

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, August 10, 2023, 4:30 P.M.
Tippie Business Event Room

MINUTES

Present: Steve Caves, Peggy Doerge, Alan Jensen, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Joel Thys, Lorraine Williams, and Leslie Wright.

Also Present: Lori Sundberg, President; Casey Drew, Treasurer; Peg Sprengeler, Board Secretary; Micah Wieditz, KSA Representative; Jacki Brucher Moore, KFA Rep and President-Elect, Kristie Fisher.

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

No public comments.

Trustees Pearson and Thys moved and seconded approval of the minutes from the meetings held on July 13, 2023 and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Williams and Wright moved and seconded approval of the August 10, 2023 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:

- Classes begin on August 21. Faculty and staff are busy preparing for the upcoming fall semester. Kirkwood's campuses will soon be alive with activity as students return in order to pursue their academic goals. To see a full schedule of first-week events, as well as all the other events happening on campus throughout the year, go to www.kirkwood.edu/events.
- The Kirkwood's Eagles volleyball team will start the season with a new head coach - David Brown. Soon after his hire in April, Coach Brown has been preparing for the 2023 campaign. The season officially begins on August 18 versus Gulf Coast State College at a tournament in Rockford, Illinois.
- August Student of the Month: Alison Jansen. Alison is originally from Bozeman, Montana. She is from a military family and moved a lot in her younger years. She has lived in places like Washington State and Utah before landing in Cedar Rapids. Alison graduated from Kennedy High School in 2020 and enrolled at Kirkwood in the fall. She also attended the Patient Care Academy at Linn County Regional Center. She is currently enrolled in the Occupational Therapy Assistant Program. In five years, Alison plans to move to Omaha with hopes to work in a pediatric setting. She plans on pursuing a bachelor's degree in either childhood development or psychology.
- Students from Kirkwood's Industrial Tech department demonstrated some incredible knowledge and understanding in their fields at the 2023 SkillsUSA National Leadership & Skills Conference in Atlanta this year. Dan Gustafson won a gold medal in the Electronics technology category and Spencer Sperl brought home a silver medal in Automotive Service Technology.
- Kirkwood's Nursing department received some excellent news recently. The latest NCLEX scores were released and the Kirkwood Nursing program is once again among the best in the state. Kirkwood scored a perfect 100 percent pass rate for the ADN program; 44 out of 44 Kirkwood graduates passed. So far this year, out of the 90 graduates of the program who have taken the test, 89 have passed. Those incredible numbers have once again made Kirkwood the #1 community college in the state when it comes to the NCLEX pass rate.

- KICK camp enrollments have surpassed last year's totals by nearly 5%. There have been 1,220 registrations to-date this year. 135 in-person and 46 online camps have been offered in multiple locations for area youth to attend, have fun, keep their mind's learning, and hopefully avoid the dreaded summer slide.
- The Hotel at Kirkwood is part of the Preferred Hotels and Resorts group, which represents independent hotels, resorts, and residences, across 85 countries. Jackie Bohr, General Manager, recently received rankings based on surveys and guest reviews:
 - The Hotel is ranked #2 out of the entire portfolio of 550 Preferred hotels and resorts.
 - It's also ranked #2 out of the 190 hotels and resorts in the North America Region.
 - AND the Hotel is ranked #1 out of the 25 properties in our territory.

Financial Report

Treasurer Drew provided a high-level review of the cash balance report. Typically, the months of July and August have seen decreases in cash balances due to less revenue being collected during these months, annual payments paid at being of new fiscal year, and reimbursements from fiscal year end not being received until September.

The college has established a baseline for unrestricted days of cash reserve at 75 days. The official unrestricted days of cash reserves is with CARES funding since the requirements for CARES have already been met by the college and these funds are now unrestricted. Currently, we are tracking unrestricted days of cash reserve with CARES funding and without CARES funding. By showing both we can show how unrestricted cash reserves are spent once the excess funds created by CARES are spent down. As of July 2023, the college has 97 days of unrestricted days of cash reserves which exceeds the board approved 75 days.

The college receives approximately \$10.7M in federal and state grants combined. The majority of the grants pay for personnel and operating cost to administer the programs.

The college has \$163.6M in outstanding debt as of June 30, 2023. This represents approximately 7% of the debt capacity of the college.

CONSENT AGENDA

Trustees Stamp and Doerge 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 \$9,133,568.81
 - 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$234,936.75
- C. Change Orders
- D. Final reading of Board Policy: 705 Business Continuity Management
- E. Approval – Preliminary Industrial New Jobs Training Agreements [260E] with:
 - 1. Solutions Management Group, Inc., Cedar Rapids

NEW BUSINESS AGENDA

Administration

Trustees Williams and Wright moved and seconded a resolution approving the Board to authorize the Purchase Agreement between Oral-B Laboratories and Kirkwood Community College for the sale of the Iowa City campus real estate for \$6,350,000.00. Motion carried: 9-0

Board

Trustees Doerge and Caves moved and seconded approval of the first reading of Board Policy 216: President Emeritus. Ayes: Caves, Mollenhauer, Wright, Stamp, Williams, Jensen, Pearson, Doerge. Nays: Thys. Motion carried: 8-1.

Trustees Jensen and Thys moved and seconded approval of the first reading of the revised Board Policy 601: Curriculum. Motion carried: 9-0.

Trustees Wright and Jensen moved and seconded approval of the first reading of Board Policy 608: Instructional Oral Communication Competence of Instructional Staff. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- President Sundberg recognized the following:
 - Jackie Bohr, General Manager-The Hotel at Kirkwood, and team for their hard work and dedication at The Hotel. They recently received high rankings from Preferred Hotels and Resorts group through surveys and guest reviews. Jackie does really great job and always aims to reach high customer satisfaction.
 - Troy McQuillen [Vice President, Facilities and Public Safety] and Casey Drew [Vice President, CFO/COO] for their work associated with the sale of the Iowa City property.
 - Troy McQuillen [Vice President, Facilities and Public Safety] and team for their work associated with the move to the Kirkwood Regional Center at the University of Iowa and Cedar Rapids.
 - Jon Buse [Vice President, Student Services] and team for their work on new student orientations.
- President Sundberg is a panelist at the upcoming Federal Reserve Bank of Chicago – *Fed Listens: Joining the Labor Force After COVID – A discussion on youth employment* on August 22, 2023. The discussion focuses on exploring the challenges and opportunities facing young people as they enter the workforce in the post-pandemic economy. Dr. Sundberg is the only community college President participating – a huge honor for Kirkwood Community College.

Secretary's Report

- The Annual Fall kick-off is Aug. 16, 2023 in Ballantyne Auditorium. 7:30 am breakfast with the program beginning around 8:15 a.m.
- The Veterinary Technology Center Dedication and Ribbon Cutting is scheduled for Sept. 14, 2023 from 3 – 4 pm.

Report of Board Members

Trustee Jensen discussed the recent Community Colleges for Iowa Trustee Conference; Emily Shields, Executive Director, is doing a great job. Their office is experiencing some turnover and asks for patience as they work through the transition process.

Closed Session

In order to discuss the annual performance of President Sundberg, Trustee Pearson made a motion at 5:06 p.m. to move into Closed Session according to Iowa Code 21.5.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requested a closed session. Trustee Wright seconded the motion. Roll Call: Ayes – Thys, Caves, Mollenhauer, Wright, Stamp, Williams, Jensen, Pearson, and Doerge. Nays – None. Motion carried: 9-0.

Trustee Wright made a motion at 5:52 p.m. to end the Closed Session. Trustee Thys seconded the motion. Roll Call: Ayes – Thys, Caves, Mollenhauer, Wright, Stamp, Williams, Jensen, Pearson and Doerge. Nays – None. Motion carried: 9-0.

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 5:54 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on September 14, 2023:

James Mollenhauer, Chair

**Board of Trustees' Agenda
August 10th, 2023**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Heidi Hudson	Department Assistant	Academic Advising	07/24/2023	NEW
Gabe Christianson	Instructor- Temporary	Communication, English, & Media	07/31/2023	NEW
Christopher Carr	Program Developer	Continuing Education	08/07/2023	Paulette Milewski
Jason Mangold	Mail Services Coordinator	Facilities & Public Safety	08/07/2023	Dan Shea & Karie Winters
Ieshia Carey	Counselor	Dean of Students	08/14/2023	Heidi Vogel
Curt Wheeler	Program Developer I	Continuing Education	08/21/2023	Amy Oboerfoell
Jayci Kvach	Department Assistant	Liberal Arts	07/24/2023	Ramona Kline
Krystyna Kaminski	Senior Student Support Specialist	Dean of Students	08/07/2023	NEW
Bryan Hansen	Instructor- Temp	Industrial Technology	08/07/2023	Tim Hadsall
Heather Hippler	Course Materials Specialist	Bookstore	08/07/2023	Hailey Olinger

Separation of Employment

Name	Title	Department	Effective Date
Annie Butler	Nursing Retention Specialist	Nursing	07/24/2023
Faidon Ampatzoglou	Secondary Ops Specialist I	Secondary Programs	08/31/2023
Eric Prevo	Program Advisor- Trio	Admissions	08/04/2023
Taleah Smith	Equity in Student Success Coach	Equity in Student Success	07/27/2023
Amanda Stout	Operations Coordinator	Arts & Humanities	08/11/2023
Joe Perea	Assistant Professor	Arts & Humanities	08/14/2023
Austin Chapman	Associate Professor	Industrial Technology	07/24/2023