

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, October 5, 2023, 4:30 P.M.
BA 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, Board Secretary; Rene Morris, KSA Representative and Jacki Brucher Moore, KFA Representative.

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

No public comments.

Trustees Williams and Wright moved and seconded approval of the minutes from the meeting held on September 14, 2023 and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Doerge and Caves moved and seconded approval of the October 5, 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:

- On September 21, Kirkwood hosted a celebration for outgoing president Dr. Lori Sundberg. The event was attended by business and community leaders, as well as many members of Kirkwood's administration, faculty, and staff, and even some of her close colleagues from her previous institution Carl Sandburg College. The evening was filled with laughter and great memories.
- On September 7, Kirkwood held a dedication and open house for the Veterinary Technology Center—the newest building on the college's main campus in Cedar Rapids. Following a brief ceremony and ribbon cutting, attendees toured the 18,000 square foot building and checked out its many features including instructional clinical space, technical classrooms, administrative and lounge space, and animal housing.
- Student of the Month: Elijah Phillips. Elijah is a graduate of Jefferson High School and a lifelong resident of Cedar Rapids. Before the Aviation Maintenance Program was announced, Elijah knew he wanted to be an aviation mechanic. Elijah said learning at Kirkwood meant a lot to him because he didn't want to live elsewhere or have a long commute to get to class. He is excited to start his aviation maintenance career and pursuing a career with SkyWest Airlines.
- On September 20, Kirkwood and SkyWest formed a partnership that will be a huge benefit to Kirkwood's Aviation Maintenance Technology students. Industry leaders anticipate a major need for qualified aviation maintenance technicians in the coming years due to continued growth and an estimated high number of employee retirements. Because of this, Kirkwood's Aviation Maintenance Technology graduates are expected to be in high demand.
- On Saturday, October 14, Kirkwood's Jazz Transit vocal ensemble will perform as part of an event for the local a cappella group Metro Mix Chorus. Metro Mix Chorus is a local chapter of Sweet Adelines International, a non-profit, educational organization promoting four-part harmony, barbershop style, for women.
- The eleventh-ranked Kirkwood Eagles Volleyball team is now 20-6 overall and are gearing up to finish strong in the final month of the regular season. The regional tournament will begin on November 1, with a berth in the national tournament on the line. Once again, the national tournament will be held at the Alliant Energy Powerhouse in downtown Cedar Rapids.
- On Sunday, October 29, Kirkwood will host a Trunk or Treat event for Kirkwood adult learners and their kids. Faculty and staff from all departments are encouraged to participate by handing out candy to those that attend. Students will need to make reservations online so organizers will know how many trick or treaters to expect.

Guided Pathways

Judy Stoffel, Director of Guided Pathways, provided an update on the early momentum measures the college is using to evaluate the Guided Pathways work and outlined priorities for the 2023 – 2024 academic year.

HLC Accreditation Visit – Brief Update

Connie Thurman, Vice President-Institutional Effectiveness/Research and Megan Thole, Director-Institutional Planning, provided an updated on the recent HLC Comprehensive Review. The peer reviewer chair shared strengths and opportunities for improvement at the closing meeting. The HLC team does not share the outcome of the visit at the closing meeting. The peer review draft report will be received by the institution in the next two weeks, whereby we may correct any error of fact. After that, the report will go to the Institutional Action Committee [IAC] for a final determination of met, met with concerns, or not met by criterion. If Kirkwood does not agree with the outcome, then we have an opportunity to challenge the decision through the IAC process. Additionally, the peer review team thanked Kirkwood for the very high level of hospitality and logistical organization of the visit.

Identified strengths:

1. the quality of our strategic plan,
2. the use of data in decision making,
3. the Guided Pathways initiative.

Opportunities for improvement:

1. communication in terms of faculty being aware of how their classroom activities rolled up to institutional-level KPIs;
2. questioning whether the liberal arts program was sufficiently reviewed at the individual discipline level

The peer reviewer lead indicated to our President that nothing significant was found during the visit, just a few areas with an opportunity to improve and obviously lots of strengths.

Our internal perspective on the visit is that we were well prepared, the assurance argument was excellent, the forums were well attended with participants providing their own personal examples of the use of data to prioritize strategic initiatives aligned with student success.

Financial Report

Treasurer Drew reported the first financial report for fiscal year 2024 actuals to budget will be at the November 9th board meeting.

Looking at fiscal year 2024 operating budget (Fund 1 & 3), the budget is balanced (revenue equals expenses). The largest operating budget expense is salaries and benefits, which makes up 76% of the total expenditure budget.

The fiscal year 2024 operating revenue budget (fund 1) shows four-line items make up 97% of the budget. The focus during the academic year will be on these four accounts when we discuss revenue.

Due to the October board meeting being one week early and financial information having to be submitted last week, the cash balances at the end of September 2023 will be provided next month. As reported last month, cash balances as of August 31, 2023 remain very strong with the College having 96 days of cash on hand, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Wright and Thys 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 54 for a total of \$9,426,316.57
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$161,295.41
- C. Change Orders
- D. Approval – Quality Faculty Plan 2023

NEW BUSINESS AGENDA

Administration

Trustees Williams and Doerge moved and seconded approving the Last Dollar Scholarships [LDS] for high demand programs as identified by Iowa Workforce Development. Five programs have been designated from our region. Motion carried: 9-0.

- Automotive Service Technician and Mechanics
- Aircraft Mechanics and Service Technicians
- Accountants and Auditors
- Veterinary Technologies & Technicians
- Construction Manager

Trustees Jensen and Caves moved and seconded approval of the Concurrent Enrollment Partnership Agreement – Iowa County and Workplace Learning Connection. Motion carried: 9-0

Board

Trustees Pearson and Doerge moved and seconded the recommendation for the Board to endorse the Resolution of Appreciation honoring Vice President-Institutional Effectiveness and Research, Dr. Connie Thurman, for her distinguished leadership and service to Kirkwood Community College. Motion carried: 9-0.

Board Chair, Jim Mollenhauer, entered a request to consider a resolution to award the designation of President Emeritus to Dr. Lori Sundberg, President, in accordance with Board Policy 216. Trustees Mollenhauer and Pearson moved and seconded the request for approval. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The Higher Learning Commission [HLC] Comprehensive Review was held earlier this week. President Sundberg recognized Connie Thurman, Megan Thole and team for their incredible work and planning associated with the visit. She also expressed her gratitude to Trustees Jensen, Doerge, Stamp and Wright for their participation in the visit. Troy McQuillen and Jon Buse also did a great job providing a tour of the campus.
- The ACCT Leadership Congress is next week in Las Vegas, NV. President Sundberg recognized Peg Sprengeler for her assistance coordinating the details for the attending trustees.
- President Sundberg expressed her appreciation to the trustees for bestowing upon her the President Emeritus designation and, added how grateful she is for her tenure at Kirkwood as it has been a wonderful experience.

Secretary's Report

- ACCT Leadership Congress is October 9-12, 2023 [attending: Sundberg, Caves, Jensen, Pearson, Stamp, Thys and Williams].
- The school board elections are November 7, 2023 for District Trustees Caves, Doerge, Jensen, Pearson, and Williams.
- The November 9, 2023 Board Meeting will be held back in the Tippie Business Event Room.
- November 9, 2023 is the Samuel J. Kirkwood Society event at The Hotel at Kirkwood.

Report of Board Members

On behalf of the Board of Trustees, Chair Mollenhauer expressed his deep appreciation to President Sundberg for her time, dedication and leadership at the institution. Job well done!

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:20 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on November 9, 2023:

James Mollenhauer, Chair

**Board of Trustees' Agenda
October 5th, 2023**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Mark Stangl	Public Safety Officer	Public Safety	09/18/2023	Benjamin Good
Kobey Hyatt	Public Safety Officer	Public Safety	10/02/2023	Thomas Stark
Linda Figdore	Environmental Specialist	Environmental Safety & Health	10/16/2023	NEW
Farhain Mohamad	Program Advisor- Trio	Admissions	10/16/2023	Rebecca Vargas
Richard Meyer	Custodial Coordinator	Facilities	10/30/2023	Dawn Cart
Andrew Irwin	Café Production Manager	The Hotel	08/18/2023	NEW
Brian Crowell	Café General Manager	The Hotel	08/12/2023	Andrew Scott

Separation of Employment

Name	Title	Department	Effective Date
Joshua Spalding	Executive Chef	The Hotel	10/01/2023
Stephanie Crandall	Instructor	Social Science	12/31/2023
Jacob Ferguson	Equity in Student Success Coach	Equity in Student Success	09/27/2023
Lenore Maybaum	Professor	Communication, English & Media	09/22/2023
Leah Kniss	Assistant Professor	Allied Health	08/11/2023*

*Amended Date