

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, December 7, 2023, 4:30 P.M.
The Hotel at Kirkwood – Tippie Business Event Room

MINUTES

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

Absent: Trustee Peggy Doerge

Also Present: Kristie Fisher, President; Peg Sprengeler, Board Secretary; Casey Drew, Treasurer; Mark Fuller, KSA Representative; Jacki Brucher Moore, KFA Representative.

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

Trustees Wright and Williams moved and seconded approval of the minutes for the regular meeting held on November 9, 2023, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Jensen and Caves moved and seconded approval of the December 7, 2023 agenda. Motion carried: 8-0.

Trustees Stamp and Williams moved and seconded the current Board adjourn. Motion carried: 8-0.

The meeting was turned over to Board Secretary Sprengeler for the purpose of organizing the Board of Trustees for 2023-24.

Board Secretary Sprengeler called the organizational meeting to order at 4:34 p.m.

Trustees Caves, Jensen, Pearson and Williams were elected to serve as Trustee for their respective districts from 2023-2027. Board Chair Mollenhauer administered the Oath of Office to elected Trustees Caves, Jensen, Pearson and Williams.

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: 8-0.

Trustee Jim Mollenhauer was elected to the position of Board Chair. Motion carried: 8-0.

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 Thys moved and seconded that nominations cease. Motion carried: 8-0.

Trustee Tracy Pearson was elected to the position of Vice Board Chair. Motion carried: 8-0.

Trustee Wright 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. Motion carried: 8-0.

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

Trustees Thys and Williams moved and seconded the Board return to regular session at 4:40 pm. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report

Kevin Hansen, Executive Director-Marketing, provided the Eagle Update and Kirkwood report, which included:

- International Education Week was November 17. The Global Learning department organized multiple fun and educational events to celebrate. An initiative of the U.S. Department of Education and the U.S. Department of State, International Education Week is a way to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences. The five-day event is celebrated at colleges and universities across the country.
- The Kirkwood Eagles volleyball team earned an at-large bid for the national tournament, the first in school history, held at the Alliant Energy Powerhouse in downtown Cedar Rapids in November. The Eagles wrapped up the 2023 season with a record of 32-10, including 11 wins against top 20 opponents and six wins against top 10 opponents. Lily VanSeveren was honored as a Second Team All-American by the NJCAA Division 2 Volleyball Committee
- Student of the month: Avi Deol. Avia was born in Brooklyn, New York. She and her family moved every few years and has lived all over the U.S. as well as India. She ended up graduating from high school in Iowa and went on to get a bachelor's and Master of Social Work in Iowa as well. After nearly 15 years of working in the social work field, she decided to explore a new field in healthcare. Avi is in her last semester at Kirkwood studying nursing. Her pinning ceremony is Sunday, December 10. In five years, she sees herself having earned an advanced degree in nursing and spending her nursing career at the VA Hospital working in critical care nursing, and build her life in Iowa City.
- Kirkwood was recently named a 2023 inductee in the Lifelong Learner Hall of Fame by the Wallace and Beverly Winkie Foundation. The Foundation is named after Wallace and Beverly Winkie, who were educators for over 30 years, and celebrates continuing their work in promoting lifelong learning and helping others. Kirkwood was recognized as one of four awardees in the 2023 class along with Elaine Estes, Dr. Cindy Waters, and the Blank Family, who are well known for their philanthropy in the Des Moines area.
- Kirkwood received a donation for 11 servers from award-winning Hiawatha company Crystal Group. The company specializes in serving the computing needs of the defense, government, and industrial markets. The servers were donated for use in two programs in the college's Business and IT department: Computer Support Specialist and Network & System Administration. The donated servers will provide vital training resources to the students working towards obtaining Associate of Applied Science degrees.
- Kirkwood and UnityPoint Health hosted a unique signing day event for future healthcare professionals at the Kirkwood Linn County Regional Center. Special recognition was given to 28 high school students who have completed necessary training through the Patient Care Exploration Academy to begin employment as patient care technicians at UnityPoint Health – St. Luke's Hospital. The students signed offer letters from St. Luke's to fill open positions on a part-time basis.
- Kirkwood's Concert Band will be performing on Saturday, December 9 at 7:30 p.m. in Ballantyne Auditorium. The concert will include works by musical artists Eric Whitacre, Rossano Galante, Pinkzebra, and more. The Kirkwood Concert Choir and Kirkwood Associate Professor of music Dr. Fred Kiser will also join the performance.

Fiscal Year 2023 Audit Review

Mandi Holcomb with Denman & Company, LLP presented the fiscal year 2023 audit for Kirkwood Community College. She discussed key points to look at as the annual audit report is reviewed. Mandi stated the report contains a clean opinion and no findings.

Financial Report

Treasurer Drew provided a high-level review of changes to the FY24 projected revenues at the December 2023 board meeting for the period of July 2023 thru October 2023. Thru October 2023, credit tuition is exceeding budget by \$1.5M and contract training & non-credit tuition is exceeding budget by \$536K.

Overall, actual revenue is projected to exceed budget revenue by \$1.9M; however, we still have 8 months remaining in fiscal year 2024 so projections can change based on actual activity in future months.

Overall expenses for operating Fund 1 are projected to remain within budget for FY24. Revenue received from previous fiscal years to pay for CCTC / equity coaches / AMT program will be allocated to those programs at the end of the second quarter.

Cash balances remain very strong with the College having 115 days of unrestricted days' reserve at the end of October 2023, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Wright and Williams 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 80 for a total of \$12,207,878.56
 2. The Hotel at Kirkwood Center pages 1 through 6 for a total of \$431,137.22
- C. Change Orders:
 1. Larson Construction, Kirkwood Aeronautics Hanger - \$355.12
- D. Approval – Assignment of 2022 Industrial New Jobs Training Agreements [260E]
 1. Assignments – R.C. Tway Company LLC
- E. Approval – Assignment of 2015 Industrial New Jobs Training Agreements [260E]
 1. Assignments – R.C. Tway Company LLC 2015 Agreement
- F. Approval of the Second Amendment to Final Industrial New Jobs Training Agreements with the following:
 1. Ascension, Inc. 2022 JTA
- G. Audit Committee Minutes from November 9, 2023
- H. Appointment of Board Members to Audit Committee:
 - Tracy Pearson, Audit Committee Chair
 - Alan Jensen
 - Jim Mollenhauer
- I. Appointment of Board Member as Community Colleges for Iowa Representative and an Alternate:
 - Alan Jensen Representative
 - Jim Mollenhauer, Alternate
- J. Appointment of Trustee Keith Stamp as the Kirkwood Board Member Liaison to Heritage Area Agency on Aging Board of Directors.
- K. Appointment of Trustee Jim Mollenhauer as the Kirkwood Board Member Liaison to the Kirkwood Foundation.

NEW BUSINESS AGENDA

Administration

No new business for the administration.

Board

No new business for the board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Dr. Fisher reminded us that at this time of year, in particular, it is important to take a step back and reflect on the important things, such as family and friends. This is front of mind given the tragic deaths near campus last week.
- Dr. Fisher attended the AI Faculty Open Forum on Monday. Laura Yost did an excellent job presenting on AI and how it impacts colleges.
- Over the last week, Dr. Fisher presented at the Downtown Rotary, visited Washington County Regional Center, met with several faculty, staff and/or students, and the KBSU [Kirkwood Black Student Union], DEI Faculty Fellows, and area superintendents.

Secretary's Report

- The Board Disclosure / Conflict of Interest Form is due by Wednesday, December 20, 2023.
- December 10, 2023 Nursing Pinning Ceremony at 1 pm at The Hotel Kirkwood, Ballroom. Dr. Kristie Fisher will attend.
- Kirkwood Winter Break: December 22, 2023 – January 1, 2024.

Report of Board Members

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: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on January 11, 2024:

Jim Mollenhauer, Chair

**Board of Trustees' Agenda
December 7th, 2023**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Lawrence Parrott	Equity in Student Success Coach	Student Equity, Inclusion & Support	11/13/2023	Jacob Ferguson
Menton Cooper	Custodian	Facilities	11/06/2023	Chris Esser
Ryan Seber*	Information Security Manager	Information Technology	11/15/2023	NEW
Kayla Strand	College & Career Transition Counselor II	Admissions	11/27/2023	Hannah Rakofsky
Paulina Solis	Equity in Student Success Coach	Student Equity, Inclusion & Support	11/27/2023	Alicia Hein
David Hunt*	Executive Director of Operations	Academic Affairs	01/02/2024	Brooke Strahn-Koller
Romil Patel	Custodian	Facilities	11/27/2023	John Saikaly
Neal Davis*	Associate Director	K-12 Partnerships	12/04/2023	NEW
Paul Fortin	Custodian	Facilities	01/08/2024	Elizabeth Royer

*Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Kizer Friedley	Assistant Professor	Allied Health	01/05/2024
Nicole Saldivar-Forbes	Custodian	Facilities	11/03/2023
Benjamin Rabe	Senior Accountant	Finance	12/12/2023