

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, September 9, 2021, 4:30 P.M.
The Hotel at Kirkwood Center

MINUTES

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

Also Present: Lori Sundberg, President, Peg Sprengeler, Secretary, Ryan Reisdorph, KSA Representative, John Dawson, KFA Representative.

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

Chair Mollenhauer declared the meeting open for public hearing on the Iowa Equestrian Center Indoor Arena Fencing Replacement. There being no questions or comments regarding the project, Trustees Swanson and Thys moved and seconded the hearing be closed. Motion carried: 9-0.

Trustees Stamp and Williams moved and seconded approval of the minutes from the meeting held on August 12, 2021, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Jensen and Doerge moved and seconded approval of the September 9, 2021 agenda. Motion carried: 9-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- After a year off because of the pandemic, the Iowa State Fair was back in Des Moines for 2021. Kirkwood had a booth in the Varied Industries building to spread the word about the college. Staff were on hand for the entire 11 days to help anyone who stopped by the booth learn all about Kirkwood, the academic programs and everything else that happens on campus! This year the college's mascot Sammy also made the trek to Des Moines to take in the fair. He helped encourage a steady stream of people, including many future students and their parents, to stop by the Kirkwood booth to learn all about the college and how they too could one day become future Eagles.
- For a lot of students, welcome week is their first real taste of life on campus... starting with the Kirkwood Kickoff. This year, the kickoff was outside Linn Hall and allowed students to grab a bite to eat, get to know their classmates, and stop by the many tents and tables showcasing many of the great things to do at the college. Many other events took place for students to enjoy such as block parties, bowling, Rockin' at the Outdoor Rec, go cart races, mini golf, ice skating, the Multicultural Meet Up, and a Cedar Rapids Kernels baseball game. Great events are held at Kirkwood throughout the year. To see what's coming up, go to www.kirkwood.edu/events.
- Sept. Student of the Month – Layle McClenathan. Layle is from Brooklyn, Iowa and she graduated from Brooklyn Guernsey Malcom Jr Sr High School – more commonly known as BGM. She was very active throughout high school as she was involved in various sports as well as clubs including 4H and FFA. Layle knew she wanted a career within the agriculture industry and Kirkwood seemed to be the best fit. She is very interested in the production side agriculture and is currently working toward an associate's degree in Agriculture Production Management. The classes offered in the program have helped her gain the knowledge needed to successfully manage and run a farming business.

- Ag Campaign – Prior to the pandemic, the Ag department had a big annual recruiting event called “Ag Day.” Prospective students would visit Washington Hall and the rest of the Ag buildings to learn about the department and see if they pictured themselves at Kirkwood, and hopefully enroll at the college. One of the big keys to a successful recruiting visit is getting the student ON campus to see all of the incredible things being done here with their own eyes. With the pandemic, that became a lot more difficult because of the virus. Ag Dean, Scott Ermer and his team worked with the Admissions department as well as Marketing to develop the next best thing after Ag Day: the Virtual Ag Experience. This is a special webpage designed to showcase the amazing things that the Ag department is doing and to show prospective students that they BELONG at Kirkwood. Packed with informative videos that are filled with great information that students are looking for, the page has been an excellent way to showcase the department and the college in a safe and effective means.
- Global Opportunities Fair – Despite the worldwide travel restrictions and other difficulties associated with COVID, Dawn Wood and her staff have been hard at work offering virtual exchange programs. 15 virtual programs serving 298 students were implemented during the 2020-2021 academic year, including some really interesting ones such as welding between Kirkwood, Australia, Brazil and Canada as well as a program with our Interior Design and Graphic Design students. The department is cautiously optimistic they will be able to travel once again this coming winter with programs to Nepal and Guatemala. They are hopeful they will be able to continue offering more program to other countries as well. The Global Learning Department is hosting the Global Opportunities Fair September 4, 16 and 23. This is an opportunity for students to learn more about Study Abroad and other global experiences at Kirkwood. There will be two events in Cedar Rapids and one in Iowa City.
- Volleyball Update – Jill Williams squad currently sits at number eight in the country with a record of 11-2 with two of their losses coming against number three Sauk Valley and number seven Terra State. There is a lot of volleyball yet to be played and it looks like the team has a good shot at returning to the national tournament this year. One game to pay close attention to is October 6th against Iowa Central Community College, who are the current number one team in the country.
- Athletics Hall of Fame – the Athletics department is developing the Kirkwood Athletics Hall of Fame. Plans are still being finalized, but you can expect an announcement about the inaugural inductees in the coming months. The tentative plan is to honor the inductees at a banquet in February at the Hotel followed by a halftime ceremony during a basketball game in Johnson Hall the next day.

Fall 2021 Enrollment Update

Dr. Sundberg reported on the current enrollment for the fall 2021 term. Data reported and shared from Institutional Research following the first two weeks of the fall term is referred to as the 14-day census.

Fall 2021 enrollment is 12,424 students, who are enrolled in 107,629 credit hours. Enrollment increased over the Fall 2020 by 7% and credit hours increased by 2% over the previous fall. Large gains were noted in concurrent enrollment of high school students, with enrollment growing 37% over the previous year. These gains were offset by reductions in credit enrollment, most notably in the liberal arts programs, non-degree enrollment by guest students, and in non-resident enrollment.

Dr. Sundberg shared that, overall, the college was pleased with the increase in enrollment considering the impact of the pandemic and also given that community college enrollments are declining for many colleges nationally. She further indicated the college is focused on helping our students succeed and particularly emphasized the work being done to improve the retention and graduation of students of color and other marginalized student populations.

Financial Report

Melissa Christianson, Sr. Director of Finance, provided the financial report in absence of Treasurer Jim Choate. The college’s FY21 audit is underway and on schedule with no issues to be reported. The FY22 budget will be further discussed for the impacts of lower than expected credit hours. A new budgeting software (Adaptive) is being designed for implementation in FY23. In

addition, the college's first budget book will be completed and submitted for a GFOA award next month. Approximately 75% of student HEERF funds have been disbursed with all remaining funds expected to be disbursed in FY22.

The college's unrestricted cash reserves remain strong, calculated at 154 days of operation.

CONSENT AGENDA

Trustees Thys and Swanson 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 60 for a total of \$6,518,990.42
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$168,369.30
- C. Change Orders:
 1. Boelter, LLC, Kirkwood Student Center, \$2,142.00
 2. Larson Construction, Kirkwood Student Center - \$58,649.19
- D. Kirkwood and Grant Wood AEA Joint Board Meeting Minutes from August 12, 2021.
- E. Consideration of a Resolution Approving Preliminary Industrial New Jobs Training Agreements (260E) with the following:
 1. Corridor Media Group, Inc., North Liberty
 2. Fluid Quip Technologies LLC, Cedar Rapids
 3. de Novo Alternative Marketing, LLC, Cedar Rapids
- F. Consideration of a Resolution Approving the Workforce Training and Economic Development Fund FY2021 Annual Report
- G. Consideration of a Resolution Approving the Workforce Training and Economic Development Fund FY2022 Proposed Plan

NEW BUSINESS AGENDA

Administration

Trustees Caves and Jensen moved and seconded approval of the resolution approving the Iowa Equestrian Center Indoor Arena Fencing Replacement and accepting the lowest base bid of \$308,000 to Pirc-Tobin Construction, Inc. Motion carried: 9-0.

Board

Trustees Pearson and Caves moved and seconded approval of the 2022 Board Meeting Schedule with the motion to move the October 2022 Board Retreat to November 2022. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Article in *The Cedar Rapids Gazette* regarding taking college courses in high school in correlation to earning a college degree or credential.
- Introduction of Kirkwood's new faculty at dinner.
- State of the College – September 14, 2021.
- Due to the continued global pandemic, we will not be attending to the ACCT Congress in San Diego, CA.
- With the sharp uptick in COVID positivity rates, primarily among students, we updated the COVID protocols from “encourage” to “requesting” everyone to please mask when they are in an enclosed space for an extended period of time with others.
- We are pleased with the increase in enrollment considering the impact of the pandemic.

Secretary's Report

- Reminder to complete and return the annual KCCK Broadcast Ownership Questionnaire before the end of September.
- The State of the College will be held on Tuesday, September 14, 2021.
- IACCT Education Presentations for 2021-2022 are available Live or on the IACCT Website.

- The October 2021 Board meeting and Retreat will be held at The Hotel at Kirkwood, Tippie Business Event Room.

Report of Board Members

Trustee Jensen provided a brief update on IACCT and monthly educational presentations. IACCT is a 15-person board and four of the 15 are leaving their district or not seeking re-election.

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

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on October 7, 2021:

James Mollenhauer, Chair

**Board of Trustees' Agenda
September 9, 2021
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective	Salary/Wage	Replaces/New
Meredith Hines-Dochterman	Marketing Strategist	Marketing	06/28/2021	\$46,200	Cody Nie
Sheryl Cline	College & Career Transition Coordinator	Admissions	08/09/2021	\$63,336	New
Kristin Mangrich	College & Career Transition Coordinator	Admissions	08/09/2021	\$63,336	New
Kristine Bullock	Director	Workplace Learning Connection	08/23/2021	\$80,220	Laurie Worden
Kathleen McKean	College & Career Transition Coordinator	Admissions	08/23/2021	\$54,600	New
Edmond Miles	College & Career Transition Coordinator	Admissions	08/23/2021	\$54,600	New
Sam Taylor	Department Assistant	Business & IT	08/23/2021	\$16.78/hr	Kayla Bowley
Dylan Torgerson	Operations Coordinator	Facilities & Public Safety	08/23/2021	\$46,900	New
Daniela Volkovinsky	Department Assistant	Arts & Humanities	08/25/2021	\$16.78/hr	Cindy Wilhelm
Casey Estling	Business Liaison-Program Specialist	Workplace Learning Connection	09/07/2021	\$44,800	Sue Neil
Jobe Gonzalez	Custodian	Facilities & Public Safety	09/07/2021	\$14.32/hr	Ken Clark
Boyd James	Accountant I	Finance	09/07/2021	\$51,590	Jessica Baseler
Megan Lehman	WBL Coordinator-Program Specialist	Workplace Learning Connection	09/07/2021	\$44,800	New
Todd Michaels	Systems Reporting Analyst I	IT Services	09/07/2021	\$46,900	Ben Miyamoto
Rion Ranard	Public Safety Dispatcher	Facilities & Public Safety	09/07/2021	\$17.95/hr	Aaron Nelson
Chandran Lapel	Counselor (201-Day)	Dean of Students Office	09/20/2021	\$67,103	Jacalyn McCarville
Andrew Schramm**	Manager	Skills to Employment	10/01/2021	\$71,288	Judy Stoffel
Cindy Wilhelm**	Payroll and Benefits Specialist	Human Resources	10/04/2021	\$21.47/hr	Deb Wilson

***Internal Transfer*

Separation of Employment

Name	Title	Department	Effective Date	Service Years
Kevin Onstott	Director, Maintenance Operations	Facilities & Security	08/31/2021	1
Eva Spiekermeier	Department Assistant	KCELT	09/03/2021	2
Salim George	Advisor, TRIO	Learning Services	09/17/2021	1

Qualified Retirement (Non-Incentive)

Name	Title	Department	Effective Date	Service Years
Scott Swenson	Regional Director, SBDC	CE&TS	08/31/2021	8