

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, April 10, 2025, 4:30 P.M.
Kirkwood Regional Center at the University of Iowa

MINUTES

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

Absent: Trustee Keith Stamp

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

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

Public comments: four members of the public spoke in support of Andrea Wilson, faculty.

Chair Pearson declared the meeting open for public hearing at 4:40 p.m. regarding the FY26 Proposed Budget. There being no questions or comments, Trustees Wright and Williams moved and seconded the hearing to be closed at 4:40 p.m. Motion carried: 8-0.

Student Perspectives

Lori Brown, Associate Professor-Management in the Business and Information Technology department, introduced student speakers who recently returned from an enriching study abroad experience in Bordeaux, France. These students were selected to participate in a prestigious international project known as **“Erasmus+/6 Bridges,”** which brings together students from six higher education institutions across Europe.

The Kirkwood students collaborated with peers from five European countries on a unique academic initiative focused on Business Administration. The host institution, Lycée Brémontier in Bordeaux, extended a special invitation to Kirkwood students and faculty based on the college’s strong reputation in virtual exchange and student aboard programs.

Trustees Thys and Doerge moved and seconded approval of the April 10, 2025, agenda. Motion carried: 8-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- April’s Student of the Month is Darren Rink, a standout student in the Paralegal program.
- It’s been an extraordinary season for the Kirkwood Eagles basketball teams — the women’s team earned a fourth-place national finish, while the men’s team claimed the national championship title! A celebration was held on April 1 to honor their incredible achievement.
- Congresswoman Ashley Hinson visited Kirkwood’s Aviation Maintenance Technician program on March 28, touring the college’s hangar at the Eastern Iowa Airport.
- From March 28–30, the Kirkwood Visual and Performing Arts program staged its spring production, *Silent Sky* — the inspiring story of 19th-century astronomer Henrietta Leavitt.
- The Kirkwood Library launched a new and creative initiative: a Seed Library, where students can check out seeds for vegetables, herbs, and flowers — just like borrowing a book!

Kirkwood Regional Center at the University of Iowa [KRCUI] Update

Melissa Payne, Jasmine Almoayyed, and Jennifer Bradley provided an overview of the services and activities happening at KRCUI. Payne highlighted enrollment numbers, the staff and services supporting students at the KRCUI location and introduced work study student Shelby Adamiec. Almoayyed featured demographic information about the wide range of students in secondary programs, including English Language, High School Completion, and Workforce Programs. Bradley focused on credit programing in the Arts and Sciences and Health, the academic services available in the Learning Commons and Test Center, as well as the growing English Language Acquisition population.

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 February 2025. Through February 2025, credit tuition is projected to exceed the budget by \$510k. Investment income is projected to exceed the budget by \$1.26M 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 \$2.11M.

Overall expenses for operating Fund 1 are projected to remain within budget for FY25. Key expense savings include Salaries and Benefits savings of \$3.15M due to savings from unfilled open positions. Non-Capital Equipment expenses are projected to exceed budget by \$204k, these costs will be absorbed by savings in other expense categories. In total operating expenses are currently projected to end the year within budget. Fund 3 is projected to end the year with a net loss of \$117k.

Cash balances for February and March month end were reviewed. Cash Balances for February remain strong with the College having 157 days of unrestricted days reserve at the end of February 2025, when compared to a KPI of 75 days. Cash Balances for March dropped to 124 days of unrestricted cash reserve due to a timing issue related to cash outflows for the purchase of 1025 Kirkwood Parkway SW, Cedar Rapids, IA.

Treasurer Dunning also provided a high-level review of the property tax levies for FY26. The general fund reflects the operating revenue and expenditures of Kirkwood in the College's unrestricted fund and restricted fund. The general fund budget for FY26 is a surplus of \$2.73M with revenues exceeding expenditures to address a fund balance deficit in the restricted fund. Staff will be working on finalizing the operating revenue and expenditures budget with a plan to bring the final version back to the Board at its June 2025 meeting. Any adjustments will not impact the property tax levy rate as those items are set in published public hearing budget. The plant funds budget is used to pay for construction projects. The plant fund budget for FY26 is a proposed deficit budget of \$2.76M using accumulated fund balances to pay for construction costs on campus. The bond & interest fund is used to pay the principal and interest on debt and is a balanced budget with revenues equal to expenditures.

For FY26 taxable valuations have increased 3.9%, which is greater than the five-year average of 3.1%. FY26 property tax levy rate will increase to \$1.43000 per \$1,000 valuation. Comparing the FY26 property tax revenue increase of \$2.7M is greater than the five-year average of \$2.1M.

CONSENT AGENDA

Trustees Wright and Bannon 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 77 for a total of \$11,345,060.64
 - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$338,848.98
- C. Approval – Board minutes from March 6, 2025
- D. Approval – Final reading of Board Policies
 - 1. Board Policy 601: Curriculum
- E. Approval – Review of Current Board Policies
 - 1. Board Policy 502: Student Rights and Assurances

2. Board Policy 607: Advisory Committee Organizational and Membership
3. Board Policy 608: Instructional Oral Communication Competence of Instructional Staff

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 Jensen and Caves moved and seconded the approval of the recommended proposed project bid for the 2025 Institutional Roadway Improvement Project. Motion carried: 8-0

Trustees Williams and Wright moved and seconded the approval of the Budget for Fiscal Year 2025-2026 and setting the total tax rate per \$1,000 at \$1.43000. Motion carried: 8-0.

Trustees Wright and Williams moved and seconded the approval of a resolution declaring an official intent under Iowa code chapter 260G to designate the use of the FY25 ACE-PIAP award for the enhancement, construction and/or renovation of existing and/or new space at the college to be determined at a later date. Motion carried: 8-0.

Trustees Doege and Jensen moved and seconded approval of the new Accelerated Career Education (ACE) Program agreement with JetAir, Inc., Cedar Rapids, pursuant to Chapter 260G, Code of Iowa. Motion carried: 8-0.

Trustees Thys and Doerge moved and seconded approval of the Preliminary Industrial New Jobs Training Agreements [260E] with:

1. Ingredion Incorporated, Cedar Rapids

Motion carried: 8-0.

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

1. ASD Displays, LLC, Marion
2. Frontier Co-op, Norway
3. Lil' Drug Store Products, Inc., Cedar Rapids

Motion carried: 8-0.

Trustees Jensen and Wright moved and seconded approval of a resolution directing the publication of a Notice of Intention to issue not to exceed \$6,000,000.00 aggregate principal amount of Industrial New Jobs Training Certificates and calling a public hearing on the proposal to issue said certificates set for May 8, 2025, at 4:30 p.m. at the Kirkwood Community College – BA Jensen Board Room, Kirkwood Hall. Motion carried: 8-0.

Trustees Caves and Doerge moved and seconded approval of the execution of a Surgical Tech Joint Activity Agreement with Northeast Iowa Community College. Motion carried: 8-0.

Board

Trustees Williams and Thys moved and seconded approval of the first reading of Board Policy 606: International Students. Motion carried: 8-0

Trustees Jensen and Williams moved and seconded approval of the first reading of Board Policy 500: Student Conduct and Expectations. Motion carried: 8-0

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Kirkwood has seen an improvement over the previous year in key performance indicators related to student persistence, retention and completion.
- Results from the Q12 employee engagement survey results are in – and the scores show a positive upward trend, reflecting stronger engagement across the college.
- President Fisher attended several events on main campus recently including the retiree luncheon, the Endowed faculty Chair, the Outstanding Student Reception, and Hospitality Program. She hosted several recognition luncheons at the campus home for League of Innovation winners, Student Home Building Competition winners and the Men's Basketball NJCAA National Champions.

Legislative Update

- Jasmine Almoayyed provided a brief update on current legislation being considered in the Iowa House that may impact higher education.

Secretary's Report

- **The spring board retreat is April 24, 2025, in the Tippie Business Event Room, The Hotel at Kirkwood.**
- **Commencement**
 - **College: May 17, 2025, at the Alliant Energy Powerhouse**
 - **HSED: June 16, 2025, at The Hotel at Kirkwood**
- **The summer Trustee Conference is July 9-10, 2025, at Iowa Central Community College.**
- **The 2025 ACCT Leadership Congress will be held in New Orleans, Louisiana October 22-25, 2025.**

Report of Board Members

No report.

There being no further business coming before the Board, Trustees Williams and Wright moved and seconded the meeting be adjourned at 6:14 p.m. Motion carried: 8-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on May 8, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
April 10, 2025**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Faith Curtis	Instructor, ASP	Secondary Programs	03/14/2025	Paul Reimann
Mary Stevens	Test Center Support Specialist	Test Center	03/17/2025	Chris DeLine
Sabrina Tapps Fee	Academic Advisor	Academic Advising	03/31/2025	Mary Kay Van Oort
Kate Pruess	Student & Academic Support Coordinator	K-12 Partnerships	05/12/2025	Ellie Healy
Charles Berggren	Grounds Maintenance Worker	Grounds	03/31/2025	Corinne Newport
Ben Hoy	Banquet Manager	The Hotel	03/21/2025	Michael Seebeck
Nichelle Cline*	OTA Program Director	Allied Health	05/26/2025	Laura Green
John Arnold	Instructor	Math/Science	08/04/2025	James Gronewold
April Bohnenkamp	Instructor	Math/Science	08/04/2025	DJ Hennager
Maia Augustine	Admissions Advisor	Admissions	03/31/2025	Rebecca Vanderheiden
*Internal Transfer				

Separation of Employment

Name	Title	Department	Effective Date
Rebecca Vanderheiden	Admissions Advisor	Admissions	03/21/2025
Mark Matthiessen	Instructor, ASP	Secondary Programs	03/25/2025
Jacklyn Gillen	Senior Manager	Continuing Ed	04/11/2025
Paul Ruffalo	Instructor	Business & IT	05/09/2025
Andrea Wilson	Instructor	Social Sciences	08/31/2025

Status Change

Name	Title	Department	Effective	Status
David Brandstetter	Professor	Arts and Humanities	09/01/2025	201-day to 174-day

Retirement (Non-Incentive)

Name	Title	Department	Effective
Brenda Steinke	Operations Coordinator	Business and IT	07/02/2025

Termination of Continuing Contract

Consideration of termination of continuing contracts, effective date as noted below, for those individuals not requesting private hearings and for those which notices of termination have been served, as required by Chapter 279.15 of Iowa code. The President recommends their termination as follows:

Name	Title	Department	Effective Date
Amanda Albertsen	Instructor/Coordinator, Kirkwood Center for Lifelong Learning	Secondary Programs	06/30/2025
Nikki Chambers	Instructor/Coordinator, Anamosa State Penitentiary	Secondary Programs	06/30/2025
Kris Farrar	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2025
Brad Gardner	Instructor, Kirkwood Center for Lifelong Learning	Secondary Programs	06/30/2025
Anita Gerdes Kramer	Instructor, Anamosa State Penitentiary	Secondary Programs	06/30/2025
Kristin Ho	Instructor/Coordinator, Kirkwood Regional Center at U of I	Secondary Programs	06/30/2025
Mahjabeen Hussain	Instructor, Kirkwood Regional Center at U of I	Secondary Programs	06/30/2025
Alex Kuntz	Instructor, Iowa Medical Classification Center	Secondary Program	06/30/2025
Alexandra Lubbers	Instructor/Coordinator, Kirkwood Regional Center at U of I	Secondary Programs	06/30/2025
Joshua Luckey	Instructor/Coordinator, Iowa Medical Classification Center	Secondary Programs	06/30/2025
Sean McAtee	Instructor, Kirkwood Center for Lifelong Learning	Secondary Programs	08/31/2025

Jennifer Mooney
Mary Shanney
Audrey Skoog

Instructor/Coordinator, Kirkwood Regional Center at U of I
Instructor, Iowa Medical Classification Center
Instructor, Anamosa State Penitentiary

Secondary Programs
Secondary Programs
Secondary Programs

06/30/2025
06/30/2025
06/30/2025