

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, January 11, 2024, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

Present: Steve Caves, Alan Jensen, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Lorraine Williams [Zoom] and Leslie Wright [joined at 4:33 p.m.].

Absent: Trustee Joel Thys

Also Present: Kristie Fisher, President; Casey Drew, Treasurer; Peg Sprengeler, Secretary; Myranda Hadley; KSA Representative, Jacki Brucher Moore, KFA Representative and Peggy Doerge.

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

No public comments.

Trustees Jensen and Pearson moved and seconded approval of the nomination to appoint Peggy Doerge to serve as District VIII Director, effective January 11, 2024, for the duration of the current term set to expire November 2025. Motion carried: 7-0.

Chair Mollenhauer gave the Oath of Office to newly appointed District III Trustee, Peggy Doerge.

Trustees Wright and Caves moved and seconded approval of the minutes from the meeting held on December 7, 2023, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Stamp and Williams moved and seconded approval of the January 11, 2024 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:

- Kirkwood Alert is an emergency notification program that enables the college to provide the Kirkwood community with critical information quickly in a variety of situations such as severe weather, college closures and other threats. To sign up for this service, visit www.Kirkwood.edu/publicsafety.
- Kirkwood will be hosting Crowd the Court, an annual event designed to show potential students what it's like to be an Eagle. The visit experience gives high school juniors and seniors a chance to explore Kirkwood and see some exciting Eagle athletes as well. All high school seniors who attend, will be entered to win one of two full-tuition scholarships worth up to 15 credits per semester for an entire year. To register, contact the Kirkwood Admissions Office at [319] 398-7600 or admissions@kirkwood.edu.

- Student of the month: Mariam Nawar. Mariam was born in Arizona after both of her parents immigrated from the middle east. She and her family moved to Iowa over 10 years ago. Mariam chose Kirkwood for a variety of reasons – wanting to save her family as much money as possible and because of the amazing faculty and Kirkwood’s passion to help students succeed. She is an Engineering Transfer Major and plans to pursue a degree in biomedical engineering.
- The Kirkwood Esports teams recently competed in the National Association of Collegiate Esports StarLeague Tournament and did well! The college had four teams with a total of 16 students competing in four different esports. Three of those teams went undefeated for the entirety of the semester, including playoffs, and two of them also won their finals games, earning first place in their respective divisions.
- The eighth-ranked Kirkwood men’s basketball team is 14-2, including a 5-1 conference record, and are currently in 3rd place in the Iowa Community College Athletic Conference.
- The women’s basketball team is currently ranked fourth in the country with a record of 15-2. The Eagles are 6-1 in conference games, which is good enough for second place in the ICCAC.
- The Hotel at Kirkwood Center was awarded the Bump Elliott Appreciation Award last Sunday at the Iowa Hawkeye Football annual awards banquet. The Hotel received the award for "for exceeding expectations and providing exemplary professionalism and expertise when taking care of hosting and feeding the Iowa Hawkeyes since 2011."
- The Corridor Business Journal’s annual Corridor Leaders 250 recently came out. The publication honors the region’s most influential business leaders. Both Continuing Education and Training Services Vice President, Jasmine Almoayyed and President Kristie Fisher made the list in the Education and Ed Tech category.

Public Safety Priorities

Andrew MacPherson, Associate Vice President of Public Safety, provided a comprehensive review of Kirkwood Public Safety over the past three years. Topics covered included KPI’s, Goals, and personnel in the Public Safety, Emergency Management, and Environmental Health Safety programs.

Financial Report

Treasurer Drew provided a high-level review of changes to the FY24 projected revenues at the January 2024 board meeting for the period of July 2023 thru November 2023. Thru November 2023, credit tuition is exceeding budget by \$3M and contract training & non-credit tuition is exceeding budget by \$951K.

Overall, actual revenue is projected to exceed budget revenue by \$3.8M; however, we still have nine 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 if net income from fiscal year 2024 cannot cover those cost.

Cash balances remain very strong with the College having 112 days of unrestricted days reserve at the end of November 2023, and 110 days of unrestricted days reserve at the end of December 2023, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Pearson and Doerge 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 81 for a total of \$11,113,409.39
 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$ 319,731.90
- C. Change Orders:
 1. Larson Construction, Aeronautics Hanger Renovations – \$3,099.62
 2. Larson Construction, Aeronautics Hanger Renovations – \$552.94

NEW BUSINESS AGENDA

Administration

Trustees Wright and Jensen moved and seconded the approval of the 4+ Transitional Services [Vital] Agreements with the following partner institutions. Motion carried: 8-0.

- College Community School District
- Iowa Valley Community School District
- Iowa City Community School District

Trustees Doerge and Wright moved and seconded the approval of the High School Registered Apprenticeship Program in collaboration with GWAEA and area school districts. Motion carried: 8-0

The Board approved authorizing the extension of the equipment replacement and program sharing tax pursuant to Iowa Code Section 260c.28(3)(b) an additional six cents per thousand dollars of assessed value for each of the years commencing July 1, 2025 and through June 30, 2035. Trustees Caves and Stamp moved and seconded a resolution approving extending the equipment replacement levy for an additional ten years commencing July 1, 2025 and through June 30, 2035. Motion carried 8-0.

Board

Trustees Jensen and Pearson moved and seconded the approval of the First Reading of Board Policy 202: Terms of Office; Filling Vacancies. Motion carried: 8-0.

Trustees Wright and Caves moved and seconded approval of the change to the 2024 Board Meeting calendar to reflect the following:

- Move the date of the Thurs, July 11, 2024 board meeting to Tues, July 16, 2024. Current date conflicts with the Community Colleges for Iowa Trustee Conference July 10-11, 2024 [Cedar Falls, IA].

Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- President Fisher extended her deepest gratitude and appreciation to Troy McQuillen and the Facilities team for their work during the recent winter storm [and upcoming winter storm].

Secretary's Report

- Kirkwood will be closed on Mon, Jan. 15 in honor of the civil rights activist – Martin Luther King, Jr.
- Upcoming events: Kirkwood Athletics Hall of Fame – February 9, 2024 and Kirkwood President Inauguration – February 21, 2024.

Report of Board Members

Trustee Jensen reported the inaugural Community Colleges for Iowa Convention and Tradeshow held in November 2023 went well. The intent is to continue this event going forward. Jensen spoke with Executive Director, Emily Shields, regarding whether the annual trustee conference held in the summer can be woven into the convention beginning in 2025. More to come.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:23 p.m. Motion carried: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on February 15, 2024:

James Mollenhauer, Chair

**Board of Trustees' Agenda
January 11th, 2024**

Replacements/New Positions

| Name | Title | Department | Effective Date | Replaces/New |
|-------------------|---------------------------------|-------------------------------------|-----------------------|---------------------|
| Kimberly Taylor | Workforce Career Consultant | Skills to Employment | 12/04/2023 | Rachel Kadlec |
| Adin Wheat | Sous Chef | The Hotel | 12/04/2023 | Shaun Rients |
| James Vido | Executive Chef | The Hotel | 12/11/2023 | Josh Spalding |
| Ann Sunde-Wilson* | Custodian | Facilities | 12/18/2023 | Lucas Ahrens |
| Chelsey Sondag | Executive Assistant | Continuing Ed | 01/08/2024 | NEW |
| Matt Overmann | Systems Administrator II | IT Services | 01/08/2024 | NEW |
| Deleigha Hodges | Equity in Student Success Coach | Student Equity, Inclusion & Support | 01/08/2024 | Taleah Smith |

*Internal Transfer

Separation of Employment

| Name | Title | Department | Effective Date |
|----------------|----------------------------------|--------------------|-----------------------|
| Adam Martensen | Sr Enterprise Software Architect | IT Services | 01/02/2024 |
| Brad Swanson | Banquet Manager | Hotel | 12/14/2023 |
| Marco Frausto | Custodian | Facilities | 12/21/2023 |
| Erika Derrick | Instructor, ASP | Secondary Programs | 12/18/2023 |

Retirements Under Retirement Incentive Program

| Name | Title | Department | Effective Date |
|-----------------------|------------------------------|----------------------|-----------------------|
| Jon Buse | Vice President | Student Services | 06/30/2024 |
| Cathy Dick | Operations Specialist | Secondary Programs | 08/31/2024 |
| Tonya Kehoe | Professor, Art | Arts & Humanities | 06/30/2024 |
| Craig Kuhens | Supervisor | Bookstore | 06/30/2024 |
| Doris Metz | Operations Coordinator | Continuing Education | 08/31/2024 |
| Esperanza Munoz Perez | Professor, ELA | Global Learning | 08/31/2024 |
| Beth Schrader | Executive Assistant | Student Services | 06/30/2024 |
| Linda Venzke | Coordinator, Student Support | Test Center | 08/31/2024 |