

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, May 9, 2024, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

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

Absent: Trustee Leslie Wright

Also Present: Kristie Fisher, President; Casey Dunning, Senior Director-Finance; Peg Sprengeler, Board Secretary; Jacki Brucher Moore, KFA Representative; and Sarah Hyatt, KSA Representative.

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

No public comments.

Dr. Jennifer Bradley, Vice President-Academic Affairs, recognized the Occupational Therapy Assistant Program [OTA] faculty for their work on the recent accreditation visit. Laura Green and Kim Prevo shared a brief overview of their program.

Chair Mollenhauer declared the meeting open for public hearing at 4:40 p.m. regarding the amended budget for FY24. There being no questions or comments, Trustees Caves and Thys moved and seconded the hearing be closed at 4:41 p.m. Motion carried: 8-0.

Trustees Jensen and Stamp moved and seconded approval of the minutes from the meeting held on April 11, 2024, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Pearson and Thys moved and seconded approval of the May 9, 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 Business and IT department announced a new cutting-edge Cybersecurity and Compliance program scheduled to begin this fall. The program is developed through direct collaboration with industry leaders tailored to produce top-tier cybersecurity experts. For more information on the Cybersecurity and Compliance program, visit www.kirkwood.edu/cybersecurity or contact the Kirkwood Admissions office at 319-398-7600 or admissions@kirkwood.edu.
- The Kirkwood Eagle baseball team is ranked number six in the country. They move on to the Region 11 tournament as the top seed. This year's tournament will be held at Harlan Rogers Sports Complex in Fort Dodge. With a first-round bye, the Eagles begin in the second round on Friday, May 10.
- The Kirkwood Eagles softball team hosted the Region 11-A tournament May 3-5 and entered as the number one seed. The Eagles are back-to-back Region 11-A Champions and Region 11 Tournament Champions for the ninth straight season. The team will host the Southeast Bobcats out of Nebraska for the District Championship on May 10-11 in a best of three game showdown. The winner will advance to the NJCAA Division II Softball World Series.

- Student of the Month: Audrey Faith. Audrey grew up in Ames, Iowa and graduated from Gilbert High School. She chose to attend Kirkwood because of our outstanding Hospitality Arts program, smaller class sizes and real-life experiences students get at the Hotel. Audrey chose this program because she loves to serve others and is a member of the American Hotel and Lodging Association through the Hospitality program.
- Spotlights and Showcases, an inaugural event, was held on April 29 and 30. The event featured 30 different groups from various areas of the college. Some of the programs and groups involved included pottery, ceramics, respiratory therapy, Surgical Technology, Architectural Technology, and graphic design... among others. Student Life Director, Seth VanderTuig and Marketing Professor Todd Saville coordinated the event.
- The baseball field was renamed in honor of former Head Coach John Lewis at a dedication ceremony on April 24.
- Kirkwood will host the 3rd Annual Mental Health Summit on May 23 at The Hotel at Kirkwood. The event is a partnership between Kirkwood and the MedQuarter here in Cedar Rapids. The summit will feature local professionals who will address specific issues and local resources for various demographics in Linn County.
- Kirkwood held the Spring Pinning Ceremony for nursing graduates on May 5. The Spring class was the largest of the post-pandemic era with 63 grads.

Financial Report

Casey Dunning, Senior Director-Finance, provided a high-level review of changes to the FY24 projected revenues for operating Fund 1 at the May 2024 board meeting for the period of July 2023 thru March 2024. Thru March 2024, credit tuition is exceeding budget by \$2.0M and contract training & non-credit tuition (less refunds) is exceeding budget by \$403K.

Overall, actual revenue is projected to exceed budget revenue by \$3.0M, however, we still have three 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 \$3.1M due to savings from unfilled open positions. Additional savings are projected from utilities expenses of \$233K.

Cash balances remain strong with the College having 147 days of unrestricted days reserve at the end of April 2024, when compared to a KPI of 75 days.

Casey Dunning also provided a high-level review of the proposed credit tuition rates for AY2024-25 including a comparison of rates from AY2023-24 for all community colleges. Further update on AY2024-25 tuition rates for community colleges in Iowa will be provided at the June meeting.

Casey Dunning also provided a high-level review of the proposed budget amendment for FY2023-24.

CONSENT AGENDA

Trustees Stamp and Thys 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 \$6,084,062.56
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$ 234,257.44
- C. Change Orders:
- D. 2024-25 Delivery Services Agreement with Grant Wood AEA
- E. 2024-25 VITAL Program Agreement with Grant Wood AEA

NEW BUSINESS AGENDA

Administration

Trustees Pearson and Caves moved and seconded approval of the tuition increase for AY2024-25 of \$7.00 per credit hour resulting in tuition of \$217.00/per credit hour for Iowa residents. The non-resident tuition will be \$290.00/per credit hour and International will be \$400.00/per credit hour. The technology fee of \$50/per semester will remain the same for FY2024-25. Motion carried 8-0.

Trustees Jensen and Stamp moved and seconded approval of the Amended Budget for Fiscal Year 2023-24. Motion carried: 8-0.

Trustees Thys and Jensen moved and seconded approval of the Kirkwood Community College Oakdale Campus Parking Lot Addition [Johnson County Regional Center] and accepting the lowest base bid. Motion carried: 8-0.

Trustees Jensen and Pearson moved and seconded approval of the preliminary offering statement for issuance of Industrial New Jobs Training Certificates Series 2024-1 and approved bid procedure. Motion carried: 8-0.

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

- First MainStreet Insurance Company, Cedar Rapids,
- Engineered Building Design, LC, Washington, and
- International Paper, Cedar Rapids

Motion carried: 8-0.

Trustees Caves and Pearson moved and seconded acknowledging receipt of the Recommendation regarding the termination of Employment Contract in an unmarked, sealed envelope for filing with the Board Secretary as a confidential personnel document. Motion carried: 8-0.

Board

No new business for the board.

Closed Session

In order to discuss the annual performance and employment contract of President Fisher, Trustee Pearson made a motion at 5:26 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 Stamp seconded the motion. Roll Call: Ayes – Thys, Caves, Mollenhauer, Stamp, Williams, Jensen, Pearson and Doerge. Nays – None. Motion carried: 8-0.

Trustee Thys made a motion at 5:43 p.m. to end the Closed Session. Trustee Caves seconded the motion. Roll Call: Ayes – Jensen, Mollenhauer, Caves, Pearson, Stamp, Thys, Doerge and Williams. Nays – None. Motion carried: 8-0.

Upon return to open session, Trustees Pearson and Thys moved and seconded approval of the following action by the Board of Trustees:

Amend the Employment Contract between Kirkwood Community College and President Kristie Fisher effective July 1, 2024 through June 30, 2025 at an annual salary of \$360,618 for fiscal year 2025. [Note: This represents the same increase offered to all full-time staff 3.0% plus \$118]. Roll Call: Ayes – Stamp, Williams, Jensen, Mollenhauer, Doerge, Caves, Thys, and Pearson. Nays – None. Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Trustee and Board Chair, Jim Mollenhauer, was selected to receive the 2024 Kibbie Award at this year's Summer Trustee Conference. The IACCT Board's award committee is pleased to recognize the hard work and dedication of Jim at Kirkwood Community College and in the community.
- President Fisher attended the KFO [Kirkwood Faculty Orientation] Celebration earlier this week. Faculty members have been working hard in their onboarding journey over the last three years.
- President Fisher attended the Facilities & Public Safety meeting earlier today. Troy McQuillen, Vice President-Facilities & Public Safety, and team reviewed the last year and discussed upcoming summer work.
- TrueNorth attended a recent Cabinet meeting to provide an overview of Kirkwood's insurance to help control costs and manage risk.

Secretary's Report

- Summer hours begin next week [May 13 through August 2, 2024]. The college is working 4, 9-hour days and on Friday, the college is closed.
- Kirkwood's Commencement Ceremony is this Saturday, May 11, 2024 at the Alliant Energy Powerhouse.
- The HSED [High School Equivalent Diploma] Graduation Ceremony is scheduled for Thursday, June 13, 2024 at The Hotel at Kirkwood Center, Ballroom.
- The Community Colleges for Iowa Summer Trustee Conference is being held July 10-11, 2024. Registrations are now complete for those attending.
- 2024 ACCT Leadership Congress – Oct 23-26, 2024, Seattle, Washington [Seattle Convention Center-Arch @800 Pike]. Registration for the Annual ACCT Leadership Congress is open. Registrations will begin in the coming weeks. The early bird registration deadline is Friday, August 16, 2024.

Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Caves moved and seconded the meeting be adjourned at 5:47 p.m. Motion carried: 8-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on June 13, 2024:

James Mollenhauer, Chair

**Board of Trustees' Agenda
May 09, 2024**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Richard Dixon	Custodian	Facilities	04/15/2024	Ann Sunde-Wilson
Abby Pitcher**	Records Specialist II	Registrar	04/15/2024	Amanda Nelson
Lorenzo Irvin	Custodian	Facilities	04/29/2024	Elizabeth Royer
Kale Lindner**	Restaurant & Beverage Manager	The Hotel	04/19/2024	Kevin Petersen
James Gronewold	Instructor- Biology	Math/Science	08/05/2024	Gideon Ney
Kanwal Alvarez	Instructor- Biology	Math/Science	08/05/2024	Philip Schroeder
Christopher Navarrete	Director of Instrumental Music	Arts & Humanities	07/29/2024	Joe Perea
Dianne Gregory	Dean	Academic Innovation, Strategy, & Design	05/06/2024	Dave Hunt
Emily McWorthy*	Faculty Development Specialist	Academic Innovation, Strategy, & Design	08/01/2024	NEW

*Lateral Transfer
** Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Kobey Hyatt	Public Safety Officer	Facilities	04/18/2024
Tyler Schehl	Instructor	Secondary Programs	05/13/2024
Jason Hayes	Accountant I	Finance	04/24/2024
Romil Patel	Custodian	Facilities	04/26/2024
Sydney Little	Custodian	Facilities	04/24/2024
Noah Hughes	Public Safety Officer	Facilities	05/09/2024
Peggy Linden	Pathway Navigator	Skills to Employment	06/30/2024

Change in Status

Name	Title	Department	Effective Date	Change
Gabe Christianson	Instructor	Communication, English, & Media	08/01/2024	Temporary to Regular Status

Summer Contract Extensions

Consideration of a one-time extension of the following named faculty member's 2023/2024 contract for the days indicated:

Name	Days	Name	Days	Name	Days
Michael Barshis	7	Christopher Gray	29	David McMahon	29
Dave Becicka	7	Susan Harthun	29	Emily McWorthy	29
Ambre Bernards	29	Richard Heath	29	Jillissa Moorman	29
Jacki Brucher Moore	29	Keith Hensch	29	Esperanza Munoz Perez	29
David Bullwinkle	29	Crystal Hopp	29	Jeremy Ralph	7
Natalia Cherjovskiy	29	David Horsfield	10	Todd Saville	14
Dane Dermody	29	Sophie Joly	29	Renee Schlueter	14
Lance Dvorak	14	David Keller	20	Slav Sharapov	29
Brenda Falgier	29	Greg Krawiec	29	Jeff Sherman	29
Austin Flugum	29	Tyler Krug	29	Greta Songe	14
Sondra Gates	29	Randy Langel	14	Jessica Westin	29
		Terri Long Jedlicka	29		