

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, February 15, 2024, 4:30 P.M.**  
**B.A. Jensen Board Room**

**MINUTES**

Present: Steve Caves, Peggy Doerge [Zoom], Alan Jensen, Jim Mollenhauer, Keith Stamp, Joel Thys and Lorraine Williams.

Absent: Trustee Tracy Pearson and Leslie Wright

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

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

Public comments were heard.

Trustees Williams and Caves moved and seconded approval of the minutes from the meeting held on January 11, 2024, and directed them to be made a part of the permanent record. Motion carried: 7-0.

Trustees Thys and Stamp moved and seconded approval of the February 15, 2024 agenda. Motion carried: 7-0

**INFORMATIONAL ITEMS**

**Kirkwood Report**

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

- Kirkwood's Global Learning department is one of the leading two-year international programs in the country. The Global Learning department is currently looking for volunteer mentor families who would like to get to know an international student and introduce them to life and culture in Eastern Iowa. For more information, contact the Kirkwood Global Learning department at 319-398-5579 or by email at [international@kirkwood.edu](mailto:international@kirkwood.edu).
- The Kirkwood Eagles Baseball and Softball teams are beginning their 2024 campaigns. The baseball team is four games into their season and have started off undefeated after sweeping a four-game series against Seward County Community College in Kansas. The softball team has a preseason ranking of 9<sup>th</sup> in the country and they begin their season on February 16 in Burlington, Iowa versus Indian Hills Community College. Both the baseball and softball teams will continue to compete on the road until the weather warms up in March. For full team schedules, as well as the latest information about all the Kirkwood athletics teams, go to [www.kirkwoodeagles.com](http://www.kirkwoodeagles.com).
- Student of the Month: Cathy Kacou. Cathy spent her younger years in Maféré, a small village located in the southeast of Ivory Coast. She attended elementary and middle school there, before being awarded a government scholarship. This allowed her to attend one of the top high schools in the country, which had always been her dream school. Once she graduated, she

headed to university to study English for translation and interpretation. Despite already having a degree and a job, Cathy wanted to go back to school to study digital media. Cathy learned of the CCI Program, which is a U.S. State Department program that provides scholarships to students from across the world to spend up to one academic year at a United States community college. Kirkwood is one of only nine community colleges to participate in CCI. She came to Kirkwood to study Social Media Marketing.

- Last month the State Department brought more than 150 CCI students from 16 countries to Mesa, Arizona, for their annual professional development leadership program. 15 students from Kirkwood traveled to Mesa to take part, including our February Student of the Month Cathy Kacou. Two Kirkwood students were selected as part of a four-person panel to speak to the rest of the students about their community impact project.
- On the Automotive Technology and Collision Repair academy front, student Malia Wiederien has won a \$1,000 scholarship award from the Midwest Auto Care Alliance, which is a first for Kirkwood. In addition, she was chosen for a free, four-day admission to the Alliance's 2024 Vision Conference in Overland Park, Kansas, happening February 29-March 3. The conference is an annual event that features educational sessions for educators, technicians and shop owners. According to the website, the conference is THE event for automotive professionals. The \$1,000 will go toward her continuing her education in the automotive field. She plans to attend our two-year Automotive Technology program in the fall.
- The Eagles men's and women's basketball teams are coming down the home stretch of the regular season. The men's team is ranked 7<sup>th</sup> in the country with a record of 21-4, and have gone 12-3 in conference play, which is good for second in the ICCAC. The women's team has gone 24-2 overall and is currently ranked second in the country. The Eagles have only one conference loss and are tied with Iowa Western Community College for first place in the ICCAC.
- The college's second annual InstaPLAY 24-Hour Play Festival is this Friday and Saturday. Participants will team up to write, direct, and act in six brand new 10-minute plays. No matter if someone has performed in or written a play before, this event is for them! This performance is free and open to the public. Immediately following the performance, there will be a reception and awards ceremony in Iowa Hall!

### **College & Career Transition Counselors (CCTC)**

Nick Kettmann, Director of Admissions, provided an overview of Kirkwood's College & Career Transition Counselors (CCTCs) program. As a statewide initiative, the CCTCs work in collaboration between community colleges and area high school districts. Kirkwood currently employs six CCTCs who partner with eight area high schools and support 1,850 students. The schools served by this team include Cedar Rapids Jefferson, Cedar Rapids Washington, Cedar Rapids Prairie, Iowa City High, Iowa City West, Liberty, Linn Mar, and Solon High Schools. Program goals are centered around supporting high school counselors by providing academic and college preparation activities to reduce barriers to access and success for an identified cohort of students. The targeted student population are those who qualify for free/reduced lunch, receive IEP and/or ELL services, and/or identify as an underrepresented minority. The success measures indicate Kirkwood CCTC students are making positive strides and outpacing state averages in FAFSA completion rates, which is a strong indicator for postsecondary intent and enrollment.

## Spring Enrollment

Jon Buse, VP of Student Services reported on the current enrollment for the spring 2024 term based on the weekly enrollment report prepared by Institutional Effectiveness on February 4, 2024.

Spring 2024 enrollment is 11,424 students enrolled in 98,139 credit hours. Student headcount increased by 2% and credit hours increased by 3% over the previous spring term (2023). Concurrent enrollment headcount is 4,119 and credit hours was 22,988. Enrollment in concurrent enrollment grew by 3% in both headcount and credit hours, continuing a trend of growth in concurrent enrollment.

Key observations of spring 2024 enrollment:

- The percentage of returning students grew 2% in headcount and 3 % in credit hours. Improving persistence, retention is the priority, so growth in returning students is encouraging and positive trend.
- Higher percentage of students are enrolling full-time. Full time enrollment grew 5% and part-time enrollment dropped 1%.
- International student enrollment grew 10% and out of state student enrollment grew 14%. These are positive trends continuing from the fall.

## Financial Report

Treasurer Drew provided a high-level review of changes to the FY24 projected revenues for operating Fund 1 at the February 2024 board meeting for the period of July 2023 thru December 2023. Thru December 2023, credit tuition is exceeding budget by \$2.8M and contract training & non-credit tuition is exceeding budget by \$850K.

Overall, actual revenue is projected to exceed budget revenue by \$3.7M; however, we still have six 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 if net income from fiscal year 2024 cannot cover those cost. Fund 3 projections for FY24 continue to show a positive net income.

Cash balances remain strong with the College having 111 days of unrestricted days reserve at the end of January 2024, when compared to a KPI of 75 days.

## CONSENT AGENDA

Trustees Thys and Jensen 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 52 for a total of \$6,715,446.64
  2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$197,388.39
- C. Change Orders:
  1. Larson Construction, Aeronautics Hanger Renovations – \$1,367.17
  2. Larson Construction, Aeronautics Hanger Renovations – \$3,764.32
  3. Knutson Construction, New Animal Health – [\$3,527.50]
- D. Audit Committee Minutes from January 11, 2024
- E. Final reading of Board Policy: 202 Terms of Office; Filling Vacancies

## **NEW BUSINESS AGENDA**

### **Administration**

Trustees Stamp and Jensen moved and seconded the approval of the Final Industrial New Jobs Training Agreements [260E] with:

- Wildhawk Investments, LLC d/b/a Brava Roof Tile, Washington
- Circle Computer Resources, Inc., Cedar Rapids
- GreatAmerica Financial Services Corporation, Cedar Rapids
- IMON Communications, LLC, Cedar Rapids

Motion carried: 7-0

### **Board**

Trustees Caves and Williams moved and seconded approval that the design for the improvements at the Campus Home is approved and that a recommendation of this Board will be delivered to the Facilities Foundation that it fund the improvements which are contemplated by the approved design. Motion carried: 7-0.

## **DELEGATIONS, PETITIONS, AND COMMUNICATIONS**

### **President's Report**

- The Facilities Foundation Board met earlier this week to pre-emptively approve the proposed design work at the campus home.
- CCID Annual Meeting is February 24-26, 2024.
- Provided a brief review of the results of the Board and Presidential Communications Survey.
- The legislative session has been busy. The State Senate agrees with the policy change to give the Iowa Community College Presidents the authority to annually agree on the state general aid funding formula.
- The Leadership Team meeting earlier this week focused on financials.
- The Kirkwood Men's Baseball team was able to practice outside this week!

### **Secretary's Report**

- Upcoming events:
  - Kirkwood President Inauguration – February 21, 2024
  - Student Legislative Seminar – February 26, 2024
  - All Iowa Academic Awards Banquet [Phi Theta Kappa; DSM] – February 26, 2024
  - Community College Day on the Hill – February 27, 2024

### **Report of Board Members**

Trustee Jensen reported Community College Day on the Hill is Tues, Feb. 27th. He also noted, the Community Colleges for Iowa has a "bill tracker" which simply means there are bills in the legislature they are watching. Trustees can access the information through the portal on the Community Colleges for Iowa website.

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 5:45 p.m. Motion carried: 7-0.

**Respectfully submitted by:**

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Peg Sprengeler, Board Secretary

Approved by Board on March 7, 2024:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
February 15<sup>th</sup>, 2024**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Jennifer Elwood*	Clinical Coordinator Medical Lab Tech Program	Allied Health	01/08/2024	Kizer Friedley
Michael Seebeck	Banquet Manager	The Hotel	02/05/2024	Brad Swanson
Julie Holladay	Student & Academy Support Coordinator	K-12 Partnerships	02/19/2024	NEW
Eric Prevo	Student & Academic Support Coordinator	Lin County Regional Center	02/05/2024	NEW
Sreeja Sreelatha**	Talent Acquisition Supervisor	Human Resources	02/11/2024	NEW
Anna Zeker	Talent Acquisition Coordinator	Human Resources	02/05/2024	Sreeja Sreelatha
Andrew Callahan	Instructor- Temporary	Industrial Technology	01/15/2024	NEW

\*Internal Transfer

\*\* Internal Promotion

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Cheick Kansaye	Custodian	Facilities	01/16/2024
Jesse Kiracofe	Program Advisor- TRIO	Admissions	01/26/2024
Jack Christy	Custodian	Facilities	01/19/2024
Sarah Mickam	Department Assistant	Student Equity, Inclusion & Support	03/29/2024
Tyler Patterson	Custodian	Facilities	01/29/2024
Chance McWorthy	Registrar	Registrar	02/09/2024