

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, September 8, 2022, 4:30 P.M.
The Hotel at Kirkwood Center

MINUTES

Present: Trustees Jim Mollenhauer, Steve Caves, Alan Jensen, Mary Mac Taggart [Zoom], Tracy Pearson, Keith Stamp, Joel Thys, and Leslie Wright.

Absent: Trustee Lorraine Williams

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Peg Sprengeler, Secretary [Zoom], Jacinta Kimani, Mike Dillon, KSA Representative, John Dawson, KFA Representative.

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

Jody Donaldson, Director of Advancement, introduced representatives from Hy-Vee [Katy Hughes, Brian Wilken, Jenny Townsend and Jeff Carter] who presented Kirkwood with a charitable donation of \$5,000 for use toward a scholarship.

Trustees Thys and Stamp moved and seconded approval of the minutes from the meeting held on August 11, 2022 and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Pearson and Jensen moved and seconded approval of the September 8, 2022 agenda. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report

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

- Kirkwood's food pantry, previously located in Cedar Hall, is now located on the 3rd floor of the new student center. The pantry provides grocery items to all currently enrolled Kirkwood students who need them once-a-week at no cost.
- The Kirkwood Global Learning department, now located in the new student center in Iowa Hall, has a wide variety of exciting international learning experiences for students to take advantage of. One such opportunity is the Study Abroad program, which gives students a chance to experience other cultures first-hand.
- Student of the month is Mason Daubs. Mason grew up in Marion and graduated from Marion High School in 2017. After high school, he left for the Marines and ended up serving four years as a reconnaissance Marine, while stationed in Okinawa. Mason enrolled at Kirkwood after the military. He chose the college for its location and because he knew many people that, either went to Kirkwood or worked here. He's pursuing a degree in Criminal Justice, because he comes from a law enforcement family and has always been interested in the field. Outside of Kirkwood, he is currently an intern with the United States Marshal Service in preparation for his future career.
- Kirkwood has been awarded a Fulbright Language Teaching Assistant again this year. Ms. Manal Mohamed comes to us from Cairo, Egypt and will be part of our Kirkwood community during this academic year. She will take classes as a student and also teach Arabic to Kirkwood faculty and staff as well as providing education about Arabic language and culture.
- September is National Suicide Prevention Month. The Kirkwood chapter of Active Minds held an event today to raise awareness about suicide. Active Minds is a national student organization designed to promote mental health awareness and decrease the stigma on college campuses.

- The 2022 campaign for Kirkwood Eagles volleyball team is well underway. Currently, the team is 12-1 and undefeated in conference play. Their lone loss came against Barton Community College out of Kansas. The team is currently ranked third in the country in the latest Division II NJCAA rankings.
- Long-time head coach Jill Williams hit a major milestone just a few days ago. Last Friday, the 17-year head coach of the Kirkwood eagles claimed her 500th victory following a 3-0 win against Highland Community College.

Iowa New Jobs Training Program (260E)

Tyler McCarville, Senior Manager, Job Training Programs, provided an overview of the 260E job training incentive for local employers. Kirkwood (along with the other community colleges) administer this tax incentive on behalf of the State of Iowa. The program allows for companies to receive an Iowa withholding tax credit of up to 3% for each net-new job created. The tax credit is earmarked for training reimbursement at 100% of the cost to the company. Over the past 10 years, Kirkwood has dispersed over \$63M of tax credits to employers in the region.

Fall 2022 Enrollment Update

Jon Buse, Vice President-Student Services, reported on the current enrollment for the fall 2022 term. Data reported and shared from Institutional Research following the first two weeks of the fall term, which is referred to as the 14-day census.

Fall 2022 enrollment is 12,297 students, who are enrolled in 105,631 credit hours. Enrollment decreased from the Fall 2021 by 1% in headcount and 2% in credit hours from the previous fall. Gains were noted in concurrent enrollment of high school students, with enrollment growing 9% over the previous year. These gains were offset by reductions in credit enrollment, most notably in the liberal arts programs, and returning Pell eligible students.

Buse stated that administration continues to be concerned about the ongoing impacts of the pandemic on lower income students and are seeing lower Pell Grant recipient enrollment. Buse also noted that employment remains high and unemployment remains low, which generally indicates, lower enrollment for community colleges, but good for the communities we serve.

Buse also shared that our major focus is on retention and student success, and ensuring all students have strong educational experiences and good outcomes. Emphasis is being put on programs like Guided Pathways and additional staffing to provide more direct student support.

Financial Report

Treasurer Choate indicated that FY23 projections will be detailed at the October meeting now that fall credit hours are known and initial FY23 hiring decisions are under way. While “regular in state” credit hours are down, out of state and international credit hours are up helping to offset the reduced tuition revenue from in-state hours. With the pending VP-CFO retirement, Choate provided detailed org charts for the various finance and enterprise areas. Very strong directors and managers lead all areas with no operational issues. It was noted that the average Finance department tenure is over seven years.

An initial \$9 million donation was made to the KFF Foundation resulting in a decline of days reserves; however, the College still maintains 123 days reserve compared to the KPI of 75 days.

CONSENT AGENDA

Trustees Pearson and Caves moved and seconded approval of the Consent Agenda. Motion carried: 8-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
 1. Kirkwood Community College pages 1 through 62 for a total of \$18,401,082.59
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$234,531.79
- C. Change Orders:
 1. Knutson Construction, Animal Health - \$13,743.75
 2. Larson Construction, Kirkwood Student Center - \$36,200.03
- D. Final approval of the revised Board Policy Series 405: Human Resources – Retirement Incentive Program
- E. Kirkwood and Grant Wood AEA Joint Board Meeting Minutes from August 11, 2022
- F. Audit Committee Minutes from August 11, 2022

- G. Consideration of a Resolution Approving Preliminary Industrial New Jobs Training Agreements (260E) with the following:
 - 1. West Music Company Inc., Cedar Rapids
 - 2. BLX, Inc., Hiawatha
- H. Workforce Training and Educational Development Fund [WTED] FY2022 Annual Report
- I. Workforce Training and Educational Development Fund [WTED] FY2023 Proposed Plan

NEW BUSINESS AGENDA

Administration

No new business for the administration.

Board

Trustees Thys and Stamp moved and seconded approval of the 2023 Board Meeting Schedule. Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Dr. Sundberg provided an update regarding Community Colleges for Iowa:
 - Chair, of the Iowa President's Group for AY2023
 - The President's fall retreat is scheduled for October 6-7, 2022
 - Kirkwood will host the spring President's retreat in May 2023
 - Will attend a meeting in Des Moines next week with Emily Shields, (Community Colleges for Iowa), Jeff Smith [Association's Lobbyist] and Senate Majority Leader, Jack Whitver.
- Dr. Sundberg will serve as Chair of the Public Policy and Government Relations Committee for the AACC Board Executive Committee. Both she and Justin Hoehn, legislative liaison, will travel to DC later this month to attend the Advocates in Action 2-day program.
- Senator Joni Ernst toured the new Student Center a few weeks ago and afterward, we had a short discussion regarding short-term Pell for non-credit programs.
- The Student Center Celebration and artist reception is next Tuesday, September 13.

Secretary's Report

- The State of the College will be held on Thursday, September 29, 2022.
- The fall Board Retreat is scheduled for Tuesday, October 4, 2022 in Ballroom A, The Hotel at Kirkwood.
- The October board meeting will be held at the Johnson County Regional Center on October 13, 2022.

Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Thys moved and seconded the meeting be adjourned at 5:40 p.m. Motion carried: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on October 13, 2022:

James Mollenhauer, Chair

**Board of Trustees' Agenda
September 8th, 2022
PERSONNEL**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Jonathan Dayton	Workforce Career Consultant	Skills to Employment	08/22/2022	New
Dylan Cavanaugh	Operations Specialist I	Continuing Education	09/06/2022	Riley Clay
Rachel Maynard**	Custodian	Facilities	08/22/2022	David Polum
Loren Jackson**	Academic Advisor	Academic Affairs	08/10/2022	New
Jen Mooney**	Instructor Coordinator	Secondary Programs	08/15/2022	Christine Thompson
Elizabeth Royer	Custodian	Facilities	08/01/2022	Max Emerson
Cody Hayes	Public Safety Dispatcher	Public Safety	08/08/2022	New
Joshua Baker	Temporary Instructor	Social Sciences	08/01/2022	New
Nicholas Yoder	Temporary Instructor	Industrial Technologies	07/25/2022	New
William Denny	Temporary Instructor	Global Learning	08/01/2022	New
Jayci Kvach**	Technical Specialist	Learning Services	09/06/2022	Molly Schwarz
Rebecca Karim	Department Assistant	Nursing	10/03/2022	Kari Rossetti
Elizabeth Engebretson	Program Developer	Continuing Education	10/17/2022	Kaitlin Beatty
Paul Sabotta	Senior Programmer	Facilities	09/16/2022	Travis Appel
Laurelle Brandt	Department Assistant	Continuing Education	09/06/2022	New
Sarah Young**	Library Technical Specialist	Learning Services	08/22/2022	Shelley Schultz

**Internal Promotion

*Lateral Transfer

Separation of Employment

Name	Title	Department	Effective Date
Craig Tucker	Public Safety Dispatcher	Public Safety	08/23/2022
Scott Anderson	Professor	Agricultural Sciences	08/05/2022
Michael Burkle	Associate Professor	Agricultural Sciences	08/15/2022
Joshua Arends	Maintenance Manager	Facilities	08/29/2022
Dan Erickson	Financial Aid Advisor	Student Services	08/12/2022

Retirement Incentive Program Withdrawal

Kevin Kelly submitted his application for approval under the Retirement Incentive Program for those who had previously forfeited the option as seen on the July 14th Board Agenda. He rescinded his application prior to the Board meeting on July 14th.

Correction to Previous Agenda

Chris Bustos' surname was incorrectly reported on the 08/11/2022 Board Agenda as "Perfecto". His correct surname is "Bustos".