

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, November 9, 2023, 4:30 P.M.
Tippie Business Event Room

MINUTES

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

Also Present: Kristie Fisher, President; Casey Drew, Treasurer; Peg Sprengeler, Board Secretary; Molly Anderson, KSA Representative and Jacki Brucher Moore, KFA Representative.

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

No public comments.

Trustees Caves and Williams moved and seconded approval of the minutes from the meeting held on October 5, 2023 and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Stamp and Wright moved and seconded approval of the November 9, 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:

- Dr. Kristie Fisher officially began her tenure as the next president of Kirkwood Community College on October 30, 2023.
- Both the Kirkwood men's and women's basketball teams have begun the 2023-2024 campaign in their quest to win another championship. Come out to Johnson Hall to root on the Eagles this season. For game schedules, as well as full coverage of all the Kirkwood Athletic teams, go to www.kirkwoodeagles.com.
- Student of the month: Ellen Waynawhere. Ellen was born in Liberia, West Africa and raised in Phoenix, Arizona where she lived for much of her early life. She eventually moved to Cedar Rapids with her family and graduated from Jefferson High School. Ellen came to Kirkwood to study Criminal Justice and recently was a part of a study abroad program that went to South Africa. Ellen is also the founder and current president of the Kirkwood Black Student Union as well as being a TRIO peer mentor. In five years, Ellen sees herself with a bachelor's degree and entering law school with the hope of becoming a prosecutor.
- The Kirkwood Respiratory Therapy Club held the first annual Haunted Hospital in the Katz Family Healthcare Simulation Center on October 30th. This event helped raise money for students in the Respiratory Therapy program to assist with costs associated in their studies. The event raised nearly \$500.
- The Kirkwood Eagles volleyball team had a tremendous first season under first-year head coach Dave Brown, clinching a share of the regular season conference title with rivals Iowa Central as well as DMACC. The team finished with a record of 31-8 including a 10-1 conference record. The Kirkwood Eagles Volleyball Team received one of four at-large bids into the NJCAA DII National Tournament next week. They will be playing the 10-seeded Heartland Hawks on Wed, Nov. 15th at 3:30 pm at the Alliant Energy Center.
- On October 17-19, a team of two culinary students took over a station at the cafe in the student center to serve a food-truck-inspired menu of their own design to the Kirkwood community. The three-day special event was the culmination of eight weeks of work by two teams of two students who conceptualized and tested all of their dishes back in the kitchen labs as part of a class called Culinary Competition.
- The Kirkwood Theatre presented Chicago: The Musical last week.

Aviation Maintenance Technician Program

Nathan Bellinger, Faculty Program Coordinator, provided an overview of the new AMT program. The presentation included important updates on enrollment, student progress, equipment, certification, industry visits, potential partnerships and hanger renovations. Students are doing well in classes and enjoying their experiences in the program as evidenced by feedback. SkyWest and Flightstar have reached out about potential partnerships with the program. Recently, the program has joined the SkyWest career pathway program. The hanger is currently under renovations, but slotted to be open and operational for students beginning spring 2024.

Financial Report

Treasurer Drew provided a high-level review of 1st quarter (July 2023 thru September 2023) operating fund 1 for fiscal year 2024 at the November 2023 board meeting. Thru September 2023, credit tuition is exceeding budget by \$1.5M and contract training & non-credit tuition is exceeding budget by \$300K.

Overall actual revenue is projected to exceed budget revenue by \$1.4M; however, we still have 9 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 at the end of the second quarter.

Cash balances remain very strong with the College having 92 days of unrestricted days' reserve at the end of September 2023 and 115 days at the end of October 2023, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Thys and Jensen 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 83 for a total of \$8,605,008.77
 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$311,981.02
- C. Change Orders
 1. Larson Construction Co., Inc., Aeronautics Hanger Renovation – (\$15,825.39)
 2. Larson Construction Co., Inc., Aeronautics Hanger Renovation – \$7,814.82

NEW BUSINESS AGENDA

Administration

Trustees Pearson and Doerge moved and seconded approving the 4+ Transitional Services [Vital] Agreements with the following partner institutions. Motion carried: 9-0.

- Belle Plaine Community School District
- Benton Community School District
- Cedar Rapids Community School District
- Center Point Urbana Community School District
- Linn Mar Community School District
- Lisbon Community School District
- Monticello Community School District
- Mount Vernon Community School District
- North Cedar Community School District
- Solon Community School District
- Tipton Community School District
- West Branch Community School District
- Williamsburg Community School District

Board

No new business for the board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- It's been a great first two weeks for President Fisher. Among other things with getting acclimated in her new role, Fisher visited with students, faculty, staff, stopped by several regional centers and Iowa Works [IWD].
- Attended the Continuing Education and Training Services Retreat. Andrew MacPherson and Bobbi Miller worked with the group on understanding safety, student conduct and the partnership with Public Safety.
- Discussed community outreach initiatives.
- President Fisher expressed her appreciation to Human Resources and IT for their assistance with the onboarding process.

Secretary's Report

- December 1, 2023: Kirkwood Employee Holiday Reception, 3 to 5 pm – Iowa Hall.
- December 7, 2023: Board organizational meeting followed by the All Board Holiday Celebration.
- December 22, 2023 through January 1, 2024: Winter break.

Report of Board Members

Trustee Stamp discussed the recent Caregiver Wellness Day held on November 6th hosted by the Heritage Area Agency on Aging. The event had over 250 attendees. One major topic of discussion was current scams and schemes on the elderly and how to prevent them from being scammed.

Trustee Mollenhauer attended the IACCT Board retreat in October on behalf of Trustee Jensen. An area of discussion included continuing education for board members in Iowa and increasing their attendance during the annual trustee conference in the summer.

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 5:30 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on December 7, 2023:

James Mollenhauer, Chair

**Board of Trustees' Agenda
November 9th, 2023**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Kristie Fisher	President	President's Office	10/30/2023	Lori Sundberg
Tyler Schehl	Instructor	Secondary Programs	09/25/2023	NEW
Sarah Schrobilgen	Sr Director Accounting & Finance	Finance	10/30/2023	Melissa Christianson
Yadira Dominguez	Program Advisor- TRIO	Admissions	10/31/2023	Eric Prevo
Sarah Brown*	Director	Human Resources	10/30/2023	NEW

**Internal Promotion*

Separation of Employment

Name	Title	Department	Effective Date
Constance Thurman	Vice President	Institutional Effectiveness/Research	10/30/2023
Shaun Rients	Sous Chef	The Hotel	09/29/2023
Amy Lasack	Executive Director	Continuing Ed	11/03/2023
Shannon Ingleby	Associate Director	Global Learning	11/21/2023
Andrew Schramm	Manager	Skills to Employment	10/24/2023
Rachel Kadlec	Workforce Career Consultant	Skills to Employment	10/26/2023
Lara Buckles	Director	Finance	11/03/2023

Retirements

Name	Title	Department	Effective Date
Lori Sundberg	President	President's Office	10/29/2023

Continuation of Contract

A recommendation was made to terminate the following individuals effective June 30, 2023, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2023/2024 contract year, contingent upon future funding:

Name	Title	Department
Amanda Albertsen	Instructor/Coordinator	Secondary Programs
Michelle Barker	Instructor/Coord, IMCC	Secondary Programs
Nikki Chambers	Instructor/Coord, ASP	Secondary Programs
Kris Farrar	Instructor, ASP	Secondary Programs
Brad Gardner	Instructor	Secondary Programs
Cyd Hanson	Instructor/Coordinator	Secondary Programs
Kristin Ho	Instructor/Coordinator	Secondary Programs
Joe Jordan	Instructor, IMCC	Secondary Programs
Alexandra Lubbers	Instructor/Coordinator	Secondary Programs
Jennifer Mooney	Instructor/Coordinator	Secondary Programs
Paul Reimann	Instructor, ASP	Secondary Programs
Mary Shanney	Instructor, IMCC	Secondary Programs

A recommendation was made to terminate the following individuals effective August 31, 2023, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals for the 2023/2024 contract year, contingent upon future funding:

Sean McAtee	Instructor	Secondary Programs
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