

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, September 12, 2024, 4:30 P.M.
Tippie Business Event Room

MINUTES

Present: Steve Caves, Peggy Doerge, Alan Jensen, Jim Mollenhauer, Keith Stamp, Joel Thys, Lorraine Williams [arrived at 4:31 p.m.], and Leslie Wright.

Absent: Tracy Pearson

Also Present: Kristie Fisher, President; Casey Dunning, Vice President-CFO; Peg Sprengeler, Board Secretary; Andy Mills, KFA Representative; Ramona Kline, KSA Representative.

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

No public comments.

Trustees Wright and Doerge moved and seconded approval of the minutes from the meeting held on August 8, 2024, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Williams and Wright moved and seconded approval of the September 12, 2024 agenda. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report

Justin Hoehn, Director of Media Relations and Communications, provided the Kirkwood report, which included:

- The September Student of the Month: Jayna Koffron. Jayna Koffron, from Solon, graduated from Solon High School in 2019. She works full-time in Kirkwood's Health Occupations department. Already holding a degree from the University of Iowa and certifications as an EMT and AEMT, Jayna wanted to further her education in emergency medical services. She chose the Paramedic program at Kirkwood for its outstanding faculty and the state-of-the-art Katz Family Healthcare Simulation Center.
- Karl Gardner, a Kirkwood alumnus, shared his story at Kickoff. Originally enrolled at another institution, he eventually found his place at Kirkwood. Now living in Ames, Karl works as an automotive service technician at George White Chevrolet. His story is featured in the college's online newsroom.
- On Tuesday, the Kirkwood Industrial Technologies department hosted the Fall 2024 ACE Opportunities Career Fair in Jones Hall. Employers from across the region connected with soon-to-be graduates from various Industrial Technologies programs, including Architectural Technology, Carpentry, CAD/Mechanical Engineering Technology, Construction Management, HVAC, Plumbing Technology, and other skilled trades degrees.
- On September 4, the college held the first Jones County Leadership Council meeting. About 30 business leaders, educators and other local officials came from all across the county to discuss Kirkwood's role in the future of higher education and workforce development. Topics included

healthcare programs, Aviation Maintenance Technology, Cybersecurity and Compliance, and Workplace Learning Connection among others.

- Kirkwood's SBDC Regional Director, Michael Wampler, has been recognized as a Top 40 Under 40 Young Professional by the national Small Business Development Center association. This award celebrates young professionals who contribute significantly to the SBDC's mission and their local communities through innovation, leadership, and commitment.
- Kasi Tenborg Carroll, Director of Food & Beverage at The Hotel at Kirkwood Center, has been named one of the Iowa Restaurant Association's 2024 "40 Women to Watch" in Iowa's hospitality industry. This honor recognizes women who exemplify diversity, dedication, and leadership within the state's hospitality sector. Kasi will be honored at the Iowa Hospitality Showcase in Des Moines on November 18.
- This summer, Kirkwood's Global Learning department lead students on Study Abroad programs. These programs aim to develop students' intercultural competencies and enhance cultural learning. Students visited Costa Rica, France, Australia, Canada, Singapore, Southeast Asia, Germany, Ireland, Japan, Morocco, Peru, Scotland, and Italy twice.
- The Kirkwood Family Picnic took place this past Monday. It was a fun event for employees and their families. Guests enjoyed a variety of activities including wall climbing, a giant slide, face painting and games among others.
- Students in the Apparel Merchandising and Design program participated in a hands-on activity called flower pounding. Flower pounding is a dye technique that uses a hammer to transfer the natural pigments from flowers onto fabric, paper, or other materials. Once the pounding transferred the dyes to the fabric, they went back to the classroom to heat set the fabric by ironing it, making each unique design permanent.

Academic Advising

Colette Atkins and Molly Schwarz shared an update on the Academic Advising office, now entering its third year. The department consists of 24 academic advisors, each supporting an average of 288 students. Guided by NACADA's [The Global Community for Academic Advising] core competencies, the team has had a significant impact. In the past year alone, advisors conducted over 14,000 student appointments, distributed \$130,000 in student success grants, fostered meaningful collaborations with faculty, and co-sponsored student success teams with various departments across the college. Student feedback has been overwhelmingly positive. Looking ahead, the department is focusing on responding to the new faculty reporting tool, streamlining second-level program acceptance, implementing year-long registration, and ensuring all first-year students receive required advising.

Financial Report

Treasurer Dunning provided a high-level year-end review of Fiscal Year 2024 (FY24) Operating Budget. Fund 1 revenue actuals were \$97.8M for Fiscal Year 2024, which was approximately \$3.4M above the operating revenue budget of \$94.4M. Key items impacting FY24 operating revenues included credit tuition revenue (\$2.4M above budget due to an increase in credit hour actuals compared to Fiscal Year 2023), contracted training and non-credit tuition net of refunds (\$254K above budget), and investment income (\$543K above budget due to higher than forecasted interest rates).

Fund 1 total expenditure actuals were \$93.6M for Fiscal Year 2024 which was approximately \$1.4M under the operating expense budget of \$95.0M. Key items impacting FY24 expenses include salaries & benefits (\$2.6M under budget) and operating/non-operating expenses (\$1.2M under budget). Due to total expenditures being below budget, a planned fund balance allocation of \$800K was not required and the associated expenditures were covered by FY24 operating funds.

In total, Fund 1 generated a net income of \$4.2M in Fiscal Year 2024. Treasurer Dunning reviewed plans for how the net income will be used in the future. In support of the 75 days of cash reserve KPI, \$821K of the FY24 net income will remain in Fund 1 to offset Fiscal Year 2025 Operating Budget expense growth. The remaining \$3.4M of net income will be transferred to a new Special Project Reserve account to allow for the funds to be tracked and allocated to strategic priorities approved by Cabinet.

Fund 3 accounts retained \$580K in net income generated from FY24 activities. A detailed breakdown of which auxiliary operations contributed to or drew from their fund balances has been provided for further insight.

Cash balances as of August 31, 2024 remain very strong with the College having 112 days of cash on hand, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Wright and Caves moved and seconded approval of the Consent Agenda. Motion carried: 7-0. Trustee Thys abstained from voting.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills:
 1. Kirkwood Community College pages 1 through 73 for a total of \$11,543,970.90
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$287,408.81
- C. Change Orders:
 1. Boomerang, Kirkwood Oakdale Campus Parking Lot Addition – \$ 4,933.50
 - i. Add sod to Bio-Swale at request of City of Coralville
- D. Approved Kirkwood and Grant Wood AEA Joint Board Meeting Minutes from August 8, 2024
- E. Approved Audit Committee Minutes from August 8, 2024

NEW BUSINESS AGENDA

Administration

Trustees Stamp and Thys moved and seconded approval of the FY25 Strategic Plan. Motion carried: 8-0.

Trustees Jensen and Doerge moved and seconded approval of the Workforce Training and Economic Development Fund FY2025 Proposed Plan. Motion carried: 8-0.

Board

No new business for the board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The Fall enrollment headcount and credit hours show a slight increase; concurrent enrollment did not grow at the same rate. Becky Weininger will present the Fall Enrollment update during the October board meeting.
- As we began the academic year, we emphasized the importance of being present and responsive—not only to students, but also to the community and each other. We encouraged everyone to "celebrate the wins," recognizing that the work is ongoing. Faculty and staff from across the campus have expressed their gratitude for this message, appreciating the focus on responsiveness and the reminder to celebrate successes along the way.

Secretary's Report

- The retirement dinner for Jim Mollenhauer is Thursday, October 10, 2024.
- The Fall Town Hall Meeting will be held on Thursday, September 26, 2024.
- The fall Board Retreat is scheduled for Tuesday, September 24, 2024.
- ACCT Leadership Congress is October 23 – 26, 2024 in Seattle, WA.

Report of Board Members

Trustee Alan Jensen introduced the new *Community Colleges for Iowa* platform, designed to advocate collectively for accessible excellence in education. He highlighted *Quorum*, a tool that provides trustees with real-time updates on state and federal advocacy efforts, enabling them to act in support of a shared agenda. President Fisher added that more details on *Quorum* will be provided during the Board retreat later this month.

Trustee Keith Stamp shared that he attended a planning meeting for the Heritage Area Agency on Aging (HAAA) earlier today at Prairiewoods—the agency's first such meeting in many years, made possible in part by its decoupling from Kirkwood Community College. The meeting focused on setting goals in three key areas: strengthening leadership for the HAAA board and administration, enhancing fiscal development, and expanding advocacy efforts to raise public awareness about the aging population. Trustee Stamp encouraged the Board to explore the agency's nutrition and counseling programs by visiting a congregate meal site to observe the interactions and environment. He also invited everyone to attend the upcoming Caregiver Wellness Day on November 4, 2024, at The Hotel at Kirkwood.

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 5:36 p.m. Motion carried: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on October 10, 2024:

James Mollenhauer, Chair

**Board of Trustees' Agenda
September 12, 2024**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Todd Rima**	Director	Athletics	08/12/2024	Doug Wagemester
Saria Gassouma**	Program Manager	Institutional Effectiveness	08/12/2024	Victoria Dabler
Chase Becicka**	Systems Support Analyst	Registrar	09/16/2024	NEW
Kalista Gyorko*	Program Advisor- TRIO	Student Equity, Inclusion & Support	09/03/2024	Elissa Meinecke
Heather George**	Operations Coordinator	K-12 Partnerships	09/03/2024	Amanda Feyerabend
Kayla Bowley**	Assistant Registrar & SCO	Registrar	09/30/2024	Katie Tanner
Evan Andersen	Public Safety Officer	Facilities	09/16/2024	Noah Hughes
Silvia Lemmons	Learning Experience Designer	Human Resources	09/16/2024	Wilson Rojas
Anita Kramer**	Instructor/Dept Coordinator-Temp	Secondary Programs	08/25/2024	Paul Reiman
Colleen Rivera**	Instructor	Secondary Programs	08/25/2024	Michelle Barker
Cody Copeland-Damrow	Custodian	Facilities	09/16/2024	Kyle Horstman

*Internal Transfer

** Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Anthony Caenepeel	Asst Coach/Baseball	Athletics	08/06/2024
Bradley Flaucher	Controls Engineer	Facilities	08/16/2024
Emma Traugh	Operations Coordinator	The Hotel	08/09/2024
Ignacio Alvarez	Academic Advisor	Academic Advising	09/03/2024
Paul Reimann	Instructor	ASP	08/29/2024
Aiden Pham*	Custodian	Facilities	08/19/2024
Michelle Barker	Instructor Coordinator	IMCC	09/11/2024
Ozzie Adams	Asst Coach/Softball	Athletics	08/23/2024
Maggie Francis	Admissions Advisor	Admissions	09/05/2024
Bailey Allard	Asst Professor	Math/Science	08/31/2024
Molly Anderson	Pathway Nav/Food Pantry Coordinator	Student Equity, Inclusion & Support	09/15/2024
Amalia Riordan	Academic Advisor	Academic Advising	10/25/2024
John Piegors	Web Developer I	IT	08/23/2024

*Did not start

Continuation of Contract

A recommendation was made to terminate the following individuals effective June 30, 2024 and August 31, 2024, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals in Secondary Programs for the 2024/2025 contract year, contingent upon future funding:

Name	Title	Effective	Name	Title	Effective
Amanda Albertsen	Instructor/Coordinator	06/30/2024	Kristin Ho	Instructor/Coordinator	06/30/2024
Michelle Barker	Instructor/Coord, IMCC	06/30/2024	Joe Jordan	Instructor, IMCC	06/30/2024
Nikki Chambers	Instructor/Coord, ASP	06/30/2024	Alexandra Lubbers	Instructor/Coordinator	06/30/2024
Kris Farrar	Instructor, ASP	06/30/2024	Jennifer Mooney	Instructor/Coordinator	06/30/2024
Brad Gardner	Instructor	06/30/2024	Mary Shanney	Instructor, IMCC	06/30/2024
Cyd Hanson	Instructor/Coordinator	06/30/2024	Sean McAtee	Instructor	08/31/2024