on their learning progress. That's why the Kirkwood Associate Professor of Developmental Math, Curtis Mitchell, came up with the Math Boot Camp – a free program open to all students planning to take math this fall.
- Last season was unlike any other for the Kirkwood volleyball team. Student athletes, who were already dealing with the ramifications of the global pandemic in their everyday lives, were also forced to adapt from an athletic standpoint as well. The fall 2020 campaign was moved to the spring of 2021 due to the virus, which upended normal schedules and preparations for competition. However, despite the major challenges, the Eagles were able to overcome the odds and finish seventh at the national tournament. This season, Jill Williams squad looks to repeat that magic and go even farther in their pursuit of a national championship.
- Student of the month: Hussein Baderddein. Hussein is from Tyre, Lebanon, which is on the southern coast of the county. He is one of 9 kids in his family. Hussein came to Kirkwood because he heard from a brother that it would be a great place to start for as he puts it: “a newcomer like him.” He really likes being at Kirkwood because it's full of helpful, welcoming and patient faculty and staff. He's currently pursuing an Associate of Science in Liberal Arts and plans to major in Microbiology when he transfers following Kirkwood. Despite working two jobs to support himself, one of which is here at the Hotel, he maintains a 3.9 GPA.

- Industrial Tech STEM Camp - On August 3<sup>rd</sup>, Kirkwood's Industrial Tech department hosted a STEM camp for a group of 6<sup>th</sup> through 8<sup>th</sup> grade students from the Williamsburg Community School District's Migration Program. The program is a month-long summer initiative that supports migrant students in the Williamsburg area with a focus on academics and fun activities. This summer they've visited the Iowa Children's Museum, toured local businesses, and took part in archery and swimming lessons.
- Iowa City Food Pantry - A couple of months ago the Iowa City campus was awarded a \$23,000 grant to help support the pantry. The staff surveyed the students to inform their decision making on how to spend that money. As a result, they will be moving into a larger space with additional refrigeration units in just a couple of weeks. They also used some of the money to purchase gift cards with local ethnic markets to support the diverse food needs of our student population. Since opening in late January, the pantry has had more than 700 visits and distributed over 25,500 pounds of food. The staff looks to continue to build on those numbers to make an even bigger impact and has built partnerships with multiple area organizations to help them do just that.
- Hospitality Tour - This week a leadership team from the Hotel as well as faculty and staff from the Hospitality department went on their annual graduate tour as part a yearly celebration they take part in called Collaboration Day. The goal of Collaboration Day is for the group to take a look at their collective best practices that provide value to our Hospitality students as well as the guests at the Hotel and Class Act. they visited three businesses in Iowa City and Cedar Rapids that employ Hospitality graduates. The tour gives Hotel administrators and Hospitality faculty and staff a chance to see those that have gone through the program in their current working environments. It also allows them to assess what's currently being taught in the hospitality programs.
- Hotel Best of CBJ Award - the Corridor Business Journal's "Best of the Corridor" list just came out and the Hotel at Kirkwood Center was named Best Banquet/Event Facility. The annual rankings are released following a survey of CBJ readers that vote on which businesses they thought were the best across 50 categories.

### **Financial Report**

Treasurer Choate updated the FY21 Audit status as in-process and proceeding without issues. The audit is expected to be completed and issued by the end of October. Choate further discussed the status of FY22 Budget, indicating that it is early in the year and any modifications will not be known until after the fall 10-day count for enrollment is known in early September. Just over half of the HEERF institution funds have been drawn down and are within College accounts.

As of July 31, 2021, there is an unrestricted cash reserve of 144 days of operation.

### **CONSENT AGENDA**

Trustees Thys 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 75 for a total of \$11,727,324.53.
  2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$205,076.74
- C. Change Orders:
  1. Larson Construction, Kirkwood Student Center - \$35,122.04.
- D. Final Reading of Board Policy Series 103 – Freedom of Expression.

### **NEW BUSINESS AGENDA**

#### **Administration**

Trustees Stamp and Williams moved and seconded approval of the Kirkwood Community College FY2021-2023 Strategic Plan. Motion carried: 9-0.

Trustees Doerge and Caves moved and seconded approval of the Animal Health Building awarding the low base bid of \$6,530,000.00 in addition to approving Alt. 1, 2, 2 and 5 to Knutson Construction. Motion carried: 9-0.

Trustees Jensen and Pearson moved and seconded the approval of a Resolution for the Iowa Equestrian Center Indoor Arena Fencing Replacement and authorization of the publication of notice to bidders setting the date of September 9, 2021 for public hearing. Motion carried: 9-0.

### **Board**

Trustees Williams and Swanson moved and seconded the recommendation for the Board to endorse the Resolution of Appreciation honoring Vice President-Continuing Ed and Training Services, Dr. Kim Becicka, for her distinguished leadership and service to Kirkwood Community College. President Sundberg read the Resolution of Appreciation to Dr. Becicka and the Board of Trustees. Motion carried: 9-0.

## **DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

### **President's Report**

- President Sundberg thanked Dr. Becicka, Vice President-Continuing Education and Training Services for her leadership, dedication and service to Kirkwood Community College. Dr. Becicka is retiring effective August 31, 2021.
- Attended the AACC Fall Board Retreat in Washington D.C. earlier this month.
- Working with the City of Cedar Rapids and Linn County regarding potential partnerships.
- Welcomed Jasmine Almoayyed, Vice President-Continuing Education and Training Services.

### **Secretary's Report**

- Shared a copy of the 2021-2022 Academic Calendar
- The Annual Fall Kick-off is August 18, 2021, at The Hotel at Kirkwood Center.
- A ribbon cutting ceremony for the new Washington Hall Building will be September 9, 2021.
- Candidate election packets are due August 23 – September 16, 2021.

### **Report of Board Members**

Trustee Jensen stated the IACCT Virtual Summer Conference held on July 21-22, 2021 went very well.

On behalf of the Board, Chair-Mollenhauer extended retirement congratulations and best wishes to Dr. Kim Becicka and thanked her for her dedication to Kirkwood.

There being no further business coming before the Board, Trustees Caves and Stamp moved and seconded the meeting be adjourned at 5:20 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on September 9, 2021:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
August 12, 2021  
PERSONNEL**

**Replacements/New Positions**

Name	Title	Department	Effective	Salary/Wage	Replaces/New
Kevin Geary	Assistant Coach, Volleyball	Athletics	07/06/2021	\$36,000	New
Amanda Nelson	Records Specialist II	Enrollment	07/12/2021	\$19.46	Leah Taylor
Alison Robinson (promotion)	Scholarship/Department Coordinator	Foundation/Development	07/18/2021	\$58,459	Whitney Cook
Zoe Harris	Env/Health/Safety Coordinator	Facilities & Security	07/19/2021	\$46,900	New
Lauren Spencer	Student Support Specialist I	Enrollment	07/27/2021	\$16.78/hr	Kendra Fuller
Todd Jamison	Instructor, Flex Forward Mgt (201-day)	Business & IT	08/02/2021	\$71,759	Elizabeth McCarthy
Feryl York	Instructor, PTA (201-day)	Allied Health	08/02/2021	\$68,063	Maggie Thomas
Phil Schwickerath	Instructor, Plumbing (174-day)	Industrial Technologies	08/02/2021	\$55,420	John Williams
Joshua Arends	Manager, Maintenance	Facilities & Security	08/02/2021	\$68,355	Dominique Greene
John Piegors	Temp Instructional Designer	Distance Learning	08/09/2021	\$54,600	Sharon Blanchard
Mike Forcier	Controls Engineer	Facilities & Security	08/09/2021	\$71,610	New
Amanda Feyerabend	Operations Coordinator	Academic Affairs	08/09/2021	\$49,245	New
Amanda Ussery	Healthcare Pathway Success Coach	Academic Affairs	08/09/2021	\$44,800	Ron Borel
Chase Becicka	Temporary Workforce Career Con.	Skills-to-Employment	08/09/2021	\$46,900	New
Allyson Brawner	Temporary Workforce Career Con.	Skills-to-Employment	08/09/2021	\$46,900	New
Marianna Coffey	Lead Art Studio Technician	Arts & Humanities	08/09/2021	\$17.95/hr	New
Amy Schneider (promotion)	Operations Coordinator	Academic Affairs	08/09/2021	\$48,377	New
Katie Tanner (promotion)	Associate Registrar II	Enrollment	08/16/2021	\$56,168	Jenna Hunt
Claire Garner-Hubert	Department Assistant	CE&TS	08/16/2021	\$16.78/hr	Deanna Schnebber
Jes Merino	Operations Manager	Skills-to-Employment	08/23/2021	\$65,100	Jen Perkins
Mary Beth Payne	Telecommunications Technician II	IT Services	08/23/2021	\$54,404	Dave Lyman

**Reinstatement**

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Cody Simpson	Compliance Reporting Analyst I	Institutional Effectiveness	08/09/2021	\$54,081	Doug Page

**Change in Start Date**

Name	Title	Department	Effective Date
Sreeja Sreelatha	HR Generalist	Human Resources	07/06/2021

**Separation of Employment**

Name	Title	Department	Effective Date	Service Years
Maxwell Emerson	Custodian	Facilities & Security	07/16/2021	2
Yvonne Sippy	Department Assistant	Nursing	07/23/2021	7
Kendra Fuller	Student Support Specialist	Enrollment Management	07/26/2021	3

**Retirement Incentive**

Name	Title	Department	Effective Date	Service Years
Deborah O'Brien	Bookstore Specialist	Bookstore	12/31/2021	10

**Leave of Absence**

Recommend approval of request for a leave of absence under Article V, Section 3.B. "Professional Leave" of the Kirkwood Faculty Association Agreement for Melanie Abu-Nameh, Associate Professor, Culinary Arts, Hospitality Programs, for the Fall 2021 semester.