

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, December 8, 2022, 4:30 P.M.**  
**The Hotel at Kirkwood Center**

**MINUTES**

Present: Trustees Steve Caves, Alan Jensen, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Lorraine Williams, and Leslie Wright

Absent: Trustees Mary Mac Taggart and Joel Thys

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Peg Sprengeler, Secretary, Molly Anderson, KSA Representative, John Dawson, KFA Representative and Casey Drew, incoming Vice President, CFO/COO.

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

President Sundberg introduced and welcomed Casey Drew, Vice President-CFO/COO.

Trustees Stamp and Williams moved and seconded approval of the minutes from the meeting held on November 10, 2022 and directed them to be made a part of the permanent record. Motion carried: 7-0.

Trustees Pearson and Caves moved and seconded approval of the December 8, 2022 agenda. Motion carried: 7-0.

Trustees Stamp and Caves moved and seconded the current Board adjourn. Motion carried: 7-0.

The meeting was turned over to Board Secretary Sprengeler for the purpose of organizing the Board of Trustees for 2022-23.

Secretary Sprengeler called the organizational meeting to order at 4:35 p.m.

Trustee Jensen nominated Jim Mollenhauer for the position of Board Chair. Trustee Williams seconded the motion. No other nominations were brought forward.

Trustees Pearson and Caves moved and seconded that nominations cease. Motion carried: 7-0.

Trustee Jim Mollenhauer was elected to the position of Board Chair. Motion carried: 7-0.

The meeting was turned over to newly elected Board Chair, Jim Mollenhauer.

Trustee Williams nominated Tracy Pearson for the office of Vice Board Chair. Trustee Jensen seconded the motion. No other nominations were brought forward.

Trustees Stamp and Jensen moved and seconded that nominations cease. Motion carried: 7-0.

Trustee Tracy Pearson was elected to the position of Vice Board Chair. Motion carried: 7-0.

Trustees Stamp motioned for the appointment of Peg Sprengeler for the position of Secretary, Board of Trustees and Casey Drew for the position of Treasurer, Board of Trustees. Trustee Caves seconded the motion.

Peg Sprengeler was elected to the position of Board Secretary and Casey Drew to the position of Treasurer, Board of Trustees.

Trustee Jensen administered the Oath of Office to Chair Mollenhauer, Vice Chair Pearson, Board Secretary Sprengeler and Treasurer Drew.

Trustees Williams and Caves moved and seconded the Board return to regular session. Motion carried: 7-0.

## INFORMATIONAL ITEMS

### Kirkwood Report

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

- On November 7, Kirkwood President Dr. Lori Sundberg announced her intent to retire as leader of the institution in the fall of 2023. The fifth president in Kirkwood's history, as well as the first woman to lead the college, Sundberg has served in the role since the fall of 2018.
- Registration is now open for the winter session and the start of classes is right around the corner. Those wanting to take a winter session course need to act on or before December 14, 2022.
- Student of the month is Justin Recker. Justin is from Monticello, Iowa and graduated from Monticello High School. Justin chose Kirkwood for several reasons: to play collegiate level basketball and to study Industrial Maintenance Technology. In five years, he sees himself working in the electrical field, be a union worker or involved as an intern for a company.
- The men's basketball team is off to a great start this season and is ranked sixth in the country. Their next game is this Saturday at home versus Iowa Western.
- The women's basketball team is once again, #1 in the country in the NJCAA Division II rankings. Their next game is this Saturday against Iowa Western, who is also undefeated and ranked fifth in the country.
- The November 15 Active Threat Drill was a complete success for both Kirkwood and area first responders. The drill simulated an active threat at Jones Hall on Kirkwood's main campus. Students and employees were active participants and were instructed to practice Kirkwood's active threat protocols as the scenario unfolded. In fact, the entire college practiced those protocols as if it were a real-world situation. This drill assisted emergency responders in testing their response capabilities for active threats and mass casualties. At the same time, it also allowed Kirkwood to test its notification systems and planning for active threats.
- The Iowa Equestrian Center is hosting a unique event this weekend, "Deck the Stalls." The family-friendly holiday experience will happen on Sunday from 10 a.m. to 2 p.m. inside the indoor show arena.  
[www.iowaequestrian.com](http://www.iowaequestrian.com).

### Audit Review

Auditor Mandi Holcomb, Denman and Company, provided an overview of the annual audit for FY22. She discussed key points that should be considered as the annual audit report is reviewed. Mandi indicated that the report contains a clean opinion and no findings.

## CONSENT AGENDA

Trustees Jensen and Pearson moved and seconded approval of the Consent Agenda. Motion carried: 7-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
  1. Kirkwood Community College pages 1 through 84 for a total of \$12,374,040.89
  2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$268,968.64
- C. Change Orders:
  1. Midwest Concrete, 2022 Institutional Roadway Improvements – credit for reduction in sidewalk removal. Minor add for addition of curb, gutter and painted pavement markings, \$6,474.09
- D. Approval of the Preliminary Industrial New Jobs Training Agreements [260E] with:
  1. Bayer Research Development Services LLC, Williamsburg
  2. Continuum Ag Inc., Washington
  3. Cybercade, Inc., Coralville
  4. revology Inc., Iowa City
- E. Approval of Final Industrial New Jobs Training Agreements [260E] with:
  1. GreatAmerica Financial Services, Cedar Rapids
- F. Approval of Audit Committee minutes from November 10, 2022.

- G. Appointment of Board Members to the Audit Committee:
  - 1. Tracy Pearson, Audit Committee Chair
  - 2. Alan Jensen
  - 3. Jim Mollenhauer
- H. Appointment of Board Member as Community Colleges for Iowa Representative and an alternate:
  - 1. Alan Jensen, Representative
  - 2. Jim Mollenhauer, Alternate
- I. Appointment of Trustee Keith Stamp as the Kirkwood Board Member Liaison to Heritage Area Agency on Aging Board of Directors.
- J. Appointment of Trustee Jim Mollenhauer as the Kirkwood Board Member Liaison to the Kirkwood Foundation.

**NEW BUSINESS AGENDA**

**Administration**

Trustees Wright and Stamp moved and seconded the Approval of the Publication of Notice to Bidders on the Kirkwood Community College 2023 Sidewalk Extension Project and setting the date of January 12, 2023 for a Public Hearing and adopting the recommended proposed project bid. Motion carried: 7-0.

**Board**

Trustee Wright and Williams moved and seconded approval of the first reading of the revised Board Policy 204 – Codes of the Board. Motion carried: 7-0.

Trustees Pearson and Williams moved and seconded the recommendation for the Board to endorse the Resolution of Appreciation honoring Vice President-CFO/COO, Jim Choate, for his distinguished leadership and service to Kirkwood Community College. Motion carried: 7-0.

**DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

**President’s Report**

- On November 15, Kirkwood hosted an Active Threat Drill on main campus. This was in collaboration with many local law enforcement, fire department, hospitals and EMS agencies. The point of the drill was to learn how ready we are as an institution and/or what needs to be done going forward. We were very pleased with the outcome. Kudos to Troy McQuillen, Andrew MacPherson and teams for all of their work and dedication on the drill. We greatly appreciate the collaboration with the City of Cedar Rapids.

**Secretary’s Report**

- The Board Disclosure Form is due by Friday, December 16, 2022.
- December 11, 2022: Nursing Pinning Ceremony at 1 p.m. at The Hotel Kirkwood, Ballroom. Dr. Jennifer Bradley will attend.
- December 14, 2022: President’s Legislative Reception, 5:30 – 6:30 p.m., The Hotel at Kirkwood, Atrium

**Report of Board Members**

Trustee Jensen provided an update from the Community Colleges for Iowa board:

- Two personnel changes scheduled for 2023: Donna Knox, Operations Manager and Laurie Wolf, Legislative Consultant will be retiring.
- Board members are looking forward to the 2023 Annual Trustee conference at Kirkwood.
- First Community Colleges for Iowa Convention will be held in the fall of 2023. The convention will be geared toward staff, faculty, administration and community partners.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:20 p.m. Motion carried: 7-0.

Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on January 12, 2023:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
December 8th, 2022  
PERSONNEL**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Lisa Gibbs*	Senior Financial Aid Specialist	Enrollment Management	11/14/2022	Elisa Thurman
Eric Henline	Public Safety Officer	Facilities & Security	11/07/2022	David Segbee
Tyler Poldervaart**	Associate Director	Admissions	11/14/2022	NEW
Taylor Ullrich	Counselor, 201-Day	Dean of Students	11/28/2022	Mary Gesing
Ashley Hunt	Academic Advisor	Advising	01/09/2022	NEW

Lateral Transfer\*  
Internal Promotion\*\*

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Mahmoud Lutfi	Operations Specialist I	Secondary Programs	01/06/2023
Jason Pershing	Career Coach	Dean of Students	11/14/2022
Randy Jones	Public Safety Officer	Facilities & Security	12/16/2022
Yolanda Sanchez	Department Assistant	Iowa Medical Classification Center	12/09/2022