

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, July 17, 2025, 4:30 P.M.
Linn County Regional Center

MINUTES

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

Absent: Trustee Steve Caves

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

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

No public comments.

Student Perspectives

Melanie Bouzek, Program Developer for Continuing Education, introduced Miya Swenson. During the school year, Miya is a student at the University of Iowa studying Chinese & Translation with a writing certificate. During the summer, she is helping the youth create lasting memories in several KICK camps as a KICK counselor. Miya's ability to build relationships with campers and instructors while helping maintain a safe environment has led her to become a trusted counselor and in high demand with the instructors. For these reasons, Miya was chosen to work in two KICK Career Camps this summer, Construction & Pet Grooming.

Trustees Wright and Williams moved and seconded approval of the July 17, 2025, agenda. Motion carried: 8-0

INFORMATIONAL ITEMS

Kirkwood Report

Kevin Hansen, Executive Director of Communications, provided the Kirkwood report, which included:

- Lane Gundrum, a Surgical Technology student, has been named July student of the month.
- The Workplace Learning Connection's Summer Internship Program is in full swing, with 248 high school juniors and seniors gaining valuable experience through internships across the region.
- Kirkwood recently welcomed nearly 700 FFA members from across Iowa, hosting a series of major events including the Iowa FFA Horse Judging, Floriculture, and Nursery Landscape contests, along with the Northeast and Southeast District Livestock Judging competitions.
- The college has been awarded two TRIO Student Support Services (SSS) grants from the U.S. Department of Education, providing nearly \$625,000 annually over the next five years to support student success.
- The Hotel at Kirkwood Center has been recognized as the 2025 Best Banquet/Event Facility by the *Corridor Business Journal*.

Summer Enrollment

Becky Weininger, Research Analyst, reported on the current enrollment for the summer 2024 term based on the weekly enrollment report she prepared on July 8, 2024.

Summer 2024 enrollment is 4,338 students up 10.1% and enrolled in 24,403 credit hours, up 8.3% over 2023. Both College Credit in High School and Regular enrolled students have increased, and the majority of the increase in credit hours is due to regular credit hours being up.

The summer term enrollment has helped our preliminary AY 23-24 overall headcount to be at 16,948 up 2.2% over 2023. The numbers will be finalized in September.

Fall 2024 enrollment update was also provided. Fall enrollment continues to run ahead of the pace set for Fall 2023 by 3.5% for credit hours. While this is a positive sign, orientations started earlier for new students in 2024, and we expect the enrollment for fall new students to flatten as we move through July.

TRIO-EOC Highlights

Melissa Payne, Vice President-Student Services, highlighted the impact of five federally funded TRIO programs that support low-income, first-generation, and disabled students from middle school through college. These programs served 1,725 students across seven Iowa counties in the 2024–25 academic year, offering services like academic coaching, FAFSA assistance, and college readiness support. With over \$1.45 million in federal funding, Kirkwood's TRIO initiatives aim to increase college enrollment, improve economic outcomes, and break cycles of generational poverty. The presentation emphasized TRIO's role in supporting students across Kirkwood's entire service area and contributing to the economic outcomes of the communities it serves.

OTA PTA Programs

Nicky Cline, OTA Program Director and Feryl York, PTA Program Director provided a comprehensive overview of the Occupational Therapy Assistant (OTA) program and the Physical Therapist Assistant (PTA) program, highlighting its role in preparing students to deliver effective, evidence-based and patient-centered care under the supervision of a licensed Occupational Therapist or Physical Therapist.

Financial Report

Treasurer Dunning provided a high-level review of changes to the FY25 projected revenues for operating Fund 1 at the July 2025 board meeting for the period of July 2024 through May 2025. Projection updates to Contracted Training & Non-Credit Tuition, Property Taxes, and Other & Non-Operating Revenues were discussed. Overall, actual revenue is projected to exceed budget revenue by \$1.85M.

Overall expenses for operating Fund 1 are projected to remain within budget for FY25. Key expense savings include Salaries and Benefits savings of \$2.99M due to savings from unfilled open positions. Non-Capital Equipment expenses are projected to exceed budget by \$249K and Contracted Services expenses are projected to exceed budget by \$84K, 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 \$25K.

Cash balances for June month end were reviewed. Cash Balances for June remain strong with the College having 158 days of unrestricted days, when compared to a KPI of 75 days.

CONSENT AGENDA

Trustees Doerge and Thys 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 79 for a total of \$21,347,184.40
 - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$279,454.29
- C. Change orders:
 - 1. Garling Construction, Inc., Kirkwood Hall renovations - \$18,134.86
 - i. Additional isolation valves
 - ii. Workroom 3008C ceiling replacement
- D. Approval – Board minutes from June 12, 2025
- E. Approval – Review of Current Board Policies
 - 1. Board Policy 103: Freedom of Expression*

**An old version of the policy was inadvertently included in the June materials.*

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 Thys and Williams moved and seconded the approval of the resolution calling for regular school board election on November 4, 2025, for the purpose of electing directors representing Districts I, III, VI, VII and IX. Motion carried: 8-0.

Trustees Jensen and Doerge moved and seconded the approval for the sale and authorized the issuance of \$2,160,000.00 taxable Industrial New Jobs Training Certificates and providing for the securing of such certificates for the purpose of carrying out New Jobs Training Programs. Motion carried: 8-0.

Trustees Stamp and Wright moved and seconded the acceptance of the proposal and directed the sale of Industrial New Jobs Training Certificates in the aggregate principal amount of \$2,160,000.00. Motion carried: 8-0.

Trustees Williams and Bannon moved and seconded approval of the Career & Technical Education Consultant Shared Personnel Agreement with Grant Wood Area Education Agency for FY26. Motion carried: 8-0.

Board

No new business for the Board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The League for Innovation reaffirmation visit took place this week and went very well. The Board is expected to vote next month to formally reaffirm Kirkwood's membership.
- Kirkwood has been awarded two new federal TRIO Student Support Services grants. These funds will support efforts to improve retention and graduation rates among low-income, first-generation students and those with disabilities.
- We are actively working with our federal delegation to advocate for the release of funding for Adult Basic Education and English Language Services, which was initially part of a broader freeze on federal education grants that began on July 1, 2025.

Secretary's Report

- The ACCT Leadership Congress is scheduled for New Orleans, Louisiana October 22nd-25th.
- The Joint meeting with Grant Wood Area Education Agency is scheduled for August 14, 2025.
- The Fall Kick-off is Wednesday, August 20, 2025, in Ballantyne Auditorium.
- Summer hours end on Friday, August 8, 2025.

Report of Board Members

No reports of the board.

There being no further business coming before the Board, Trustees Bannon and Stamp moved and seconded the meeting be adjourned at 5:56 p.m. Motion carried: 8-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on August 14, 2025:

Tracy Pearson, Chair

Board of Trustees' Agenda July 17, 2025

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Tyler Patterson	Custodian	Facilities	06/09/2025	Ryan Helton
Emma Holmes	ELL Instructor Coordinator	Secondary Programs	06/23/2025	Kristin Ho
Jessica Siepman*	Operations Coordinator	Business & IT	06/30/2025	Brenda Steinke
Cheri Kampman*	Vice President	Continuing Education	07/01/2025	Jasmine Almoayyed
Shalane Brinkman	Large Events Coordinator	Workplace Learning Connection	06/23/2025	Cheryl Valenta
Eric Henline*	Public Safety Sergeant	Facilities & Public Safety	06/23/2025	Alex Brown
CJ Hewitt*	Grounds Maintenance Worker II	Facilities	06/23/2025	NEW
Alexandra Lubbers*	Operations & Student Services Supervisor	Secondary Programs	06/23/2025	NEW
Kaitlyn Vote	ELL Instructor Coordinator	Secondary Programs	07/07/2025	Alexandra Lubbers
James Sumner	Test Center Support Specialist	AISD	07/07/2025	Mary Stevens
Megan Bussan	IEC Technician	Iowa Equestrian Center	07/07/2025	NEW
Zachary Meyer**	Program Specialist- Horticulture	Ag Sciences & Facilities	07/21/2025	Shane Chapman
Matthew Fults	Faculty & Clinical Coordinator	Health	08/04/2025	Madi Day
Matt Ellingson	Instructor	Industrial Technology	08/04/2025	Jim Trepka
Jasmine Almoayyed**	Vice President	Government and Community Relations	07/01/2025	NEW
*Internal Promotion				
**Internal Transfer				

Separation of Employment

Name	Title	Department	Effective Date
Rene Morris	Department Assistant	Nursing	06/20/2025
Allison Ster	Program Advisor	Admissions	07/31/2025
Hunter Price	Custodian	Facilities	06/19/2025
Richard Dunbar	Lab Technician	Ag Science	07/02/2025
Morgan Bear	Program Advisor	Trio	07/22/2025

Retirements Under Retirement Incentive Program

Name	Title	Department	Effective Date
Roxann Foley	Operations Specialist II	Continuing Education	12/31/2025
Jon Weih	Director	Kirkwood Regional Center Uof I	12/31/2025
Arthur Khaw	Professor, Communication	Communication, English, Media	12/31/2025
Steven Lovett	Senior Systems Architect	Technology Services	12/31/2025
Bill Rowell	Custodian	Facilities & Security	12/31/2025