

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, September 14, 2023, 4:30 P.M.**  
**Tippie Business Event Room**

**MINUTES**

Present: Peggy Doerge, Alan Jensen, Jim Mollenhauer, Tracy Pearson, Keith Stamp [Zoom], Joel Thys and Leslie Wright.

Absent: Trustee Steve Caves, Lorraine Williams

Also Present: Lori Sundberg, President; Casey Drew, Treasurer; Peg Sprengeler, Board Secretary and Ramona Kline, KSA Representative.

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

No public comments.

Trustees Doerge and Wright moved and seconded approval of the minutes from the meetings held on August 10, 2023 and directed them to be made a part of the permanent record. Motion carried: 7-0.

Trustees Jensen and Wright moved and seconded approval of the September 14, 2023 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:

- The first Aviation Maintenance Technology program students are taking classes in pursuit of a degree. However, with Kirkwood's hangar currently being renovated, the courses are being taught just north of main campus at the Kirkwood Continuing Education and Training Center until the space is ready. Construction on the hangar is set to be completed in time for the start of the spring semester.
- Kirkwood student athletes dedicate an incredible amount of time working to be at the top of their game athletically. Even though the new school year is young, multiple Eagles teams are hard at work in their quest to bring home a championship.
- The Kirkwood volleyball team has won 13 of their first 15 games under new head coach Dave Brown. The Eagles are on a two-game winning streak and are undefeated in conference play. For the latest news on Kirkwood golf and volleyball, as well as all of the Eagles athletic teams, go to [www.kirkwoodeagles.com](http://www.kirkwoodeagles.com).
- Student of the month: Eve Harvey-Staveley. Eve graduated from City High School. Both of her parents graduated from UNI and she joined them as a legacy graduate in May earlier this year. Eve's mother was a Kirkwood biology professor for 11 years. In Eve's younger years, she would spend time with her mother on campus and says she grew fond of Kirkwood's atmosphere. Her knowledge of the college, the high-quality professors and the affordable cost enticed her to enroll at Kirkwood. She is studying Respiratory Therapy and chose it in part because she worked in a level 1 trauma center emergency room all through the Covid-19 pandemic.
- Workplace Learning Connection has been named a semi-finalist in the U.S. Department of Education's Career Z Challenge. The initiative is an open innovation prize competition that seeks creative solutions to expand student access to high-quality, work-based learning opportunities in order to prepare them for successful careers in today's workforce. As a semi-finalist, Workplace Learning Connection will receive technical assistance to support the implementation of its work-based learning plan as well as access to learning workshops, peer collaboration and other resources throughout the 2023-2024 academic year.
- Over a year ago, Kirkwood Global Learning hosted a team of professional video producers from the US Department of State Education USA division who worked with a few Kirkwood students and team to make a video about US Community Colleges and why they are a wonderful choice for students from around the world. The video was just released. While it doesn't mention Kirkwood by name, Kirkwood is all over it. The fact they chose Kirkwood is a testament to the excellent work Global Learning's Dean Dawn Wood and her staff are doing. The video is available at [www.educationusa.state.gov](http://www.educationusa.state.gov).

- The Continuing Education Department is hosting a brand-new conference in October called the Kirkwood Business Boost. Presented in collaboration with Kirkwood’s Small Business Development Center, the event is designed for small business owners to equip them with the tools and knowledge they need to thrive.
- The Budweiser Clydesdales stayed the night at the Iowa Equestrian Center for a rest as they made their way to an event elsewhere in the U.S. The Budweiser team brought their dalmatians as well.

### Fall 2022 Enrollment Update

Jon Buse, Vice President-Student Services, reported on the current enrollment for the fall 2023 term. Data reported and shared from Institutional Research following the first two weeks of the fall term, which is referred to as the 14-day census.

Fall 2023 enrollment is 12,666 students, who are enrolled in 107,887 credit hours. Enrollment increased from the Fall 2022 by 3% in headcount and 2% in credit hours. Gains were noted in new student enrollment, which increased 9% over fall 2022; also gains in concurrent enrollment of high school students, with enrollment growing 8% over the previous year, and increases of 17% in international students; 5% increase in out of state students; and 2% increase in students of color. Yield rates of applicants also increased significantly, an indicator of success of efforts to improve communication, onboarding, orientation and registration processes for new students. These are directly related to the guided pathway initiatives implemented last year. Several positive trends were also noted, including increases in liberal arts enrollment and a noted improvement in enrollment of Pell eligible students which had declined sharply during the pandemic. Main area of concern and opportunity is in the retention of current students.

### Financial Report

Treasurer Drew provided a high-level year-end review of Fiscal Year 2023 (FY23) Operating Fund at the September 2023 board meeting.

Operating revenue actuals were \$109.1M for fiscal year 2023 which was approximately \$199K under the operating revenue budget of \$109.3M. Key items impacting FY23 operating revenues included credit tuition / refunds revenue (\$1.7M below budget), fees (\$125K below budget), and sales & services (\$265K below budget). This decline in revenue is being offset by increases in revenue related to increased enrollment for contracted training and non-credit tuition (\$601K above budget) and increase in investment income revenue (\$1.5M above budget).

Operating expenses actuals were \$109.1M for fiscal year 2023 which was approximately \$1.9M under the operating expense budget of \$111.0M. Key items impacting FY23 operating expenses include salaries & benefits (\$2.6M under budget) and operating expenses (\$1.4M under budget). Non-operating expenses (\$2M over budget) due to transfers to other college funds, capital expense carryover from previous fiscal year, and principle expense for outstanding debt paid by operating fund.

Overall, the FY23 operating budget shows a net income of \$60K, prior to the transfer of \$18M to the Kirkwood Foundation, use of HEERF funding in the amount of \$649K, and additional transfers out of \$1M for prior year accounting adjustments (these items are being funded from revenue collected in previous fiscal years). After these adjustments the operating fund balance will decrease by approximately \$18.9M leaving a fund balance of \$37.4M as the end of FY23.

FY23 year-end unrestricted days reserves is 110 days which is above the KPI – Unrestricted Days Reserve of 75 days.

Cash balances as of August 31, 2023 remain very strong with the College having 96 days of cash on hand, when compared to a KPI of 75 days.

### CONSENT AGENDA

Trustees Pearson and Doerge 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 76 for a total of \$10,815,257.27
  2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$ 251,799.12
- C. Change Orders
  1. Knutson Construction, Animal Health – \$3,031.00
  2. Larson Construction, Co., Inc., Aeronautics Hangar Renovation - ~~\$89.75~~
- D. Kirkwood and Grant Wood AEA Joint Board Meeting Minutes from August 10, 2023
- E. Audit Committee Minutes from August 10, 2023

- F. Final reading of Board Policy 216: President Emeritus
- G. Final reading of Board Policy 601: Curriculum
- H. Final Reading of Board Policy 608: Instructional Oral Communication Competence of Instructional Staff
- I. Approval – Preliminary Industrial New Jobs Training Agreements [260E] with:
  - 1. International Paper, Cedar Rapids
- J. Workforce Training and Educational Development Fund [WTED] FY2023 Annual Report
- K. Workforce Training and Educational Development Fund [WTED] FY2024 Proposed Plan

## **NEW BUSINESS AGENDA**

### **Administration**

Trustees Thys and Jensen moved and seconded approving financial institutions as official depositories for funds in an amount not to exceed the maximum exposure listed in the resolution. Motion carried: 7-0.

### **Board**

Trustees Wright and Doerge moved and seconded approval of the 2024 Board Meeting Schedule. Motion carried: 7-0.

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

### **President's Report**

- The new Veterinary Technology Center dedication and ribbon cutting ceremony went well. Troy McQuillen and his team did a fantastic job on the project, which will help program enrollment.
- The fall semester is off to a great start. President Sundberg recognized Dr. Jennifer Bradley and team for their hard work and dedication to ensure all went well.
- Student Services is doing a lot of work helping students navigate their schedules, meeting with advisors, etc. President Sundberg recognized Jon Buse and his team for a smooth transition for students, making use of Iowa Hall and the concepts behind the facility.
- The Kirkwood family picnic was held earlier this week. Overall, great event thanks to Wes Fowler and team.
- The move to the Kirkwood Regional Center at the University of Iowa is now complete. Thanks to Troy McQuillen and team for getting it all managed.
- Next week President Sundberg will travel to Washington D.C. for the Advocates in Action meeting. Meetings have been arranged with Senators Grassley and Ernst; Representatives Hinson and Miller-Meeks. Justin Hoehn has a split job – Marketing and Government Relations. He is doing a really good job building relationships and facilitating legislative initiatives.

### **Secretary's Report**

- The retirement celebration for Dr. Sundberg is Thursday, September 21, 2023.
- Reminder to complete and return the annual KCCCK Broadcast Ownership Questionnaire by September 22, 2023.
- The State of the College will be held on Tuesday, September 26, 2023.
- The fall Board Retreat is scheduled for Tuesday, September 26, 2023.
- ACCT Leadership Congress is October 9 – 12, 2023 in Las Vegas.

### **Report of Board Members**

Trustee Jensen discussed Director [McKenzie] Snow's recommendation for a work-based component as a graduation requirement for high school. The IACCT board received a presentation on apprenticeships as an alternative pathway. The lobbyist for Community Colleges for Iowa reported now is a quiet time; however, one area they want to work on next year is Last Dollar Scholarship.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:17 p.m. Motion carried: 7-0.

Respectfully submitted by:

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Peg Sprengeler, Board Secretary

Approved by Board on October 5, 2023:

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James Mollenhauer, Chair

**Board of Trustees' Agenda  
September 14th, 2023**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Victoria Wanda	Program Specialist (195 Day)	Workplace Learning Connection	08/14/2023	Mariann Ryan
Austin Flugum	Instructor- Temp	Industrial Technology	08/15/2023	Austin Chapman
Casey Dunning*	Senior Director	Finance	07/31/2023	NEW
Blais Richlapp	Course Materials Specialist	Bookstore	08/21/2023	Hailey Olinger
Elizabeth Healy	Student & Academic Support Coordinator	College Credit in High School	08/21/2023	Hailey Hebl
Lacinda Taplin	Secondary Operations Specialist I	Secondary Programs	08/21/2023	Faidon Ampatzoglou
Chris DeLine	Test Center Support Specialist	Test Center	09/05/2023	NEW
Lindsey Neuhaus	Program Manager	K-12 Partnerships	09/05/2023	Cherrie Weih
Kristine Weis	Department Assistant	Agricultural Sciences	09/18/2023	Kathy Visser
Cassandra Mitvalsky	Program Manager, Workforce Initiatives	Skills to Employment	09/18/2023	Norma Jean Havlik-Smith
Kristin Clague	Operations Coordinator	Arts & Humanities	09/25/2023	Amanda Stout

*\*Internal Promotion*

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Benjamin Good	Public Safety Officer	Facilities & Security	08/17/2023
Rebecca Vargas	TRIO Advisor	Student Services	08/30/2023
Tom Stark	Public Safety Officer	Facilities & Security	09/01/2023
Lucan Ahrens	Custodian	Facilities & Security	09/08/2023