

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, May 13, 2021, 4:30 P.M.**  
**BA Jensen Board Room / Zoom Tele-Conference due to COVID-19 Pandemic**

**MINUTES**

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

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Amy Schneider, KSA Representative, Clark Skaggs, KFA Representative, Chris King, Peg Sprengeler, and Tim Oswald.

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

Chair Mollenhauer declared the meeting open for public hearing on a proposal to issue the Industrial New Jobs Training Certificates. There being no questions or comments, Trustees Pearson and Swanson moved and seconded the hearing be closed. Motion carried: 9-0.

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

Trustees Doerge and Thys moved and seconded approval of the May 13, 2021 agenda. Motion carried: 9-0.

**INFORMATIONAL ITEMS**

**Employee Engagement**

Wes Fowler, Vice President of Human Resources and Chris King, Learning & Development Manager, shared the results of the recent employee engagement survey. The survey instrument used is called the Q12 and is produced by Gallup, Inc. Results from the 2020 survey were compared to those 2021. The response rate from 2020 to 2021 increased by 17.43% with all elements increasing positively resulting in overall employee engagement up from 40% in 2020 to 46% in 2021. This is significant considering the pandemic. The results show areas of strength and opportunities for improvement. Kirkwood's next steps are to engage with individual managers to review their department reports using analysis and discovery sessions focused on insight building and best practice sharing. Kirkwood has a number of coaching and professional development opportunities available to managers. In addition, Human Resources is preparing to introduce a new Performance Management System available on the NeoGov Perform platform.

**Kirkwood Report**

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

- On April 21-23, Kirkwood held their COVID-19 vaccination clinic at the Michael J. Gould Recreation Center. We administered 681 doses over the course of three days. This clinic was followed by a second clinic May 12-14, giving attendees access to their second dose of the vaccine.
- Due to COVID-19 the tradition of an in-person commencement has been put on hold again this year. Despite the pandemic, the college continues to celebrate its graduates with another virtual event. On Saturday, May 15, at 10:00 a.m. a link to the virtual event will be posted on the college website's main page at [www.kirkwood.edu](http://www.kirkwood.edu).
- Student of the month: Brailyn Tankersley is from Maxwell, Iowa. She originally attended DMACC but decided to transfer to Kirkwood after she came for a college visit. Brailyn is studying Culinary Arts and is a member of Phi Theta Kappa. In five years, Brailyn sees

herself making her way through the culinary industry and working towards her goal of becoming a restaurant owner.

- On April 28, The Hotel at Kirkwood Center won the metro award for Outstanding Lodging Property awarded during the 2021 Iowa Tourism Conference by the Iowa Tourism Office and the Travel Federation of Iowa.
- Food insecurity on college campuses has been a growing problem especially during the pandemic. The Kirkwood food pantry recently received three large donations from Veritas Church in Cedar Rapids. Kirkwood also received two small grants from the Iowa Food Bank Association totaling over \$2,100 to help with COVID-19 related food pantry costs. Aid from these community partners helps the pantry make a bigger impact on those students in need.
- During the fall and spring semesters, students in the Advanced Manufacturing Academy at Kirkwood's Linn County Regional Center, have been introduced to Gas Metal and Gas Tungsten Arc Welding on carbon steel and they also received an introduction to fabrication. These students also had an opportunity to tour Kinze Manufacturing's facility in Williamsburg where they got to see real world welding applied. Kinze Manufacturing offers five paid internships to seniors across the state and Linn Regional's Advanced Manufacturing Academy had three seniors who were offered the opportunity and all three accepted. Instructor Scott Corell is very proud of these students and excited for their futures.
- WMT's "The Big Show" recently held a live broadcast from the applied research plots used in the Kirkwood Ag Department's partnership with Stine Seed. President Sundberg was there during the broadcast and also tried out her skills driving a farm tractor and planting corn during the event.

### **Financial Report**

Treasurer Choate provided an update on the College financials with an emphasis on the third quarter projection. The previously reported net loss projection of \$2.2 million was significantly improved. The New Jobs Training Program administration fee income from the BAE contracts provided an additional \$3.1 million of income in February 2021. In addition the expected personnel cost was reduced by \$1.1 million. An analysis of the Iowa Community College tuition history and a detailed analysis of the current year and anticipated fiscal year 2022 was provided. Administration will be recommending a tuition rate increase of \$6.00 per credit hour for FY22. An update on the CARES funding was provided along with information about the recently approved HEERF III funds amounting to \$12,293,405 for students and \$11,806,930 for the institution.

As of April 30, 2021 there is an unrestricted cash reserve of 116 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 60 for a total of \$9,941,643.84.
  - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$146,667.92.
- C. Change Orders:
  - 1. Larson Construction, Iowa Hall, Kirkwood Student Center – increase \$15,593.69.
- D. Preliminary Industrial New Jobs Training Agreements (260E) with:
  - 1. BoWood Company, LLC, Urbana
  - 2. Colorcoat, Inc., Cedar Rapids
  - 3. Millennium Concrete, LLC, Coralville
  - 4. United Fire & Casualty Company, Cedar Rapids

### **NEW BUSINESS AGENDA**

#### **Administration**

With no objections presented during the public hearing, Trustees Caves and Williams moved and seconded approval of a resolution to proceed with the issuance and sale of Industrial New Jobs

Training Certificates, Series 2021-2 in an aggregate amount not to exceed \$2,630,000.00. Motion carried: 9-0.

Trustees Swanson and Caves moved and seconded approval of a resolution directing the sale and delivery of aggregate principal amount \$1,485,000.00 of Industrial New Jobs Training Certificates Series 2021-2A to winning bidder Robert W. Baird & Co., Inc., Milwaukee, WI and the sale and delivery of aggregate principal amount of \$1,145,000 of taxable Industrial New Jobs Training Certificates, Series 2021-2B to winning bidder UMB Bank N.A., Kansas City, MO. Motion carried: 9-0.

Trustees Jensen and Thys moved and seconded approval of a resolution directing the sale and authorizing the issuance of \$2,630,000.00 Industrial New Jobs Training Certificates and providing the securing of such certificates for the purpose of carrying out New Jobs Training Programs. Motion carried: 9-0.

Trustees Stamp and Doerge moved and seconded approval of the new Accelerated Career Education (ACE) Individual Program Agreement between Kirkwood and the University of Iowa Hospital and Clinics Department of Nursing Services and Patient Care related to the Associate Degree Nursing Program providing \$104,000 annually for five years. Motion carried: 9-0.

Trustees Jensen and Williams moved and seconded approval of setting the 2021-2022 tuition at \$186.00 per credit hour for Iowa resident, \$249.00 per credit hour for non-resident and \$372.00 per credit hour for international. Motion carried: 9-0.

**Board:**

Trustees Pearson and Stamp moved and seconded approval of the first reading of new Board Policy 703: Non-Instructional Operations & Business Services, Institution Effectiveness (IE). Motion carried: 9-0.

Trustees Williams and Swanson moved and seconded approval of the new Aircraft Maintenance Technician, A.A.S. Degree Credit Program to be offered at Kirkwood Community College. Motion carried: 9-0.

**DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

**President's Report:**

- Recognized Troy McQuillen, Wes Fowler, our staff and students, in addition to our community health care providers, who worked on putting together the vaccination clinics. This has required a huge amount of time, resources and organization and they have done an outstanding job.
- Recognized Scott Ermer and the Ag Department staff for their work in coordinating a live radio broadcast by WMT – “The Big Show” to showcase our applied research plots.
- Recognized Jackie Bohr and her team at The Hotel for the Outstanding Lodging Property award they recently received.
- Kirkwood summer hours will begin next week which means the college will be closed on Friday afternoons through August 6, 2021.

**Secretary's Report:**

- Kirkwood's virtual 2021 Commencement is this Saturday, May 15. The link will be available at 10:00 a.m. on the Kirkwood website to view this event.
- Thank you to those who have expressed interest in attending the ACCT Conference in October. We will continue to monitor travel protocols and will finalize plans with each of the trustees before submitting the registrations and making travel arrangements. The early bird registration will expire on August 6.
- Welcome to Peg Sprengeler. She will begin training next week to take over the position as Board Secretary and Executive Assistant to the President.

- School Board Candidate Packets have been released and those materials will be prepared and mailed out to Trustees Stamp, Doerge, Thys, Mollenhauer, Swanson and Caves in the next few weeks.

**Report of Board Members:**

Alan Jensen announced the IACCT Conference will be virtual and held July 21-22 from 8:00 a.m. to noon each day. Please mark your calendars. There will be no charge for the virtual event and IACCT will be sending details in the near future.

Keith Stamp has attended the Heritage Area Agency on Aging Board Meetings as the Kirkwood liaison. They are moving into direct face-to-face service with clients starting next month. Heritage continues to be thankful to Kirkwood for the ongoing support.

There being no further business coming before the Board, Trustees Swanson and Doerge moved and seconded the meeting be adjourned at 6:02 p.m. Motion carried: 9-0.

Respectfully submitted by:

---

Carrie Anderson, Board Secretary

Approved by Board on June 10, 2021:

---

James Mollenhauer, Chair

**Board of Trustees' Agenda****May 13, 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>
Anjita Thapa	Application Developer I	IT Services	04/19/2021	\$46,200	Steve Lovett
Veronica Farwell	Restaurant/Beverage Manager	The Hotel	04/26/2021	\$56,700	Jacob Larson
Morgan Bear	Advisor, TRIO	Learning Services	05/03/2021	\$44,100	Julie Prasil
Hailey Olinger	Specialist	Bookstore	05/10/2021	\$16.53/hr	Mary Beth Freeman
Tad Fundermann	Operations Coordinator	Academic Affairs	05/17/2021	\$46,200	Michael Brown
Sreeja Sreelatha	Human Resources Generalist	Human Resources	05/17/2021	\$46,200	New
Shane Chapman	Program Specialist	Agricultural Science	05/24/2021	\$44,100	New
Katie Lyman	Dean, Health Occupations	CE&TS	07/05/2021	\$89,000	Michael Trujillo
Ambre Chittenden	Instructor, Human Services (174)	Social Sciences	08/02/2021	\$58,120	Emily Logan
Eman Mohamed	Instructor, Early Childhood (174)	Social Sciences	08/02/2021	\$58,120	Melanie Nollsch
RaeAnn Swanson-Evans	Instructor, History (174)	Social Sciences	08/02/2021	\$57,220	Kimberly Schultz

**Reclassifications/Promotions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/Reclassification</b>
Kristin Klimesh	Manager, Accounts Payable	Finance	04/26/2021	\$67,500	Reclassification
Jenna Hunt	Senior Associate Registrar	Enrollment	05/10/2021	\$58,543	New Position
Peg Sprengeler	Assistant to the President	President's Office	05/17/2021	\$80,000	Carrie Anderson
Tyler McCarville	Manager	CE&TS	06/01/2021	\$71,513	Reclassification
Sharon Blanchard	Instructor, Admin. Assistant (174)	Business & IT	08/02/2021	\$57,520	Sandy O'Brien

**Summer Contract Extensions**

Consideration of a one-time extension of the following named faculty member's 2020/2021 contract for the days indicated with salaries noted, change in extended contract and cancellation of extended contracts as follows:

<b>Name</b>	<b>Days</b>	<b>Amount</b>	<b>Name</b>	<b>Days</b>	<b>Amount</b>
Andy Mills	29	10,338	Lisa Angelella	29	11,197
Bridget Malone	29	13,013	Marci Bowden	29	9,449
Connie Marberry	29	14,781	Marianne Taylor	29	14,985
Dane Dermody	29	9,472	Matt Hagele	29	11,455
Danny Plunkett	29	9,487	Natalia Cherjovsky	29	11,788
Dave McMahon	29	13,543	Phil Koopman	29	12,041
David Horsfield	10	4,314	Rachelle Biderman	29	9,903
David Keller	20	9,540	*Renee Schlueter	14	7,090
Florencia Lynch	29	11,375	Richard Heath	29	13,215
Fred Kiser	29	11,305	*Scott Samuelson	14	6,319
Greg Krawiec	29	12,165	Serena Tarr	29	10,708
Jed Peterson	29	12,617	Sondra Gates	29	11,847
Jeff Sadler	29	10,012	Sophie Joly	29	10,708
Jessica Westin	29	11,970	Susan Harthun	29	13,385
John Fletcher	29	11,057	Ted Weiland	29	10,759
Jillissa Moorman	29	10,670	Tim Robbins	29	10,020
Keith Hench	29	14,837	Tony Arduini	29	13,444
Kyle Lobermeier	29	9,179	Trisha Swartzendruber	10	3,881
Lenore Maybaum	29	11,842	Tyler Krug	29	9,264

\*Study abroad pending enrollment

**Change in Status**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Change</b>
Allison Holmes-Bendixen	Instructor, Music	Arts & Humanities	06/01/2021	Temporary to Regular Status
Amanda Humphrey	Dean	Social Sciences	04/26/2021	Interim Dean to Dean

## Separation of Employment

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Service Years</b>
Nick Blakesley	Instructor, ASP	Secondary Programs	04/30/2021	2
Amy Oberfoell	Program Manager	CE&TS	05/12/2021	0
Benjamin Miyamoto	Systems Reporting Analyst	IT Services	05/14/2021	3
Iryna Hasnikova	Temporary Instructor	Global Learning	05/15/2021	1
Codie Nie	Marketing Strategist	Marketing	05/16/2021	2
Shawnacy Kiker Perez	Temporary Instructor	Global Learning	05/21/2021	1
Maria Donohoe	Coordinator	Heritage Area Agency on Aging	06/25/2021	5
Stephanie Bennett	Temporary Instructor	Nursing Programs	07/02/2021	1