

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, July 8, 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, Charles Menge, KSA Representative, Clark Skaggs, KFA Representative.

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

Trustees Doerge and Caves moved and seconded approval of the corrected minutes from the meeting held on June 10, 2021, and directed them to be made a part of the permanent record.
Motion carried: 9-0.

Trustees Williams and Thys moved and seconded approval of the July 8, 2021 agenda.
Motion carried: 9-0

INFORMATIONAL ITEMS

Kirkwood Report

Kevin Hansen, Executive Director of Marketing, provided the Eagle Update and Kirkwood report, which included:

- U.S. Secretary of Labor Marty Walsh visited Kirkwood in June to help promote the American Jobs Plan, which includes \$12 billion dollars in funding for community colleges to improve infrastructure and technology and the 2-year institutions. He spoke to faculty and students, and sat down with school administrators, apprenticeship participants, and local politicians in a roundtable discussion to talk about workforce issues facing Iowans and the country.
- Construction on the new student center in Iowa Hall continues and the building is beginning to take shape. Highlights were showcased in a video tour conducted by Kirkwood Vice President of Student Services Jon Buse. Construction on the new student center is scheduled to be completed in 2022.
- Student of the Month: Mary Holmes, originally from Des Moines, attended three different high schools before graduating from Walnut Creek High School in West Des Moines. Mary knew of Kirkwood from when her family lived in Cedar Rapids for a while, and her sister is a Kirkwood graduate as well. Growing up, Mary had worked with physical therapists her entire life. Because of her positive experiences with the profession, she chose the Physical Therapist Assistant program at Kirkwood and looks forward to a rewarding career helping people.
- Travel website Million Mile Secrets recently named Cedar Rapids as a top-ten LGBTQ+ worldwide destination, which helped prompt the popular YouTube travel show Gaycation to come to Cedar Rapids and feature must-see highlights, including our very own Hotel at Kirkwood Center. Host Ravi Roth interviewed Hotel General Manager Jackie Bohr, and prominently featured The Hotel as a luxurious and amazing place to stay.
- Two Kirkwood Community College students recently earned top awards at the 2021 SkillsUSA National Championships. Christopher Funk, a 2021 Automotive Technology program graduate won gold in the Automotive Service Technology category. John Fetty competed in the Carpentry category and placed silver.
- Marketing Update: FY 20/21 ad campaign generated more than 54 million impressions, and more than 400,000 clicks or interactions leading visitors to our website and landing pages. The campaign made a positive impact on the number of total new student applications for this fall, currently at 10,403, up 27% over last fall.

Strategic Plan Key Performance Indicators Update

Connie Thurman, Vice President of Institutional Effectiveness, provided an update on Institutional Learning FY2021 outcomes and new metrics for FY2022. The metric for enrollment was lowered and Persistence/Retention were slightly dropped while Completion has continued to trend upward. All remaining metrics are trending positively.

Summer 2021 Enrollment Update

Jon Buse, Vice President of Student Services, provided an update on summer 2021 enrollment.

Total Enrollment for Summer 2021

- Headcount was 4,099 (-1.56% decrease from the summer of 2020)
- Credit hours were 23,422 (0% - increase of 46 credit hours over summer 2020)

Concurrent Enrollment

- Headcount was 169 (+32% increase from summer 2020) and credit hours were 539 (11% increase from summer 2020)

Regular Enrollment

- Regular enrollment headcount was -3,930 (-3% decline from summer of 2020) and credit hours were **20,791** (+112 credit hours increase over summer 2020; a 0% change from summer 2020)

Financial Report

Melissa Christiansen, Senior Director – Finance, provided a detailed review of the annual budgeting process and recent changes to it. Casey Dunning, Manager-Budgets, provided detailed FY22 operating budget information for revenues, personnel, and operating expenditures. Significant changes from FY21 were highlighted and discussed for each of the areas. Use of the HEERF funds was discussed for selected projects. The FY22 operating budget with budgeted income of approximately \$210,000 was approved through board resolution.

As of June 30, 2021 there is an unrestricted cash reserve of 96 days of operation.

CONSENT AGENDA

Trustees Stamp and Jensen 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 56 for a total of \$16,747,662.61.
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$121,369.93
- C. Change Orders:
 1. Larson Construction, Kirkwood Student Center - \$56,395.68.

NEW BUSINESS AGENDA

Administration

Trustees Swanson and Thys moved and seconded approval of the resolution calling for regular school board election on November 2, 2021 for the election of directors for Districts I, III, VI, VII, VIII, IX. Motion carried: 9-0.

Trustees Pearson and Stamp moved and seconded approval of the resolution authorizing the Conversion of 2020B Certificates to 2020B Plant Fund Notes and providing for the securing of such notes. Motion carried: 9-0.

Trustees Swanson and Doerge moved and seconded approval of the Fiscal Year 2022 Operating Budget Including Projected Revenues, Expenses, Capital Expenditures and Cash Position. Motion carried: 9-0.

Board

Trustees Swanson and Williams moved and seconded the recommended revisions to Board Policy 103: Freedom of Expression. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President’s Report

- The extra compensation has been met with a great deal of happiness and gratitude.
- The next 18-24 months will be challenging in terms of workforce.
- Finance is developing a budget book for FY22. The book provides a nice overview of the strategic plan, budgets, community/environmental drivers, enrollment, debt/obligations, capital expenditures in one handy location. It will also include projections for five years. Once complete, it will be submitted for the Distinguished Budget Presentation Award Program through The Government Finance Officers Association [GFOA].
- 2020-2021 IACCT awardees: Alan Jensen-Trustee Leadership; Kim Becicka-Top Administrator. Kudos and much deserved!

Secretary’s Report

- ACCT Early Bird Registration expires 1st of August.
- IACCT Virtual Summer Conference is scheduled for July 21-22, 2021.
- Candidate election packets were sent out in late June. The deadline to submit is August 23 – September 16, 2021.
- Grant Wood AEA Joint Board Meeting is scheduled for Thursday, August 12, 2021.
- All Board Summer Social is Thursday, August 12, 2021 at The Hotel at Kirkwood Center, Atrium.
- The Annual Fall Kick-off is August 18, 2021, at The Hotel at Kirkwood Center [Ballroom].

Report of Board Members

Trustee Jensen reminded the Board of Trustees about the upcoming IACCT Virtual Summer Conference July 21-22, 2021.

Trustee Stamp provided a brief update on Heritage Area Agency on Aging [HAAA]. HAAA is creating an outreach team and seeking volunteers from each county to serve and who are aware of the needs in their community.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 6:05 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on August 12, 2021:

James Mollenhauer, Chair

Board of Trustees' Agenda**July 8, 2021****PERSONNEL****Replacements/New Positions**

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Jon Jacobson (promotion)	Department Coordinator	Facilities & Security	07/01/2021	\$21.91/hr	Heidi Geiman
Ryan Kirsch	Assistant Coach-Men's Basketball	Athletics	07/01/2021	\$36,000	New
Jen Francescon	Assistant Coach-Women's Basketball	Athletics	07/01/2021	\$36,000	New
Ozzie Adams	Assistant Coach-Softball	Athletics	07/01/2021	\$36,000	New
Anthony Caenepeel	Assistant Coach-Baseball	Athletics	07/01/2021	\$36,000	New
Kevin Geary	Assistant Coach-Volleyball	Athletics	07/06/2021	\$36,000	New
Jacinta Kimani	Department Assistant	Human Resources	07/06/2021	\$16.78/hr	Chessa Loushin
Aaron Nelson (transfer)	Asset Specialist	Facilities & Security	07/06/2021	\$17.68/hr	Jon Jacobson
Kris Farrar	Instructor, Anamosa	Secondary Programs	07/07/2021	\$44,800	Denisse Gonzalez
Jasmine Almoayyed	Vice President	CE&TS	07/12/2021	\$132,000	Kim Becicka
Nolan Wangsness	Custodian	Facilities & Security	07/12/2021	\$14.32/hr	Caleb Sauer
Jessica Fox	Instructor, Animal Health (201)	Agricultural Science	07/20/2021	\$59,861	Erin Dahlstrom
Catherine Homard	Temporary Instructor (174)	Nursing	08/02/2021	\$62,120	New
Greg Thomas	Instructor, Anatomy/Physiology (174)	Math/Science	08/02/2021	\$58,520	Arlin Karsten
Mitch Roose	Temp Instructor, Economics (174)	Distance Learning	08/02/2021	\$62,120	New

Internal Reclassifications

Name	Title	Department	Effective Date	Salary/Wage
Amy Lasack	Executive Director	CE&TS	07/01/2021	\$119,000
Paulette Milewski	Program Developer III	CE&TS	07/01/2021	\$73,740
Brenda Ireland	Senior Director	CE&TS	07/01/2021	\$94,329
Matt Falduto	Senior Director	Enrollment	07/01/2021	\$94,017
Mitchell Hlavacek	Facilities Specialist II	Facilities & Security	07/01/2021	\$20.12/hr
Jolene Bruno	Operations Manager	Facilities & Security	07/01/2021	\$67,248
Steve Sedlacek	Senior Grounds Maintenance	Facilities & Security	07/01/2021	\$26.90/hr.
Lauren Doty	Accountant II	Finance	07/01/2021	\$54,834
Mohamed Joreya Osman	Advisor	Global Learning	07/01/2021	\$46,173
Sarah Brown	Manager	Human Resources	07/01/2021	\$67,248
Chris King	Manager	Human Resources	07/01/2021	\$72,232
Eva Spiekermeier	Program Specialist	Human Resources	07/01/2021	\$48,273
Greg Hall	Senior Director	Inst Eff/Research	07/01/2021	\$96,256
Connie Thurman	Vice President	Inst Eff/Research	07/01/2021	\$97,425
Jill Davis	Technical Business Analyst III	IT Services	07/01/2021	\$70,073
Malinda Higgins	Director	IT Services	07/01/2021	\$78,964
Craig Stadtmueller	Coordinator	Jones Regional	07/01/2021	\$53,681
Amanda Thompson	Supervisor	Learning Services	07/01/2021	\$56,364
Amber Aiken	Center Coordinator	Linn Regional Center	07/01/2021	\$24.89/hr.
Taylor Henrichs	Senior Marketing Strategist	Marketing	07/01/2021	\$56,448
Tierney Kettmann	Associate Director	Marketing	07/01/2021	\$67,248
Justin Hoehn	Director, Media/Legislative Relations	Marketing	07/01/2021	\$81,999
Tiffany Fowler	Center Coordinator	Regional Center at U of Iowa	07/01/2021	\$18.61/hr.

Title Change

Name	Title	Department	Effective Date
Andrea Moore	Supervisor	Finance	07/01/2021
Patrick Clemence	Chief Officer	Inst Eff/Research	07/01/2021
Mark Schmidt	Compliance Reporting Analyst	Inst Eff/Research	07/01/2021
Wilson Rojas	Supervisor	Human Resources	07/01/2021

Internal Transfer

Name	Title	Effective Date	Change
Myranda Hadley	Department Assistant	06/01/2021	Department change: Social Sciences to Distance Learning

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Jennifer Perkins	Operations Manager	Skills-to-Employment	06/10/2021	1
Andrew Hlubek	Academic Department Coordinator	Regional Center at UI	06/30/2021	6
Cody Simpson	Academic Department Coordinator	Linn Regional Center	06/30/2021	7
Deanna Schnebke	Department Assistant	Continuing Ed & Training Services	06/30/2021	8
Becky Briggs	Specialist	Heritage Area Agency on Aging	06/30/2021	4
Bryan Bruner	Coordinator	Heritage Area Agency on Aging	06/30/2021	2
Sjonna Brunt	Department Coordinator	Heritage Area Agency on Aging	06/30/2021	5
Kellie Elliott-Kapparos	Director	Heritage Area Agency on Aging	06/30/2021	15
Drew Floyd	Specialist	Heritage Area Agency on Aging	06/30/2021	3
Tim Getty	Specialist	Heritage Area Agency on Aging	06/30/2021	13
Angie Guss	Specialist	Heritage Area Agency on Aging	06/30/2021	4
Kimi Hambright	Specialist	Heritage Area Agency on Aging	06/30/2021	8
Eugenia Kendall	Supervisor	Heritage Area Agency on Aging	06/30/2021	7
Madalyn Klobassa	Specialist	Heritage Area Agency on Aging	06/30/2021	1
Laura Kriegermeier	Specialist	Heritage Area Agency on Aging	06/30/2021	3
Harrison March	Specialist	Heritage Area Agency on Aging	06/30/2021	2
Ann Neville	Specialist	Heritage Area Agency on Aging	06/30/2021	15
Jill Sindt	Director	Heritage Area Agency on Aging	06/30/2021	19
Jennifer Sloan	Coordinator	Heritage Area Agency on Aging	06/30/2021	8
Paul Swanson	Program Specialist	Heritage Area Agency on Aging	06/30/2021	2
Jennifer Walker	Specialist	Heritage Area Agency on Aging	06/30/2021	7
Barb Werning	Executive Director	Heritage Area Agency on Aging	06/30/2021	1
Kayla Bowley	Department Assistant	Business & IT	07/02/2021	3
Ethan Valentine	Instructor, Psychology	Social Sciences	08/01/2021	3
Liz Lindner	Manager, Equestrian Center	Finance	08/03/2021	12

Approval for One Time Supplemental Payment

Payment of a one-time supplemental payment (equivalent of one week's additional base salary) for full-time board-approved employees (those employed before December 31, 2020, and who are scheduled to still be employed full-time as of July 23, 2021, and who will not receive the 2021 enhanced early retirement benefit) in recognition for their extraordinary efforts and service during the Covid-19 global pandemic.