

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, February 13, 2025, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

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

Also Present: Kristie Fisher, President; Casey Dunning, Treasurer; Peg Sprengeler, Secretary; Andy Mills, KFA Representative and Emily Grzywacz, KSA Representative.

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

No public comments.

Student Perspectives

Patrice Becicka, Education Faculty, introduced Roarke Rule. Roarke joined Kirkwood as a full-time Liberal Arts student in Fall 2023. Initially drawn to art, his journey through various courses sparked new passions, gradually reshaping both his academic path and life beyond the classroom. Now, he plans to pursue a degree in education, with an anticipated completion at Kirkwood by Spring 2026—at least, in his role as a student.

Trustees Williams and Wright moved and seconded approval of the February 13, 2025, agenda. Motion carried: 9-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- Dessa Bogard, an Exercise Science student, is the February Student of the Month.
- Kirkwood has been honored with the *Cisco Academy 25 Years of Service Award*, celebrating the college's enduring commitment to excellence in IT education.
- The Business and IT department has launched *Trade Talks*, a dynamic event series where industry professionals engage with students, offering real-world insights into various business sectors.
- The Kirkwood Athletic Department proudly inducted the 2025 class into the *Kirkwood Athletics Hall of Fame* during a special ceremony on January 31.
- The Veterinary Technology program currently has two rabbits, providing students with valuable hands-on experience in proper care, handling, and safe restraint techniques. These animals will be available for adoption starting March 14.

Academic Supports

Matt Gilchrist and Wendy Jamison shared updates about programs aligned with the Academic Affairs strategic priority to “Strengthen Inclusive Academic Supports to Enhance Student Success.” The Learning Commons in Cedar Hall and at KRCUI is in its second year since a re-organization of the former Tutoring Center. New programming, together with a re-branding and awareness campaign, resulted in 178% growth in students using study support in year 1. Along with continued growth in usage, year 2 has seen the addition of academic coaching. Future strategic direction in the Learning Commons includes embedding study support and coaching in academic programs and curricula, currently being piloted in the Industrial Maintenance Technologies Program. The Learning Commons partners closely with the

Math and Science Success Center and Anatomy and Physiology Success Center in Linn Hall, where students are supported in math/science coursework, including a dedicated support space for Anatomy and Physiology. Locating the support near the students' lab space and faculty offices has promoted more and deeper faculty engagement with students and made study support more accessible.

Spring Enrollment

Becky Weininger, Research Analyst, reported on the current enrollment for the Spring 2025 term based on data at census as internally reported, Spring is reported to the state through MIS as part of the academic year during October 2025, so it is after the term has closed.

Spring 2025 enrollment is 11,977 students up 5% and enrolled in 100,498.5 credit hours, up 2% over 2024. Regular enrolled students have increased 1%, while College Credit in High School was nearly 11% above the prior year. The NCES had projected 1.8% growth nationwide for 2024-25 undergraduate enrollments and Kirkwood is tracking toward that with summer term still ahead.

Kirkwood Spring 2025 students represent 88 counties in Iowa, 30 states, and 49 countries and 81% of our instate students are from the Kirkwood region.

Financial Report

Treasurer Dunning provided a high-level review of changes to the FY25 projected revenues for operating Fund 1 at the February 2025 board meeting for the period of July 2024 through December 2024. Through December 2024, credit tuition is projected to exceed budget by \$397k. Investment income is projected to exceed budget by \$1.1M due to higher-than-expected interest rates and interest from a Certificate of Deposit investment. Overall, actual revenue is projected to exceed budget revenue by \$1.51M.

Overall expenses for operating Fund 1 are projected to remain within budget for FY25. Key expense savings include Salaries and Benefits savings of \$2.93M due to savings from unfilled open positions. Non-Capital Equipment expenses are projected to exceed the budget by \$79k, 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 \$125k. 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.

Cash balances for January month-end were reviewed. Cash Balances remain strong with the College having 144 days of unrestricted days reserve at the end of January 2024, when compared to a KPI of 75 days.

Treasurer Dunning provided a brief overview of the Colleges taxable valuations that will be effective for fiscal year 2026. Valuations for the taxable area have grown 3.89% year over year.

A review of the Colleges federal funding was provided to the Board. Treasurer Dunning reviewed award amounts and number of recipients for Federal Financial Aid from Academic Year 2023-2024 and spending levels from all other federal awards from Fiscal Year 2023-2024.

CONSENT AGENDA

Trustees Thys 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 49 for a total of \$5,819,886.04
 - 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$193,131.48
- C. Change Orders
- D. Approval – Board minutes from January 9, 2025
- E. Approval – Audit Committee Minutes from January 9, 2025
- F. Approval – Final reading of Board Policies:

1. Board Policy 206: Reimbursement of Expenses
2. Board Policy 215: Wall of Honor
3. Board Policy 301: Appointment of the President

*For consistency purposes, changes to dates on policies will be as follows:

- *Adoption Date: is the original date the policy was established*
- *Revision Date: the date when changes to the policy were approved*
- *Review Date: the date the Board reviews and approves the policy either as is or with a revision*

G. Approval – Review of Current Board Policies

1. Board Policy 201: Names and Legal Status of Unit
2. Board Policy 203: Audit Committee
3. Board Policy 207: Chair and Vice Chair
4. Board Policy 214 College Board Member Liability
5. Board Policy 302: Duties of the President
6. Board Policy 501: Academics and Enrollment

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 Wright and Jensen moved and seconded the approval of the Preliminary Industrial New Jobs Training Agreement [260E] with the following:

- ASD Displays, LLC, Marion-IA
- GreenState Credit Union, North Liberty-IA

Motion carried: 9-0

Trustees Caves and Bannon moved and seconded the approval of the shared personnel agreement between Kirkwood Community College and Clear Creek Amana Community School District.

Motion carried: 9-0

Trustees Bannon and Stamp moved and seconded the approval and authorization of the execution of Surgical Tech Joint Activity [28E] Agreements with the following institutions:

- Northeast Iowa Community College [NICC]

Motion carried: 9-0

Trustees Cave and Stamp moved and seconded the approval of the proposed project bid for the Kirkwood Hall Renovations Project. Motion carried: 9-0

Trustees Thys and Doerge moved and seconded the approval to purchase the real estate commonly known as 1025 Kirkwood Parkway SW, Cedar Rapids, IA [Lots 1 & 2 of Prairie Crossing 2nd Addition]. Motion carried: 9-0

Board

Trustees Jensen and Williams moved and seconded approval of the first reading of Board Policy 101: Policy on Policies and Procedures. Motion carried: 9-0

Trustees Wright and Doerge moved and seconded approval of the first reading of Board Policy 208: Secretary - Duties. Motion carried: 9-0

Trustees Williams and Bannon moved and seconded approval of the first reading of Board Policy 209: Treasurer. Motion carried: 9-0

Trustees Wright and Jensen moved and seconded approval of the first reading of Board Policy 210: Meetings. Motion carried: 9-0

Trustees Williams and Wright moved and seconded approval of the first reading of Board Policy 211: Organizational Meeting. Motion carried: 9-0

Trustees Thys and Jensen moved and seconded approval of the first reading of Board Policy 213: Payment of Bills. Motion carried: 9-0

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Community College Day on the Hill, All Iowa Academic Awards Banquet and the Student Legislative Seminar are all taking place next week in Des Moines.
- A brief update was provided on current legislation being considered in the Iowa House that may impact higher education.
- President Fisher and Treasurer Dunning participated in a ratings call with Standard & Poors (S&P) earlier this week. While S&P is not Kirkwood's official rating agency, they do provide ratings for our bonds.

Secretary's Report

- Upcoming events:
 - Student Legislative Seminar – February 18, 2025
 - All Iowa Academic Awards Banquet [Des Moines, Phi Theta Kappa] – February 19, 2025
 - Community College Day on the Hill [Des Moines] – February 19, 2025
 - Cedar County Leadership Council Meeting – February 24, 2025
 - Iowa County Leadership Council Meeting – February 26, 2025
 - Town Hall Meeting – February 27, 2025

Report of Board Members

No report.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 6:08 p.m. Motion carried: 9-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on March 6, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
February 13, 2025**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Jordon Hill	Instructor – Temp	Business and IT	01/01/2025	Mark Bromwich LOA
Adam Rairden	Instructor – Temp	Industrial Technology	01/06/2025	NEW
Jessica Cortez	HR Assistant	Human Resources	01/13/2025	Mariann Ryan
Cymone Green	Equity in Student Success Coach	Student Equity, Inclusion & Support	01/21/2025	Lawrence Parrott
Mark Matthiessen	Instructor- ASP	Secondary Programs	01/24/2025	Scott Wittstruck
Audrey Skoog	Instructor- ASP	Secondary Programs	01/24/2025	Erika Derrick
Adrienne Shavers*	College & Career Transition Counselor	Admissions	02/03/2025	Sheryl Bass
Zachary Culpepper	Public Safety Officer	Facilities	02/03/2025	Cody Hayes
Megan Mahoney	Student & Academic Support Coordinator	Jones County Regional	02/03/2025	Craig Stadtmueller
Emily Shryock*	Executive Assistant	Academic Affairs	02/10/2025	Deb Jones

*Internal Promotion

Retirement (Non-Incentive)

Name	Title	Department	Effective Date
Mary Kay Van Oort	Academic Advisor	Academic Advising	03/03/2025
Paul Sabotta	Controls Engineer	Facilities	02/28/2025

Separation of Employment

Name	Title	Department	Effective Date
Chris Deline	Test Center Support Specialist	Academic Innovation, Strategy & Design	02/21/2025
Katie Lyman	Dean	Continuing Education	03/03/2025
Claire Garner-Hubert	Operations Specialist III	Continuing Education	02/14/2025
Madison Day	EMS Instructor/Clinical Coordinator	Continuing Education	03/03/2025