

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, March 6, 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 Sarah Hyatt, 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 at 4:31 p.m. regarding the 2025 Institutional Roadway Improvements – Art & Theater Annex. There being no questions or comments, Trustees Wright and Doerge moved and seconded the hearing be closed at 4:31 p.m. Motion carried: 9-0.

Student Perspectives

Seth VanderTuig, Director-Student Life, introduced Mya Whittenbaugh. Mya is a Business Management major from Lisbon and one of our top student leaders on campus through her involvement outside the classroom. She attended more than 80 campus events and got involved in several clubs and organizations on campus including Student Ambassadors, Student Leadership Council, and Dance Marathon. She's represented Kirkwood at a statewide leadership retreat, a student leadership conference, and this past fall was featured as a panelist for the Mayor's Youth Conference here in Cedar Rapids. Through the connections, Mya has made during her time outside the classroom, she has gotten the most out of her experience at Kirkwood. Last Friday, she helped lead the way in Kirkwood's 15th annual Dance Marathon event – a student-led fundraising effort to support the University of Iowa Stead Family Children's Hospital.

Trustees Thys and Stamp moved and seconded approval of the March 6, 2025, agenda. Motion carried: 9-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- Hodabalo Possike, an Automotive Collision Repair student, is the March Student of the Month.
- Kirkwood shined at Community College Day on the Hill, held on February 19 at the Capitol building in Des Moines, where the college proudly showcased its programs and initiatives at a dedicated table in the rotunda.
- Kirkwood recently concluded its second round of County Leadership Council Meetings in Cedar, Iowa, Jones, and Benton counties, continuing its strong engagement with community leaders.
- A big win for Kirkwood's student chapter of the National Association of Home Builders! The team earned first place in the Associate Programs category at the National Association of Home Builders Student Competition during the International Builders' Show in Las Vegas.

- Kirkwood culinary students and Dean Brad Kinsinger made a special appearance on the Fox28 morning show on February 13, where they showcased the culinary program and demonstrated a delicious Valentine’s Day recipe for viewers to enjoy at home.

2025 Phi Theta Kappa All-Iowa Academic Team

Bryant Manning, Associate Dean of Arts & Humanities, introduced Kirkwood’s 2025 Phi Theta Kappa (PTK) All-Iowa Academic Team honorees. As part of Leadership in Action Week, five outstanding Kirkwood students were recognized last month at the PTK Awards Celebration in Des Moines. In recognition of their achievements, the Kirkwood Board of Trustees awarded a scholarship valued at \$907 to honorees: Bei O’Brien, Oladele Ogoudina, Olivia Ogston, May Rao, and Yixiang Wi.

CCI Program Students

Elizabeth O’Brien, Program Coordinator, introduced an amazing group of students participating in the U.S. Department of State-sponsored Community College Initiative (CCI) Program. Kirkwood has been fortunate to host students for this program since the start of the CCI Program in 2007. The CCI Program is a one-year, non-degree program that provides emerging leaders from across the globe with opportunities to learn technical skills, enhance their leadership capabilities, improve English proficiency, and engage in cultural exchange. This year Kirkwood has a cohort of 13 students from nine different countries. To learn more about the CCI Program, visit the official website: <https://www.nvcc.edu/ccip/>.

Financial Report

Treasurer Dunning provided a high-level review of changes to the FY25 projected revenues for operating Fund 1 at the March 2025 board meeting for the period of July 2024 through January 2025. Through January 2025, credit tuition is projected to exceed the budget by \$510K. Investment income is projected to exceed budget by \$1.24M 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 \$2.03M.

Overall expenses for operating Fund 1 are projected to remain within budget for FY25. Key expense savings include \$2.83M in Salaries and Benefits, primarily driven by cost reductions from unfilled open positions. Non-Capital Equipment expenses are projected to exceed budget by \$189K, 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 \$160K.

Cash balances for February were not yet available and will be reviewed at the April Board meeting.

Treasurer Dunning provided an overview of property tax levy rates that will be proposed as part of the certified budget process. The total levy rate will be proposed to increase from \$1.39550 to \$1.43000 which will be presented for adoption at the April Board meeting.

CONSENT AGENDA

Trustees Wright and Jensen 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 50 for a total of \$5,329,573.38
 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$196,707.41
- C. Approval – Board minutes from February 13, 2025
- D. Approval – Shared Personnel Agreement between Kirkwood Community College and Clear Creek Amana Community School District
- E. Approval – Final reading of Board Policies:
 1. Board Policy 101: Policy on Policies and Procedures
 2. Board Policy 208: Secretary - Duties

3. Board Policy 209: Treasurer
 4. Board Policy 210: Meetings
 5. Board Policy 211: Organizational Meeting
 6. Board Policy 213: Payment of Bills
- F. Approval – Review of Current Board Policies
1. Board Policy 602: Academic Freedom Policy
 2. Board Policy 604: Development of Copyrightable Materials and Media By Kirkwood Personnel

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 Thys moved and seconded the approval to publish wind turbine decommissioning Request for Proposals (RFP) and setting a date of April 21, 2025, for contracted service. Motion carried: 9-0

Trustees Caves and Doerge moved and seconded the approval of the Publication of Advertisement for the FY26 Proposed Budget and setting the date of April 10, 2025, for the Public Hearing at the Kirkwood Regional Center at the University of Iowa. Motion carried: 9-0.

Trustees Jensen and Wright moved and seconded the approval of the Final Industrial New Jobs Training Agreements [260E] with the following:

1. IMON, Cedar Rapids-IA
2. Millennium Concrete, Coralville-IA
3. Open Gates, Kalona-IA

Motion carried: 9-0.

Board

Trustees Stamp and Williams moved and seconded approval of the first reading of Board Policy 601: Curriculum. Motion carried: 9-0

Trustees Williams and Bannon moved and seconded moving the October 9, 2025, board meeting to October 16, 2025. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- A brief update was provided on current legislation being considered in the Iowa House that may impact higher education.
- President Fisher provided an overview of her travel schedule for March. She will be attending the League for Innovation Conference, The Aspen Institute Fellowship Session, and the GEN Strategic Planning Conference in Singapore.

Secretary's Report

- The April 10th Board meeting will be held at the Kirkwood Regional Center at the University of Iowa.
- The Spring Board retreat will be held on April 24, 2025.
- College commencement ceremonies:
 - College: May 17, 2025, at the Alliant Energy Powerhouse
 - HiSET: June 16, 2025, at The Hotel at Kirkwood

Report of Board Members

No report.

There being no further business coming before the Board, Trustees Williams and Stamp moved and seconded the meeting be adjourned at 6:00 p.m. Motion carried: 9-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on April 10, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
March 06, 2025**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Ash Harger	Department Assistant	Learning Commons	02/17/2025	Sue Novak
Alex Kuntz	Instructor- IMCC	Secondary Programs	02/14/2025	Joe Jordan
Michael Dusil	Maintenance Tech	Facilities	03/03/2025	Kevin Kainz
Ryan Paulson	Maintenance Tech	Facilities	03/03/2025	Gary Yanda
Joshua Luckey	Instructor Coordinator	Secondary Programs	03/03/2025	Michelle Barker

Separation of Employment

Name	Title	Department	Effective Date
Jayna Koffron	EMS Program Specialist	Continuing Education	03/17/2025
Andrea Trejo	Instructor	Nursing	05/13/2025