

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, February 10, 2022, 4:30 P.M.
The Hotel at Kirkwood Center

MINUTES

Present: Steve Caves, Alan Jensen, Kathleen Mac Taggart, Jim Mollenhauer, Keith Stamp, Joel Thys and Leslie Wright.

Absent: Trustees Tracy Pearson and Lorraine Williams

Also Present: Lori Sundberg, President, Melissa Christianson, Sr. Director-Finance, Peg Sprengeler, Secretary, Myranda Hadley, KSA Representative, John Dawson, KFA Representative.

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

Trustees Stamp and Caves moved and seconded approval of the minutes from the meeting held on January 13, 2022 and directed them to be made a part of the permanent record. Motion carried: 7-0.

Trustees Thys and Jensen moved and seconded approval of the February 10, 2022 agenda. 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:

- Kirkwood's Visual and Performing Arts upcoming winter play is a romantic comedy fittingly called Failure: A Love Story happening February 17th – 20th in Ballantyne Auditorium.
- Iowa Hall Construction continues to march forward despite being the dead of winter. The new center will be an amazing student-focused building that caters to all and is scheduled to be completed in the fall of this year.
- February Student of the Month – Casey Eiselstein. Casey grew up in Swisher and graduated from College Community Schools. Casey is pursuing a Business Administration degree with the intent to transfer to Iowa's Tippie Business School after Kirkwood. One of the big reasons he chose Kirkwood was the college has a long history of working with non-traditional students such as himself. Kirkwood offers the best educational value in the area that meets all his educational needs.
- The Kirkwood Athletics Hall of Fame induction ceremony will be on Friday, February 18 and will honor three former Eagles [two student athletes and one coach]; LuAnn Campbell Schlafke, Desiree Francis, and John Lewis. The class will also be recognized in between the women's and men's basketball games versus Northeast Community College the following day in Johnson Hall.
- Restaurant Week is February 18 – 27, 2022. The Class Act, The Hotel at Kirkwood, was one of 20 establishments chosen to show off what they have to offer guests.
- The Cedar Rapids College Career Connection Grant Coverage received a lot of great press following the announcement. KCRG and KGAN were present and had some great stories on the program announcement. The Corridor Business Journal [CBJ] also published an editorial in support of both the venture with the city and college as a whole. The CBJ celebrated Kirkwood's continued ability to create programs that are a win-win for the region and commended both the city and the college for the collaboration to combat our workforce challenges in the region. The editorial also stated it's an innovative way to build a robust pipeline to keep jobs with our up-and-coming high school students and to keep them in the region.

- The Corridor Leaders 250 was released by the Corridor Business Journal. This is a list of the Corridor's most influential business leaders. Dr. Sundberg made the list for education. Three others from Kirkwood were also included: Continuing Education Vice President Jasmine Almoayyed, Continuing Education Executive Director Amy Lasack and recently retired Continuing Ed VP Kim Becicka.

Advising Pilot and Health Programs

Colette Atkins, Associate Vice President-Academic Affairs, provided an update on the Advising Pilot and Health Programs.

For over 10 years, 1,000 students annually come to Kirkwood to pursue a health-related program. Many of these students were stopping out without completing a program. Five years ago, the college made an investment in Healthcare Success Coaches to help increase the success of these students. Based on the data, these coaches have increased the success of these students. In comparison to the previous five years, course withdraw rate has decreased by 5% and the average number of programs students pursued decreased by an average of one program. Early graduation indicators also show improvement. This pilot used some of the principles in Guided Pathways.

Spring 2022 Enrollment Update

Jon Buse, Vice President of Student Services, provided the enrollment update for spring term as reported on February 7, 2022. Data reported and shared from Institutional Research:

Overall Enrollment – Data is based on the weekly enrollment report from February 7, 2022

Overall Enrollment – Spring 2022:

- Headcount was -2% (11,292) and credit hours were -3% (95,987),
- Concurrent enrollment headcount (3,675) and credit hours (19,920) were both +10%.

Spring 2022 enrollment is 11,292 students enrolled in 95,987 credit hours. Enrollment decreased by 2% and credit hours decreased by 3% over the previous spring term. Enrollment in concurrent enrollment grew by 10% over the previous spring. Enrollment declines in liberal arts programs, non-degree enrollment by guest students, and new students were more significant than in other areas.

Buse noted that Kirkwood enrollment trends follow state and national trends due in part to the impact of the global pandemic. Buse also noted that interest in Kirkwood remains strong, particularly in terms of campus visits and other recruitment activities. Recruitment and retention efforts continue to be enhanced, and particularly are targeting students of color, low income, and first generation students.

Financial Report

Melissa Christianson, Sr. Director of Finance, provided the financial update in absence of Treasurer Jim Choate. The update focused on two main items: the FY22 projection and the FY23 not to exceed published budget. The college's FY22 second quarter projection showed tuition revenues down due to an overall decline in enrollment. However, the college's expenditures decreased as well, largely in personnel, resulting from FT open positions not filled. Potential reductions in expenditures could result in future months, but a deficit is expected and will be absorbed by the college's cash reserves. The FY23 published budget was presented and included a small increase in the levy rate due to updated property tax valuations in the region. Over 98% of student HEERF funds have been disbursed, with all remaining amounts expected to be disbursed this fiscal year.

As of January 31, 2022 there is an unrestricted cash reserve of 106 days of operation.

CONSENT AGENDA

Trustees Wright and Thys 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 44 for a total of \$5,522,282.14
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$201,075.86

- C. Change Orders:
 1. Larson Construction, Kirkwood Student Center - \$105,807.23
 2. Pirc-Tobin Construction, Inc. – Iowa Equestrian Center - \$2,250.00
- D. Final Industrial New Jobs Training Agreements [260E] with:
 1. Circle Computer Resources, Cedar Rapids
 2. Ascension d/b/a/ World Class Graphics, Cedar Rapids
- E. Assignment of Industrial New Jobs Training Agreements [260E] (Security Coverage, Inc. Projects) to:
 1. NeoNova Network Services, Inc.

NEW BUSINESS AGENDA

Administration

Trustees Jensen and Stamp moved and seconded approval for publication of the Preliminary Budget for Fiscal Year 2022-23 and setting the date of March 10, 2022 for public hearing. The estimated total tax rate per \$1,000 valuation is 1.34462. Motion carried: 7-0.

Board

Trustee Wright and Caves moved and seconded approval of the first reading of Board Policy 310 – Records Retention. Motion carried: 7-0.

Trustee Jensen and Caves moved and seconded approval of the College and Career Transition Counselors [CCTC] Agreements. Motion carried: 7-0.

- a. Cedar Rapids Community School District – 2 positions
(Jefferson and Washington High School)
- b. College Community School District
- c. Linn Mar Community School District
- d. Solon Community School District

Trustee Thys and Stamp moved and seconded approval to ratify existing Surgical Tech Joint Activity Agreements earlier executed by Representatives of the College. Motion carried: 7-0.

- a. Indian Hills Community College
- b. Northeast Iowa Community College
- c. North Iowa Area Community College

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- WSP Consultants met with various groups in Iowa City last week. Anticipate a draft report by the end of March/early April.
- Met with Mercy Medical Center regarding potential partnership.
- Kudos to Jon Neff, VP-Technology Services, and his team for their work on Guided Pathways.
- Discussed potential exhibition in our art gallery when Iowa Hall opens with artist Lonnie Stewart
- Recently appointed to the Cedar Rapids Airport Commission.

Secretary's Report

- Friday, February 18, 2022 is the Kirkwood Athletics Hall of Fame at The Hotel at Kirkwood Center.
- IACCT Educational Presentation; *Legislative Panel*, is scheduled for March 3 beginning at 2 pm via Zoom.
- March 3, 2022: IACCT Community College Day on the Hill, 8 am – 12 pm in Des Moines, IA.

Report of Board Members

Trustee Jensen encouraged the board of trustees to attend IACCT's Community College Day on the Hill March 3, 2022. All 15 community colleges will be present. State General Aid has not been debated yet. Generally, it is one of the last items they discuss before the session adjourns.

Trustee Stamp provided an update on Heritage Area Agency on Aging:

1. Heritage appreciates the continued partnership with Kirkwood.
2. Encore Café will open February 16, 2022 at Lowe Park.
3. Discussed the Governor's Emergency Proclamation ending February 15, 2022 and implications on Heritage and the services they provide.
4. Heritage implemented a new dashboard designed to provide basic indicator information for their board [progress toward outreach, area plan goals, demographics of their consumers and board member participation].

There being no further business coming before the Board, Trustees Stamp and Caves moved and seconded the meeting be adjourned at 5:30 p.m. Motion carried: 7-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on March 10, 2022:

Jim Mollenhauer, Chair

Board of Trustees' Agenda**February 10, 2022****PERSONNEL****Replacements/New Positions**

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Kori Hesser	Program Developer	Continuing Education	01/24/2022	\$56,000	Barbara Rawson
Melanie Bouzek	Program Developer	Continuing Education	01/24/2022	\$54,600	Kaitlin Gregerson
Mikaela Lighty	Banquet Manager	The Hotel at Kirkwood	12/31/2021	\$54,600	Chris White
Scott Gay**	Program Developer	Student Services	1/24/2022	\$65,100	NEW
Amalia Riordan	Department Coordinator	Business and IT	01/31/2022	\$44,800	Rylee May
Josue Bizazu**	Student Support Specialist II	Enrollment	2/7/2022	\$19.46	Haylie Canterbury
Rebecca Briggs	Student Support Specialist I	Enrollment	2/7/2022	\$16.78	Lauren Spencer
Isabella Baldassano	Student Support Specialist I	Enrollment	2/7/2022	\$16.78	Josue Bizazu
Ashley Moore	Alumni & Marketing Specialist	Foundation	2/21/2022	\$46,900	New

**Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date	Years
Bailey Allard	Assistant Professor	Math/Science	8/31/2022	5
Clarissa Huilman	Program Developer	Health Occupations	3/1/2022	5

Corrections

Name	Title	Original Start Date	New Start Date
Britney Graber	Research Analyst	02/07/2022	Rescinded offer of employment