

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, November 14, 2024, 4:30 P.M.**  
**BA Jensen Board Room**

**MINUTES**

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

Absent: Trustees Steve Caves and Leslie Wright.

Also Present: Kristie Fisher, President; Casey Dunning, Vice President-CFO; Peg Sprengeler, Board Secretary; Andy Mills, KFA Representative; Sarah Hyatt, KSA Representative.

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

No public comments.

Trustees Stamp and Thys moved and seconded approval of the minutes from the meeting held on October 10, 2024, and directed them to be made a part of the permanent record. Motion carried: 7-0.

Trustees Williams and Jensen moved and seconded approval of the November 14, 2024, agenda. Motion carried: 7-0.

**INFORMATIONAL ITEMS**

**Kirkwood Report**

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

- The November Student of the Month is Carter Burns.
- The Kirkwood Digital Arts students assisted Senator Chuck Grassley's office with the Veteran's History Project.
- The fall musical Into the Woods just wrapped up its two-week run.
- The Benton and Cedar County Leadership Councils took place in October.
- President Fisher was chosen for the Aspen Institute College Excellence Program's Aspen Presidents Fellowship.

**Facilities Operations**

Vice President of Operations, Troy McQuillen kicked off the presentation by providing an overview of the Facilities Department, highlighting its personnel, services, and key data on the properties and square footage managed by the team. He also shared updates from the Construction Management Department, including the completion of the college's first Climate Action Plan. Troy outlined future projects such as the renovation of Kirkwood Hall and the main campus roadway project, as well as ongoing initiatives tied to the Facilities Master Plan and campus sustainability goals.

Cale Lowen discussed his team's responsibilities for compliance and enterprise operations. He highlighted progress in public safety initiatives, including improvements to campus cameras and access control systems, as well as the extensive number of monthly and annual compliance checks. He also touched on operational areas like room scheduling, fleet management, and mail services.

Jim Bayne reviewed custodial services at both main and off-campus locations. He emphasized advancements like the deployment of two Tennant robotic floor scrubbers in Linn Hall and the five-plex and ongoing efforts to adopt more sustainable paper products and cleaning supplies.

Brett Eilers provided insights into the work of the Grounds Department, detailing the maintenance of 130 acres of turfgrass, 41 acres of prairie, 72 acres of parking lots, and 15 miles of roads and sidewalks. He also noted the inventory of over 2,500 trees on the main campus and Kirkwood's designation as a Tree Campus USA.

Colby Dye summarized the efforts of the Maintenance and Automation teams. The Maintenance team, consisting of 12 technicians, handles mechanical, electrical, and plumbing issues while performing preventative maintenance on critical equipment like pumps, chillers, and boilers. The Automation team, with three controls technicians, manages campus-wide temperature control systems, including replacements, upgrades, maintenance, and project management. Colby also highlighted the work of the asset and warehouse teams, which catalog and manage over 6,000 assets. Finally, he introduced Zoe Harris, who leads the Environmental, Health, and Safety (EHS) department, ensuring OSHA compliance, safety training, and departmental lab requirements.

### **Financial Report**

Treasurer Dunning provided a high-level review of changes to the FY25 projected revenues for operating Fund 1 at the November 2024 board meeting for the period of July 2024 through September 2024. Through September 2024, credit tuition is projected to exceed budget by \$397k. Sales & Services revenue is projected to exceed budget by \$228k. Investment income is projected to exceed budget by \$719k 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 \$1.15M.

Overall expenses for operating Fund 1 are projected to remain within the budget for FY25. Key expense savings include Salaries and Benefits savings of \$2.15M due to savings from unfilled open positions. Non-Capital Equipment expenses are projected to exceed the budget by \$77k, 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 \$151k. 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 remain strong with the College having 153 days of unrestricted days reserved at the end of October 2024, when compared to a KPI of 75 days.

### **CONSENT AGENDA**

Trustees Jensen and Doerge moved and seconded approval of the Consent Agenda. Motion carried: 6-0. Trustee Thys abstained.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills:
  - 1. Kirkwood Community College pages 1 through 82 for a total of \$12,656,579.88
  - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$364,769.23
- C. Certificates, Invoices, Change Orders
- D. Approved – Final Reading of Revised Board Policy 204: Codes of the Board

## NEW BUSINESS AGENDA

### Administration

Trustees Thys and Bannon moved and seconded approval of Last Dollar Scholarship [LDS] for high demand programs as identified by Iowa Workforce Development. Five programs have been designated from our region:

- Automotive Service Technicians and Mechanics
- Business Administration: Accounting
- Veterinary Technologists and Technicians
- Construction Manager
- Business Administration: Marketing Management (new)

Motion carried: 7-0.

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

- Acterra Group, LLC, Marion
- Ledford Engineering, Cedar Rapids

Motion carried: 7-0

Trustees Doerge and Jensen moved and seconded the execution of Medical Laboratory Technology Joint Activity Agreements with the following colleges:

- Northwest Iowa Community College

Motion carried: 7-0

### Board

Trustee Williams and Doerge moved and seconded approval of the first reading of the revised Board Policy 212: Conduct of Meetings. Motion carried: 7-0.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### **President's Report**

- Kirkwood students participated in the **Veterans History Project** at the Veterans Memorial Building on November 8. Rochelle Fuller, from Senator Grassley's Office, sent their deepest appreciation to the Kirkwood representatives, describing them as impressive and wonderful to work with.
- The Kirkwood volleyball team won the Region 11 championship securing their automatic bid to the 2024 NJCAA DII Volleyball National Tournament. The Eagles will play Wednesday, November 20<sup>th</sup> at 7:30 p.m. at the Alliant Energy Powerhouse!
- The Visual and Performing Arts presented the musical "Into the Woods" as their fall musical. Performances ran from November 1-3 and November 7-9, showcasing the phenomenal talent and hard work of the cast and crew.
- During the Fall Kickoff, we held sessions centered on our mission, vision and values. The valuable feedback shared during these discussions has been instrumental, with the work scheduled for completion in the Spring 2025.

### **Secretary's Report**

- The Kirkwood Alumni and Friends Veterans Dinner is this evening.

- The Employee Recognition Ceremony and Collaborative Learning Day is planned for November 19, 2024.
- The Board's organizational meeting is set for December 5, 2024.
- The Kirkwood Holiday Reception for employees is December 6, 2024, from 3 to 5 pm in Iowa Hall.
- Winter break will be observed from December 24, 2024, through January 1, 2025.

**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 5:32 p.m. Motion carried: 7-0.

**Respectfully submitted by:**

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Peg Sprengeler, Board Secretary

Approved by Board on December 5, 2024:

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Tracy Pearson, Acting Chair

**Board of Trustees' Agenda  
November 11, 2024**

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Replaces/New</b>
Jourdan Jiruska*	Clinical Compliance Manager	Continuing Ed	07/29/2024	Mike Robinson
Kristi Hanson*	Program Developer	Continuing Ed	07/29/2024	Jourdan Jiruska
Kim Novotny	Department Assistant	Ag Science	10/14/2024	Kristine Wies
Peggy Linden	Financial Aid Advisor	Student Services	10/14/2024	Chase Becicka
Annie Palas	Operations Coordinator	Facilities	10/28/2024	Mitch Hlavacek
Sadie McBride	Registration Support Assistant	Continuing Education	10/28/2024	Dylan Cavanaugh
Sandra Lopez	Custodian	Facilities	10/14/2024	Jordan Barnes
Michael Posivio	Department Assistant- Temp	Nursing	10/28/2024	Rene Morris
Scott Kinch	Maintenance Tech II	Facilities	10/28/2024	Randy Drafahl
Brandyn Chapman	Academic Advisor	Academic Advising	10/28/2024	Kayla Bowley
Lauren Brose	Senior Business Analyst	Continuing Ed	10/28/2024	Kristi Hanson
Dana Wigg	Transcript Specialist	Registrar	11/11/2024	NEW
Hayden Westphal	Controls Engineer	Facilities	11/11/2024	Brad Flaucher
Josh Cobb	Custodian	Facilities	11/04/2024	Lorenzo Irvin
Ryan Helton	Custodian	Facilities	11/11/2024	Nicole Saldivar-Forbes
Christopher Thorpe	Instructor	Industrial Technology	11/11/2024	Phil Schwickerath
Tyler Laing	Program Specialist	K-12 Partnerships	11/11/2024	Heather George
Joshua D'Amico	Admissions Advisor	Admissions	12/09/2024	Maggie Francis
Maia Korsmo	Admissions Advisor- Temp	Admissions	12/09/2024	NEW- Temp
Katie Strand*	Academic Advisor	Academic Advising	10/28/2024	Amalia Riordan

\*Internal Transfer  
\*\* Internal Promotion

**Separation of Employment**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Lawrence Parrott	Equity Student Success Coach	Student Equity, Inclusion & Support	10/18/2024
Gary Yanda	Maintenance Technician	Facilities	10/14/2024
AJ Richard	Senior Student Support Specialist	Dean of Students	11/07/2024
Sue Novak	Department Assistant	Industrial Technology	01/02/2025
Colleen Rivera	Instructor	IMCC	11/15/2024