

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, August 11, 2022, 4:30 P.M.**  
**The Hotel at Kirkwood Center**

**MINUTES**

Present: Trustees Jim Mollenhauer, Steve Caves, Alan Jensen, Kathleen Mac Taggart, Tracy Pearson, Keith Stamp, Joel Thys, and Lorraine Williams [Zoom], and Leslie Wright.

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

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

Trustees Jensen and Stamp moved and seconded approval of the minutes from the meeting held on July 14, 2022, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Wright and Williams moved and seconded approval of the August 11, 2022 agenda. Motion carried: 9-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report**

Justin Hoehn, Director of Media and Legislative Relations, provided the Eagle Update and Kirkwood report, which included:

- The start of classes is August 22. Returning Kirkwood students are gearing up for the new academic year as well and new students will be taking classes on Kirkwood campuses for the first time. Kirkwood Student Life has activities scheduled for the first week of classes to help everyone to campus. The full schedule of events can be found at <http://www.kirkwood.edu/events>.
- The new student center has been under construction the last two years. The finishing touches are still being done and new student visits and orientations have begun in this new space. The staff have moved in and nearly ready to welcome everyone back to campus to begin another academic year. The new student center looks and feels incredible. The state-of-the-art building has everything today's student needs to feel at home and succeed in their academic career.
- Student of the month is Alice Tshibanda. She was born in Congo and moved to the U.S. with her family 10 years ago. Alice speaks four languages including English, French, Lingala, and Tshiluba (both languages are spoken in the Republic of Congo and the Democratic Republic of Congo). At Kirkwood, Alice is an interior design student and has been interested in architecture and construction. Over the summer, she interned at DLR group in Minneapolis, which is one of the top architecture firms in the country. In five years, Alice sees herself established in her career. She looks forward to further exploration of the interior design field, expanding her knowledge, and the experience of working on great design projects firsthand.
- The Nursing department has developed an agreement with Mercy Iowa City called the JumpStart Program. In their final semester, participating RN students will receive a stipend of up to \$5,000 while LPN students will be eligible to receive a maximum of \$3,000. Mercy will cover the cost of the student's Board of Nursing exam and licensure fees up to \$350. Once a student has graduated and received their license, they will have a guaranteed job at the hospital.
- Kirkwood's Iowa City Writing Center is working with the Iowa City and Coralville public libraries to re-launch the Community Writing Center. Interested community members will be able to receive one-on-one help with their writing from Kirkwood writing faculty two evenings each week. All types of writing will be welcome including resumes, applications, op-eds, reports, essays, legal documents as well as creative writing of all types.
- Kirkwood was recently featured in the Corridor Business Journal regarding the new Aviation Maintenance Technology Program. The article referenced workforce issues facing the field and how Kirkwood is well positioned to have a major impact in the industry-as well as what the future of the program holds.

- The Kirkwood Eagles athletics teams are preparing for their seasons. The volleyball team will start their 2022 campaign next week versus St. Louis Community College in Rockford, IL. The basketball season begins in November. Radio Station KMRY is the official radio partner of Kirkwood Athletics (93.1 on your FM dial and 1450 on the AM side).

**Financial Report**

Treasurer Choate provided an update on the audit, which will begin soon and the expected results for FY22 would remain approximately at \$9.2 million as previously discussed. The FY23 detailed operating budget was reviewed highlighting that credit hours were budgeted to be flat; however, the tuition increase was 7.5% to help offset the impacts of currently high inflation. Progress on personnel movement was highlighted within the budget with more efforts identified to be completed in the next year. Operating expenses are budgeted to increase 12.5% due to a return to pre-pandemic levels and high inflation. FY23 net income is a budgeted deficit of approximately \$1.7 million.

The college cash position remains strong at 148 days.

**CONSENT AGENDA**

Trustees Wright 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 72 for a total of \$8,745,050.40
  - 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$174,032.50
- C. Change Orders:
  - 1. Knutson Construction - \$6,747.00
  - 2. Larson Construction, Kirkwood Student Center – \$12,746.83
- D. Approval of the updated Kirkwood Community College FY2021-2023 Strategic Plan
- E. Approval of the Amended College and Career Transition Counselor [CCTC] Agreement with Solon Community School District

**NEW BUSINESS AGENDA**

**Administration**

Trustees Caves and Pearson moved and seconded approval of the bid recommendation for Kirkwood’s Restroom Cleaning and Sanitation Program. Motion carried: 9-0.

Trustees Pearson and Thys moved and seconded approval of the Fiscal Year 2023 Operating Budget. Motion carried: 9-0.

Trustees Jensen and Caves moved and seconded approval of the First Reading of the Revised Board Policy Series 405: Human Resources – Retirement Incentive Program. Motion carried: 9-0.

Trustees Thys and Wright moved and seconded approval of the execution of a Surgical Tech Joint Activity Agreement with Northwest Iowa Community College – Sheldon, IA. Motion carried: 9-0.

Trustees Stamp and Williams moved and seconded approval of the College and Career Transition Counselors [CCTC] Agreement with Iowa City Community School District. Motion carried: 9-0.

**Board**

Jennifer Bradley provided an overview of a new degree program – Associate of Applied Arts [AAA] beginning in the fall of 2022. Jennifer Cunningham, Dean of Arts and Humanities, and Fred Kiser, Faculty, Director of Vocal Music, provided an overview of a new Associate of Applied Arts [AAA] degree credit program in Music.

Trustees Wright and Jensen moved and seconded approval of the new degree and program, Music, to be offered at Kirkwood beginning with Fall 2022 semester. Motion carried: 9-0.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### President's Report

- Kudos to Kristy Black and her team for concurrent enrollment. We made a strategic effort to improve enrollment in this area and Kristy – along with her team – stepped up to the plate to deliver! Student Services and Concurrent Enrollment are getting students enrolled earlier than previous years.
- The Fall Kick-off is Wednesday, August 17, 2022. Dr. Arthur Levine is our guest speaker. Dr. Levine was the keynote address for the Higher Learning Commission's Annual Conference.
- Iowa Hall is now open! The ribbon cutting and reception is September 13, 2022. World renowned artist, Lonnie Stewart, will be showcasing his sculpture art in the Art Gallery Showcase.
- Thanks to the trustees who attended the 2022 Community Colleges for Iowa Annual Conference in Sioux City. Kirkwood hosts the conference in July 2023.

### Secretary's Report

- The Annual Fall kick-off is August 17, 2022 in Ballantyne Auditorium. 7:30 am breakfast with the program beginning around 8:15 a.m.
- The Student Center Ribbon Cutting and Reception celebration is scheduled for Tues, Sept. 13, 2022 from 4 – 6 pm.

### Report of Board Members

Chair Mollenhauer echoed Dr. Sundberg's comments on the 2022 Community Colleges for Iowa Conference last month. Trustee Williams along with Dr. Sundberg, Justin Hoehn, Jacinta Kimani and Board Secretary, Peg Sprengeler also attended. The conference will be hosted by Kirkwood in 2023 and this group will be developing a road map for the conference. Chair Mollenhauer also provided copies of the Community Colleges for Iowa 2021-22 Year in Review and Tips for Successful Trustee Orientation.

There being no further business coming before the Board, Trustees Stamp and Caves moved and seconded the meeting be adjourned at 5:15 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on September 8, 2022:

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Jim Mollenhauer, Chair

**Board of Trustees' Agenda  
August 11<sup>th</sup>, 2022  
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>
Alexandra Lubbers	ESL Instructor Coordinator	Secondary Programs	06/27/2022	\$55,848	Arianna Walden
Ruslan Sharapov	Apple Technician	Eagletech/Bookstore	07/01/2022	\$18.23	New
Tyler Francis	Assistant Coach	Athletics	07/01/2022	\$36,600	Ryan Kirsch
Chase Becicka*	Workforce Career Consultant	Skills to Employment	07/25/2022	\$48,840	Norma Havlik-Smith
Heather George**	Program Specialist	K12	7/1/2022	\$46,935	New
Hannah Rakofsky	College and Career Transition Counselor	Admissions	07/25/2022	\$63,336	New
John Piegors	Web Developer I	Technology Services	07/11/2022	\$47,700	New
Kalista Gyorko	Academic Advisor	Academic Affairs	07/25/2022	\$45,500	Haylie Canterbury
Jana Fowler**	Associate Dean	Maths/Science	07/25/2022	\$77,600	New
Mary Kay VanOort	Academic Advisor	Academic Affairs	07/25/2022	\$50,050	New
Jake Westpfahl	Academic Advisor	Academic Affairs	07/25/2022	\$49,000	Andrea Lohf
Umesh Gurung	Application Developer I	Technology Services	07/25/2022	\$47,700	Timothy Tieskoetter
Elizabeth Hager	Program Developer II	Health Occupations	08/01/2022	\$69,669	Brian Rechkemmer
Kevin Petersen	Restaurant & Beverage Manager	The Hotel at Kirkwood	07/16/2022	\$62,370	Veronica Farwell
Craig Tucker	Dispatcher	Public Safety	8/8/2022	\$18.23	New
Adam Boysen	Instructor, Horticulture (174-Day)	Agriculture Sciences	07/25/2022	\$59,289	Michael Burkle
Philip Schroeder	Instructor, Anatomy and Physiology	Math/Science	8/1/2022	\$60,489	Bailey Allard
Bob Trapp	Instructor, Computer Software (174-Day)	Business and IT	8/1/2022	\$62,489	Bob Trapp
Scott Corell	Instructor, Advanced Manufacturing and Welding Academy (174-Day)	Linn Regional	8/8/2022	\$54,055	John Hassen
Lance Dvorak	Instructor, Diesel Technologies (174-Day)	Agriculture Sciences	7/18/2022	\$54,789	Scott Anderson
Andy Caffrey	Instructor, Automotive Career Academy (174-Day)	Linn Regional	7/25/2022	\$59,289	Scott Johnson
Thomas Lueck	Instructor, Aviation Maintenance (174-Day)	Industrial Technologies	8/1/2022	\$59,289	New
Marsha Sabotta	Instructor, Nursing (201-Day)	Nursing	8/1/2022	\$71,261	Tammy Pickart
Chad Little	Instructor, Fire Science (174-Day)	Industrial Technologies	8/1/2022	\$59,289	New
Andrea Wilson	Instructor, Criminal Science	Social Sciences	8/01/2022	\$59,289	Amanda Humphrey
Paul Steigleder	Instructor, Accounting (174-Day)	Business and IT	8/1/2022	\$60,889	Roy Pettibone
Scott Johnson*	Instructor, Auto Technology	Industrial Technologies	7/11/2022	\$65,675	Jonathan Pope
Chris Perfecto	Maintenance Technician	Facilities	8/8/2022	\$20.00	Mitch Murphy
Emily Shryock	Department Assistant	Allied Health	8/8/2022	\$17.20	Sarah Bran
Carole Hebl	Program Specialist	Workplace Learning	8/8/2022	\$34,200	New
Amber Marty	Workforce Career Consultant	Skills to employment	8/8/2022	\$47,700	New
Riley Clay**	Department Assistant	Continuing Education	8/8/2022	\$17.04	Cindy Martin
Abby Pitcher	Record Specialist I	Enrollment	8/8/2022	\$17.04	Sarah Alberts
Katherine Anderson	College and Career Counselor II	Admissions	8/8/2022	\$63,336	Kathleen McKean

\*\*Internal Promotion

\*Lateral Transfer

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Years</b>
Dominique Campbell	Equity in Student Success Coach	Dean of Students	07/22/2022	1
Jon Jacobson	Department Coordinator	Facilities	07/15/2022	2
Kathleen McKean	College and Career Transition Counselor	Admissions	06/01/2022	1
Dennis Carson	Transportation Instructor	Continuing Education	07/08/2022	2
Veronica Farwell	Restaurant & Beverage Manager	The Hotel at Kirkwood	07/22/2022	1

Brandon Nott	Café General Manager	The Hotel at Kirkwood	08/05/2022	1
Selinya Carew	Workforce Career Consultant	Skills to Employment	7/29/2022	2
Dennis Carson	Transportation Instructor	Continuing Ed	7/4/2022	2
Tammy Pickart	Assistant Professor	Nursing	08/31/2022	6
Gideon Ney	Assistant Professor	Math/Science	08/12/2022	5
Brandy Netty	Professor	Math/Science	08/31/2022	12
Tyler Mitchell	Instructor	Math/Science	08/05/2022	1