

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, April 11, 2024, 4:30 P.M.
Linn County Regional Center

MINUTES

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

Also Present: Kristie Fisher, President; Casey Dunning, Senior Director-Finance; Peg Sprengeler, Secretary; Micah Wieditz, KSA Representative.

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

No public comments.

Chair Mollenhauer declared the meeting open for public hearing on the FY25 adopted budget, the Kirkwood Oakdale Campus Parking Lot Addition [Johnson County Regional Center] and the proposal to issue the Industrial New Jobs Training Certificates. There being no questions or comments, Trustees Wright and Caves moved and seconded the hearing be closed. Motion carried: 9-0.

Dawn Wood, Dean-Global Learning, provided a brief introduction of UAE Humphrey Fellow, Rawdha Al Mansoori, to the Board.

Trustees Williams and Stamp moved and seconded approval of the minutes from the meeting held on March 7, 2024, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Thys and Pearson moved and seconded approval of the April 11, 2024 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 women's basketball team won the NJCAA Division II National Championship on March 23. Three Eagles, Jenna Twedt, Demetria Prewitt and Kaylee Corbin, were named to the All-Tournament Team and Twedt was named the Tournament MVP. Muhl was named coach of the tournament for a NJCAA record ninth time. The Iowa House of Representatives honored the team in Des Moines on April 9.
- U.S. Department of State Assistant Secretary Michele J. Sison, who is part of the department's Bureau of International Organization Affairs, visited the Kirkwood Regional Center at the University of Iowa campus in Coralville. State Assistant Secretary Sison spoke to students and administrators about the role foreign policy plays in impacting international relations.
- Student of the Month: Elijah Weber. Originally from Grundy Center, Elijah and his family have lived in Lisbon for the past three years. He is a student at the Linn County Regional Center and wanted to earn college credit in high school so in his junior year he enrolled in the Welding and Advanced Manufacturing Career Academy. Elijah is currently in the Criminal Justice Career Academy and hopes to be the next one of his family in law enforcement as a police officer for the Cedar Rapids Police Department.

- Kirkwood Visual and Performing Arts Students wrapped up production of their spring play, "The Girl Who Swallowed a Cactus," on March 28-30. The play is written by Eric Cole and is about an 8-year-old named Sheila who goes on the adventure of a lifetime. According to a synopsis, it's a "60-minute mystical and magical twist on traditional storytelling."
- Kirkwood has four finalists in the Durkan Discover Hospitality Design Carpet Competition, a major competition in the field. Students Molly Joyner, Emma Descourouaz, Hailey Reicks, and Hailey Jans have all advanced to the final stage of the contest.
- Kirkwood will be renaming the baseball field in honor of former Eagles head baseball coach John Lewis on Thursday, April 18. The ceremony for Lewis Field will happen in between the games of a doubleheader against North Iowa Area Community College, with first pitch scheduled for 1 p.m.
- President Fisher, has been announced as a Corridor Business Journal Woman of influence for 2024, and will be honored at an event on May 2, 2024. Kristie will be joined by 11 other women, including Caitlin Clark, who was named an Emerging Woman of Influence.

Linn County Regional Center: Celebrating 10 Years of Programming, Partnerships and Student Success

Mindy Thornton, Director, Linn County Regional Center provided an overview of celebrating ten years of programming, partnership and student success at the center and with the area high schools. The presentation provided an overview of the center staff and programs, as well as building tenants and recent special events. Highlights also included information on new ways the center staff and others are connecting high school students to meaningful work-based learning experiences with area employers. This includes a high school Nurse Aide registered apprenticeship program, as well as new internship opportunities tied to various Career Academy programs.

Financial Report

Casey Dunning, Senior Director-Finance, provided a high-level review of changes to the FY24 projected revenues for operating Fund 1 at the April 2024 board meeting for the period of July 2023 thru February 2024. Thru February 2024, credit tuition is exceeding budget by \$1.9M and contract training & non-credit tuition (less refunds) is exceeding budget by \$324K.

Overall, actual revenue is projected to exceed budget revenue by \$2.9M, however, we still have four 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. Fund 3 projections for FY24 are reflecting a net loss of \$177k.

Cash balances remain strong with the College having 121 days of unrestricted days reserve at the end of March 2024, when compared to a KPI of 75 days.

Casey Dunning also provided a high-level review of the property tax levies for FY25. General fund reflects the operating revenue and expenditures of Kirkwood. General fund budget for FY25 is balanced for revenues and expenditures. Staff will be working on finalizing the operating revenue and expenditures budget with a plan to bring the final version back to the board at its June 2024 board meeting. Any adjustments will not impact the property tax levy rate as those items are set in published public hearing budget. Plant funds will pay for construction projects. Bond & Interest fund is paying the principal and interest on debt.

For FY24 taxable valuations have increased 4.6%, which is greater than the five-year average of 3.1%. FY25 property tax levy rate remains flat with FY24 at a rate of \$1.39550 per \$1,000 valuation. Comparing the FY25 property tax revenue increase of \$1.8M is less than the five-year average of \$2.1M.

CONSENT AGENDA

Trustees Wright and Caves 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 87 for a total of \$8,572,854.52
 - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$ 275,479.56
- C. Change Orders:
 - 1. Larson Construction, Aeronautics Hanger Renovations – \$2,216.03
 - 2. Larson Construction, Aeronautics Hanger Renovations – \$ 766.36
- D. Final Reading of Board Policy 212: Conduct of Meetings

NEW BUSINESS AGENDA

Administration

Trustees Stamp and Williams moved and seconded approval of the Budget for Fiscal Year 2024-2025 and setting total tax rate per \$1,000 at \$1.39550. Motion carried: 9-0.

Trustees Pearson and Wright moved and seconded approval for publication of the Budget Amendment for Fiscal Year 2023-2024 and setting the date of May 9, 2024 for public hearing. Motion carried: 9-0.

Trustees Jensen and Thys moved and seconded approval of a resolution to proceed with the issuance and sale of industrial new jobs training certificates, series 2024-1 in an aggregate amount not to exceed \$6,000,000.00. Motion carried: 9-0.

Trustees Wright and Williams moved and seconded approval of the Preliminary Industrial New Jobs Training Agreements [260E] with:

- 1. Engineered Seal Products, Inc., Cedar Rapids

Motion carried: 9-0.

Trustees Pearson and Wright moved and seconded the approval of the Final Industrial New Jobs Training Agreements [260E] with the following:

- 2. CEI Equipment Company d/b/a KT Pacer, Cedar Rapids
- 3. Solutions Management Group, Cedar Rapids
- 4. Traverro Logistics, LLC, Fairfax

Motion carried: 9-0.

Trustees Williams and Caves moved and seconded approve a resolution declaring an official intent under Iowa code chapter 260G to designate the use of the FY25 ACE-PIAP award for the construction and/or renovation of the existing facility space for the expansion and enhancement of the nursing, welding, paramedic programs or major renovations and major repairs as needed by the college. Motion carried: 9-0.

Board

Trustees Jensen and Thys moved and seconded authorizing Kristie Fisher, as President, to execute any and all instruments which might require the signature of the Treasurer, due to the recent and untimely death of Casey Drew, Vice President-CFO/COO. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- President Fisher extended appreciation and gratitude to Andrew MacPherson, Associate Vice President-Public Safety, for four years of service to Kirkwood. Andrew accepted a position with St. Petersburg Community College in Florida. His last day is Friday, April 12, 2024.
- A special thanks to Casey Dunning, Danielle Pickering and Sarah Schrobilgen for all of their work – and continued work – with the recent and untimely death of Casey Drew, Vice President-CFO/COO.
- President Fisher attended several events on main campus recently including the retiree luncheon, the Endowed faculty Chair, the Spring Annual Awards Banquet and she hosted several recognition luncheons at the campus home for League of Innovation winners, Student Home Building Competition winners and the Women's Basketball NJCAA National Champions.
- On the legislative front, the funding formula language has been approved and on its way to the Department of Education [DOE]. The state general aid is not known yet, and the simplified FAFSA application has come with a number of setbacks, frustrations and challenges for the DOE. Kirkwood is doing all it can to assist students until the fixes come through on the Federal side.

Secretary's Report

- The spring board retreat is April 18, 2024.
- College commencement ceremonies:
 - College: May 11, 2024 at the Alliant Energy Powerhouse
 - HSED: June 13, 2024 at The Hotel at Kirkwood
- Discussed upcoming recognition events for students, faculty and adjunct in the month of April.
- The 2024 ACCT Leadership Congress will be held in Seattle, Washington October 23rd-26th. Event Registration information will be coming up in a few months.

Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:47 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on May 9, 2024:

James Mollenhauer, Chair

**Board of Trustees' Agenda
April 11, 2024**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Paul Ruffalo	Instructor	Business & IT	03/18/2024	Peggy DeJong
Travis Jubeck	Custodian	Facilities	03/18/2024	Sawyer Kabance
Jason Hayes	Accountant I- Grants	Finance	04/01/2024	Pamela Waddell
Whitney Uzomah	Associate Director	Global Learning	03/18/2024	Shannon Ingleby
Vazha Grigalashvili	Test Center Support Specialist	AISD	04/01/2024	NEW
Ollie Trejo	Instructor	Nursing	04/29/2024	Ruth Roberts
Katie Tanner**	Registrar	Registrar	04/01/2024	Chance McWorthy
Brett Eilers**	Grounds Director	Facilities	04/01/2024	Mike Andresen

*Internal Transfer

** Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Randy Drafafl	Electro Mechanical Tech	Facilities	02/23/2024
Amanda Nelson	Records Specialist	Student Services	03/22/2024
Casey Drew	Vice President	Finance	03/11/2024
Ann Sunde-Wilson	Custodian	Facilities	03/25/2024
Dustin Rhodes	Education Tech Specialist	Continuing Education/Training Services	05/31/2024
Adam Boysen	Instructor	Agriculture Sciences	08/31/2024
Hannah Konopinski	Program Developer I	Continuing Education	05/10/2024
Michael Aguilar	Program Developer I	Continuing Education	05/30/2024
Ruth Roberts	Assistant Professor	Nursing	05/15/2024

Termination of Continuing Contract

Consideration of termination of continuing contracts, effective date as noted below, for those individuals not requesting private hearings and for those which notices of termination have been served, as required by Chapter 279.15 of Iowa code. The President recommends their termination as follows:

Name	Title	Department	Effective Date
Amanda Albertsen	Instructor/Coordinator, KLIFE	Secondary Programs	06/30/2024
Michelle Barker	Instructor/Coordinator, Iowa Medical Classification Center	Secondary Programs	06/30/2024
Nicole Chambers	Instructor/Coordinator, Anamosa State Penitentiary	Secondary Programs	06/30/2024
Kris Farrar	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2024
Brad Gardner	Instructor, KLIFE	Secondary Programs	06/30/2024
Cyd Hanson	Instructor/Coordinator, KLIFE	Secondary Programs	06/30/2024
Kristin Ho	Instructor/Coordinator, Kirkwood Regional Center at U of I	Secondary Programs	06/30/2024
Joe Jordan	Instructor, Iowa Medical Classification Center	Secondary Programs	06/30/2024
Alexandra Lubbers	Instructor/Coordinator, Kirkwood Regional Center at U of I	Secondary Programs	06/30/2024
Sean McAtee	Instructor, KLIFE	Secondary Programs	08/31/2024
Jennifer Mooney	Instructor/Coordinator, Kirkwood Regional Center at U of I	Secondary Programs	06/30/2024
Paul Reimann	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2024
Tyler Schehl	Instructor, KLIFE	Secondary Programs	06/30/2024
Mary Shanney	Instructor, Iowa Medical Classification Center	Secondary Programs	06/30/2024
Philip Schroeder	Instructor	Math/Science	08/31/2024