

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, January 13, 2022, 4:30 P.M.
The Hotel at Kirkwood Center

MINUTES – Amended July 14, 2022

Present: Steve Caves, Alan Jensen, Kathleen Mac Taggart, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Lorraine Williams and Leslie Wright.

Absent: Trustee Joel Thys.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Peg Sprengeler, Secretary, Spencer Cleland, KSA Representative, John Dawson, KFA Representative.

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

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

Trustees Williams and Jensen moved and seconded approval of the January 13, 2022 agenda. Motion carried: 8-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- The Spring semester begins on Tuesday, January 18th. A new term means new beginnings and new opportunities for everyone on campus.
- On December 14th, graduating Culinary Arts students along with Baking and Pastry Arts students were honored at the 2021 Hospitality Arts Fall Graduation Reception held at the Kirkwood Center for the Hospitality Arts.
- 3rd semester Culinary and Baking and Pastry Arts students enrolled in the Advanced Garde Manager and Advanced Baking and Pastry classes are required to plan, prepare, and execute a catered event on the last day of each semester. The guests of that catered event are the graduating class of any of the three Hospitality programs, and their immediate family or support network. The live catering experience that the event gives to these students allows them to work on many of the essential aspects necessary for a successful event including: Time management, Organization, Execution skills AND Teamwork.
- January Student of the Month – Jessica McWilliams. Jessica grew up in Anamosa and graduated from Anamosa High School in 2007. She graduated from the Kirkwood Baking and Pastry Arts program. However, after getting out in the field, she found that it actually wasn't for her. So, she is now back at Kirkwood studying Digital Arts. Jessica is the current Managing Editor of the school newspaper the Communicate as well as a writer and photographer. In Five Years, Jessica sees herself starting and growing a photography business in the area.
- On January 10, Workplace Learning Connection, a work-based learning program for middle-school and high school students, partnered with regional business partners to host the first annual Washington County STEAM Institute event at the Kirkwood Washington County Regional Center. The event provided a chance for seventh grade students from Highland Middle School, Lone Tree Middle School and Washington Community Middle School to learn about various careers in the science, technology, engineering, art and math (STEAM) fields. Nearly 200 students were in attendance, participating in hands-on, engaging presentations led by seven area businesses and organizations.

- Kirkwood's Continuing Education department, in partnership with Iowa City Neighborhood and Development Services, has begun offering a Residential Construction Confidence Course for women. The unique course will give students hands-on experience in a low-risk environment while they make a difference in the community by working on renovation projects at low-income properties in the Iowa City area.
- The Kirkwood Eagles basketball teams are continuing their quests to bring home yet another championship to Johnson Hall. The men's team has a record of 12-6 and are ranked 17 in the latest rankings. Since the beginning of January, the Eagles are 3-1 including victories over Southwestern, Iowa Central and North Iowa Area Community College.
- Unfortunately, the women's team is no longer ranked #1 due to a heartbreaking overtime loss to Illinois Central College on December 30. With a record of 16-1, a #2 ranking, and a ton of basketball left to be played, the sky is still the limit for Kim Muhl's squad.
- It's no secret that the hospitality sector has been one of the hardest hit industries since the beginning of the pandemic. In the case of the Hotel at Kirkwood Center, a big issue is the current labor shortage. Despite having quite a few openings, the Hotel has faced some difficulties finding the optimal number of employees needed to take care of its distinguished guests.
- KCRG recently came out to showcase the Hotel and what it has to offer potential employees. Specifically, the piece talked about: How great of an employer the Hotel is, the different positions available AND the benefits and opportunities from working at Kirkwood.

Diversity, Equity and Inclusion

Jon Buse, Vice President – Student Services, provided an update with the board on the work of the college equity team and shared the final institutional statement on diversity, equity, and inclusion that was drafted by the equity team and approved by the cabinet. The statement reads:

With a sense of determination and responsibility to address systemic inequities, we will serve our community through prioritizing equitable outcomes for historically marginalized populations. We commit to strengthen equity and inclusion practices, pedagogy, and policies that foster belonging and a supportive community for students, staff, and faculty.

In addition, Buse, Jennifer Bradley, and Wes Fowler reported on the progress of a number of DEI related initiatives and programs for faculty development, employee recruitment, and student success.

Financial Report

Treasurer Choate provided a high level review of planned changes to the FY22 projections that will be reviewed in detail at the February board meeting. Key items are lower credit revenues that will be offset to a degree by lower personnel and operating expenses. The various components of the annual property tax levy were discussed and defined. The initial FY23 property tax levy is expected to increase approximately 2% or \$0.025 with the majority of the increase being used to fund the continuing focus on public safety and security. The actual cost to a homeowner is expected to decrease approximately 2% due to state changes in the property tax valuation rollbacks.

Cash balances remain very strong with the College having 102 days of cash on hand, excluding an additional 58 days of CARES cash on hand.

The College was awarded the Distinguished Budget Presentation Award for its Budget Book submitted to the Government Finance Officers Association. Recognition and congratulations were directed to Melissa Christianson – Sr. Director Finance, Casey Dunning – Manager Budgets and Reporting, and Jessica Baseler – Financial Analyst from the Finance department. Special notice was given to Jessica for her work and leading the College through the Budget Book preparation and submission process.

CONSENT AGENDA

Trustees Williams and Wright moved and seconded approval of the Consent Agenda. Motion carried: 8-0.

- A. Personnel (as attached to these minutes).

- B. Synopsis of Bills
 - 1. Kirkwood Community College pages 1 through 77 for a total of \$11,073,563.62
 - 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$239,541.69
- C. Change Orders:
 - 1. Larson Construction, Kirkwood Student Center - \$12,540.74
- D. Final reading of Board Policy Series 204 – Codes of the Board
- E. Preliminary Industrial New Jobs Training Agreements [260E] with the following:
 - 1. Woofables, LLC, Coralville
 - 2. Concise Earth, Iowa City
 - 3. Logistics Park, Fairfax
 - 4. Traverro Logistics, LLC

NEW BUSINESS AGENDA

Administration

No new business for Administration.

Board

No new business for the Board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Dr. Connie Thurman and Megan Thole, Institutional Effectiveness, will present at the Higher Learning Commission [HLC] conference in March. This may be the first time Kirkwood has been asked to present at this conference.
- First day of classes for the spring semester is Tues, Jan. 18, 2022.
- MLK, Jr. Day is Mon, Jan. 17, 2022. Dr. Kevin Gannon, the Tattooed Professor, Grand View University is the keynote speaker.
- Meeting with WSP Consultants February 3-4, 2022 in Iowa City.
- Will be the Team Chair in February 2022 for the reaffirmation process for Santa Fe Community College for the League for Innovation Board membership process. Event has been moved to a virtual process.

Secretary's Report

- Change in rate for the mileage reimbursement as of 1/1/22.
- Save the date for MLK Jr. Day on Monday, January 17, 2022 – The Hotel at Kirkwood, Ballroom.
- February 10, 2022 is the Winter Town Hall Meeting. It will be held from 11:15 am – 12:10 pm in Cedar Hall Room 234.
- March 4, 2022 is Employee Appreciation Day. Kirkwood will host a virtual employee awards event similar to 2021.

Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Mollenhauer and Williams moved and seconded the meeting be adjourned at 5:38 p.m. Motion carried: 8-0.

Respectfully submitted by:


 Peg Sprengeler, Board Secretary

Approved by Board on February 10, 2022:



Tracy Pearson, Vice Chair

**Board of Trustees' Agenda
January 13, 2022
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Tanner Albright	Public Safety Officer I	Facilities and Public Safety	11/29/2021	\$16.78/hour	NEW
Logan Barker	Public Safety Officer I	Facilities and Public Safety	11/29/2021	\$16.78/hour	NEW
Alex Brown	Public Safety Officer I	Facilities and Public Safety	11/29/2021	\$16.78/hour	NEW
Samantha Flores	Program Director, Trio Talent Search	Academic Affairs	01/03/2022	\$65,100	NEW
Rylee May*	Department Coordinator	Distance Learning	01/03/2022	\$48,882	NEW
Christopher Esser	Custodian	Facilities and Public Safety	12/13/2021	\$14.32/hour	Jobe Gonzalez
Jonathan Juett	Faculty, Computer Science (174-Day)	Math and Science	01/03/2022	\$59,289	Cate Sheller
Jesse Bevins	Faculty, Paramedic (174-Day)	Health Occupations	12/13/2021	\$53,889	NEW
Megan Suedkamp	Department Assistant	Continuing Education	12/13/2021	\$16.78/hour	Tammy Baily
Britney Graber	Research Analyst	Institutional Research	02/08/2022	\$68,000	NEW
Ramona Kline**	Department Assistant	Communication, English and Media	01/10/2022	\$16.78/hour	Carrie Barker
Peggy Somerville	Counselor (201-Day)	Counseling Services	02/07/2022	\$71,608	Anne Clinton-Ciroccc
Sawyer Kabance	Custodian	Facilities and Public Safety	01/10/2022	\$14.32/hour	Steve Dahlstrom
Tessa Roseke**	Lead Technician	Iowa Equestrian Center	12/22/2021	\$16.78/hour	Jeramiah Cross
Jeramiah Cross**	Supervisor	Iowa Equestrian Center	12/01/2021	\$54,600	Renee Price
Haylie Canterbury**	Academic Advisor	Dean of Students	01/10/2022	\$44,800	Alison Robinson
Jen Mooney**	Pathway Navigator	Social Sciences	01/24/2021	\$44,800	NEW
Tammy Baily*	Bookstore Specialist	Bookstore	01/03/2022	\$17.51	Deb O'Brien
Megan Arey*	Coordinator	Career Services	01/10/2022	\$46,658	Shauna Rasmussen
Kaitlin Gregerson*	Department Assistant	Continuing Education	01/03/2022	\$17.19	Kaitlin Gregerson
Mark Lansing	Temporary Faculty	Industrial Technologies	01/05/2022	\$54,289	NEW
Sarah Tedford	Accountant	Finance	01/24/2022	\$46,900	Boyd James

*Transfer

**Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date	Years
Melanie Abu-Nameh	Associate Professor, Culinary Arts	Hospitality Arts	12/31/2021	17
Bobby Wade	Associate Professor	Industrial Technology	11/19/2021	8
Lauren Spencer	Student Support Specialist	Enrollment	12/22/2021	0
Michael Burkle	Faculty, Landscape	Horticulture	8/12/2022	10
Allyson Brawner	Workforce Career Consultant	Skills to Employment	11/23/2021	0
Mike Espinoza	Admissions Director	Admissions	12/22/2021	2
Taylor Beyal	Student Support Specialist II	Iowa City	01/12/2022	4

Change in Start Date

Name	Title	Original Start Date	New Start Date
Jourdan Jiruska	Program Developer	12/13/2021	01/10/2022

Retirements Under Retirement Incentive Program

Name	Title	Department	Effective Date	Service Years
Vanessa Lopez	Department Assistant	Skills to Employment	08/31/2022	36
Shelley Schultz	Library Technical Specialist	Library Services	08/31/2022	36
Cindy Martin	Department Assistant	Continuing Ed	06/30/2022	21
James Thompson	Professor, LAN Management	Business and Info Tech	08/31/2022	21
Scott Anderson	Professor, Diesel Truck Technology	Agriculture Science	08/31/2022	21
Steven Abram	Professor, Management	Business and Info Tech	06/30/2022	21
David Steven Owen	Professor, Political Science	Social Sciences	08/31/2022	20
David Polum	Custodian	Facilities & Security	08/31/2022	17

Daniel Feld	Custodial Lead	Facilities & Security	06/30/2022	12
Emilie Olson	Center Coordinator	Belle Plaine Center	06/30/2022	10
Roy Pettibone	Assistant Professor, Accounting	Business and Info Tech	08/31/2022	10

Reclassifications

Name	Title	Department	Effective Date	Salary/Wage
Cort Iverson	Senior Director	Institutional Effectiveness	11/21/2021	116,437