



#### KIRKWOOD COMMUNITY COLLEGE

## 260E Iowa New Jobs Training Program 2024 Company Training



#### INTRODUCTIONS

#### **Kirkwood Community College Staff**

- ➤ Tyler McCarville Senior Manager, Job Training Programs
- **► Lauren Wullner- Senior Accountant**
- **▶** Brendyn Mussig Grants Accountant
- **≻**Barb Rawson Program Manager
- Chris Carr Sales Manager
- Cassie Mitvalsky Program Manager



#### **TODAY'S TRAINING**

- To welcome new companies from the 2024 bond sale!
  - 13 companies participated in the 2024 bond sale, 3 of which are new to the program.
- To communicate Kirkwood's 260E processes and procedures
  - Training Reimbursements
  - Withholding Payments
  - Training Record Database
  - Training Plan



#### PROGRAM OVERVIEW

- State of Iowa Incentive the Community Colleges Administer in their Region
  - Training fund is created by forecasting the amount of employee withholding tax the NEW jobs will generate for 10 years.
  - The bond sale is the mechanism that provides companies with their training fund up front.
  - The companies are obligated to repay the bond through the diversion of withholding of the NEW jobs to Kirkwood.
  - Companies are reimbursed for both OJT and Customized Training for the NEW jobs.
  - The program lasts for 10 years (life of the bond/ repayment).

# TRAINING REIMBURSEMENTS



#### **AVAILABILITY OF FUNDS**

- Your training funds will <u>not</u> be available to you until Kirkwood has received your first withholding payment (we'll go over that process in just a couple of minutes).
- Funds will be made available in an amount proportionate to the number of new jobs that have been filled. For example, if your agreement is for 10 jobs, and you've filled 4 of them, 40% of your training fund is available for reimbursement.
  - Applies to OJT and Customized Training funds individually, not the contract as a whole.
- Withholding payment for timeframe training occurred is required.
- Training plan must be submitted.



### **ON-THE-JOB TRAINING (OJT)**

C-2 Sample Company Tentative Structured Job Training

Job Description	Annual Salary		Weekly Salary	50	% of Weekly Salary	Number of New Employees	Weeks of Training		Total		udget Per imployee
Chief Executive Officer	\$ 52,494.00	\$ 1	1,009.50	\$	504.75		8	\$			4.038.00
Controller	\$ 21,667.00	\$	416.67	\$	208.33	i	. 9	\$	,	\$	.,
Accountant	\$ 13,324.00	\$	256.22	\$	128.11	i	9		.,	-	1,153.00
Dir. Software Engineering	\$ 20,003.00	\$	384.67	\$	192.33	i	9	•	.,		1,731.00
Dir. Advanced Technology	\$ 21,667.00	\$	416.67	\$	208.33	<u> </u>	9	-			1,731.00
Dir. Of Marketing	\$ 20,003.00	\$	384.67	\$	192.33	· i	9	•	.,		1,731.00
Scientist Intelligent Systems	\$ 19,991.00	Ś	384.44	\$	192.22		9	\$	.,		1,731.00
Senior Hardware Engineer	\$ 22,006,00	\$	423.20	\$	211.60	<u> </u>	10	•	.,		,
Senior Software Engineer	\$ 22,006.00	\$	423.20	\$	211.60	1	10		_,		2,116.00
Software Engineer	\$ 15,995.00	\$	307.60	\$	153.80	1	10		_,	- 1	2,116.00
55	+ .5,500.00	Ψ	001.00	Ψ	155.60	ı	10	Ф	1,538.00	\$	1,538.00
					TOTAL	10		\$	19,903.00		

- Your OJT budget is outlined in Exhibit C-2 of your final agreement.
- Reimbursement is for 50% of the new positions' actual gross wages (up to the Exhibit C-2 budget amount).
- Use this form to enter in the request for OJT in the database.

### ON-THE-JOB TRAINING (OJT)

- Positions may differ from C-2 but line item budget amounts do not change.
- Required documentation:
  - A payroll roster for the time period from your companies accounting system is preferred.
  - A paystub for each employee on the submission is also acceptable.
  - Employee must also be listed on the withholding payment for the period.



Includes various types of training expenses your company may incur in the course of training employees.



- Contracted Training
  - Training delivered by an outside vendor can be reimbursed at 100% of the cost.
    - Cost to provide on-site training sessions
    - Conference Fees
    - College Tuition
    - Pre-Employment Skill Assessment Testing
      - Drug/Background screenings and physicals are not eligible



- Contracted Training The 50% Rule
  - For <u>flat price</u> training, if 50% or more of the employees trained are covered by your 260E Agreement, you can be reimbursed for 100% of the cost.
    - Flat price training will cost the same regardless of the number of attendees and the invoice must reflect that. If an invoice lists a rate per quantity it is not flat price training.
  - If less than 50% of the employees trained are covered by your 260E agreement, the amount reimbursed will be prorated.
  - For any flat price training a roster of all attendees must be included, this must include any non-260E employees that attended the training. If 260E employees are on more than one bond please include bond year.

#### Internal Training

- If training is delivered internally (by one of your own employees)
  you can be reimbursed for that trainer's time. Internal training
  can be claimed after the OJT training time.
- The following information is required for reimbursement:
  - An outline of the type of training done
  - Name of the trainer and his/her hourly wage rate
  - Amount of time spent training and preparing
  - Roster of employees who attended the training
    - Must include any non-260E employees trained
    - Indicate bond year if multiple bonds
- The 50% rule does apply to internal training.
- A template is available by request
- Associated travel costs are eligible (see Training Related Travel)

#### Training Related Travel

- Companies can be reimbursed for travel costs that employees incur while attending a training.
- Airfare, mileage, car rental, lodging, meals, etc. can be reimbursed at 100% of the cost.
  - In the database include all costs for all participants in one submission.
  - The submission should include separate lines for registration, airfare, lodging, etc. but individual vendors do not need to be entered.
  - If training did not require a registration fee or other cost to attend include an agenda or description of training provided.
- An itemized receipt is required for meals.
  - Alcohol purchases are not allowable under the 260E program.
- The 50% rule does <u>not</u> apply to travel related costs
  - Example if 3 out of 4 attendees are 260E employees the hotel for the 4<sup>th</sup> employee is not eligible.

#### Training Materials and Supplies

- Legal Fees and costs associated with creating an employee handbook are eligible for reimbursement.
  - If an internal employee is responsible for creating the handbook their wages for time spent can be reimbursed. A spreadsheet indicating dates and hours of spent is required.
- Materials like workbooks and training kits are billed at cost per unit and do not qualify for the 50% rule
- Items purchased for a training room or training library, such as training books, software, videos, etc., can be reimbursed at 100% of their cost.
  - When adding session in database list "Training Room" or "Training Library" in Training Provided field

- Training Materials and Supplies
  - Learning Management Systems
    - Software that is used to track employee training activities can be reimbursed at 100% without providing a roster.
    - When adding session in database list "Learning Management System" in Training Provided field.
    - Ideally drawn down from oldest contract with eligible employees first.



- Training Equipment
  - Training equipment includes tangible items that cost \$5,000 per item or greater and with a useful life of more than one year.
    - Example 10 monitors at \$500 each is not considered equipment
    - Software is not considered equipment and should be categorized as "Training Materials and Supplies"
  - Equipment can be reimbursed at 100% of its cost, however, equipment reimbursement is limited to 10% of the overall customized training fund.
  - The purchase of production equipment is not allowable.
    - Laptops/Desktop computers that an employee uses to perform daily job functions are considered production equipment



#### Submission Expectations

- Attach copies of all vendor invoices, receipts, rosters, etc. to back up amounts requested.
- To ensure eligibility, itemized invoices and detailed receipts are <u>REQUIRED</u> for reimbursement of all costs, including travel expenses.
- Invoices/receipts must be legible, sending photos of documents is discouraged, PDF is the preferred format
- Kirkwood asks that reimbursement requests be submitted within a three year time frame from when the training occurred.



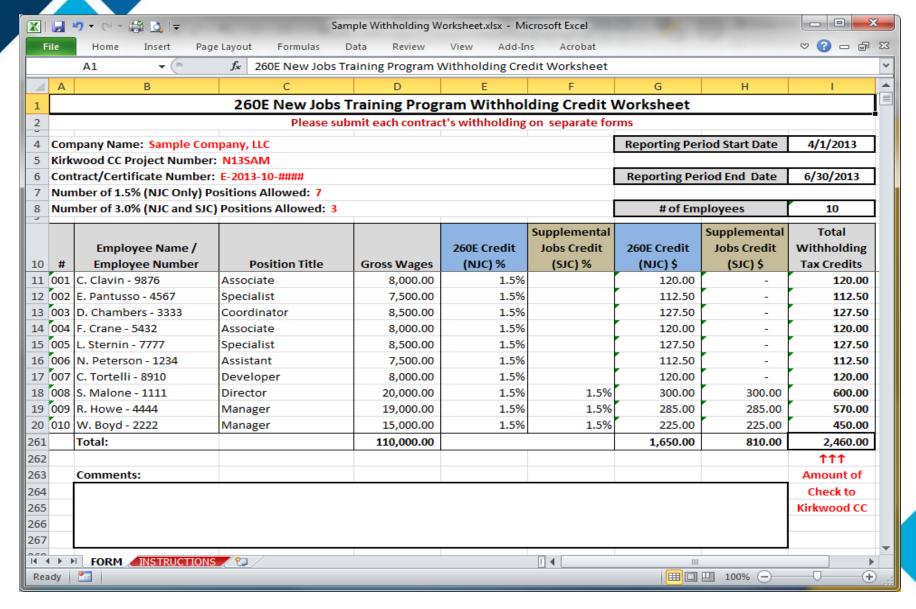


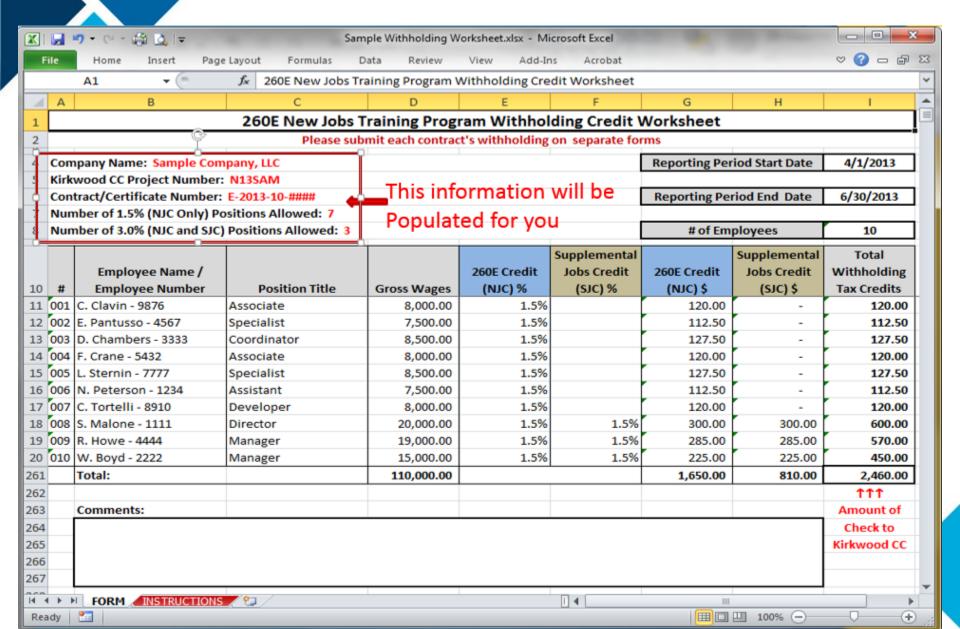
- The repayment of your obligation is funded by withholding that is diverted to Kirkwood, instead of the Iowa Department of Revenue.
- All 260E positions qualify for a 1.5% "New Jobs Credit" (or "NJC").
- Some positions qualify for an additional 1.5% "Supplemental New Jobs Credit" (or "SJC").

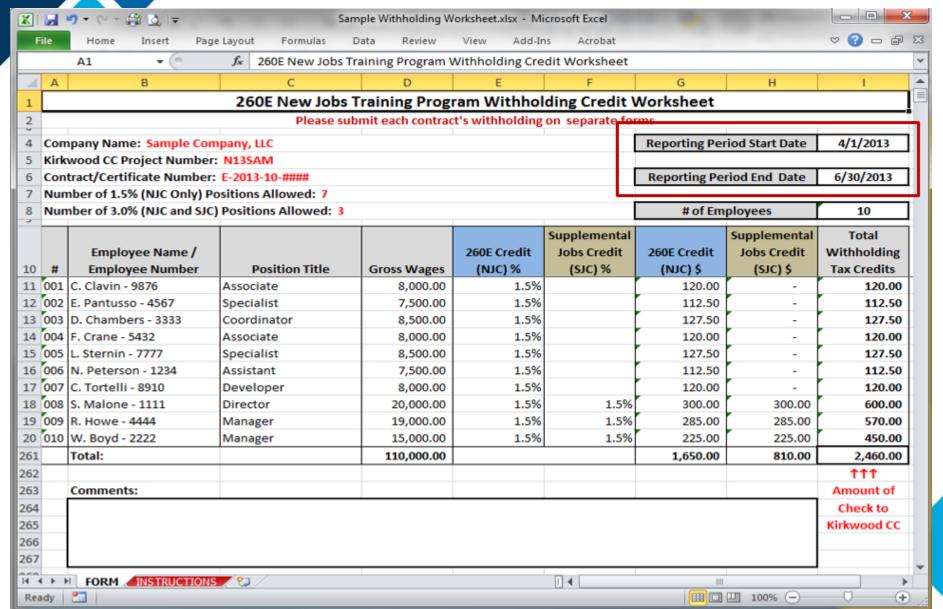


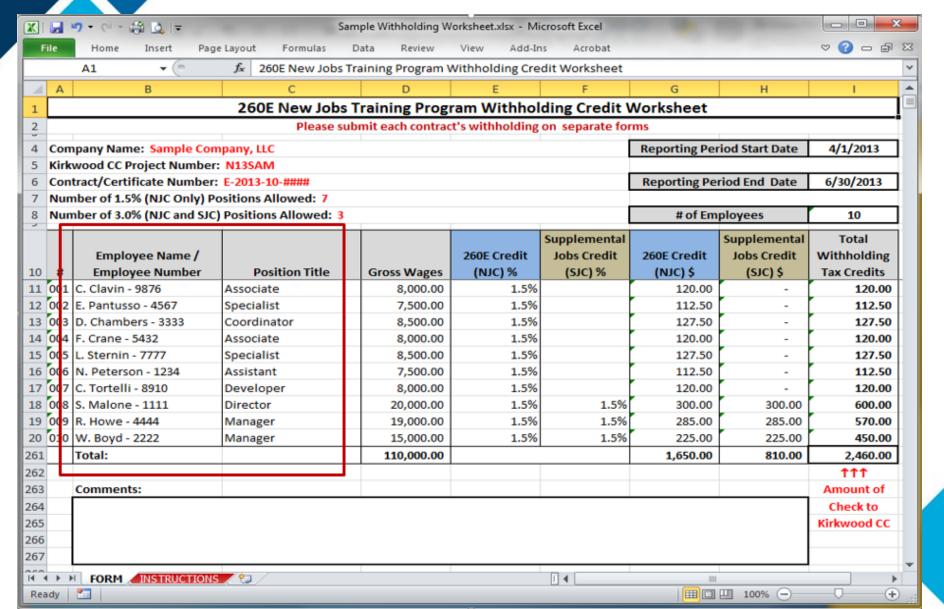
- At least quarterly, companies must calculate their NJC and SJC credits for the period, and send Kirkwood a check for that amount.
- You will be provided a worksheet to help with this calculation, and to send with payment as backup documentation.

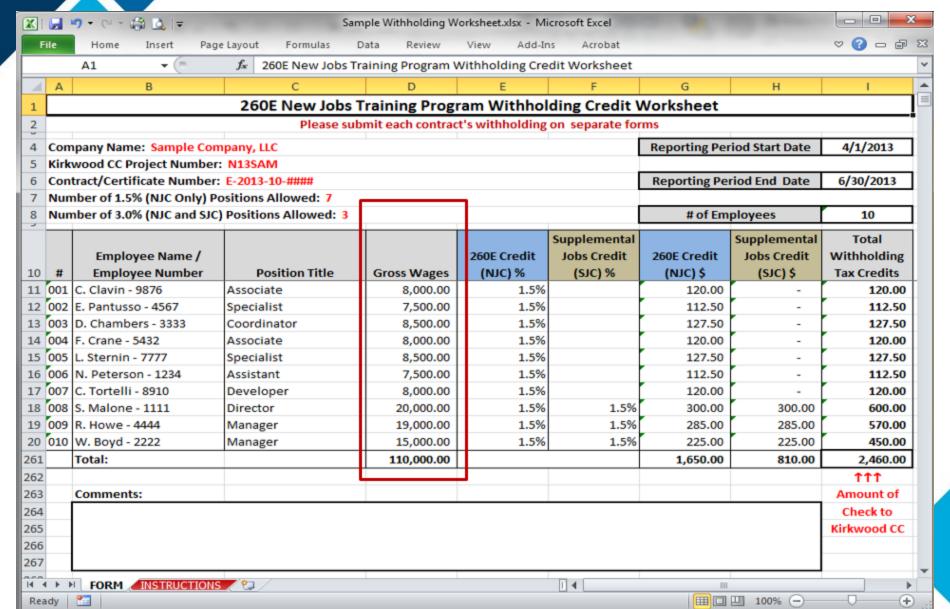


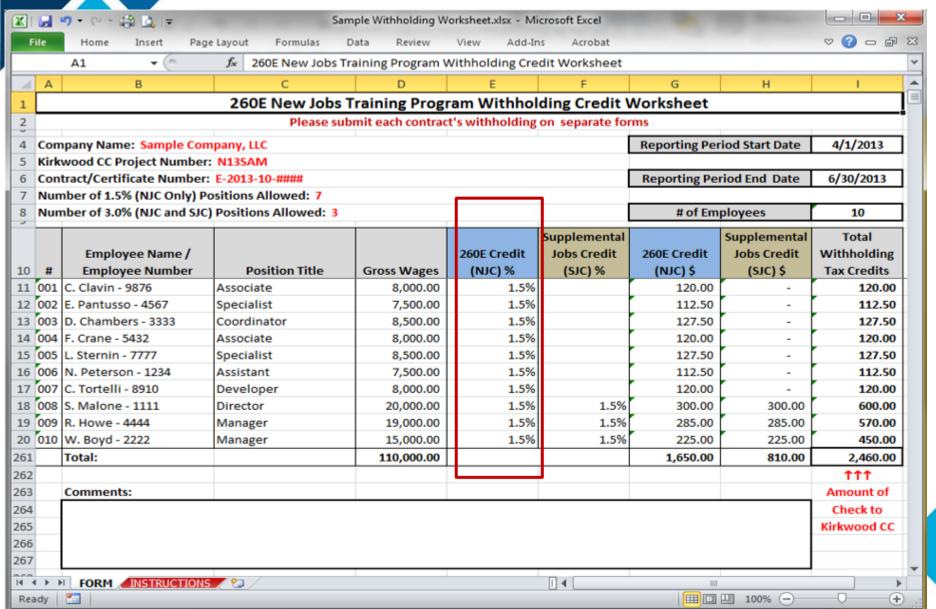


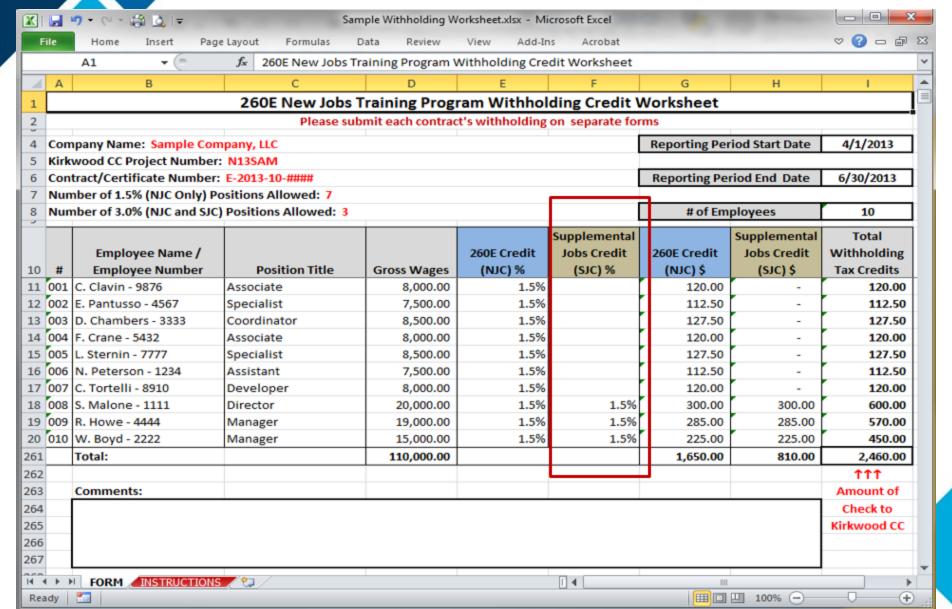


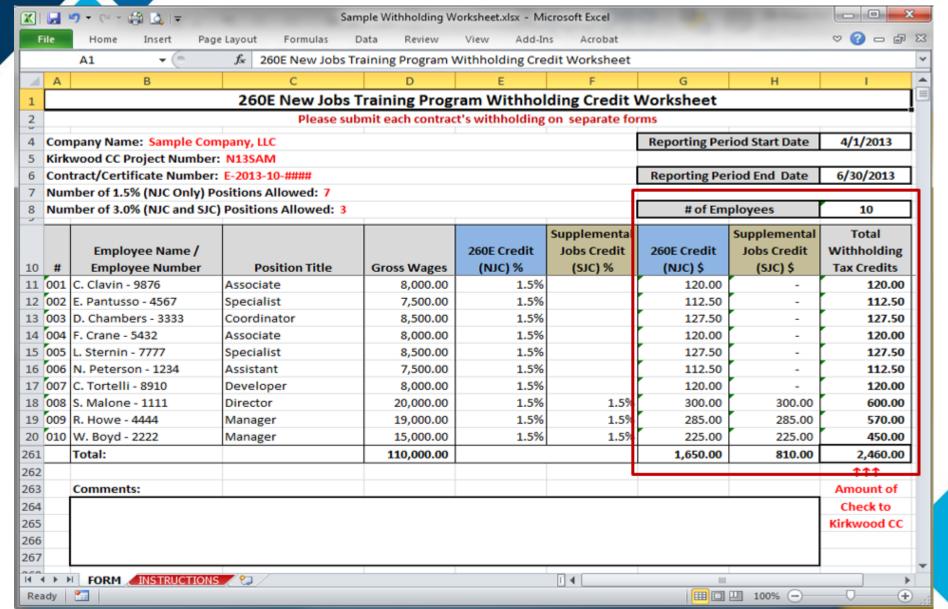


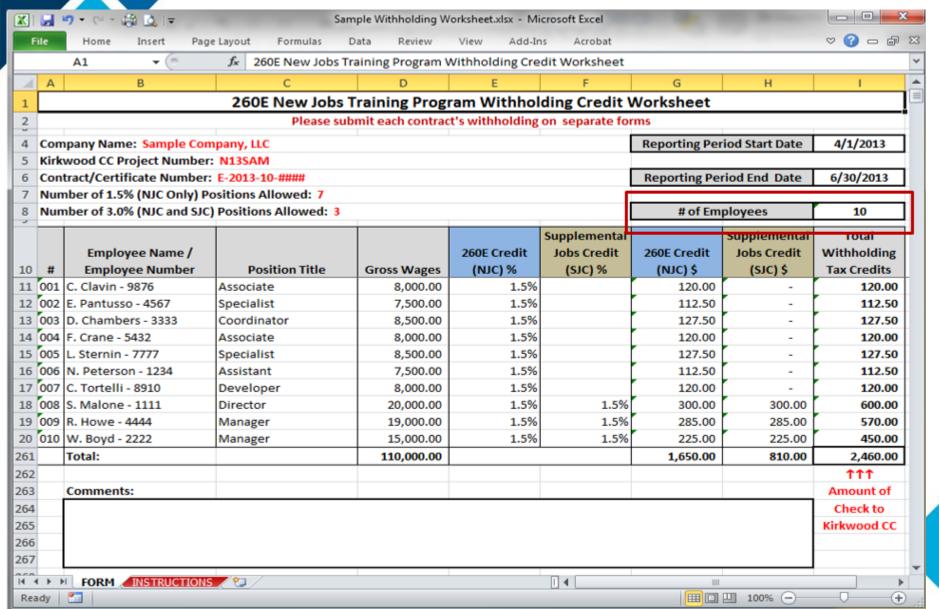


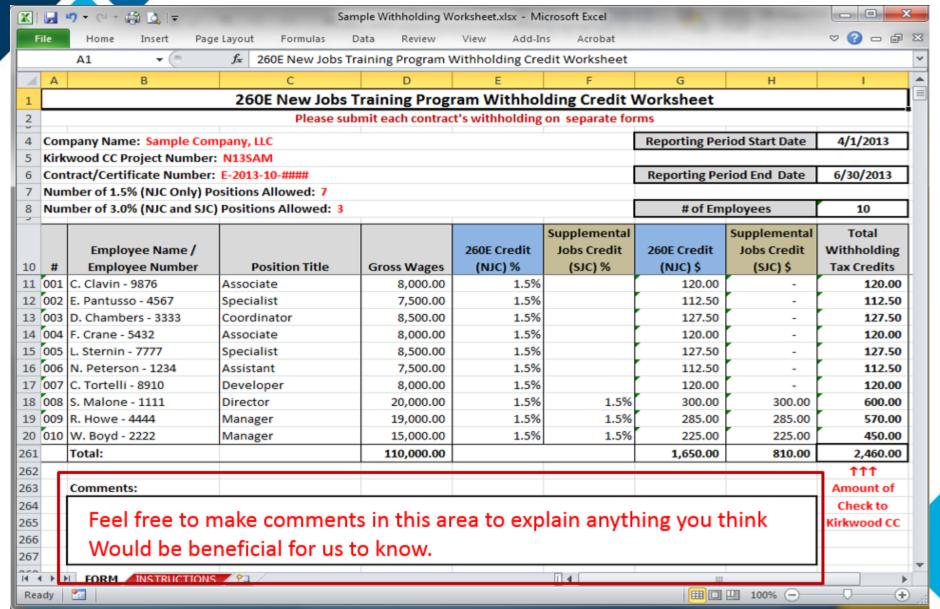










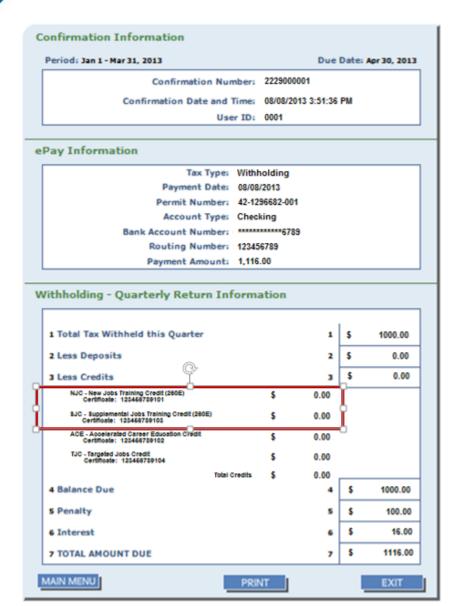


- Submission of Documentation
  - We prefer that documentation accompany checks when mailed, that said, we will also accept documentation emailed to NJTP@kirkwood.edu.



- Once we receive your check, we will reconcile it to the backup you provide, and then receipt the check.
- After you have paid this withholding to Kirkwood, your company will need to report the withholding credit amount to the Iowa Department of Revenue via their E-File & Pay System.
- Failure to submit the backup documentation in a timely fashion will result in delays with the receipting process. In other words, the checks will remained uncashed.





Please remember to separate the NJC tax credit and the SJC tax credit.



#### REVENUE

- This confirmation page <u>MUST</u> be printed and submitted to Kirkwood at least quarterly.
- Kirkwood is required to reconcile the information you submit via E-File & Pay to the check and documentation you sent to us. This information is then reported in the state's 260E database.
- For amended quarters, failure to submit this information in a timely matter will cause the state to reject your refund claim.

Name: Account ID; Filing Period: Date: Confirmation Number: 3-03-003101 31-Dec-2021 23-Feb-2022 0-000-507-699

#### Withholding Tax Return Summary - Amended

Amount

Final Balances	Tax Withheld Deposits/Overpayments Total Credits Refund Amount	\$51,894.00 \$65,530.95 \$9,665.53 <b>\$23,302.48</b>
Tax Liability	01-Oct-2021 to 31-Oct-2021 01-Nov-2021 to 30-Nov-2021 01-Dec-2021 to 31-Dec-2021	\$24,677.00 \$13,580.00 \$13,637.00
Credit Information	Total New Jobs Credit Total Supplemental Job Credit Total Credits	\$6,854.13 \$2,811.40 \$9,665.53
Refund Information	Refund Option Bank Name Account Number	

#### Job Credits Details

Confirmation Number: 0-000-507-699
Date; 23-Feb-2022

20100202

\$23,302,48

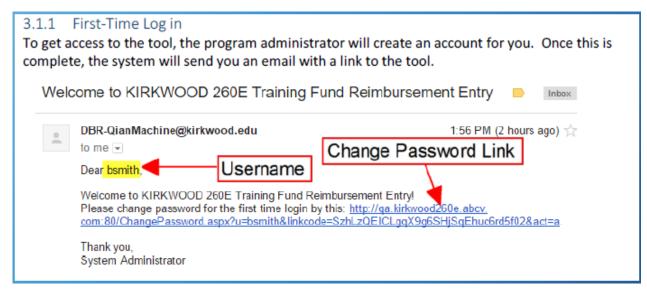
Credit Type	Certificate Number	Credit Amount			
NJC	722021102037	\$6,854.13			
SJC	722021102037	\$2,811.40			
	1	\$9,665.53			



#### TRAINING RECORD DATABASE

- As required by the State, Kirkwood has implemented a new training record database.
  - The purpose of this database is to give employees a transferrable document that highlights areas in which they've received training through the 260E program.
  - All companies who have executed an agreement since 2012 are required to use this database. Google Chrome and Firefox are the best browsers to use to access the database.
  - http://kirkwood260e.abcv.com





- Due to the sensitive nature of data contained in this website, we require that each user perform a two step verification when logging in.
- Not only will you have enter your password, you will also receive an email/text requiring a second verification step.
- Both the user name AND password are case sensitive.



• The first thing you will want to do is select which project you are working on (this applies to companies with more than one 260E agreement).

KIRKWOO	OD Training Manage	ement System: Ch	noose Funding Type	_	•	
	260E	•	TEST COMPANY	•	010	•
			Set Default Employer		Set Default Project	



- Upon entering the database, you will see it has your bond information prepopulated in the dashboard.
  - This gives you a live, current update on your available funds.





- The second thing you will want to do is add the employees currently associated with the program.
- There are two ways to do this:
  - Bulk upload
  - Single entry



- Bulk upload requires using a file which includes an encryption tool.
  - The reason why we use an encryption tool is due to the sensitive nature of the information (ex social security numbers)
    - If you already have a list of employees, this is an easy way to copy and paste their information.
  - This can be found under the "Employee List" link at the top of the database.







- Once you open the Excel document, you must complete all of the columns with asterisks.
- You may also complete the other sections as well, if they apply to your company.

Α	В	С	D	E	F	G	Н	1	J	K
EmployeeID (exact value)	First Name* (exact value)	Last Name*	SSN* (no dashes)	Position Start Date	Original Title	Current Title*	,	,	,	Pre-Empl (enter 1 or Y for Yes blank for No)
(exact value)	(exact value)	(exact value)	(no dasnes)	(mm/dd/yyyy)	(exact value)	(exact value)	(260E)	(260F)	(WIED)	DIANK FOF NO



- When you are done filling in the employee information, save the Excel spreadsheet on your computer.
- Go back to the website and select Step 2 Encrypt a file.

& Encrypt a file

- Locate the file on your computer and select open.
  - This will save an encrypted version to your computer (typically in the "downloads" folder).

EmployeeUpload Template (1).xls.enc

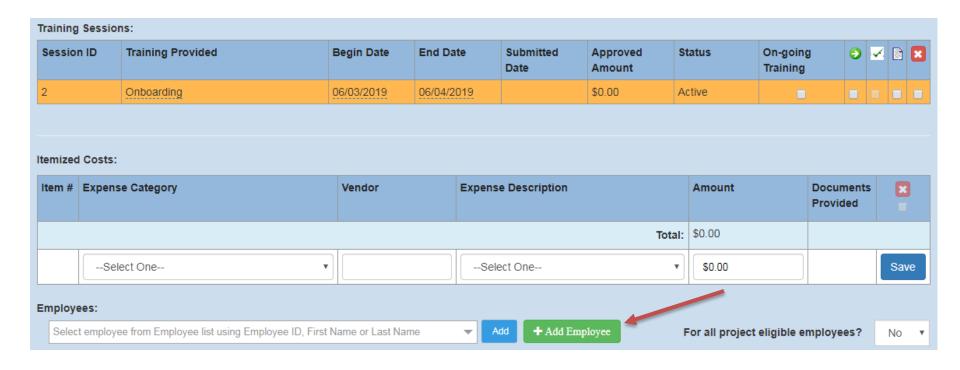
• Locate the encrypted file on your computer and upload it to the system. If done correctly, you should see this:





- You may also upload individual names one at a time by using one of two forms:
  - The first is under the Employees List link.
  - The second is under both the OJT and Classroom Training links when you are adding a training session.







- Now that we've added employees, we can start entering in training activities.
- You will need to enter both OJT and customized training.
- The only training that you should enter through this database is 260E, NOT 260F or WTED.



- On the Job Training (OJT)
  - You'll need the Budget Per Employee information, located on C-2 form from the final agreement.

C-2
Sample Company
Tentative Structured Job Training

Job Description Chief Executive Officer	Annual Salary \$ 52,494,00	Weekly Salary \$1,009,50		0% of Weekly Salary 504.75	Number of New Employees	Weeks of Training	Total	Budget Per Employee
Controller	\$ 21.667.00	\$ 416.67		208.33	1		\$ 4,038.00	,
Accountant			-		1	_	\$ 1,875.00	,
	\$ 13,324.00	\$ 256.22	- 1	128.11	1	9 :	\$ 1,153.00	\$ 1,153.00
Dir. Software Engineering	\$ 20,003.00	\$ 384.67	\$	192.33	1	9 :	\$ 1,731.00	\$ 1,731.00
Dir. Advanced Technology	\$ 21,667.00	\$ 416.67	\$	208.33	1	9 :	\$ 1.875.00	\$ 1,875,00
Dir. Of Marketing	\$ 20,003.00	\$ 384.67	\$	192.33	1	9 :	\$ 1,731.00	., .,
Scientist Intelligent Systems	\$ 19,991.00	\$ 384.44	\$	192.22	1		\$ 1,730,00	
Senior Hardware Engineer	\$ 22,006.00	\$ 423.20	\$	211.60	1	10 3		, .,
Senior Software Engineer	\$ 22,006.00	\$ 423.20	\$	211.60	1	10 :		
Software Engineer	\$ 15,995.00	\$ 307.60	\$	153.80	1	10 3	\$ 1,538.00	
				TOTAL	10	\$	\$ 19,903.00	



- On the Job Training (OJT)
  - For each employee you'd like to claim reimbursement for, you'll take that information to the Training Record Database.
  - You will fill in the information required in each field.
    - Skills Acquired (very general, i.e. "Onboarding")
    - Employees SSN
    - First and Last Name
    - Job Description/Title
    - Budget Per Employee (from C-2 form)
    - Gross Wages over certain time period (i.e. first quarter)
    - Back-up Documentation



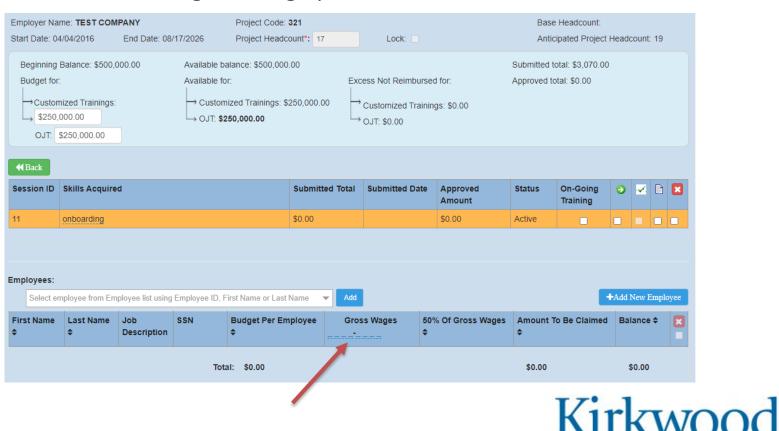
On the Job Training (OJT)

Structured On-the-Job (OJT) Training	Cust	tomized Trainings	Employee List	Sy	stem Reports	Help+	More -	
KIRKWOOD Training Management System: Structured OJT Training								
260E	~	TEST COMPANY		~	321		~	
		Set Default Employer			Set Default Proje	ct		
Employer Name: TEST COMPANY	F	Project Code: 321			Bas	se Headcount:		
Start Date: 04/04/2016	2026 F	Project Headcount*: 17	Lock:		Ant	icipated Project Hea	adcount: 19	
Beginning Balance: \$500,000.00	Available balan	nce: \$500,000.00			Submitted	total: \$3,070.00		
Budget for:	Available for:		Excess Not Reimburse	d for:	Approved	total: \$0.00		
→Customized Trainings:	→ Customize	d Trainings: \$250,000.00	Customized Trainin	nas: \$0 00				
\$250,000.00	→ OJT: <b>\$250,</b>	,000.00	OJT: \$0.00	.90. 00.00				
OJT: \$250,000.00								
Show Search Training Session Information					Project Status R	eport Project M	Monitoring Report	
Training Sessions: Status Any							Add Session Rov.	

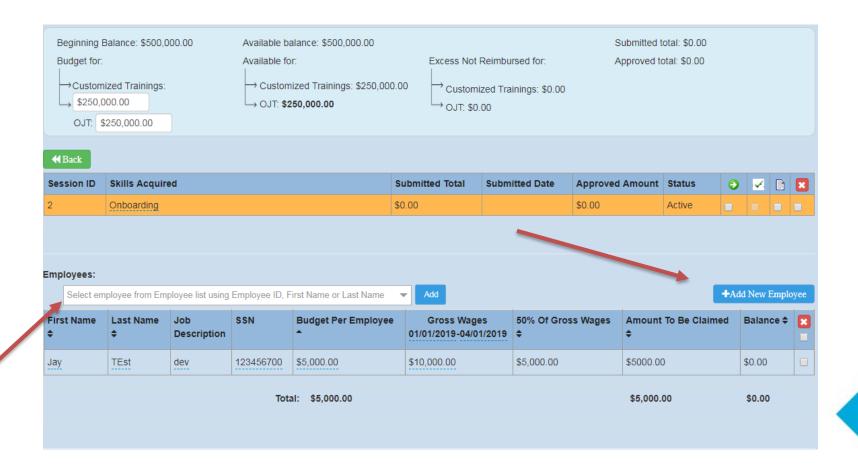


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- On the Job Training (OJT)
  - Add gross wage period



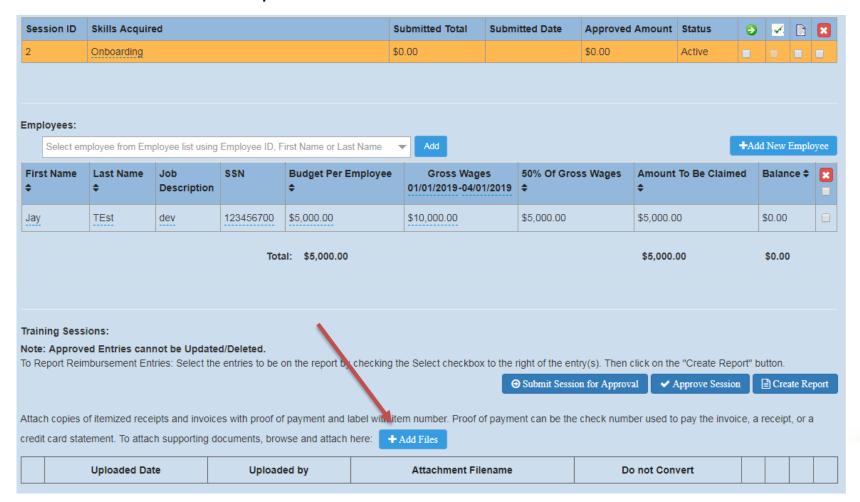
- On the Job Training (OJT)
  - You may add multiple employees



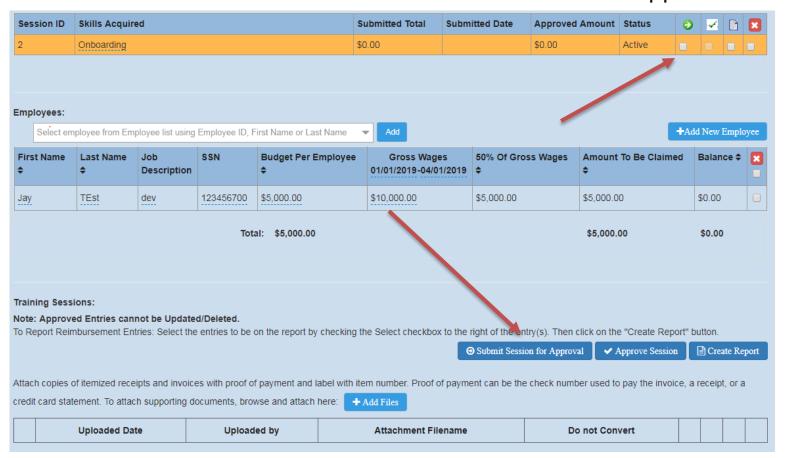
- On the Job Training (OJT)
  - enter "Budget Per Employee" from C-2 and gross wages



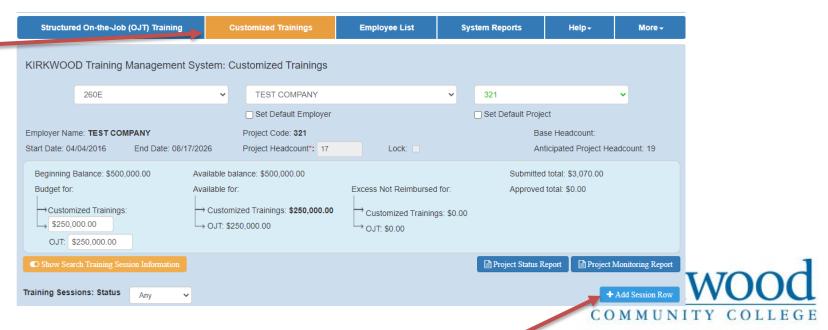
- On the Job Training (OJT)
  - Next upload documentation



- On the Job Training (OJT)
  - Finally, you will click the box under the green circle with the white arrow and then click Submit Session for Approval.



- Customized Training
  - The process for requesting customized is very similar to OJT.
     The only difference being instead of including the employees hourly wage, you will list an itemized list of expenses.

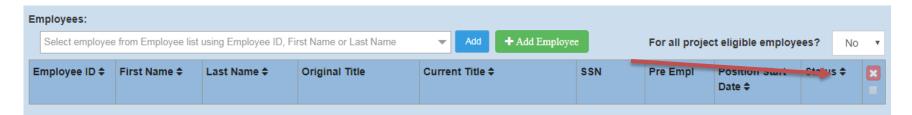


Customized Training

K	Add Session		×
On	Training Provided*		
Tr	Begin Date*	End Date*	
26	On-going Training		
TI		Save Close	e

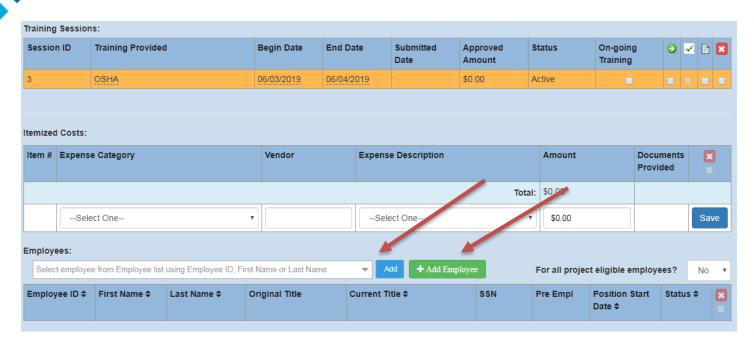


- Customized Training
  - If all eligible 260E employees participated in the training, you can include them by indicating yes under the drop down menu "For all project eligible employees?"
    - Only use this option if employee list is up to date

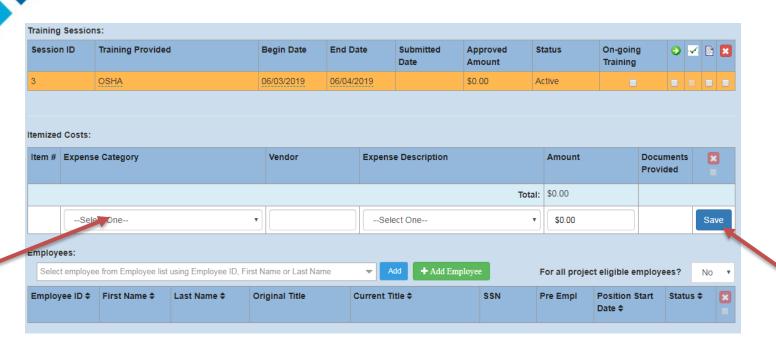




COMMUNITY COLLEGE



- Customized Training
  - If not all eligible 260E employees participated, you can select individual employees like in the OJT process.



#### Customized Training

- Select category, enter vendor and amount
- Select "Flat Fee" under Expense Description
- Save each line item





- Troubleshooting
  - There are several different ways you can receive help if you are having issues:
    - Refer to the manual
    - Contact Tyler or Lauren
    - Watch our YouTube video

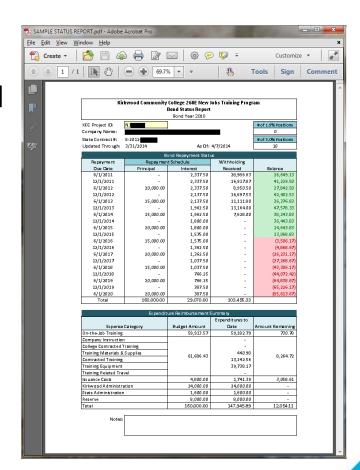


## BOND STATUS REPORTS



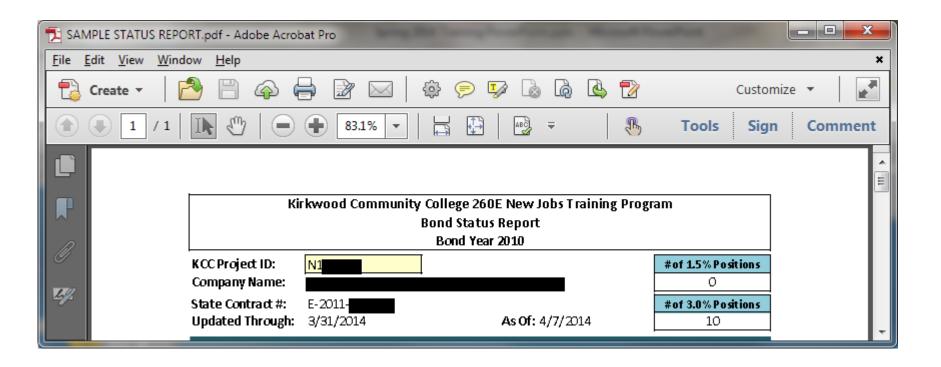
#### **BOND STATUS REPORTS**

- On a quarterly basis, you will be provided with an update on the status of your agreement. This status report will show you both how you are progressing with withholding payments, as well the status of what has been reimbursed to you, and what's remaining to be reimbursed.
- Let's look at each section of the report...



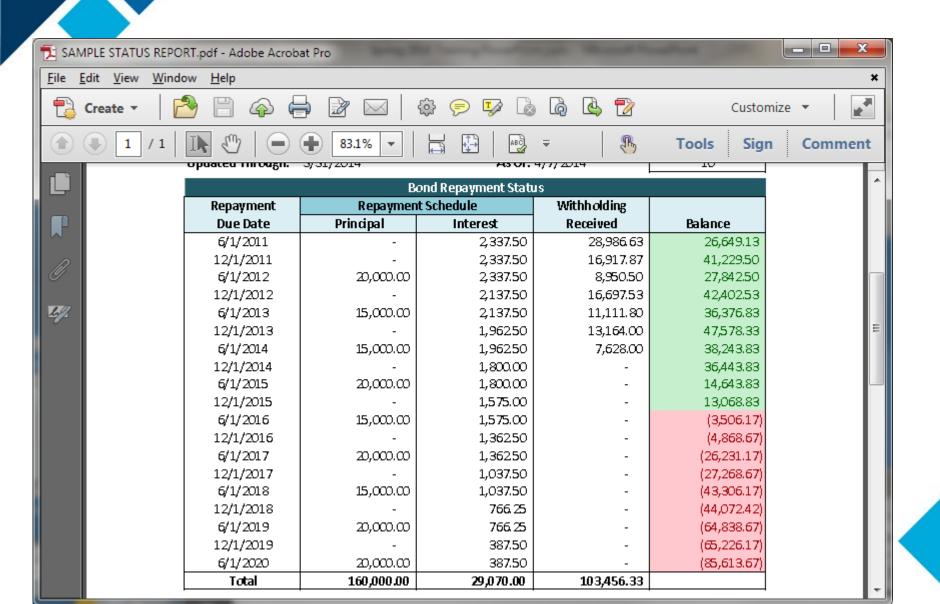




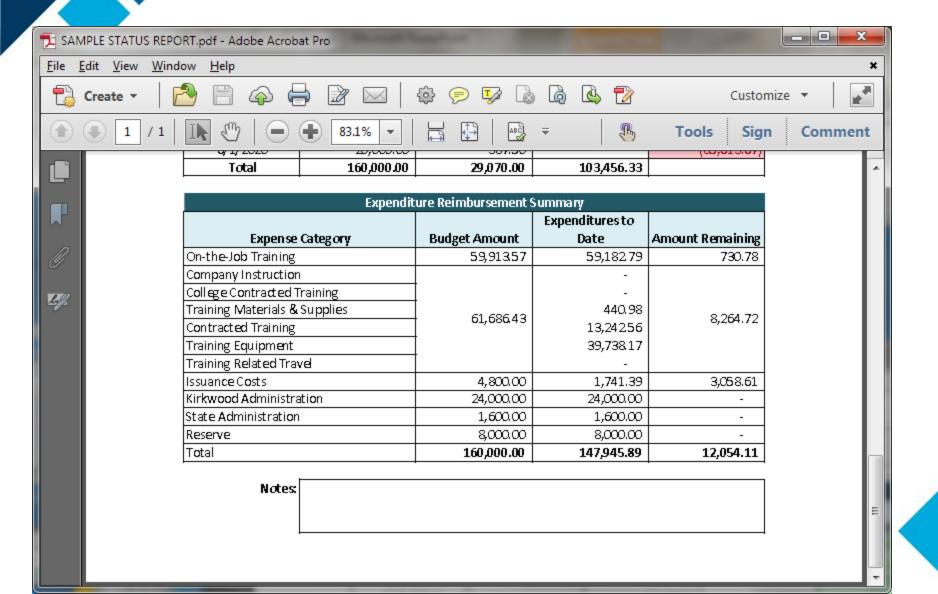




#### **BOND STATUS REPORTS**



#### **BOND STATUS REPORTS**



### **TRAINING PLAN**

260E Training Plan Form							
Company Name		Combined OJT & Training Funds					
# Base Employees		Amount OJT (max of 50%)					
# New Positions		Amount Customized Training					

Company Contacts:	KCC Staff:	

TRAINING ACTIVITY	TRAINING PROVIDER	COST	KCC \$	OTHER \$	Completion Month/Year	# to Train	NOTES
TRAINING ACTIVITY	TRAINING PROVIDER			-	ivionitii/ Tear	ITAIII	NOTES
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
		\$0.00	\$0.00	\$0.00			
					·	, and the second	
T01	TALS	0.00	0.00	0.00			



#### **MONITOR VISITS**

 We will be meeting with each of you at least once a year to conduct an annual monitoring visit for the program. It's nothing too scary, just a chance to meet face-to-face and review how things are going.



#### **NEW JOBS TAX CREDIT**

- Employers who utilize the 260E program are eligible for an additional tax credit.
- This tax credit is administered directly through the lowa Department of Revenue, not the college.
- Employers must increase their overall headcount by 10% to be eligible.
- For FY23, the tax credit amount was \$2,166/job.
- Employers must complete and submit form 2021 IA 133.
- If you have further questions, you can call 515-281-3114.



# WE CAN BE YOUR COMPLETE WORKFORCE PARTNER

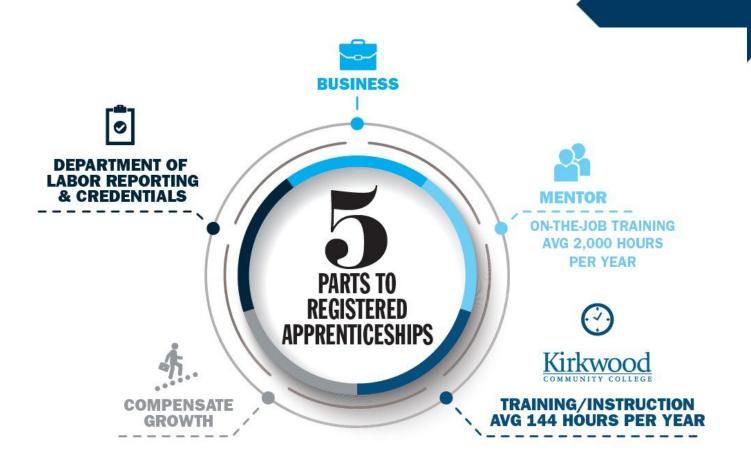
- We know it can be overwhelming and workforce issues can extend beyond your involvement with 260E.
- Kirkwood can assist you with your full workforce needs.
- Encourage you to make us your first call when you hit a pain point.
- Some services that we can assist with include:
  - 260E intricacies
  - Connect you with our students for internships, job fairs
  - Assist in development of pre- employment training
  - Provide full array of training and consulting needs
  - Assist in making sure you are maximizing all funding sources
  - Many more



# KIRKWOOD CORPORATE TRAINING: YOUR WORKFORCE SOLUTION

- We are a workforce resource for business collaboration, understanding demands, customized training, high and low tech solutions, skilled employees, and stronger communities.
- Partnering with you to ensure that your training goals are met.
- Creating customized training solutions that fit your business needs







#### KIRKWOOD'S ROLE: SPONSOR AND/OR RTI

- Employer sponsors the registered apprenticeship
- Kirkwood wants to provide the related training instruction (RTI):
  - Credit courses
  - Non-Credit courses
  - Corporate training
  - Contract training

- Kirkwood sponsors the registered apprenticeship
- Any business can join the program
- No requirement for
  - Number of apprentices\*
  - How often they use the program
- Available when they need it



## REGISTERED APPRENTICESHIPS ARE GOOD FOR EVERYONE!



Apprentices	Employers	Kirkwood	Community
Earn while learning with support (mentor and KCC)	Funding options may be available	Funding options are growing; more funding = more apprentices	Positively contribute to having highly trained workforce
Gain additional credentials and training/opportunity to upskill	Way to provide additional credentials and training	Workplace learning models are proven and successful	Fill workforce gaps
Show loyalty to employer	Gain commitment from employees	Grow business partnerships and open doors to other Kirkwood services	Build positive relationships with area businesses
Compensation reflects growth/progress	Retention of employees	Apprentices are students who are enrolled in learning opportunities/classes	Good experiences for apprentices and employers are good for everyone
Debt-free experience	Reduces employee turnover	Administrative fees grow support and management of Registered Apprenticeship programs	



### FREQUENTLY ASKED QUESTIONS

- What if one of our 260E covered employees leave?
  - The program is tied to the position, not the person.
- What if I have to lay-off multiple people that are in the new jobs?
  - Contact Kirkwood, and we can discus if/how it will impact the repayment of your obligation.
- When is our withholding payment due to Kirkwood?
  - Payment is due 40 days after the end of each quarter



## FREQUENTLY ASKED QUESTIONS

- Once we submit a reimbursement request, when should we expect to receive a check
  - You should receive payment within 2-3 weeks.
- What if my company continues to grow, can I do another final agreement?
  - Your next preliminary agreement is automatically created, and is good for 2 years.
- What if a new job is promoted within the company?
  - If the old position was backfilled, you created a new job. Continue to send withholding on the original position. The new job may be added to a new final in the future.



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#### PROGRAM INFORMATION

In the meantime, please don't hesitate to contact us with any questions or concerns you may have with the terms and conditions of your agreement

Also, please contact us if any of the following situations come up:

- Merger or sale of the company
- Sizable layoffs
- Turnaround in staff administering the 260E program

It's always easier to work with you on the front-end when these situations arise.



#### **NEXT STEPS**

- We will send you electronic copies of all of the PowerPoint slides, notes regarding what we discussed, and any handouts from today. Please share them with <u>anyone</u> at your company who works with 260E.
- Tyler will be contacting you to set up a time to go over your company's 260E training plan.
  - Your training fund will not be available until after the training fund has been submitted
- Lauren will be sending you your company's withholding documentation worksheet.

#### **CONTACT INFORMATION**

Tyler McCarville – Senior Manager, Job Training Programs

Phone: 319-398-7782

Email: tyler.mccarville@kirkwood.edu

Lauren Wullner – Senior Accountant

Phone: 319-398-7637

Email: lauren.doty@kirkwood.edu

Brendyn Mussig – Grants Accountant

Phone: 319-398-7747

Email: brendyn.mussig@kirkwood.edu

Barb Rawson – Program Manager

Phone: 319-398-2754

Email: barbara.rawson@kirkwood.edu

Chris Carr – Sales Manager

Phone: 319-560-1447

Email: Christopher.carr@kirkwood.edu

Cassie Mitvalsky – Program Manager, Apprenticeships

Phone: 319-398-1057

Email: cassie.mitvalsky@kirkwood.edu



## **QUESTIONS?**



THANK YOU
FOR
ATTENDING!



