

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, February 9, 2023, 4:30 P.M.
BA Jensen Board Room / Zoom Tele-Conference

MINUTES

Present: Alan Jensen, Mary Mac Taggart, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Joel Thys, Lorraine Williams, and Leslie Wright.

Absent: Trustee Steve Caves.

Also Present: Lori Sundberg, President, Casey Drew, Treasurer, Peg Sprengeler, Secretary, Jeremiah Fields, KSA Representative, John Dawson, KFA Representative.

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

Chair Mollenhauer declared the meeting open regarding the Linn County Regional Center Re-Roofing project. There being no questions or comments, Trustee Jensen and Williams moved and seconded the hearing be closed. Motion carried: 8-0.

Trustees Pearson and Stamp moved and seconded approval of the minutes from the meeting held on January 12, 2023, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Thys and Wright moved and seconded approval of the February 9, 2023 agenda. Motion carried: 8-0

INFORMATIONAL ITEMS

Kirkwood Report

Justin Hoehn, Director of Media and Legislative Relations, provided the Eagle Update and Kirkwood report, which included:

- On January 21, an event called "Crowd the Court" was held during the men's and women's doubleheader basketball game versus Iowa Lakes Community College. This event brings together high school juniors and seniors at Kirkwood to experience the campus and watch some exciting basketball.
- This spring, a partnership with the Linn County Board of Supervisors has created a new scholarship designed to help even more people. The Linn County Adastra Scholarship Program is made possible through American Rescue Plan Act funding. It provides financial assistance to Linn County residents enrolled in credit programs at Kirkwood. The goal is to help ease a student's financial burden and assist them in improving their lives through education. This \$3,000 grant is pro-rated based on enrollment level and students must complete the FAFSA in order to be eligible.
- Student of the month is Furaha Tambwe. Furaha is from Tanzania originally. She, along with her family, moved to Wichita, Kansas. As she was about to graduate from high school, her family was planning to move to Cedar Rapids. With the help of one of her teachers and having an interest in Nursing, Furaha chose Kirkwood for its excellent Nursing program. Furaha is one of the first recipients of the new Linn County Adastra Scholarship.
- Workplace Learning Connection has collaborated with several regional business partners to host the Cedar County Career Fair on Thursday, Feb. 23, at the Cedar County Fairgrounds in Tipton.
- An articulation agreement is in the works between Kirkwood and Coe College. The agreement would simplify the transfer process for Kirkwood Business Administration students, making it easier for them to move on to Coe after they graduate from this institution.

- The Kirkwood men's basketball team is now 20-4 following a very close 59-57 victory last night over Marshalltown Community College. The Eagles are now ranked 5th in the country and sit in second place in the conference. The women's team now has a record of 21-2 after beating Marshalltown last night by a score of 121-43. The women are ranked 4th in the nation and are all alone atop the Iowa Community College athletic Conference.
- Thanks to Marion non-profit Monarch Research, Kirkwood will be able to have a major impact on the recovery efforts from the 2020 derecho as part of the organization's Planting Forward project. All employees and trustees will have a chance to order three FREE trees to plant on their property-- provided they have the space and ability to properly care for them.

Academic Affairs Retention Efforts

Dr. Jennifer Bradley, Vice President of Academic Affairs, provided an overview of several retention efforts underway within the division. Dr. Bradley began her report highlighting the work of the Advising Department in providing direct support and encouragement to students. She then focused on curricular changes in the Math and Global Learning departments designed to increase student success and retention. The work within the Academic Innovation, Strategy, and Design department has been successful in lowering the administrative withdraw rate for online students. Finally, Dr. Bradley focused on the 90 faculty and staff who earned the Inclusive Teaching for Equitable Learning micro credential and the new syllabus template designed to promote a sense of belonging and support amongst all Kirkwood students.

Spring Enrollment

Jon Buse, Vice President of Student Services, reported on the current enrollment for the spring 2023 term based on the weekly enrollment report prepared by Institutional Effectiveness on February 6, 2023.

Spring 2023 enrollment is 11,190 students enrolled in 95,074 credit hours. Student headcount decreased by 1% and credit hours decreased by 1% over the previous spring term (2022). Enrollment in concurrent enrollment grew by 9% in headcount and 12% in credit hours, continuing a strong trend of growth in concurrent enrollment.

In addition to growth in concurrent enrollment, Buse noted that the areas of greatest decrease continue to be in the liberal arts majors, Pell recipients, and adult students (ages 24 and older). Recruitment efforts are focused on growing the campus visit program for prospective students and increasing applicant yield. Visit day options were expanded in the fall looking ahead to next year's class. Additionally, Admissions and the Regional Centers in Washington and Jones Cos, have collaborated to host large campus visits of their concurrent enrollment students to the main campus. 150 concurrent students participated in the most recent visit from Jones Co.

Another area of focus is returning students who have "stopped out" and have not attended since spring of 2022 and fall of 2022. The Dean of Students Office and Marketing coordinated an outreach campaign utilizing a third-party tool with expertise in social media marketing to reach students who were previously enrolled and were not yet enrolled for spring. We used two primary taglines or guide posts to frame the communications, one called, "Finish What you Started," and the other, "It Clicks (When you meet with an advisor)." That project resulted in 286 registrations for spring 2023 among students who were not enrolled in the fall of 2022 and 43 registrations for spring 2023 of students who stopped attending after the summer 2023 session.

Financial Report

Treasurer Drew provided a high-level review of changes to the FY23 projections at the February 2023 board meeting. With the 2nd quarter of 2023 being finalized projected net loss is decreasing from 1st quarter net loss of \$1.2M to \$900K due to the changes in revenue and expense projections.

Overall revenue is projected to decrease \$883K. Key items impacting FY23 revenues include lower credit revenue of \$1.3M and decrease in food & beverage sales of \$269K related to the student café. This decline in revenue is being offset by increases in revenue related to increased enrollment for contracted training (\$299K) and increase in interest revenue (\$358K).

Overall expenses are projected to decrease \$1.2M. Key items impacting FY23 expenses include wages and benefits decreasing \$588K due to open positions currently not filled. Travel is being reduced by \$500K based on unspent budget and cost of goods sold are down \$550K due to decreases in sales.

Two bills were introduced during the 2023 Iowa legislation that could have an impact on property taxes collected by Kirkwood.

➤ **HF1**

Current Iowa law limits the amount a residential or agricultural property value can increase. The limit allows increases of no more than 3% annually in aggregate taxable value. That applies to property where land or buildings are designated as residential, agricultural, commercial, industrial, railroad, or utility properties. The 3% limit applies to the total category, not to individual properties.

Under the House bill (HF1), beginning in 2024, the assessed value of a property could not exceed 103% of what the property was valued at in the previous year. That would apply a 3% increase limit to individual homes and properties if there haven't been changes made such as new additions to a building or an expansion of land boundaries.

➤ **SSB1056**

The gist of this legislation is the residential rollback would be reduced from 56.49% to 54.65%, which would mean a reduction in the taxable value of property and projected TIF district revenues. This would also impact the Tier One rollback replacement calculations because that calculation uses the difference between the residential rollback and 90 percent. For Kirkwood this will be a decrease in property taxes of \$891K.

Cash balances remain very strong with the College having 111 days of cash on hand, excluding an additional 30 days of CARES cash on hand when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Thys 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 40 for a total of \$4,550,853.87
2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$105,765.00

C. Change Orders:

1. Knutson Construction, Animal Health – (\$6,657.00)
2. Boelter, LLC, Iowa Hall – Library – Greenspace – (\$19,638.00)

D. Approval of the Audit Committee minutes from January 12, 2023

E. Designate the Use of the FY24 ACE-PIAP award. *Item E was pulled out of consent for a separate*

vote.

Trustees Wright and Williams moved and seconded approval of the declaration of an official intent under Iowa code 260G to designate the use of the FY24 ACE-PIAP award for the construction and/or renovation of existing facility space in Linn Hall for the expansion and enhancement of the nursing programs and in Jones Hall for the expansion and enhancement of the robotics classroom and construction management classroom. Motion carried: 8-0.

F. Approval for the Use of Accelerated Career Education [ACE] Fund [260G]. *Item F was pulled out of consent for a separate vote.*

Trustees Stamp and Wright moved and seconded approval for the use of Accelerated Career Education [ACE] Fund, Pursuant to Chapter 260G, Code of Iowa for AAS Paramedic Technologies. Motion carried: 8-0.

G. Approval of the Preliminary Industrial New Jobs Training Agreements [260E] with:

1. Automation Systems and Control, Inc., d/b/a/ ESCO Group, Marion, IA
2. Wildhawk Investments, LLC d/b/a/ Brava Roof Tile, Washington, IA

NEW BUSINESS AGENDA

Administration

Trustees Pearson and Williams moved and seconded approval for publication of the Preliminary Budget for Fiscal Year 2023-24 and setting the date of March 14, 2023 for public hearing. The estimated total tax rate per \$1,000 valuation is 1.38158. Motion carried: 8-0.

Trustees Wright and Stamp moved and seconded approval for the recommended proposed project bid for the Kirkwood Community College 2023 Sidewalk Extension Project. Motion carried: 8-0.

Board

Trustee Williams and Thys moved and seconded approval of the first reading of Board Policy 704: Examination of Public Records. Motion carried: 8-0.

Trustee Wright and Williams moved and seconded approval of the revised Board Policy: 212 Conduct of Meetings. Motion carried: 8-0.

Trustees Thys and Wright moved and seconded approval of the Presidential Search Committee in correlation with the presidential search for Kirkwood Community College. Motion carried: 8-0.

Trustees Jensen and Williams moved and seconded approval of the change to the 2023 Board Meeting calendar to reflect the following:

- Move the March 16, 2023 board meeting to March 14, 2023.
- Cancellation of the April 19, 2023 Board retreat.

Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Attended the joint meeting with the ACCT Executive Committee and the AACC Executive Committee in Washington, D.C. last week. Jee Hang Lee, CEO & President-ACCT, plans to attend the Community Colleges for Iowa Annual Trustee Conference in July.
- The agenda for the Community Colleges for Iowa Conference is coming along nicely. We've reached out and confirmed guest speakers: Dr. Angel Royal [AACC], Dr. Eric Martin [HLC], Kate Hightshoe [QCR Holdings], Dr. Ronald Cox [Retired, ISU CIRAS], Rebecca Reif [Ahlers & Cooney] and a Legislative Panel.
- Kirkwood will be hosting the Community Colleges for Iowa Presidents' Retreat in May. The President recognized the board secretary for keeping things organized and on task for both of these events.
- Kudos to Troy McQuillen and the Facilities team for getting the campus grounds cleared and ready for evening classes. They have done an amazing job in a short amount of time.

Secretary's Report

- Upcoming events:
 - Kirkwood Town Hall Meeting – February 14, 2023
 - Student Legislative Seminar [Des Moines] – February 27, 2023
 - All Iowa Academic Awards Banquet [Des Moines, Phi Theta Kappa] – February 27, 2023
 - Community College Day on the Hill [Des Moines] – February 28, 2023

Report of Board Members

Chair Mollenhauer extended his appreciation to the board and guests with the change in venue to Zoom considering the winter storm. We would rather err on the side of caution than put anyone in harm's way.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:35 p.m. Motion carried: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on March 14, 2023:

James Mollenhauer, Chair

**Board of Trustees' Agenda
February 9th, 2023
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Madison Day	EMS Instructor	Health Occupations	01/17/2023	Jesse Bevins
Rebecca VanderHeiden	Admissions Advisor	Admissions	01/23/2023	Nick Kettman
MarTavian Borseth	Public Safety Officer	Facilities & Public Safety	01/23/2023	Randy Jones
Aric Harger	Custodian	Facilities	01/23/2023	Robin Johnson

Lateral Transfer*

Internal Promotion**

Separation of Employment

Name	Title	Department	Effective Date
Josue Bizazu	Student Support Specialist II	Financial Aid	01/09/2023
Margorie Gutierrez	Equity in Student Success	Iowa City Campus	02/10/2023
Spencer Cleland	Lead Technician	Arts & Humanities	02/02/2023
Ian Berndt	Custodian	Facilities	01/24/2023