

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, June 13, 2024, 4:30 P.M.**  
**B.A. Jensen Board Room**

**MINUTES**

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

Absent: Trustee Joel Thys.

Also Present: Kristie Fisher, President; Casey Dunning, Vice President-Finance; Peg Sprengeler, Board Secretary; Jacki Brucher Moore, KFA Representative.

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

No public comments.

Trustees Williams and Caves moved and seconded approval of the nomination to appoint Casey J. Dunning to serve as Board Treasurer, effective June 13, 2024. Motion carried: 8-0.

Chair Mollenhauer administered the Oath of Office to Casey J. Dunning, newly appointed Board Treasurer.

Trustees Wright and Stamp moved and seconded approval of the minutes from the meeting held on May 9, 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 June 13, 2024 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 commencement ceremony was held on Saturday, May 11, 2024, at the Alliant Energy PowerHouse, with nearly 600 graduates participating.
- The Kirkwood Eagles' softball team competed as the sixth seed in the NJCAA DII Softball World Series in Spartanburg, South Carolina, finishing as national runners-up to St. John's River State. This second-place finish was the best for Kirkwood in 40 years. Freshmen Brenna Ross, Kiya Johnson, and Peyton Driscoll were named to the All-Tournament Team, while Rachael Schlotter received post-season national awards.
- The Kirkwood Eagles' golf team finished as national runners-up to Mississippi Gulf Coast, trailing by only three strokes. Grant Greazel won an individual national title with a 3-under-par score and was also honored as a 2024 Jack Nicklaus Award winner.
- Kirkwood Athletics had one of its best seasons in history, with four out of six sports teams ranking among the top in the nation.
- Hailey Harbison, Brighton, Iowa, is student of the month. She is studying Ag Science and beef production at Kirkwood. Hailey values the hands-on instruction and abundant learning experiences. She aims to own a successful business specializing in livestock ultrasounds and expanding her client base in artificial insemination.

- The Department of Education has approved a new Visual Arts Associate of Applied Arts program. This program will prepare students for transfer to a four-year college or university art programs or for entry-level employment in the visual arts field.
- The Social Sciences department signed its first articulation agreement with the University of Northern Iowa. This agreement allows Kirkwood graduates with an Associate of Applied Science degree in Early Childhood Education to transfer into UNI's Early Childhood Education Program as third-year students.
- The Criminal Justice and Human Services departments hosted their first annual career fair, providing students with the opportunity to explore potential job prospects and network with professionals in their fields.
- A group of culinary faculty and students recently returned from a 12-day trip to Japan, where they explored culture and food techniques. They visited GK Jikei and learned from Japanese chef instructors. Chef Mike Barshis extended his stay in Tokyo to spend a week learning from a master noodle maker to apply these skills in the classroom.

## Financial Report

Treasurer Dunning provided a high-level review of changes to the FY24 projected revenues for operating Fund 1 at the June 2024 board meeting for the period of July 2023 thru April 2024. Thru April 2024, credit tuition is exceeding budget by \$2.49M and contract training & non-credit tuition (less refunds) is exceeding budget by \$326K. Investment income is exceeding budget by \$380k due to higher than expected interest rates.

Overall, actual revenue is projected to exceed budget revenue by \$3.38M; however, we still have two 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. Key expense savings include Salaries and Benefits savings of \$2.81M due to savings from unfilled open positions. Additional savings are projected from utilities expenses of \$246K.

Fund 3 is projected to end the year with a net income of \$99k. This falls short budgeted net income by \$471k, but this could change over the final two months of the year due to volatility in the predictability of enterprise operations.

Cash balances remain strong with the College having 151 days of unrestricted days reserve at the end of May 2024, when compared to a KPI of 75 days.

Dunning also provided an update on credit tuition rates for AY2024-25 including a comparison of rates for all community colleges.

## CONSENT AGENDA

Trustees Jensen and Pearson 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 83 for a total of \$8,526,299.66
  2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$387,454.46
- C. Change Orders:
  1. Larson Construction Co., Inc., Aeronautics Hanger Renovation – \$2,216.03
    - Revisions to exterior signage
  2. Larson Construction Co., Inc., Aeronautics Hanger Renovation – \$ 766.36
    - OHP correction from CO 02B
    - Add exit signs to Lab 109
- D. Audit Committee Minutes from May 9, 2024
- E. MIIP Board Representatives for 2024-25 as Wes Fowler, Vice President-Human Resources; Linda Arens, Human Resources (Alternate) and John Dawson, Professor, KFA Rep; KFA Alternate-TBD.

## NEW BUSINESS AGENDA

### Administration

Trustees Caves and Doerge moved and seconded approving the 12 named financial institutions as official depositories for funds in an amount not to exceed the maximum exposure listed for each institution for Fiscal Year 2024-2025. Motion carried: 8-0.

Trustees Pearson and Wright moved and seconded the approval of Piper Sandler to serve as dissemination agent for secondary market disclosure. Motion carried: 8-0

Trustees Caves and Jensen moved and seconded the approval of the Preliminary Industrial New Jobs Training Agreements [260E] with the following:

- Modern Piping, Inc., Cedar Rapids,
- Danisco US, Inc., Cedar Rapids

Motion carried: 8-0.

Trustees Caves and Doerge moved and seconded approval of directing the sale and authorizing the issuance of \$3,840,000 Industrial New Jobs Training Certificates. This measure provides for the securing of such certificates for the purpose of carrying out New Jobs Training Programs. Motion carried: 8-0.

Trustees Wright and Stamp moved and seconded approval of directing the sale of Industrial New Jobs Training Certificates in the aggregate principal amount of \$3,840,000. Motion carried: 8-0.

Trustees Pearson and Williams moved and seconded the approval to ratify the Master Agreement as negotiated with the Kirkwood Faculty Association [KFA] including a salary increase for eligible faculty members for each of the following academic years: FY2024 - 25:

- FY 2024-25 – 3.16% Total Salary Increase
- FY 2025-26 – 3.00% Total Salary Increase

Motion carried: 8-0.

### Board

Trustees Pearson and Jensen moved and seconded acceptance of the resignation of District VII Director, James [Jim] Mollenhauer, effective at the conclusion of the October 10, 2024 Board Meeting. Motion carried: 8-0.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### **President's Report**

- President Fisher bestowed upon Jon Buse, Vice President of Student Services, the Resolution of Appreciation for his distinguished leadership and service to Kirkwood Community College.

### **Secretary's Report**

- The HSED [High School Equivalent Diploma] Graduation Ceremony will be held at The Hotel, Ballroom immediately following the board meeting.
- Registrations and hotel accommodations will begin shortly for the ACCT Leadership Congress in Seattle, WA October 23 – 26, 2024. Those attending include: Dr. Kristie and Drew Fisher, Steve and Suzanne Caves, Peggy Doerge, Alan and Joelle Jensen, Tracy Pearson, Keith and Sandy Stamp, Joel and Dawn Thys, and Lorraine Williams.
- The Community Colleges for Iowa Annual Trustee Conference is next month [July 10-11, 2024].

**Report of Board Members**

Trustee Keith Stamp reported the Heritage Area Agency on Aging [HAAA] is conducting a survey for the development of a regional plan. The Board committed to sending 10 surveys related to aging individuals to constituents in their region.

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 5:23 p.m. Motion carried: 8-0.

**Respectfully submitted by:**

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Peg Sprengeler, Board Secretary

Approved by Board on July 16, 2024:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
June 13, 2024**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Willard Orton	Custodian	Facilities	05/13/2024	Cheick Kansaye
Jason Pothour	Maintenance Tech III	Facilities	05/28/2024	Scott Story
Sandra Karkosh	Custodian	Facilities	05/28/2024	Travis Jubeck
Brendyn Mussig	Accountant I	Finance	06/10/2024	Jason Hayes
James Heim**	Associate Director	Academic Advising	07/08/2024	NEW
Jayna Koffron	Program Specialist	Health Occupations	06/10/2024	Hannah Konopinski
Christopher McKeag	Public Safety Officer	Facilities	06/24/2024	Kobey Hyatt
Nicholas Heinze	Public Safety Dispatcher	Facilities	06/10/2024	Cody Hayes
Torrie Ervin	Records Specialist I	Registrar	06/10/2024	Abby Pitcher
Jason Mittermaier	Risk Manager	Finance	06/24/2024	Lara Buckles
Lynette Stourac	Academic Support Coordinator	K-12 Partnerships	08/05/2024	NEW
Megan Suedkamp**	Program Developer I	Health Occupations	06/03/2024	Mike Aguilar
Hai Nguyen*	Warehouse Clerk	Facilities	07/01/2024	Sydney Little
Matthew Foy	Instructor-Temp	Communication, English, & Media	07/29/2024	Emily McWorthy
Casey Dunning**	Vice President	Finance	06/02/2024	Casey Drew
Andrew Callahan*	Instructor	Industrial Technology	07/29/2024	Stephanie Reddersen

\*Lateral Transfer  
\*\* Internal Promotion

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Travis Jubeck	Custodian	Facilities	05/10/2024
Lorenzo Irvin	Custodian	Facilities	05/02/2024
Linda Figdore	Environmental Specialist	Facilities	05/24/2024
Kyle Horstman	Custodian	Facilities	06/30/2024
Ruslan Sharapov	EagleTech Technician	EagleTech	06/03/2024
Kathy Dolter	Dean	Nursing	06/30/2024
Elizabeth Baertlein	Assistant Professor	Global Learning	08/23/2024
Daniel Hennager	Professor	Math/Science	08/31/2024

**Change in Status**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Change</b>
Yasemin Onder	Instructional Designer	AISD	05/13/2024	Temp to FT

**Approval of Resignation and Release**

Recommend approval of Resignation and Release Agreement.

**MIIP Board Representatives**

Recommend appointment of Metro Interagency Insurance Program board members for the 2024/2025 plan year as follows:

- Wes Fowler, Vice President, Human Resources
- Linda Arens, Payroll and Benefits Manager, Human Resources – Alternate
- John Dawson, Ph.D., Professor, Math/Science – KFA Rep
- KFA Alternate – TBD