

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, July 14, 2022, 4:30 P.M.
The Hotel at Kirkwood Center

MINUTES

Present: Trustees Jim Mollenhauer, Steve Caves, Alan Jensen [Zoom], Tracy Pearson, Keith Stamp, Joel Thys, and Lorraine Williams [arrived at 4:37 pm].

Absent: Trustees Kathleen Mac Taggart and Leslie Wright.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Peg Sprengeler, Secretary, Spencer Cleland, KSA Representative, John Dawson, KFA Representative.

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

Trustees Thys and Pearson moved and seconded approval of the minutes from the meeting held on June 9, 2022, and directed them to be made a part of the permanent record. Motion carried: 6-0.

Trustees Stamp and Caves moved and seconded approval of the July 14, 2022 agenda. Motion carried: 6-0.

INFORMATIONAL ITEMS

Kirkwood Report

Justin Hoehn, Director of Media and Legislative Relations, provided the Eagle Update and Kirkwood report, which included:

- Kirkwood is a leading, globally-respected 2-year college that has helped more than 200,000 alumni reach their collegiate goals and dreams for over 50 years. Kirkwood offers SO much more than associate degrees to the seven-county area it serves. The college is a vital cog in the economic and social wellbeing of the community. Put simply, Kirkwood is life changing for those wanting to invest in their futures. This academic year, 243 students earned a high school equivalency diploma at Kirkwood.
- The Hotel at Kirkwood Center is no stranger to winning awards. In 2021, the Iowa Tourism Office awarded The Hotel their Outstanding Metro Lodging Property award—a major statewide recognition. The Hotel was recently named the 2022 Best Banquet/Event Facility by the Corridor Business Journal as part of the publication's Best of the Corridor Survey. The Hotel also recently received the AAA Four Diamond Award, making it the only AAA Four-Diamond-rated hotel in Cedar Rapids and one of only four hotels in the state with that distinction. This is the 11th consecutive year the organization has received the award and it signifies The Hotel continues to be among the most elegant establishments in the entire state of Iowa.
- Student of the Month is Phuong Tran. She is an international student from Saigon, Vietnam. She attended Cedar Valley Christian School in Cedar Rapids. Her family is back home in Vietnam. Phuong was introduced to Kirkwood by the Admissions staff that visited her school. She is a Liberal Arts student and Kirkwood is a great way to fulfill many of her pre-med courses. Phuong is set to graduate in the Spring of 2023 and plans to get a bachelor's degree in psychology before heading to med school.
- Mercy Medical Center is giving our Nursing students more financial resources while they're in school and additional opportunities when they graduate. The program is called Mercy Earn & Learn.
- The college hosted State Representative Tracy Ehlert on main campus for a visit. She currently represents parts of southwest Cedar Rapids and western Linn County, serves on the Appropriations, Education, Human Resources and Labor Committees, and is the ranking member on the Education Appropriations Subcommittee. Representative Ehlert previously attended Kirkwood and was interested in learning more about our English as a Second Language program as well as our new Early Childhood Academy.

- Kirkwood and TrueNorth held an event on main campus called Day in the Life of a Driver at the Kirkwood Continuing Education Center. Designed for TrueNorth employees who work with the transportation industry, the training gives attendees an opportunity to broaden their knowledge and understanding of the business they work with on a daily basis.
- Kirkwood has been awarded the Title II Fund for Paraeducator Certification Grant, as part of the Iowa Department of Education's Teach and Paraeducator Registered Apprenticeship Grant Program.

Strategic Plan/Accreditation Update

Megan Thole, Director of Institutional Planning, provided an update on FY2022 Institutional Student Success outcomes and new institutional key performance indicators for FY2023. The FY2022 Enrollment goal of 250,000 credit hours was not met by approximately 20,000 cr. hrs., resulting in a lower FY2023 goal of 234,000 credit hours, a 2% increase over the previous year's actual. Persistence remained static while PT Student Completion dropped, and Retention/FT Student Completion has continued to trend upward. All remaining metrics are trending positively. Connie Thurman, Vice President of Institutional Effectiveness, provided a status of the Higher Learning Commission's Comprehensive visit to be held October 2-3, 2023, and a Multiple Location visit to be held at two locations, Iowa City Campus, and the Continuing Education Training Center, during the FY2023 academic year, at a time yet to be determined.

Summer 2022 Enrollment Update

Jon Buse, Vice President of Student Services, provided an update on summer 2022 term based on the weekly enrollment report prepared by Institutional Effectiveness on July 11, 2022.

Summer 2022 enrollment is 3,952 students enrolled in 22,922 credit hours. Student headcount decreased by 3% and credit hours decreased by 1% over the previous summer term (2021). Enrollment in concurrent enrollment grew by 17% over the previous summer term although concurrent enrollment is very small during the summer.

Buse noted that fall enrollment activities are well underway with new student orientation sessions occurring several days each week. As of July 11, 2022, fall enrollment is 9% above last year at this time. Applications for admission are also ahead of 2021 and running just over 12% above the fall 2021 term. Teams continue to work actively on new student recruitment and academic departments are conducting outreach activities to current and former students.

Buse stated he is encouraged by the fall enrollment numbers thus far and noted that there is still a great deal of time for the enrollment numbers to fluctuate. Buse noted that the areas of greatest gain thus far in fall enrollment are among new students, particularly students age 23 and under and concurrent enrollment. Thus far enrollment among students ages 24-29 and Pell eligible students are two sub-groups showing the largest decline from fall 2021.

Financial Report

Treasurer Choate provided an update on the year end closing process and indicated that previous year end result expectations have not changed. A detailed discussion followed related to the FY23 budget identifying status and two key items that have had an impact on finalizing the budget. The two items are an improvement in FY23 budgeted credit revenues due to enrollment expected to flat or better rather than the previously planned decline of 3% and finalizing the FY23 personnel budget due to impacts of the early retirement program. The detailed FY23 operating budget will be brought to the August board meeting for approval. Discussion was had on the College donating up to \$18 million to the Kirkwood Foundation as a result of the HEERF funding and College cash/fund balance levels. The impact of the donation on the College fund balance was discussed and as shown in the table below the unrestricted current fund balance will still be \$11.3 million higher after the donation than the 2019 level that was the last "pre-pandemic" period.

(\$ Millions)	Unrestricted Current Fund Balance	UCFB after Donation
June 30, 2019	\$28.4	
June 30, 2020	\$31.6	
June 30, 2021	\$48.5	
June 30, 2022	\$57.7	\$39.7

The College cash position remains strong and will be at 104 days of reserve after the donation compared to the College KPI of 75 days.

CONSENT AGENDA

Trustees Williams and Stamp moved and seconded approval of the Consent Agenda. Motion carried: 7-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
 1. Kirkwood Community College pages 1 through 76 for a total of \$20,419,882.85
 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$258,645.32
- C. Change Orders:
 1. Larson Construction, Kirkwood Student Center – \$22,166.01
 2. Midwest Concrete, Institutional Roadway Improvements - \$1,427.00
- D. Final reading of Board Policy Series 204 – Codes of the Board
- E. Approval of the amended January 13, 2022 minutes to reflect the addition of the following under consent items:
 1. Final reading of Board Policy 204 – Codes of the Board
 2. Preliminary Industrial New Jobs Training Agreements [260E] with the following:
 - i. Woofables, LLC, Coralville
 - ii. Concise Earth, Iowa City
 - iii. Logistics Park, Fairfax
 - iv. Traverro Logistics, LLC

NEW BUSINESS AGENDA

Administration

Trustees Thys and Williams moved and seconded approval of the bid recommendation for the Linn Hall Security Technology Refresh. Motion carried: 7-0.

Trustees Caves and Pearson moved and seconded approval of the resolution approving the donation not to exceed \$18,000,000.00 to the Kirkwood Foundation and granting authority to the College President and VP-Chief Financial Officer to complete such transaction. Motion carried: 7-0.

Trustees Pearson and Thys moved and seconded approval of the resolution to accept the 46 individual applications for the Fiscal Year 2023 Special Retirement Benefit Option including the applications for Fiscal Year 2023 Retirement Incentive Program for those three individuals who previously forfeited the benefit. Motion carried: 7-0.

Board

No new business for the board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Kudos to Jackie Bohr, General Manager, The Hotel at Kirkwood. The Hotel recently received the AAA Four Diamond Award and named the 2022 Best Banquet/Event Facility by the Corridor Business Journal.

- Recently toured Collins Aerospace. Kirkwood is proud to partner with Collins Aerospace and appreciate all of the incredible work they do for Cedar Rapids. Kudos to Jasmine Almoayyed and her team for their work to set it up.
- Kudos to Doris Nyaga, Director-grants, for all of her amazing work on the many grants Kirkwood has received.
- Emily Shields, Executive Director-Community Colleges for Iowa, attended the board meeting. Dr. Sundberg expressed her appreciation to Emily for her work on behalf of the community colleges.

Emily Shields

- Provided a brief recap of current initiatives.
- IACCT [Iowa Association of Community Colleges of Iowa Trustees] recently rebranded as the Community Colleges for Iowa.
- Looking forward to an in person Annual Conference next week in Sioux City [Western Iowa Tech Comm College].

Secretary's Report

- Community Colleges for Iowa Annual Conference is scheduled for next week in Sioux City, IA [July 20-22, 2022].
- Grant Wood AEA Joint Board Meeting is scheduled for Thursday, August 11, 2022 followed by the Annual All Board Summer Social.
- The Annual Fall kick-off is August 17, 2022 in Ballantyne Auditorium. 7:30 am breakfast with the program beginning around 8:15 a.m.

Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Caves moved and seconded the meeting be adjourned at 5:43 p.m. Motion carried: 7-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on August 11, 2022:

Jim Mollenhauer, Chair

Board of Trustees' Agenda

July 14th, 2022

PERSONNEL

Replacements/New Positions

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
Elissa Teets**	Advisor, TRIO	Learning Services	06/06/2022	\$44,800	Brian Gay
Amanda Albertsen	ESL Instructor Coordinator	Secondary Programs	06/13/2022	\$55,848	New
Kristin Benesh	Asset Specialist	Facilities	06/27/2022	\$16.78/hr	Aaron Nelson
Yolanda Sanchez	Department Assistant	IMCC	06/20/2022	\$18.74/hr	Claire Ashford
McKayla Artel	Student Support Specialist II	One Stop	06/27/2022	\$19.46/hr	Jonathan Konga
Kari Rossetti	Department Assistant	Nursing	06/27/2022	\$17.31/hr	TJ Foster
Sarah Alberts**	Student Account Coordinator	Finance	07/11/2022	\$46,900	Amy Kelly
Kristin Ho	ESL Instructor Coordinator	Secondary Programs	06/13/2022	\$55,848	Tara Tedrow
Amanda Stout	Operations Coordinator	Arts and Humanities	07/18/2022	\$50,000	New
Molly Schwarz**	Director of Academic Advising	Academic Affairs	07/11/2022	\$84,000	New

**Internal Promotion

*Lateral Transfer

Separation of Employment

Name	Title	Department	Effective Date	Years
Kaitlin Beatty	Program Developer	Continuing Education	07/08/2022	1
Ryan Kirsch	Assistant Men's Basketball Coach	Athletics	06/24/2022	1
Rion Ranard	Public Safety Dispatcher	Public Safety	06/27/2022	1
Paul Reimann	Instructor	Anamosa State Pen	06/24/2022	3
Sam Taylor	Department Assistant	Business and IT	07/11/2022	1
Beatrice Curio-Penny	Lab Specialist	Iowa City Campus	07/30/2022	15

Correction to Previous Agenda

Ken Nesbett's years of service were reported incorrectly on the 06/09 agenda. He separated employment with 13 years of service to Kirkwood Community College.

Board of Trustees' Agenda
July 14th, 2022
Special Retirement Benefit Option

Retirements Under Retirement Incentive Program

Recommend approval of the following retirements under the Summer 2022 Special Retirement Benefit Option for the individuals shown below as well as those approved at the January 13, 2022 board meeting for June 30 and August 31, 2022 retirement dates.

Name	Title	Department	Effective Date	Service Years
Steve Abram	Professor	Iowa City Campus	06/30/2022	21
Dan Feld	Custodial Lead	Facilities	06/30/2022	12
Emilie Olson	Center Coordinator	Belle Plaine	06/30/2022	10
Cindy Martin	Department Assistant	Continuing Education	06/30/2022	21
Vanessa Lopez	Department Assistant	STE	08/31/2022	37
Scott Anderson	Professor	Agriculture Science	08/31/2022	21
David Polum	Custodian	Facilities	08/31/2022	17
Steve Owen	Professor	Social Sciences	08/31/2022	20
Shelley Schultz	Library Technical Specialist	Library	08/31/2022	36
Jim Thompson	Professor	Business and IT	08/31/2022	21
Roy Pettibone	Assistant Professor	Business and IT	08/31/2022	10
Christine Thompson	Instructor	Secondary Programs	08/31/2022	25
Jim Choate	Vice President	Finance	12/31/2022	16
Tim Gilbertson	Grounds Maintenance Worker	Facilities	12/31/2022	17
Mary Gesing	Professor	Dean of Students	12/31/2022	25
Christopher Cronbaugh	Professor	Communication, English, and Media	12/31/2022	12
Scott Ermer	Dean	Agriculture Science	12/31/2022	13
Amy Kelly	Operations Coordinator	Finance	12/31/2022	10
Sue Robinson	Department Assistant	Agriculture Science	06/30/2023	12
Maria Moore	Department Assistant	Global Learning	06/30/2023	12
Michael Scallon	Student Support Coordinator	Learning Services	06/30/2023	18
Jill Scott	Professor	Math and Science	06/30/2023	28
Christopher Patterson	Professor	Linn County Regional	06/30/2023	20
Lisa Hebl	Professor	Allied Health	06/30/2023	23
Cherrie Weih	Academic Department Coordinator	Continuing Education	06/30/2023	10
Mary Schneekloth	Associate Professor	Business and IT	06/30/2023	10
Mary VanHouten	Catering Sales Manager	The Hotel at Kirkwood	08/31/2023	11
Karie Winters	Shipping and Receiving Clerk	Mail Services	08/31/2023	31
Mark Ash	Admissions Advisor	Admissions	08/31/2023	18
Kathy Visser	Department Assistant	Agriculture Science	08/31/2023	42
Lydia Hartunian	Professor	Humanities	08/31/2023	22
Sandra Lingard	Associate Professor	Business and IT	08/31/2023	14
Terry Rhinehart	Manager	Secondary Programs	08/31/2023	10
Dena Rauch	Registrar	Enrollment Management	08/31/2023	19
David Hulm	Professor	Communication, English, and Media	08/31/2023	20
Brenda Ireland	Senior Director	Continuing Education	08/31/2023	17
Jill Williams	Coordinator	Athletics	08/31/2023	18
Dan Shea	Shipping and Receiving Clerk	Mail Services	08/31/2023	25
Darren Zabloudil	Executive Director	IT Services	08/31/2023	17
Bridget Malone	Professor	Arts and Humanities	08/31/2023	26
Mark Abel	Professor	Business and IT	08/31/2023	40
Tom Leaverton	Manager	Continuing Education Marketing	08/31/2023	21
Tracy Lamb	Textbook Specialist	Bookstore	08/31/2023	21
Jody Weigel	Professor	Social Sciences	08/31/2023	20

Recommend approval of the following retirements under the Retirement Incentive Program for those individuals who previously forfeited the benefit under Human Resources Procedure 405.1.

Name	Title	Department	Effective Date	Years
Arron Wings	Dean	Learning Services	06/30/2023	22
Kevin Kelly	Operations Coordinator	Facilities	08/31/2023	41
Toni Arduini	Professor	Communication, English, and Media	08/31/2023	20