

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, June 9, 2022, 4:30 P.M.**  
**Iowa Hall Room A/B**

**MINUTES**

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

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

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

Trustees Stamp and Pearson moved and seconded approval of the minutes from the meeting held on May 12, 2022, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Williams and Jensen moved and seconded approval of the June 9, 2022 agenda. Motion carried: 9-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report**

Justin Hoehn, Associate Director of Marketing, provided the Eagle Update and Kirkwood report, which included:

- Kirkwood's commencement ceremony was held at the Alliant Energy Powerhouse in downtown Cedar Rapids on Saturday, May 14, 2022. The community recognized the academic achievements of more than 1,800 students who graduated.
- The Interior Design students at the college held the 2022 Kirkwood Interior Design Portfolio Exhibit and Gala at the Harmac Building in Cedar Rapids on May 13, 2022. The Portfolio Exhibit and Gala is a huge event for graduating Interior Design students and serves as their final project in the program. Close to 300 attendees from around the state and beyond were on hand to take a look at the great work - including some of the largest national employers in Interior Design and Architecture.
- Student of the Month is Danielle Gould. Danielle is from West Branch, Iowa and heard amazing things about the Kirkwood Nursing program while at her job as a CNA at the University of Iowa Hospitals and Clinics. Danielle wants to be a nurse because she has a strong desire to help people get through tough times.
- Kirkwood Visual and Performing Arts will be partnering with the Cedar Rapids Community Orchestra beginning this fall to offer Symphony Orchestra to Kirkwood Students. Kirkwood is currently the only community college in Iowa that holds accreditation from the National Association of Schools of Music, as well as articulation agreements in music to the University of Iowa School of Music and Coe College. With this partnership, along with a new Associate of Applied Arts in Music degree, even more opportunities are available for Kirkwood music students.
- The Kirkwood baseball team had a great season this year making it all the way to the NJCAA Division II World Series in Enid, Oklahoma, as the sixth seed. They were eliminated from competition with two straight losses. The Eagles finished in the top 10 nationally and ended the campaign with a 43-18 record.
- The softball team also had a trip to the NJCAA Division II World Series in Oxford, Alabama. The Eagles were the seventh seed at the tournament and went 5-2 in the World Series, highlighted by a 4-1 victory over top-ranked DMACC in an elimination game. The Eagles finished the tournament in third place and ended the season with a 49-18 record.
- Tamara Alt provided information regarding the Business & IT Art Piece and the meaning behind it.

## **Financial Report**

Treasurer Choate provided an update that the FY22 projection shared at the May meeting would remain materially the same at just over a \$9 million net income due to the HEERF funding revenues. Choate provided a detailed overview of the HEERF Lost Revenue calculation showing that the College lost just over \$33 million due to the COVID pandemic. Total HEERF funding was just over \$25 million.

As of May 31, 2022, the College cash position remains strong at 183 days. Choate indicated he would be bringing the Foundation donation to the July board meeting for approval.

## **CONSENT AGENDA**

Trustees Pearson and Wright 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 66 for a total of \$6,835,489.76.
  - 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$211,206.05
- C. Change Orders:
  - 1. Knutson Construction, New Animal Health Building – increase \$5,133.00.
  - 2. Larson Construction, Kirkwood Student Center – \$31,218.09.
- D. Audit Committee Meeting Minutes from May 12, 2022
- E. Consideration of a Resolution Approving Amendments to Final Industrial New Jobs Training Agreements [Multiple Projects]
- F. 2022-23 Delivery Services Agreement with Grant Wood AEA
- G. 2022-23 VITAL Program Agreement with Grant Wood AEA
- H. MIIP Board Representatives for 2022-23 as Wes Fowler, Vice President-Human Resources, Human Resources (Linda Arens, Alternate) and Mary Schneckloth, Associate Professor, Management, (Julia Rabe, Assistant Professor, American Sign Language, Alternate, KFA)

## **NEW BUSINESS AGENDA**

### **Administration**

Trustees Wright and Thys moved and seconded approval of the eight named financial institutions as official depositories for funds in an amount not to exceed the maximum exposure (as attached to these minutes) for Fiscal Year 2022-2023. Motion carried: 7-0.

Trustees Caves and Mollenhauer abstained from voting due to conflict of interest.

Trustees Jensen and Stamp moved and seconded approval of directing the sale and authorizing the issuance of \$5,545,000.00 Industrial New Jobs Training Certificates and providing for the securing of such certificates for the purpose of carrying out New Jobs Training Programs. Motion carried: 9-0.

Trustees Williams and Thys moved and seconded approval of a Resolution directing the sale of Industrial New Jobs Training Certificates in the aggregate principal amount of \$5,545,000.00. Motion carried: 9-0.

Trustees Wright and Caves moved and seconded approval of a resolution approving the request for proposal to solicit bids for Kirkwood's Restroom Cleaning and Sanitation Program and Publishing of Notice to Bidders. Motion carried: 9-0.

### **Board**

Trustee Williams and Wright moved and seconded approval of the first reading of the revised Board Policy 204 – Codes of the Board. Motion carried: 9-0.

### **Closed Session**

In order to discuss the annual performance and employment contract of President Sundberg, Trustee Pearson made a motion at 5:15 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, Mac Taggart, Mollenhauer, Stamp, Jensen, Pearson, Wright and Williams. Nays – None. Motion carried: 9-0.

Trustee Pearson made a motion at 5:47 p.m. to end the Closed Session. Trustee Wright seconded the motion. Roll Call: Ayes – Thys, Caves, Mollenhauer, Wright, Mac Taggart, Stamp, Jensen, Pearson and Williams. Nays – None. Motion carried: 9-0.

Upon return to open session, Trustees Pearson and Jensen moved and seconded approval of the following action by the Board of Trustees:

Renew the Employment Contract between Kirkwood Community College and President Lori Sundberg effective July 1, 2022 through June 30, 2024 at an annual salary of \$334,153 for fiscal year 2023. Roll Call: Ayes – Jensen, Mollenhauer, Williams, Caves, Pearson, Stamp, Wright, Mac Taggart and Thys. Nays – None. Motion carried: 9-0.

### **DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

#### **President's Report**

- We received the Department of Education approval regarding the Belle Plaine transition.
- The Iowa Department of Economic Development Authority transferred the oversight of the 260 program to Iowa Workforce Development.
- Dr. Sundberg extended heartfelt kudos to the following:
  - Wes Fowler and Human Resources for their work on the compensation study.
  - Jim Choate and the Finance team for helping the college manage its way through COVID, government stimulus funds and declining enrollment in order for the college to have a sustainable and solid future. Kirkwood is very lucky to have Jim's guidance and expertise.
  - Jon Buse and Troy McQuillen along with their teams for work on the newly renovated Iowa Hall. Throughout the project, Jon and Troy kept the students at the forefront, which was evident when touring the facility.

#### **Secretary's Report**

- Registrations and hotel accommodations have been secured for the ACCT Leadership Congress in New York, October 26-29, 2022.
- IACCT Virtual Summer Conference is scheduled for July 20-22, 2022.
- OnBoard – the new Board Management Software will be launched with the July 14, 2022 board meeting.

#### **Report of Board Members**

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:57 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on July 14, 2022:

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Jim Mollenhauer, Chair

**Board of Trustees' Agenda  
June 9<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>
Nicholas Yoder	Temp Faculty	Washington Center	07/25/2022	\$53,889	New
Maria Taylor	Department Assistant	Corporate Training	06/13/2022	\$16.78/hr	Mary Ann Bries
Hiroimi Narita	Study Abroad Advisor	Global Learning	06/06/2022	\$57,000	Ken Nesbett
Hayley Moran	Marketing Services Specialist II	Marketing	06/13/2022	\$19.46/hr	Jo Ellen Page
Erik Ryan	Student Center Coordinator	Student Life	07/05/2022	\$48,500	New
Kristie Leeman**	Student Services Advisor	Iowa City Campus	06/27/2022	\$44,800	New
Brandon Nott	Café General Manager	The Hotel at Kirkwood	05/23/2022	\$54,600	Justin Clark
Emma Traugh	Café Catering Coordinator	The Hotel at Kirkwood	05/27/2022	\$46,900	Ande Long
Matthew Gilchrist	Dean	Communication, English, and Media	06/13/2022	\$97,460	Jeff Kirchoff

\*\*Internal Promotion

\*Lateral Transfer

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Years</b>
Sheen Liu	Department Assistant	Math and Science	05/31/2022	9
Jessie Isolini	Department Assistant	Facilities	05/05/2022	1
Molly Martin	Senior Accountant	Finance	05/20/2022	11
Ken Nesbett	Study Abroad Advisor	Global Learning	06/13/2022	9
Michael Burkle	Associate Professor	Horticulture	08/12/2022	12
Tara Tedrow	Instructor	Secondary Programs	08/12/2022	3
Haylie Canterbury	Academic Advisor	Dean of Students	06/16/2022	2
Travis Appel	Director	Facilities	06/10/2022	9
John Fletcher	Assistant Professor	Social Sciences	08/12/2022	7

Payment of a one-time supplemental payment (equivalent of one week's additional base salary) for full-time board-approved employees, \$100 for regular part time employees, and \$125 per Fall and Spring semester for adjuncts teaching in those semesters.

BE IT RESOLVED, the Board of Trustees of Kirkwood Community College, in accordance with the Kirkwood Community College Board Policy 722 – Depository of Funds and the State Code of Iowa, do hereby designate the following named financial institutions as official depositories for funds in an amount not to exceed the maximum exposure listed:

Depository	Maximum Exposure
US Bank, N.A.	\$80,000,000
Wells Fargo Bank, N.A.	\$20,000,000
Bankers Trust Company, Des Moines	\$20,000,000
Bank of the West	\$20,000,000
Regions Bank	\$20,000,000
Cedar Rapids Bank & Trust, Cedar Rapids	\$20,000,000
Hiawatha Bank & Trust, Hiawatha	\$4,000,000
Farmers State Bank, Marion	\$4,000,000

FURTHER RESOLVED, deposits with full FDIC protection in any Iowa depository approved for investment of public funds are approved. A list of approved Iowa depositories can be found at [http://www.iowatreasurer.gov/for businesses/public funds rates/eligible-financial-institutions](http://www.iowatreasurer.gov/for_businesses/public_funds_rates/eligible-financial-institutions)

Dated this 9 day of June, 2022.

  
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James Mollenhauer, Board Chair

ATTEST:

  
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Peg Sprengeler, Board Secretary