

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, July 16, 2024, 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, and Leslie Wright.

Also Present: Kristie Fisher, President; Casey Dunning, Vice President-Finance; Peg Sprengeler, Board Secretary; Jacki Brucher Moore, KFA Representative; Ramona Taylor, KSA Representative; and Doug Bannon.

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

No public comments.

Trustees Thys and Stamp moved and seconded approval of the appointment of Doug Bannon to serve as District VII Director, effective October 11, 2024, for the duration of the current term set to expire November 2025. Motion carried: 9-0.

Trustees Williams and Caves moved and seconded approval of the minutes from the meeting held on June 13, 2024, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Wright and Stamp moved and seconded approval of the July 16, 2024 agenda. Motion carried: 9-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report**

Justin Hoehn, Director of Media Relations and Communications, provided the Kirkwood report, which included:

- Summer is off to a great start with the Kirkwood KICK [Kirkwood Interactive Camps for Kids] Camps. KICK camps are designed around career exploration and provide fun, hands-on activities that promise to develop and build key skills for future success. Some of the popular camps include Paint Your World, Teen Mechanic, and All the Small Things camps. A full list of camps can be found on Kirkwood.edu.
- Kirkwood's Horticulture interns have been crafting floral arrangements each week using native and perennial plants sourced right on campus. They're also planting and nurturing annuals across college grounds, maintaining our greenhouse as well as researching a new hydroponic system.
- On June 20, the college hosted the Presidential Networking Reception in Iowa Hall. The event showcased the college's many services, solutions, and programs that significantly impact our region's workforce. Community and business leaders were invited to attend.
- On Friday, June 14, over 100 former Kirkwood Student Ambassadors gathered on the main campus for the inaugural Student Ambassador Reunion. This event provided an opportunity for many former ambassadors to reconnect and catch up. One former ambassador issued a challenge to their fellow alumni, pledging to match gifts up to \$2,500 in support of the Kirkwood Alumni Scholarship. Donations can be made on the Foundation's page at Kirkwood.edu.
- A new Herky statue, named "Herky Laureate," now stands in front of the Kirkwood Regional Center at the University of Iowa. Part of Iowa's 100 Herky On Parade statues, it was unveiled a few weeks ago. This statute honors Iowa City's rich literary history and the Iowa Writer's Workshop.
- Last month, the Ag Sciences department hosted over 600 people for State FFA Floriculture, State FFA Horse, State FFA Nursery Landscape, and District FFA Livestock.

- Last month the Ag Sciences department also hosted its annual Ag/Hospitality Day, where high school students from across the region and beyond to explore college Ag facilities and The Hotel at Kirkwood Center.
- New student orientations have been taking place on campus, and our Admissions department is actively engaged in various recruiting activities, including hosting visit days for prospective students.
- Kirkwood was recently featured in the Gazette as part of a week-long piece called Company Spotlight. The college was one of five area businesses and organizations featured by the newspaper. The article talked about the college's culture, professional development opportunities, the work-life balance, community engagement, innovation, and why people enjoy working at Kirkwood.
- A preview of the advertisement that will air during the Olympic coverage of the upcoming Summer Games in Paris was also showcased.

### **Summer Enrollment**

Becky Weininger, Research Analyst, reported on the current enrollment for the summer 2024 term based on the weekly enrollment report she prepared on July 8, 2024.

Summer 2024 enrollment is 4,338 students up 10.1% and enrolled in 24,403 credit hours, up 8.3% over 2023. Both College Credit in High School and Regular enrolled students have increased, and the majority of the increase in credit hours is due to regular credit hours being up.

The summer term enrollment has helped our preliminary AY 23-24 overall headcount to be at 16,948 up 2.2% over 2023. The numbers will be finalized in September.

Fall 2024 enrollment update was also provided. Fall enrollment continues to run ahead of the pace set for Fall 2023 by 3.5% for credit hours. While this is a positive sign, orientations started earlier for new students in 2024 and we expect the enrollment for fall new students to flatten as we move through July.

### **Financial Report**

Treasurer Dunning provided a review of the Fiscal Year 2025 Operating Budget. The operating budget consists of Fund 1 (day-to-day operations of the College) and Fund 3 the College's auxiliary funds (Hotel, Bookstore, Farm, Iowa Equestrian Center, Fleet, NJTP, Fund-raising, student clubs, etc.).

#### Fund 1:

FY24 operating revenue budget is \$99.5M, which is an overall increase in revenue of \$5.1M when compared to the FY24 Budget. Credit tuition is increasing \$3.6M with assumed flat credit hours year over year. State funding is increasing \$546K, investment income is decreasing \$200K, and Foundation investment revenue is increasing \$300K.

FY25 expense budget is \$99.5M, which is an overall increase in expense of \$4.5M when compared to the FY24 Budget. Salaries and benefits are increasing \$2.2M, Operating expenses are increasing \$1.6M, and Non-operating expenses are increasing \$600K.

Overall Fund 1 budget is balanced with revenues equal to expenditures for FY25.

#### Fund 3:

FY25 operating revenue budget is \$15.5M, which is an overall decrease in revenue of \$1.1M when compared to the FY24 Budget. This decrease is largely driven by the NJTP (260E) Admin fund accounts being relocated in FY25 from Fund 3 to Fund 22.

FY25 expense budget is \$15.5M, which is an overall decrease in expense of \$565K when compared to the FY24 Budget. Salaries and benefits are decreasing \$1.3M, Operating expenses are increasing \$126K, and Non-operating expenses are increasing \$615K. The decrease in salaries and benefits are attributed to the NJTP (260E) Admin funds accounts being relocated in FY25 from Fund 3 to Fund 22.

Overall Fund 3 budget is balanced with revenues equal to expenditures for FY25.

### FY24 Actuals:

Treasurer Dunning provided a high-level review of changes to the FY24 projected revenues for operating Fund 1 at the July 2024 board meeting for the period of July 2023 thru May 2024. Through May 2024, credit tuition is exceeding budget by \$2.46M and contract training & non-credit tuition (less refunds) is exceeding budget by \$326K. Investment income is exceeding budget by \$248k due to higher than expected interest rates. Overall, actual revenue is projected to exceed budget revenue by \$2.92M.

Overall expenses for operating Fund 1 are projected to remain within budget for FY24. Key expense savings include Salaries and Benefits savings of \$2.97M due to savings from unfilled open positions. Additional savings are projected from utilities expenses of \$354K, other expenses of \$603K, travel of \$152K, media of \$150K, and non-capital equipment of \$183K.

Fund 3 is projected to end the year with a net loss of \$10k. This falls short budgeted net income by \$581k and will be covered via a transfer from Fund 1 net income.

Cash balances remain strong with the College having 136 days of unrestricted days reserve at the end of June 2024, when compared to a KPI of 75 days.

### **CONSENT AGENDA**

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

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills:
  - 1. Kirkwood Community College pages 1 through 56 for a total of \$19,165,909.38
  - 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$ 236,078.42
- C. Change Orders:
  - 1. Boomerang, Kirkwood Oakdale Campus Parking Lot Addition – \$ 2,300.00
    - i. Landscape updates – remove three damaged trees and replace with new after construction is complete
  - 2. Boomerang, Kirkwood Oakdale Campus Parking Lot Addition – \$50,703.70
    - i. Soil stabilization – poor soil quality was discovered, failed load tests.

### **NEW BUSINESS AGENDA**

#### **Administration**

Trustees Caves and Pearson moved and seconded approval of the Fiscal Year 2025 Operating Budget. Motion carried: 9-0.

Trustees Williams and Thys moved and seconded approval of the Master 28E agreements [K-12 Partnership Program] between Kirkwood Community College, Workplace Learning Connection and K-12s within the following counties: Benton, Iowa, Johnson, Jones, Linn and Washington. Motion carried: 9-0.

Trustees Williams and Wright moved and seconded the approval of Concurrent Enrollment-Annual Enrollment Form, Vital 4+1 Transitional Annual Contract, WLC Annual MOU Agreement, Work-Based Learning Coord-Shared Personnel Agreement and Operational Sharing and CCTC Shared Personnel Agreements with K12s within the following counties: Benton, Iowa, Johnson, Jones, Linn and Washington. Motion carried: 9-0.

#### **Board**

No new business for the board.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### President's Report

- We will be exploring activities for spouses and guests at the upcoming ACCT Leadership Congress in October.
- President Fisher gave a brief overview of the 260E preliminary agreements for the seven-county area.
- President Fisher and Troy McQuillen provided an update on Operations.
- Last week, the Cabinet participated in a retreat focused on enhanced leadership communication.

### Secretary's Report

- The ACCT Leadership Congress is scheduled for Seattle, WA October 23-26, 2024.
- The Joint meeting with Grant Wood Area Education Agency is scheduled for August 8, 2024.
- The Fall Kick-off is Wednesday, August 21, 2024 in Ballantyne Auditorium.
- Summer hours end on Friday, August 2, 2024.

### Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Williams moved and seconded the meeting be adjourned at 6:00 p.m. Motion carried: 9-0.

### Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on August 8, 2024:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
July 16, 2024**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Bryan Hansen*	Instructor	Industrial Technology	07/29/2024	Tim Hadsall
Kaylin Seeman	Lab Specialist- Temp	Math Science	07/29/2024	April Bohnenkamp
April Bohnenkamp	Instructor- Temp	Math Science	07/29/2024	DJ Hennager
Annette Williams-Henderson	Instructor	Social Sciences	07/29/2024	Stephanie Crandall
Stephanie Reddersen*	Instructor	Industrial Technology	08/05/2024	Joe Greathouse
Mahjabeen Hussain	Workforce Education & Training Instructor	Secondary Programs	07/08/2024	Tyler Schehls
Kara Stineman**	Interim Dean	Nursing	07/01/2024	Kathy Dolter
Laura Green**	Associate Dean	Allied Health	07/22/2024	NEW

\*Lateral Transfer

\*\* Internal Promotion

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Sheryl Bass	Coll/Career Counselor II	Admissions	06/13/2024
Julia Rabe	Associate Professor	Arts & Humanities	08/09/2024
Adam Boysen	Instructor	Ag Science	08/31/2024
Doug Wagemester	Director	Athletics	06/21/2024
Tyler Francis	Assistant Coach	Athletics	06/21/2024
Wilson Rojas	Supervisor	Human Resources	07/31/2024
Mitchell Hlavacek	Operations Coordinator	Facilities	07/05/2024
Nicholas Heinze	Public Safety Dispatcher	Facilities	07/02/2024

**Change in Status**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Change</b>
Austin Flugum	Instructor	Industrial Technology	07/29/2024	Temp to FT

**Retirements Under Retirement Incentive Program**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Maria Canales	Department Assistant	Dean of Students Office	12/31/2024
Daniel Fitzgerald	Professor, Welding	Industrial Technologies	12/31/2024
Lisa Folken	Director	Jones County Regional Center	12/31/2024
Deborah Jones	Executive Assistant	Academic Affairs	12/31/2024
Kevin Kainz	Carpenter	Facilities & Security	12/31/2024