

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, December 5, 2024, 4:30 P.M.
The Hotel at Kirkwood – Tippie Business Event Room

MINUTES

Present: Trustees Doug Bannon, Steve Caves, Peggy Doerge, Alan Jensen, Tracy Pearson, Keith Stamp, Joel Thys, Lorraine Williams [joined at 4:35 p.m.] and Leslie Wright.

Also Present: Kristie Fisher, President; Peg Sprengeler, Board Secretary; Casey Dunning, Treasurer; Andy Mills, KFA Representative.

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

Trustees Caves and Thys moved and seconded approval of the minutes for the regular meeting held on November 14, 2024, and directed them to be made a part of the permanent record. Motion carried: 8-0.

Trustees Wright and Doerge moved and seconded approval of the December 5, 2024, agenda. Motion carried: 8-0.

Trustees Jensen and Caves moved and seconded the current Board adjourn. Motion carried: 8-0.

The meeting was turned over to Board Secretary Sprengeler for the purpose of organizing the Board of Trustees for 2024-25.

Board Secretary Sprengeler called the organizational meeting to order at 4:31 p.m.

Trustee Thys nominated Trustee Tracy Pearson for the position of Board Chair. Trustee Jensen seconded the motion. No other nominations were brought forward.

Trustees Wright and Caves moved and seconded that nominations cease. Motion carried: 8-0.

Trustee Tracy Pearson was elected to the position of Board Chair. Motion carried: 8-0.

The meeting was turned over to newly elected Board Chair, Tracy Pearson.

Trustee Stamp nominated Trustee Alan Jensen for the office of Vice Board Chair. Trustee Doerge seconded the motion. No other nominations were brought forward.

Trustees Bannon and Wright moved and seconded that nominations cease. Motion carried: 8-0.

Trustee Alan Jensen was elected to the position of Vice Board Chair. Motion carried: 8-0.

Trustee Stamp motioned for the appointment of Peg Sprengeler for the position of Secretary, Board of Trustees and Casey Dunning for the position of Treasurer, Board of Trustees. Trustee Caves seconded the motion.

Peg Sprengeler was appointed to the position of Board Secretary and Casey Dunning to the position of Treasurer, Board of Trustees. Motion carried: 8-0.

Trustee Joel Thys administered the Oath of Office to Board Chair Pearson, Vice Board Chair Jensen, Board Secretary Sprengeler and Treasurer Dunning.

Trustees Doerge and Thys moved and seconded the Board return to regular session at 4:35 pm. Motion carried: 8-0.

INFORMATIONAL ITEMS

Kirkwood Report

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

- Congratulations to Asher Overholt, our December Student of the Month!
- The Kirkwood Business and Information Technology department recently hosted Project Management Day, welcoming 60 students from Kirkwood and area high schools for a day of immersive learning and collaboration.
- President Fisher proudly signed a proclamation recognizing the 10th Anniversary of National Apprenticeship Week, celebrated November 17–23.
- A special milestone was achieved by Riggs Martin, the first student in Eastern Iowa to successfully complete the High School Registered Apprenticeship program.
- Kirkwood Marketing students showcased their innovative work on KCRG, highlighting a unique project where they not only honed their marketing skills but also provided valuable support to local businesses with their marketing strategies.

Student Services

Melissa Payne, Vice President-Student Services, provided an overview of Students Services including a description of the departments, strategic priorities for the division, and success data from the 23/24 academic year.

Fiscal Year 2024 Audit Review

Mandi Holcomb, Denman CPA LLP, presented the Fiscal Year 2024 audit for Kirkwood Community College. She discussed key points to look at as the annual audit report is reviewed. Mandi stated the report contains a clean opinion and no findings.

Trustees Wright and Williams moved and seconded the acceptance of the FY24 audit. Motion carried: 9-0.

Financial Report

Treasurer Dunning provided a high-level review of changes to the FY25 projected revenues for operating Fund 1 at the December 2024 board meeting for the period of July 2024 through October 2024. Through October 2024, credit tuition is projected to exceed budget by \$397k. Investment income is projected to exceed the budget by \$1M due to higher-than-expected interest rates and interest from a Certificate of Deposit investment. An adjustment was made to the presentation of revenue moving forward as “Contracted Training & Non-Credit Tuition Refunds” have been merged with “Contracted Training & Non-Credit Tuition Revenues” to better align with the budgeting practices in this area. The change also provides better alignment with how revenues and refunds are presented for the College’s Credit Tuition. Overall, actual revenue is projected to exceed budget revenue by \$1.41M.

Overall expenses for operating Fund 1 are projected to remain within the budget for FY25. Key expense savings include Salaries and Benefits savings of \$2.47M due to savings from unfilled open

positions. Non-Capital Equipment expenses are projected to exceed the budget by \$80k, these costs will be absorbed by savings in other expense categories. All other operating expense categories are currently projected to end the year within budget.

Fund 3 is projected to end the year with a net loss of \$110k. While there is currently a net loss projected in Fund 3 for the year, it is still early, and this number could change due to the volatile nature of operations in Fund 3. A more refined estimate is projected for the Spring when a larger share of operating revenues has been received.

CONSENT AGENDA

Trustees Stamp 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 58 for a total of \$4,846,597.40
 - 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$182,440.52
- C. Change Orders
- D. Audit Committee Minutes from November 14, 2024
- E. Appointment of Board Members to Audit Committee:
 - Tracy Pearson, Audit Committee Chair
 - Alan Jensen
 - Steve Caves
- F. Appointment of Board Member as Community Colleges for Iowa Representative and an Alternate:
 - Alan Jensen Representative
 - Doug Bannon, Alternate
- G. Appointment of Trustee Keith Stamp as the Kirkwood Board Member Liaison to Heritage Area Agency on Aging Board of Directors.
- H. Appointment of Trustee Leslie Wright as the Kirkwood Board Member Liaison to the Facilities Foundation.
- I. Approved – Final Reading of Board Policy 212: Conduct of Meetings.

NEW BUSINESS AGENDA

Administration

Trustees Thys and Wright moved and seconded approval of the publication of Advertisement for Bids on the Kirkwood Community College, Kirkwood Hall renovation and setting the date of January 9, 2025, for a public hearing, and adopting the recommended proposed project bid at the February 13, 2025, Kirkwood Board of Trustee Meeting. Motion carried: 9-0

Trustees Doerge and Bannon moved and seconded approval of the Preliminary Industrial New Jobs Training Agreements [260E] with the following:

- (Asension, Inc. Projects) to World Class Displays, LLC

Motion carried: 9-0

Board

Trustees Jensen and Williams moved and seconded approval of the first reading of Board Policy 770: Facilities Master Plan. Motion carried: 9-0

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The Presidential Legislative Reception will take place on Thursday, December 12, 2024, from 5 – 6:30 p.m. in Washington Hall.
- Governmental Affairs:
 - Governor Kim Reynolds is expected to propose legislation banning cell phones in Iowa K-12 schools, which will require a Kirkwood solution for duo authentication.
 - The Department of Corrections contract will be managed through DMACC, positioning them as the conduit for Iowa Community Colleges.
- The Community Colleges for Iowa Convention and Trade Show was held this week in Des Moines, featuring over 30 breakout sessions. Kirkwood had a strong presence, presenting at seven of the sessions.
- Employee Recognition and Collaborative Learning Day took place on November 19, 2024.
- The Employee Holiday Reception is tomorrow, December 6.
- On December 2, President Fisher hosted a dinner at the campus home to honor the Kirkwood regional volleyball champions.

Secretary's Report

- The Board Disclosure / Conflict of Interest Form is due by Thursday, December 19, 2024.
- December 15, 2024, Nursing Pinning Ceremony at 1 pm at The Hotel Kirkwood, Ballroom. Dr. Kristie Fisher will attend.
- Kirkwood Winter Break: December 24, 2024 – January 1, 2025.

Report of Board Members

There being no further business coming before the Board, Trustees Williams and Bannon moved and seconded the meeting be adjourned at 5:47 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on January 9, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
December 05, 2024**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Craig Stadtmueller**	Director	Jones County Regional Center	12/09/2024	Lisa Folken
Chad Sunner	Grounds Operations Supervisor	Facilities	12/09/2024	Brett Eilers

*Internal Transfer

** Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Shelton Strickler	Environmental Specialist	Facilities	11/22/2024
Corinne Newport	Grounds Worker	Facilities	11/29/2024