

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, January 9, 2025, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

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

Also Present: Kristie Fisher, President; Casey Dunning, Treasurer; Peg Sprengeler, Secretary; Micah Wieditz, KSA Representative.

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

No public comments.

Chair Pearson declared the meeting open for public hearing regarding the Kirkwood Hall renovations. There being no questions or comments, the hearing was closed.

Student Perspectives

Carla Andorf, Dean of Skills to Employment, introduced Jenna Buscher, a dedicated student enrolled in the Skills to Employment Creating Futures youth program. Jenna is currently pursuing a Liberal Arts degree and plans to transfer to Coe College to further her education. Jenna's journey exemplifies the opportunities provided by this program to empower young people to achieve their academic and career goals.

Trustees Wright and Doerge moved and seconded approval of the January 9, 2025, agenda. Motion carried: 9-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- The January Student of the Month is Josh Ngari.
- As part of Giving Tuesday, the Hotel generously donated 10% of its proceeds, raising \$1,043 to benefit the Kirkwood Student Food Pantry.
- Associate Professor of Art Arbe Bareis-Moyyad and Caitlyn Miller, Associate Director and Title IX Deputy Coordinator in the Dean of Students Office, were honored with Kirkwood's Outstanding Faculty and Staff Awards at the 2024 Community Colleges for Iowa Convention and Trade Show.
- Kirkwood Associate Professor of Carpentry Steve Hanisch was honored with the 2024 Habitat Heart Award from Cedar Valley Habitat for Humanity in recognition of his outstanding contributions to the organization since 2009.
- The Iowa Equestrian Center hosted its annual Deck the Stalls event on December 15.

Athletics

Todd Rima, Director, Athletics, highlighted success in Kirkwood athletics history and gave an update of each of the six athletics programs: volleyball, men's basketball, women's basketball, baseball, golf and softball. This included one national championship (women's basketball), two national runner-up finishes (golf and softball), and eight All-Americans (volleyball, women's basketball, golf, softball). Additionally, every team had a winning season, and all six programs were nationally ranked in the top ten. 81% of the 112 student-athletes made Academic All-Region and the average GPA of student

athletes was 3.3. Todd described new initiatives including the Student Athlete Advisory Committee (an opportunity for leaders from each sport to offer ideas and feedback to the athletics department administration), the Kirkwood Athletics Booster Club and the Fueling Station, focused on improving student athlete nutrition.

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 November 2024. Through November 2024, credit tuition is projected to exceed budget by \$397k. Investment income is projected to exceed the 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 \$1.53M.

Overall expenses for operating Fund 1 are projected to remain within the budget for FY25. Key expense savings include Salaries and Benefits savings of \$2.72M due to savings from unfilled open positions. Non-Capital Equipment expenses are projected to exceed the budget by \$96k, 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 the months ending November and December were reviewed. Cash Balances remain strong with the College having 141 days of unrestricted days reserve at the end of each November and December 2024, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Doerge and Bannon 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 81 for a total of \$11,122,248.35
 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$404,270.96
- C. Change Orders
- D. Approval – Board minutes from December 5, 2024
- E. Appointment – Trustee Leslie Wright as the Kirkwood Board Member Liaison to the Kirkwood Foundation.
- F. Approved – Final reading of Board Policy 770: Facilities Master Plan*

*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*

NEW BUSINESS AGENDA

Administration

Trustees Wright and Stamp moved and seconded the approval, authorization and execution of surgical tech joint activity agreements with the following institutions.

- Indian Hills Community College
- North Iowa Area Community College

Motion carried: 9-0

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

- Weems Industries, Inc d/b/a Legacy Manufacturing Company, Marion-IA

Motion carried: 9-0

Trustees Wright and Stamp moved and seconded the approval of the preliminary Industrial New Jobs Training Agreements with the following:

- Parry Labs, Marion-IA
- Scale Tec, Ltd. Project, Anamosa-IA

Motion carried: 9-0

Trustees Bannon and Caves moved and seconded the approval of the reimbursement of tuition costs for the following school districts selected for the Iowa Health Careers Registered Apprenticeship Program:

- Cedar Rapids Community School District
- Center Point Urbana Community School District
- Marion Independent School District

Motion carried: 9-0.

Trustees Wright and Bannon moved and seconded the approval for the 2025 Institutional Roadway Improvements – Art & Theater Annex. Motion carried: 9-0.

Board

Trustees Stamp and Wright moved and seconded moving the December 4 ,2025 board meeting to December 9, 2025. Motion carried: 9-0.

Trustees Stamp and Caves moved and seconded approval of the first reading of Board Policy 301: Appointment of the President. Motion carried: 9-0.

Trustees Caves and Doerge moved and seconded approval of the first reading of Board Policy 206: Reimbursement for Expenses. Motion carried: 9-0

Trustees Wright and Bannon moved and seconded approval of the first reading of Board Policy 215: Wall of Honor. Motion carried: 9-0

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Total enrolled credit hours for the spring semester have increased by 2% compared to last year.
- Jasmine Almoayyed and her team have developed the *Kirkwood Continuing Education and Training Services 2024 Year-End Report*, a polished and informative communication. President Fisher highlighted key sections, including the Small Business Development Center (SBDC), which plays a pivotal role in fostering local entrepreneurial success by offering free counseling, workshops, and resources to support small business growth.
- Michael Wampler, a key member of the SBDC team, was honored with America's SBDC Top 40 Under 40 Young Professionals Award.

Secretary's Report

- Kirkwood will be closed on Monday, January 20 in honor of the civil rights activist – Dr. Martin Luther King, Jr.
- Upcoming events: Kirkwood Athletics Hall of Fame – January 31, 2025.

Report of Board Members

No report.

Closed Session

To discuss the purchase or sale of particular real estate, Trustee Doerge made a motion at 5:38 p.m. to move into Closed Session according to Iowa Code 21.5.j. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Trustee Wright seconded the motion. Roll Call: Ayes – Bannon, Wright, Stamp, Williams, Doerge, Pearson, Thys, Caves and Jensen. Nays – None. Motion carried: 9-0.

Trustee Wright made a motion at 5:59 p.m. to end the Closed Session. Trustee Doerge seconded the motion. Roll Call: Ayes – Stamp, Williams, Jensen, Bannon, Doerge, Caves, Wright, Thys and Pearson. Nays – None. Motion carried: 9-0.

The meeting returned to regular session at 5:59 p.m. Roll Call: Ayes – Jensen, Bannon, Caves, Pearson, Stamp, Wright, Thys, Doerge and Williams. Nays – None. Motion carried: 9-0.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 6:01 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on February 13, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
January 09, 2025**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Sarah Lam	Senior Student Support Specialist	Dean of Students	12/16/2024	AJ Richard
Holli Gericke	Instructor	Industrial Technology	12/16/2024	Dan Fitzgerald
Emma Birkbeck	Department Assistant	Dean of Students	12/09/2024	Jordan Eastburn
Brady Hall	Instructor- Temp	Industrial Technology	12/09/2024	Elizabeth Baertlein
Amber Spicher	Program Coordinator/Food Pantry	Student Equity, Inclusion & Support	01/06/2025	Molly Anderson
Shane Rodriguez	Desktop Configuration Admin II	IT	01/21/2025	Matt Lukemyres
Jesse Guildenbecher	Department Assistant	Secondary Programs	01/06/2025	Colleen Rivera

Separation of Employment

Name	Title	Department	Effective Date
Michael Seebeck	Banquet Manager	The Hotel	12/16/2024
Elizabeth Healy	Student & Academic Support Coordinator	College Credit in High School	12/23/2024
James Gronewold	Instructor	Math/Science	01/03/2025

Retirement (Non-Incentive)

Name	Title	Department	Effective Date
Sue Novak	Department Assistant	Industrial Technology	01/03/2025
Kim Muhl	Professor	Math/Science	06/30/2025

Retirements Under Retirement Incentive Program

Name	Title	Department	Effective Date
Christine Flavin	Associate Professor	Arts/Humanities0	08/31/2025
Cyd Hanson	Instructor/Coordinator	Secondary Programs	06/30/2025
Florencia Lynch	Professor	Arts/Humanities	08/31/2025
Chris McCord	Professor	Arts/Humanities	08/31/2025
Catherine Schaff-Stump	Professor	Communication/English/Media	06/30/2025
Jim Trepka	Professor	Industrial Technologies	08/31/2025
Cheryl Valenta	Program Specialist	Workplace Learning Connection	06/30/2025
Kim Woods	Associate Professor	Nursing Programs	08/31/2025
Sheri Hlavacek	HR Supervisor	Human Resources	08/31/2025