

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, June 8, 2023, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

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

Also Present: Lori Sundberg, President; Casey Drew, Treasurer; Peg Sprengeler, Secretary; Molly Anderson, KSA Representative and President-Elect, Kristie Fisher.

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

No public comments.

Doug Wagemester, Athletics Director, introduced Coach Darin Pint of the 2023 Kirkwood Eagles golf team. The Eagles won their first national championship in school history last week.

Trustees Thys and Wright moved and seconded approval of the minutes from the meetings held on May 11, 2023 and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Stamp and Williams moved and seconded approval of the June 8, 2023 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Kirkwood Report

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

- The Kirkwood Eagles golf team brought home the first NJCAA Division II National Championship in the history of the program. College leaders, student-athletes, faculty and staff gathered in Iowa Hall last week to congratulate Coach Darin Pint and his team on a job well done.
- The Kirkwood softball team was the eighth seed in the 2023 NJCAA Division II Softball World Series. Kirkwood went 2-2 in the tournament before being knocked out by Parkland College. The team finished seventh in the nation. Infielder Emily Linder was named to the All-Tournament team and Catcher Sydney Row was named a First-Team All-American by the National Fastpitch Coaches Association.
- Student of the month: Katherine Boone. Katherine is from Marion and graduated from Linn-Mar High School in 2012. She enrolled in classes that fall but quit after the semester. She then moved to Steamboat Springs, Colorado to experience new sights and meet new people. In 2020, she moved back to Marion and enrolled at Kirkwood. She is now a fourth semester nursing student. While attending Kirkwood, she has made life-long friends and met amazing staff who have supported her every step of the way.
- New Leader Manufacturing has just announced it is set to host the first youth registered weld apprenticeship program in the region. The company has been working with the Department of Education, Grant Wood AEA, Cedar Rapids Community Schools, the Cedar Rapids Metro Economic Alliance, the Governor's Office, and Kirkwood. The Apprenticeship Program will provide students the opportunity for hands-on welding experience while working under the mentorship of some of New Leader's most talented welders.

- TWO Kirkwood students placed in the top 10 of a national carpet design competition called Durkan D*Scover - Kim Etzel and Jazbeck Lopez. Jazbeck won first place in the competition over many peers from across the country. When students win the competition, the manufacturer, Durkan, will catalog their designs and the students also get a \$2,500 scholarship. Jazbeck is a first-year student.
- The Kirkwood baseball team season ended following a loss to eighth-ranked Iowa Central. The Eagles finished the season with a very respectable 38-18 record. A total of 10 players made the Iowa Community College Athletic Conference All-Region teams, with 3 players making first team, 4 making second team, and 3 making honorable mention.
- The American Hotel & Lodging Association Foundation is disbursing \$1 million to hardworking hospitality students across the country. They recently announced that 10 Kirkwood students have been chosen to receive \$2,000 scholarships to put toward their pursuit of a degree in hospitality. Kirkwood students have been awarded a total of \$50,000 as part of the scholarship program.

Strategic Plan Update

Megan Thole, Director of Institutional Planning, provided an update on FY2023 Institutional Student Success outcomes and presented the FY2024-2027 Strategic Plan with new institutional key performance indicators. Persistence remained static while FT student completion dropped, retention and PT completion continue to trend upward. Key accomplishments from the FY2021-2023 Strategic Plan were shared, including but not limited to successful implementation of Guided Pathways fall 2022 (83% persistence rate AY2022-2023), implementation of Data Governance structure, and establishment of Diversity, Equity and Inclusion (DEI) Faculty Fellows and a Kirkwood Equity Team. The AY2023-2024 enrollment goal will be set at a 2% increase over the previous year's actual.

Financial Report

Treasurer Drew provided a high-level review of the Fiscal Year 2024 Operating Budget. The operating budget consist of Fund 11 (day-to-day operations of the College) and Fund 13 the College's enterprise funds (Hotel, Bookstore, Farm, Equestrian Center, Fleet, NJTP, Fund raising, student clubs, etc.).

Fund 11:

FY24 operating revenue budget is \$94.5M which is an overall increase in revenue of \$1.4M when compared to FY23. Credit tuition is decreasing \$870K to reflect the estimated drop in enrollment of 3.5%. State funding is increasing \$1.2M, investment income is increasing \$688K, and Foundation investment revenue is increasing \$400K.

FY24 operating expense budget is \$95.1M which is an overall increase in expense of \$1.3M when compared to FY23. Salaries and benefits are increasing \$519K, Operating expenses are increasing \$579K, and Non-operating expenses are increasing \$155K.

Overall Fund 11 will have a net loss of \$571K for FY24.

Fund 13:

FY24 operating revenue budget is \$16.7M which is an overall increase in revenue of \$372K when compared to FY23. Sales & services increased \$142K, Investment income increased \$150K. and Other revenue increased \$80K.

FY24 operating expense budget is \$16.1M which is an overall decrease in expense of \$1.2M when compared to FY23. Salaries and benefits are decreasing \$8K, Operating expenses are increasing \$186K, and Non-operating expenses are decreasing \$1.3M.

Overall Fund 13 will have a net income of \$571K for FY24.

FY23 Actuals:

FY23 projected revenues at the June 2023 board meeting for the period of July 2022 thru April 2023. Thru April 2023 credit tuition, foundation transfer, fees, and sales & services are trending below budget.

Overall revenue is projected to decrease \$230K. Key items impacting FY23 revenues include lower credit revenue of \$1.5M and decrease in food & beverage sales of \$107K related to the hotel and campus café. This decline in revenue is being offset by increases in revenue related to increased enrollment for contracted training and non-credit tuition (\$639K) and increase in interest revenue (\$1.3M).

Overall expenses are projected to decrease \$1.7M. Key items impacting FY23 expenses include wages and benefits decreasing \$2M due to open positions currently not filled. Operating expenses are projected to be \$948K below budget and non-operating expenses are projected to be \$1.2M above budget.

Cash balances remain very strong with the College having 108 days of cash on hand, excluding an additional 14 days of CARES cash on hand when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Wright and Doerge 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 67 for a total of \$10,312,851.11
 - 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$257,670.44
- C. Change Orders:
 - 1. Knutson Construction, New Animal Health Center - \$15,045.00
- D. Approval – Audit Committee minutes from May 11, 2023
- E. 2023-24 Delivery Services Agreement with Grant Wood AEA
- F. 2023-24 VITAL Program Agreement with Grant Wood AEA
- G. MIIP Board Representatives for 2023-24 as Wes Fowler, Vice President-Human Resources; Linda Arens, Human Resources (Alternate) and Julia Rabe, Assistant Professor-American Sign Language, John Dawson, Professor, Alternate, KFA.

NEW BUSINESS AGENDA

Administration

Trustees Thys and Pearson moved and seconded approving financial institutions as official depositories for funds in an amount not to exceed the maximum exposure listed in the resolution. Motion carried: 9-0.

Trustees Jensen and Caves moved and seconded a resolution approving of the Fiscal Year 2024 Operating Budget. Motion carried: 9-0.

Trustees Doerge and Williams moved and seconded approval of Larson Construction for the Kirkwood Community College Aeronautics Hanger Renovation project at \$1,177,000.00. Motion carried: 9-0.

Trustees Caves and Pearson moved and seconded approval of the Request for Proposal to solicit bids for the 5-Plex Safety & Security update and publishing the Notice to Bidders. Motion carried: 9-0.

Board

No new business for the board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The 2023 IACCP Presidents' Retreat was held at Kirkwood May 23-25, 2023. President Sundberg recognized Peg Sprengeler, Jackie Bohr, Mary VanHouten and team for their incredible work, planning and hosting our guests. A few guest speakers were present such as Tom Bordenkircher, the Higher Learning Commission; Rob Johnstone, Guided Pathways and David Baime, Chief Lobbyist for the AACC.
- The Community Colleges for Iowa Annual Trustee Conference will be hosted by Kirkwood in July. We piloted an app at the Iowa Presidents' Retreat in May that went well and will be used for the Trustee Conference.

Secretary's Report

- Flight reservations are being made by trustees planning to attend the ACCT Leadership Congress in Las Vegas, Nevada October 9-12, 2023. The registrations for the Congress will be made as flight information is received.
- Community Colleges for Iowa Trustee Conference is scheduled for July 19-20, 2023.

Report of Board Members

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 5:32 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on July 13, 2023:

James Mollenhauer, Chair

**Board of Trustees' Agenda
June 8th, 2023
PERSONNEL**

Name	Title	Department	Effective Date	Replaces/New
Amy Lasack*	Executive Director of Operations	Continuing Education	08/01/2023	Brenda Ireland
Cheri Kampman*	Senior Director- Continuing Ed & Training Services	Continuing Education	07/01/2023	Amy Lasack
Emily Logan*	Dean- Programming	Continuing Education	06/05/2023	Cheri Kampman
Kayla Bowley	Academic Advisor	Academic Advising	05/15/2023	Ashley Hunt
Megan Lebeda**	Program Developer	Continuing Education- Corporate Training	05/22/2023	Liz Engebretson
Susan Parvin	Director of Clinical Education Respiratory Therapy	Allied Health	07/10/2023	Melba Cervený
Heather McKiness	Faculty Clinical Coordinator Surgical Technology	Allied Health	07/10/2023	Michael Sells
Bridget Ahlrichs	Academic Advisor	Academic Advising	05/15/2023	Brenda Steinke
Zachary Meyer	Grounds Maintenance Worker	Facilities	05/30/2023	Luke Hennesey
Thomas Stark	Public Safety Officer	Facilities & Security	06/12/2023	Martavian Borseth
Shara Hart	Application Developer	Technology Services	06/26/2023	NEW
Aaron McGlynn	Instructor	Industrial Technologies	07/31/2023	Tyler Mitchell
Lindsey Cunningham	Instructor	Allied Health	07/31/2023	Kristee Malmberg
Stephanie Klenk	Instructor	Allied Health	07/31/2023	Lisa Hebl
Tara Allen	Instructor	Business & IT	07/31/2023	Mark Abel

Replacements/New Positions

Lateral Transfer*

Internal Promotion**

Separation of Employment

Name	Title	Department	Effective Date
Chris Esser	Custodian	Facilities	05/04/2023
Jayci Kvach	Technical Specialist	Learning Services	06/30/2023
Adam Kerkove	Student Support Specialist II	Student Services	05/19/2023
Elizabeth Royer	Custodian	Facilities	05/30/2023
Dawn Cart	Custodial Coordinator	Facilities	05/31/2023
Edwin Nyamwala	Instructor- Marketing	Business & IT	05/13/2023*
James Jordan	Associate Professor	Ag Science	05/26/2023*
Scott Samuelson	Professor	Arts & Humanities	08/15/2023
Stephanie Herrig	Dispatcher	Public Safety	06/14/2023
Heidi Vogel	Assistant Professor	Dean of Students	07/03/2023

Corrected Date*