

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, August 14, 2025, 4:30 P.M.
Tippie Business Event Room

MINUTES

Present: Doug Bannon, Steve Caves, Alan Jensen, Tracy Pearson, Keith Stamp, Joel Thys [Zoom], Lorraine Williams and Leslie Wright.

Absent: Trustee Peggy Doerge

Also Present: Kristie Fisher, President; Casey Dunning, Treasurer; Peg Sprengeler, Secretary; Chad Little, KFA Representative and Ramona Heller, KSA Representative.

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

No public comments.

Student Perspectives

Cassie Mitvalsky, Program Manager-Workforce Initiatives, introduced Jacob Carmen and Thomas Adams, Kirkwood students and ALPLA apprentices.

This fall, Jacob and Thomas will begin their second year in Kirkwood's Industrial Maintenance Technology program. They are members of the inaugural cohort of Mechatronics apprentices through the ALPLA apprenticeship program, which launched in August of 2024. ALPLA, a global plastics manufacturer located in Johnson County, produces bottles and caps for the food, beverage, beauty and home care industries – products used by consumers around the world.

Trustees Wright and Williams moved and seconded approval of the August 14, 2025, agenda. Motion carried: 8-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- Edward McKeown, a computer software development and web application development student, has been named August student of the month.
- The Continuing Education department's Skills 2027 Survey is now live, collecting valuable feedback from businesses throughout our seven-county service area to help shape future workforce training.
- KCCCK's beloved summer tradition – Jazz Under the Stars – has returned, filling the air with music every Thursday evening in August.
- The Class Act Restaurant invites you to savor global flavors during its *World Culinary Passport Dinner Tours*. Next up: Argentina September 9 – 11, 2025.
- The Iowa State Fair is in full swing, and Kirkwood is proudly represented with a booth in the Varied Industries Building.

Financial Report

Treasurer Dunning provided a high-level review of the cash balance report. Typically, the months of July and August have seen decreases in cash balances due to less revenue being collected during these months, annual payments paid at the beginning of the new fiscal year, and reimbursements from fiscal year end not being received until September.

The Cash Balance report has been updated to establish a new baseline for unrestricted days of cash reserve at 90 days, an increase from the prior benchmark of 75 days. As of July 2025, the College has 136 days of unrestricted days of cash reserves, which exceeds the target of 90 days unrestricted cash reserves.

Treasurer Dunning also provided an update on credit tuition rates for AY2025-26 including a comparison of rates for all community colleges and a comparison to Kirkwood's historical tuition rates.

CONSENT AGENDA

Trustees Wright and Bannon 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 65 for a total of \$9,599,679.92
 - 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$257,082.45
- C. Change orders:
 - 1. Garling Construction, Inc., Kirkwood Hall renovations - \$26,850.43
 - i. Replace conduit in 3rd Floor hallway lights
 - ii. Door hardware revisions on submittal
 - iii. L1 light fixture changes
 - iv. Roller shade locations
 - v. Paint offices per Remark 7
- D. Approval – Board minutes from July 17, 2025
- E. Approval – Review of Current Board Policies
 - 1. Board Policy 309: Non-Projectile Weapons
 - 2. Board Policy 400: Employee Ethics and Conduct
 - 3. Board Policy 401: Non-Discrimination in Employment
 - 4. Board Policy 402: Employee Benefits and Compensation
 - 5. Board Policy 403: Workplace Safety Policy
 - 6. Board Policy 404: Employment Relationship
 - 7. Board Policy 722: Depository of Funds
 - 8. Board Policy 730: Purchasing Policy
 - 9. Board Policy 734: Approval and Payment for Goods and Services
 - 10. Board Policy 744: Investment Policy

The administration conducted a review of the current Board policy. As no changes were proposed, the first reading of the policy has been waived. The policies remain unchanged and continue to reflect the Board's commitment to effective governance and institutional integrity.

NEW BUSINESS AGENDA

Administration

Trustees Williams and Stamp moved and seconded the approval for the grant application for the purpose of receiving benefits from the Washington County Riverboat Foundation for the Washington County Regional Center Bilingual Summer Camp. Motion carried: 8-0.

Board

No new business for the Board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The Board of Trustees will take part in the World Culinary Passport Dinner Tours when the dates coincide with board meetings.
- The Surgical Technology faculty hosted a light breakfast to energize and encourage students as they headed into the testing center for their licensure exams. Faculty also offered words of support, reassuring students that in the rare event they don't achieve their desired score, they will receive individualized guidance and preparation to help them succeed on their next attempt.
- On August 1, 2025, Iowa Workforce Development (IWD)'s IowaWORKS Cedar Rapids office officially relocated to East Hall on main campus.
- Over the summer, a new sign was installed at Kirkwood Blvd. and Tower Road SW, providing a helpful addition for wayfinding on main campus. This marks the beginning of a multi-year signage plan. Next summer, additional signs will be placed at the main entrance and around the Recreation Center to further enhance navigation and campus visibility.
- Jennifer Bradley shared an update on the launch of a new program for Fall 2026 – the Business Analytics Technician Program. This initiative was developed in direct response to feedback from local employers, ensuring Kirkwood continues to meet workforce needs with relevant, in-demand training.

Secretary's Report

- The Grant Wood AEA Joint Board Meeting was held on August 14, 2025, along with the Annual All-Board Summer Social.
- The First day of classes is Monday, August 25, 2025.
- The Fall kick-off is Wednesday, August 20, 2025, in Ballantyne Auditorium.

Report of Board Members

No reports of the board.

There being no further business coming before the Board, Trustees Stamp and Bannon moved and seconded the meeting be adjourned at 5:20 p.m. Motion carried: 8-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on September 18, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
August 14, 2025**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Tedra Edwards	Instructor	Continuing Ed	07/21/2025	NEW
Amber OConnor	Marketing Strategist	Marketing	07/21/2025	Meredith Hines-Dochterman
Michael Dusil*	Maintenance Tech II	Facilities	07/21/2025	NEW
Sarah Matheny*	Director	Linn County Regional Center	08/04/2025	Mindy Thornton
Peter Lauritson	Assistant Coach	Athletics	07/21/2025	NEW
Cheick Abou Traore**	Custodian	Facilities	07/15/2025	Hunter Price
Mariah Bell	Faculty & Clinical Coordinator	Health	08/04/2025	Kizer Friedly
Clarah Buhman	Lab Technician	Ag Science	09/02/2025	Richard Dunbar
Tressa Burnett**	Center Coordinator	College Credit in High School	08/04/2025	Jessi Siepman
Daniel Jirak	Instructor- Temp	Industrial Technology	08/11/2025	Brady Hall
Barry Kaminski	Instructor	Business & IT	08/04/2025	Paul Ruffalo
Everett DeVaux	Web Developer I	IT Services	08/19/2025	John Piegors
Macee Tracy	Instructional Designer	AISD	08/18/2025	Laura Yost
Chelsey Marshall	Operations Coordinator	Facilities	09/15/2025	NEW

*Internal Promotion

**Internal Transfer

Separation of Employment

Name	Title	Department	Effective Date
Katherine Anderson	College/Career Counselor II	Admissions	08/01/2025
Evan Andersen	Public Safety Officer	Facilities	07/18/2025
Chris King	Director	Human Resources	08/07/2025
Kirk Konaizl	Instructor, ASP	Secondary Programs	08/08/2025
Matt Kempf	Assistant Professor	Business & IT	08/11/2025
Menton Cooper	Custodian	Facilities	07/31/2025