

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, July 13, 2023, 4:30 P.M.**  
**B.A. Jensen Board Room**

**MINUTES**

Present: Steve Caves, Peggy Doerge, Alan Jensen, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Joel Thys, Lorraine Williams [arrived at 4:34 pm], and Leslie Wright.

Also Present: Lori Sundberg, President; Casey Drew, Treasurer; Peg Sprengeler, Secretary; Shannon Feldermann, KSA Representative; and President-Elect, Kristie Fisher.

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

No public comments.

Trustees Stamp and Wright moved and seconded approval of the minutes from the meetings held on June 8, 2023 and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Thys and Doerge moved and seconded approval of the July 13, 2023 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 Interactive Camps for Kids, or KICK camps, are exciting and educational summer camps for youth ages 8-15. Each camp is designed around career exploration, while providing fun, hands-on activities that promise to develop and build key skills for future success. For more information, go to [www.kirkwood.edu/kick](http://www.kirkwood.edu/kick).
- All incoming students at Kirkwood attend orientation. Orientation helps new students learn everything they need to succeed and transition smoothly to college. This summer at Kirkwood, like every summer, new student orientation dates have been scheduled to help the newest members of the Kirkwood community get ready for their first classes. Each session is designed to make sure students are ready to hit the ground running right from the get go.
- Student of the month: Luc Puis. Luc is from Tervuren, Belgium [a small town near Brussels]. After high school, Luc attended the Erasmus College of Nursing in Brussels and started working as an ICU nurse. He eventually moved on to become a cardiovascular perfusionist for a little over a decade, before his work brought him to the US. He eventually permanently moved here and married his now wife. Unfortunately, his certificates and diplomas were obtained in Belgium, and none of those degrees were recognized in the US. So, he made his way to Kirkwood and the Respiratory Therapy program and says the people he's met, along with his classes, have made his back-to-school experience a good one. Luc is a member of the Phi Theta Kappa honor society and helps tutor his fellow students when he can.
- Kirkwood's Global Learning department was recently made aware that three Kirkwood employees were named Fulbright Scholars by the U.S. Department of State's Bureau of Educational and Cultural Affairs. The Fulbright Program is the United States government's flagship program of international educational and cultural exchange. It's primarily funded by Congress with additional funding from participating governments and host institutions, corporations, and foundations in foreign countries.

The individuals at Kirkwood who were chosen to receive a Fulbright U.S. Scholar fellowship included: Ryan Dehner-Mexico, Shannon Ingleby-Japan, and James Trepka-Barbados.

- The Aviation Maintenance Technology program has received Federal Aviation Administration approval to become a certified aviation maintenance school. The certification, in conjunction with approval from the Iowa Department of Education, signifies that the program can officially enroll students and classes can begin this fall.
- The Kirkwood Foundation, in partnership with the Alumni Leadership Council, is proud to announce the launch of the Kirkwood Alumni-Owned Business Directory. You can browse the growing list of alumni-owned businesses by going to the college's website and searching for "alumni directory".
- The Hotel at Kirkwood Center has received its 12<sup>th</sup> consecutive AAA Four Diamond award. The Hotel is the only Four Diamond award winner in Cedar Rapids and one of only four such properties in all of Iowa.

### **Accreditation**

Megan Thole, Director Institutional Planning, provided an overview of AY22/23 accreditation activities, a summary of the Multi-Location Visit results, and a status update on the Higher Learning Commission's Comprehensive Visit scheduled for October 2-3, 2023.

### **Summer 2022 Enrollment Update**

Jon Buse, VP of Student Services reported on the current enrollment for the summer 2023 term based on the weekly enrollment report prepared by Institutional Effectiveness on July 10, 2023.

Summer 2023 enrollment is 3,940 students enrolled in 22,539 credit hours. Student headcount is flat with summer 2022 and credit hours decreased by 2% over the same period. Given the small overall summer enrollment and credit hours, a 2% decrease is a very small number. Overall, summer enrollment is remaining steady, and the only notable change over last year is an increase in online enrollment of 5% or 119 students.

Buse also briefed the board on Fall 2023 enrollment status. Fall enrollment continues to run ahead of the pace set for Fall 2022 on the analogous date by a total of 7%. While this is a positive sign, we have front loaded orientation for new students and we expect the enrollment for fall new students to flatten as we move through July. Overall, leadership assesses that the enrollment goals set in our FY 2024 budget are well within target at this time. We are monitoring fall enrollment closely and discussing weekly at cabinet.

### **Financial Report**

Treasurer Drew provided a high-level review of changes to the FY23 projected revenues at the July 2023 board meeting for the period of July 2022 thru May 2023. Thru May 2023 credit tuition, foundation transfer, fees, and sales & services are trending below budget.

Overall revenue is projected to be \$158K below FY23 revenue budget. Key items impacting FY23 revenues include lower credit revenue of \$1.4M and decrease in food & beverage sales of \$216K related to the hotel and campus café. This decline in revenue is being offset by increases in revenue related to increased enrollment for contracted training and non-credit tuition (\$640K) and increase in investment income revenue (\$1.4M).

Overall expenses are projected to decrease \$1.8M when compared to FY24 expense budget. Key items impacting FY23 expenses include wages and benefits decreasing \$2.5M due to open positions currently not filled. Operating expenses are projected to be \$527K below budget and non-operating expenses are projected to be \$1.2M above budget.

Overall, the FY23 operating budget is at breakeven, prior to the transfer of \$18M to the Kirkwood Foundation and use of HEERF funding in the amount of \$900K (both these items are being funded from revenue collected in previous fiscal years).

Cash balances remain very strong with the College having 100 days of cash on hand, excluding an additional 15 days of CARES cash on hand when compared to a KPI of 75 days.

## CONSENT AGENDA

Trustees Caves and Wright moved and seconded approval of the Consent Agenda. Motion carried: 9-0.

A. Personnel (as attached to these minutes)

Lynne Zeman rescinded the Retirement Incentive Program Application on July 13, 2023. The Board approved two retirements: Tia Doyle and Loughton Smith.

B. Synopsis of Bills

1. Kirkwood Community College pages 1 through 74 for a total of \$22,402,665.47
2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$270,620.73

C. Change Orders

1. Knutson Construction, New Animal Health Center – (\$36,067.00)

D. Approval of the updated Kirkwood Community College FY2024-2027 Strategic Plan

## NEW BUSINESS AGENDA

### Administration

Trustees Caves and Jensen moved and seconded approval of the resolution calling for the regular school board election on November 7, 2023 for director districts II, III, IV, V and VIII. Motion carried: 9-0.

Trustees Stamp and Williams moved and seconded approval of the purchase agreement between SWIF-IOWA, LLC and Kirkwood Community College for the telecommunications tower and associated assets located at 1816 Muscatine Road, Iowa City, Iowa with a purchase price of \$300,000.00. Motion carried: 9-0.

Trustees Jensen and Pearson moved and seconded approval of the termination of the lease between Grant Wood Area Education Agency [GWAEA] and Kirkwood Regional Center at the University of Iowa signed on December 11, 2014. Lease termination is effective June 30, 2023. Kirkwood agrees to pay GWAEA the cash sum of \$1,680,420.00, which represents its net capital cost related to the its investment in the building. Motion carried: 9-0.

Trustees Pearson and Wright moved and seconded approval of the first reading of Board Policy 705: Business Continuity Management. Motion carried: 9-0.

### Board

No new business for the board.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### **President's Report**

- Our focus has been on the 2023 Community Colleges for Iowa Trustee Conference next week.
  - The format of the conference has changed slightly to make it more attractive to the Iowa Community College Trustees as over the past few years, attendance has dropped.
  - Purchased the Guidebook App to help organize the conference, activities and engage the audience.
  - We are bringing in national speakers from Higher Learning Commission, AACCC, ACCT, and Workforce Strategies.
- A lot of work goes into putting together such a conference. President Sundberg recognized Peg Sprengeler for all her work associated with coordinating the event. A special thanks to others around campus that have also supported this event – especially Jacinta Kimani.

### **Secretary's Report**

- The ACCT Leadership Congress in Las Vegas, Nevada is October 9-12, 2023.
- Community Colleges for Iowa Trustee Conference is scheduled for next week [July 19-20, 2023].

### **Report of Board Members**

Chair Mollenhauer extended his appreciation to Peg Sprengeler, President Sundberg and all others involved with the planning of the 2023 Community Colleges for Iowa Trustee Conference on behalf of the Board. This is a huge endeavor and we are extremely grateful to each of you.

Trustee Stamp provided a brief update on Heritage Area Agency on Aging [HAAA]. HAAA will provide presentations to organizations such as Rotary Clubs, etc., on Dementia Friendly Iowa. Please reach out to HAAA if interested. Heritage has a fundraiser underway called, Give65 to support seniors experiencing abuse. Those interested in participating are encouraged to visit [www.give65.org/HeritageAAA](http://www.give65.org/HeritageAAA) by midnight on July 13.

### **Closed Session**

In order to discuss the annual performance of President Sundberg, Trustee Pearson made a motion at 5:25 p.m. to move into Closed Session according to Iowa Code 21.5.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requested a closed session. Trustee Doerge seconded the motion. Roll Call: Ayes – Thys, Caves, Doerge, Mollenhauer, Stamp, Jensen, Pearson, Wright and Williams. Nays – None. Motion carried: 9-0.

Trustee Williams made a motion at 5:49 p.m. to end the Closed Session. Trustee Wright seconded the motion. Roll Call: Ayes – Thys, Caves, Mollenhauer, Wright, Doerge, Stamp, Jensen, Pearson and Williams. Nays – None. Motion carried: 9-0.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:52 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on August 10, 2023:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
July 13th, 2023  
PERSONNEL**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Jacinta Kimani**	Payroll Coordinator	Human Resources	06/19/2023	Cindy Brunssen
Nickolas Bouzek	Maintenance Planner	Facilities & Public Safety	06/26/2023	Josh Arends
Mariann Ryan*	HR Assistant	Human Resources	06/28/2023	Jacinta Kimani
Ramona Kline*	Department Assistant	Global Learning	07/10/2023	Maria Moore
Matthew Grennan	Instructor	Industrial Technology	07/31/2023	Judith Wightman
Hailey Hebl**	Associate Director	Learning Services	07/10/2023	NEW
Justin Kavanagh	Test Center Supervisor	Academic Innovation, Strategy & Design	07/10/2023	NEW
Nicole Saldivar-Forbes	Custodian	Facilities	06/19/2023	Paige Browning
Maggie Brooks	Admissions Advisor	Admissions	07/10/2023	Tyler Poldervaart
Bryant Manning	Associate Dean	Arts & Humanities	07/24/2023	Ben Jensen
Alex Stuessel	Instructor	Industrial Technology	07/31/2023	Andrew Caffrey
Amanda Decker	Instructor	Math/Science	07/31/2023	Marianne Taylor
Chance McWorthy	Registrar	Registrar	08/21/2023	Dena Rauch
Chase Becicka*	Financial Aid Advisor	Student Services	07/24/2023	Adam Kerkove
Jacob Zirkelbach	Financial Aid Advisor	Student Services	07/10/2023	Lisa Gibbs
Craig Meirick	Executive Director	Technology Services	07/24/2023	Darren Zabloudil

**Replacements/New Positions**

Transfer\*

Internal Promotion\*\*

**Change in Status**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Change</b>
Joshua Baker	Instructor	Social Science	07/31/2023	Temporary to Regular Status
Mitch Roose	Instructor	Social Science	07/31/2023	Temporary to Regular Status
Michael Aguilar	Program Developer	Health Occupations	06/08/2023	Temporary to Regular Status
Mark Lansing	Instructor	Industrial Technology	07/01/2023	Temporary to Regular Status

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Sinclair Mitchell	KPACE Pathway Navigator	Skills to Employment	06/23/2023
Hailey Olinger	Course Materials Specialist	Bookstore	07/06/2023
Scott Wittstruck	Instructor	Anamosa State Penn.	06/16/2023
Tim Hadsall	Professor	Industrial Technology	08/11/2023
Sawyer Kabance	Custodian	Facilities	06/23/2023

**Retirements Under Retirement Incentive Program**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Tia Doyle	Professor	Arts & Humanities	12/31/2023
Loughton Smith	Associate Professor	Hospitality Arts	12/31/2023
Lynne Zeman	Professor	Math/Science	12/31/2023