

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, October 7, 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, Mike Dillon, KSA Representative, John Dawson, KFA Representative.

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

Trustees Swanson and Doerge moved and seconded approval of the minutes from the meeting held on September 9, 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 October 7, 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:

- The Rozek Indoor Golf Simulator Dedication was held September 30, 2021. This is a state of the art, indoor golf simulator and practice green located in Johnson Hall on Kirkwood's main campus. With the new simulator and putting green, the golf team can practice and hone their craft year-round without ever having to go outside. The simulator was made possible by long-time Kirkwood supporter Gary Rozek, who provided the lead gift for the project.
- Kirkwood Intramurals is a great way for students to get involved. Intramurals provide competitive, recreational activities for participants of any skill level. Structured leagues and tournaments are offered in a variety of team and individual events, including flag football, volleyball, basketball, softball, fantasy football or esports among others.
- Student of the month: Travis Cooper. Travis grew up in Ames and Roland splitting his time between his mom and dad. Theater has always fascinated him ever since seeing his first Broadway show in 6th grade. Travis came to Kirkwood to learn the basics of the performing arts. Currently, he is preparing for Kirkwood's next musical. In five years, Travis sees himself graduating from a 4-year school heading to a city where there is a rich theater presence.
- Nov. 4 – 7, 2021, Kirkwood's net musical will hit the stage. It's called "The 25th Annual Putnam County Spelling Bee" by Rachel Scheinken and William Finn. It's billed as a wildly funny show about a quirky group of adolescents vying for the spelling championship of a lifetime.
- The Student Services team at the Iowa City campus will be receiving the 2021 Bill Reagan Community Award presented by the City of Iowa City Human Rights Commission. The award recognizes outstanding contributions to human rights by a business or organization. The Iowa City Student Services team was selected because of their work of providing access to quality programs and services to support students – specifically for helping to establish the laptop program, the Iowa City campus food pantry and the 380 Express partnership.
- Hope's Bridal recently donated wedding dresses to the Apparel Merchandising and Design program. Students in the program take the clothing and upcycle it into something completely different. They are using the material to construct angel gowns. Angel gowns are tiny little garments made for infants who were miscarried, born too early to survive, stillborn, or

passed away from illness. Hospitals and grieving families are in need of quality gowns for these infants. This special project allows apparel students to work on designing and constructing these quality pieces of clothing, while at the same time giving back to our local community and helping a grieving family in need.

- Before the health crisis, two nursing faculty members were scheduled to take a group of students to Belize during spring break of 2020. In preparation for the trip, the students and faculty had done an incredible job collecting medical supplies for the hospitals they would be visiting. When the program was cancelled, the supplies ended up sitting in an office collecting dust. The nursing department was contacted by a retired business instructor looking to see if Kirkwood had a stethoscope to donate for a church mission trip that was scheduled to head to Haiti. After some discussion, the supplies collected for Belize were sent to Haiti.

Technology Services update - KPI's, Strategic Plan and Systems Security

Jon Neff, Vice President of Technology Services, provided updates related to technology KPI's, the technology strategic plan and systems security; showing how they all inter-relate in order to support the college and its objectives. The KPI's were derived from prior strategic planning input, the Strategic Planning process was shared and several initiatives were discussed to help show the connection between KPI's and Strategic Planning tactics. The annual security priority planning process with gap analysis was discussed as well as several projects completed related to continuous improvement of our security program for the college.

Financial Report

Treasurer Choate reviewed the expected FY21 results which includes approximately \$13.5 million of HEERF Institutional "lost revenue" funds. A preliminary projection of FY22 was given indicating the impact of the flat enrollment versus a budgeted increase of 6.5% in credit hours over the prior year. A more detailed review of FY22 and initial projections for FY23-FY25 will be given at the board retreat in October. Historic worker's compensation information was provided showing significant improvements in the work environment safety over the past 10 years with the experience mod going from a high of 1.29 down to the current 0.65 due to increased and more effective training and communications. September cash balances were reviewed and detailed investments and cash flow will be reviewed at the October board retreat.

The college's unrestricted cash reserves remain strong, calculated at 153 days of operation.

CONSENT AGENDA

Trustees Pearson and Thys 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 70 for a total of \$9,458,879.09
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$152,088.88
- C. Change Orders:
 1. Larson Construction, Kirkwood Student Center - \$291,796.56

NEW BUSINESS AGENDA

Administration

Trustees Jensen and Stamp moved and seconded approval of the Last Dollar Scholarships [LDS] for high demand programs as identified by Iowa Workforce Development. Five programs have been designated from our region. Motion carried: 9-0.

1. Automotive Service Technician and Mechanics
2. Dental Laboratory Technicians
3. Medical Assistant
4. Veterinary Technologies & Technicians
5. Construction Managers

Board

No new business for the Board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- A press conference is scheduled for October 20, 2021 to announce the Cedar Rapids College Career Connection Grant.
- Kudos to Kathy Dolter and team on the recent CNEA [Commission for Nursing Education Accreditation] in September.
- Scott Ermer and team hosted Representative Mary Mascher, Hills Bank, Sally and Roger Stutsman to showcase Kirkwood's Ag program and newly renovated Washington Hall facility.
- A dedication ceremony for the new, state-of-the-art Rozek Indoor Golf Similar Facility was held last week.
- A tour of the construction progress in Iowa Hall will be provided to the Board of Trustees on Thursday, November 11, 2021.

Secretary's Report

- Samuel J. Kirkwood Society event is October 26, 2021.
- School board elections are Tuesday, November 2 for District Trustees Caves, Doerge, Mollenhauer, Stamp, Swanson, and Thys.

Report of Board Members

Chair Mollenhauer attended the IACCT meeting in Des Moines on October 7, 2021. He has served as a board member in the past and currently serves as the alternate representative from Kirkwood. This was an opportunity to reconnect with old colleagues while receiving an update on various initiatives.

Trustee Jensen provided a brief update on IACCT 2022 Community College Legislative Priorities and distributed the 2021 Legislative Session Summary Report.

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

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on November 11, 2021:

James Mollenhauer, Chair

**Board of Trustees' Agenda
October 7, 2021
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective	Salary/Wage	Replaces/New
Josue Bizazu	Student Support Specialist I	One Stop	09/13/2021	\$16.78/hr	Jamie Foster
Jamie Foster**	Center Coordinator	Washington Regional Center	09/13/2021	\$19.28/hr	Amy Schneider
Timothy Jantzen	Maintenance Technician	Facilities	09/20/2021	\$19.75/hr	Bob Fults
Lauren Noble	Human Resources Supervisor	The Hotel	09/13/2021	\$60,060/yr	Eric Dirks
Gregory Lint	Mechanical Technician	Facilities	9/20/2021	\$17.95/hr	New
Cheri Kampman	Director	Continuing Education	09/20/2021	\$90,000	Evone Vognsen
Michael Wampler	Director	Continuing Education	10/18/2021	\$80,220	Scott Swenson

**Internal Transfer

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Shauna Rasmussen	Coordinator	Career Services	09/01/2021	4
Kristen DeCarlo	Senior Accountant	Finance	09/22/2021	4
Dan Felton	Program Sales Manager	Continuing Education	10/15/2021	7
Greg Hall	Senior Director	Institutional Effectiveness	10/15/2021	4
Jaime Shelton	Custodian	Facilities & Security	08/19/2021	2

Change in Hire Date

Name	Title	Department	Hire Date
Chandran Lapel	Counselor-FT (Faculty)	Dean of Students	10/04/2021