

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, May 8, 2025, 4:30 P.M.
B.A. Jensen Board Room

MINUTES

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

Absent: Trustees Steve Caves, Lorraine Williams and Leslie Wright

Also Present: Kristie Fisher, President; Casey Dunning, Treasurer; Peg Sprengeler, Secretary; Andy Mills, KFA Representative and Ethan Wykert, KSA Representative [Zoom].

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

No public comments.

Chair Pearson declared the meeting open for a public hearing at 4:31 p.m. regarding the issuance and sale of Industrial New Jobs Training Certificates. There being no questions or comments, Trustees Thys and Jensen moved and seconded the hearing be closed at 4:31 p.m. Motion carried: 6-0.

Student Perspectives

Jasmine Almoayyed, Vice President-Continuing Ed & Training Services, introduced Catherine Tasker, student speaker. Catherine first connected with Kirkwood through the HiSET program, earning her high-school equivalency diploma while simultaneously taking part in *Kirkwood's Creating Futures* youth initiative. Today, she is continuing her journey as a Parks & Natural Resources A.A.S. student—an inspiring testament to the power of stackable pathways and wrap-around support at Kirkwood.

Trustees Jensen and Stamp moved and seconded approval of the May 8, 2025, agenda. Motion carried: 6-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- Gianna Send, a Human Services student, has been named May student of the Month.
- Students from the Automotive Collision Repair, Automotive Technology, and CAD/Mechanical Engineering Technology programs participated in the SkillsUSA Iowa Championships, earning an impressive three gold medals, one silver, and one bronze.
- Interior Design and Interior Architecture students Michael Hernandez Reyes and Hailey Reicks received Honorable Mention in the 2025 International Interior Design Association Student Design Competition.
- Kirkwood was recognized with the 2024 Tree Campus USA Award at the Annual Community Forestry Awards Luncheon in Ankeny on April 3.
- Jennifer Bradley, Vice President of Academic Affairs, was honored as one of the Cedar Rapids Gazette's 2024 HER Women of Achievement award recipients.

Community Colleges for Iowa – Trustee Handbook Project

Community Colleges for Iowa is developing a Trustee Handbook that will feature insights and reflections from trustees across the state. Each participating trustee will share a personal story or key takeaway from their board service, which will be presented as short case studies throughout the handbook. These case studies will highlight core areas of board governance, including:

- The board-president relationship
- Fiscal oversight and responsibilities
- Effective board management practices and processes

The intent is to create space for trustees to reflect on their experiences and offer meaningful lessons learned—an approach that aligns with the priorities identified by our own board. A more comprehensive draft of the Trustee Handbook will be shared at the Trustee Conference in July, with additional opportunities for feedback and contributions.

WARN System

Jasmine Almoayyed, Vice President-Continuing Ed & Training Services, provided an overview of the Worker Adjustment and Retraining Notification (WARN) process and the coordinated local response led by Kirkwood Community College (Title I) and Iowa Workforce Development (Title III). The WARN Act requires advance notice of mass layoffs, with Iowa law extending that responsibility to employers with 25 or more employees. Early notification allows for critical planning and deployment of support services to impacted workers and their communities.

The presentation outlined how the regional Rapid Response team engages employers and union representatives shortly after notice is received to coordinate a plan of action. Worker Information Meetings (WIMs), held onsite and during paid work hours, serve as a key touchpoint where affected employees receive information on unemployment benefits, retraining options, and local support resources. Follow-up activities—such as tailored workshops and employer-coordinated job fairs—ensure continued access to employment and education pathways.

Through the Dislocated Worker Program, Kirkwood provides individualized assistance including intensive job search support, digital literacy, and eligibility-based training services. These efforts not only assist workers in transitioning to new opportunities but also strengthen community workforce resilience during times of economic disruption.

Financial Report

Treasurer Dunning provided a high-level review of changes to the FY25 projected revenues for operating Fund 1 at the May 2025 board meeting for the period of July 2024 through March 2025. Through March 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. The College does not plan to request any revenue from the Kirkwood Community College Foundation to cover their operating expenses, which had been budgeted at \$700k of revenue for FY2025. Overall, actual revenue is projected to exceed budget revenue by \$1.44M.

Overall expenses for operating Fund 1 are projected to remain within budget for FY25. Key expense savings include Salaries and Benefits savings of \$3.19M due to savings from unfilled open positions. Operating Expenses are projected to come in \$2.38M under budget across all expense categories. Fund 3 is projected to end the year with a net loss of \$117k.

Cash balances for April month-end were reviewed. Cash Balances for April remain strong with the College having 161 days of unrestricted days, when compared to a KPI of 75 days.

Treasurer Dunning also provided a high-level review of the proposed credit tuition rates for AY2025-26 including a comparison of rates from AY2024-25 for all community colleges. Further updates on AY2025-26 tuition rates for community colleges in Iowa will be provided at a future Board meeting.

CONSENT AGENDA

Trustees Wright and Bannon moved and seconded approval of the Consent Agenda. Motion carried: 6-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills
 1. Kirkwood Community College pages 1 through 60 for a total of \$13,052,451.81
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$221,244.61
- C. Approval – Board minutes from April 10, 2025
- D. Approval – Final reading of Board Policies

1. Board Policy 500: Student Conduct and Expectations_May2025
 2. Board Policy 606: Educational Program and Instruction_International Students_May2025
- E. Approval – Review of Current Board Policies
1. Board Policy 503: Tuition, Fees and Financial Aid
 2. Board Policy 504: Transfer Credit_May2025

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 Bannon and Doerge moved and seconded the approval for setting tuition increase for AY2025-26 of \$4.00 per credit hour resulting in tuition of \$221.00 per Credit Hour for Iowa residents, \$296.00 per Credit Hour for Non-Residents and \$400.00 per Credit Hour for International. The technology fee of \$50/per semester will remain the same for FY26. Motion carried: 6-0

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

1. Elite Stone Fabrication, Lisbon

Motion carried: 6-0.

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

1. Automation Systems and Control, Inc. d/b/a ESCO Group, Marion
2. Field Day Brewing Co., North Liberty
3. Lesaffre, Cedar Rapids
4. Red Star Yeast Company, LLC, Cedar Rapids
5. Bio Springer North America Corporate, Cedar Rapids
6. Parry Labs, Marion

Motion carried: 6-0.

Trustees Bannon and Doerge moved and seconded approval of directing the sale and authorizing the issuance of \$6,000,000.00 Industrial New Jobs Training Certificates. This measure provides for the securing of such certificates for the purpose of carrying out New Jobs Training Programs. Motion carried: 6-0.

Trustees Jensen and Bannon moved and seconded approval of the addition of a new credit program, Business Analytics technician Program, A.A.S. Degree. Motion carried: 6-0.

Trustees Doerge and Thys moved and seconded the adoption of the College's updated Mission and Values statement. Motion carried: 6-0.

Board

Trustees Bannon and Doerge moved and seconded the employment contract for Dr. Kristie Fisher, which includes a 3% increase in salary for a total of \$371,437. This represents the same increase offered to all full-time employees at 3%. Motion carried: 6-0

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Earlier today, President Fisher and Dr. Jennifer Bradley met with the Iowa State Board of Education to share highlights from two of Kirkwood's programs: Parks & Natural Resources and Fire Science Technology.
- Congratulations to the Kirkwood Eagles Golf Team on qualifying for Nationals and to the Kirkwood Eagles Softball Team on advancing to the NJCAA Division II Softball World Series! In recognition of their outstanding achievements, celebration luncheons will be held at the Campus Home on Monday, May 12 and Wednesday, May 14, 2025, respectively.
- The Kirkwood Men's Basketball Team was originally invited to the White House to participate in an event honoring athletics at two-year colleges. Although the event was ultimately canceled, the team traveled to Washington, D.C. as planned, where they took advantage of the opportunity to explore the capital and meet with Senator Chuck Grassley and Representative Ashley Hinson.

Legislative Update

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

Secretary's Report

- Summer hours begin the week of May 19 [May 19 through August 8, 2025]. The college will be working 4, 9-hour days and on Friday, the college is closed.
- Kirkwood's Commencement ceremony is Saturday, May 17, 2025, at the Alliant Energy Powerhouse.
- The HiSet graduation ceremony is scheduled for Monday, June 16, 2025, at The Hotel at Kirkwood, Ballroom.
- 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 22nd-25th.

Report of Board Members

Vice Chair Alan Jensen shared that the State Education Board for Community Colleges, on which he serves, met yesterday morning to discuss how success is defined for concurrent enrollment students. Kasey Keeling, Director of the Benton County Center, delivered a well-received presentation to the board. The board intends to continue this discussion in August via Zoom, with Kasey joining the conversation once again.

There being no further business coming before the Board, Trustees Stamp and Doerge moved and seconded the meeting be adjourned at 5:51 p.m. Motion carried: 6-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on June 12, 2025:

Tracy Pearson, Chair

Board of Trustees' Agenda May 08, 2025

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Amy Burgess	Custodian	Custodial	04/14/2025	Richard Dixon
Matthew Foy	Instructor	Communication, English & Media	08/04/2025	Cahterine Schaff-Stump
Kaylin Seeman	Lab Specialist	Math/Science	04/28/2025	April Bohnenkamp
Elizabeth O'Brien	International Student Services Specialist	Global Learning	05/05/2025	Whitney Uzomah

*Internal Transfer

Separation of Employment

Name	Title	Department	Effective Date
Taylor Henrichs	Senior Marketing Strategist	Marketing	04/18/2025
Bridget Ahlrichs	Academic Advisor	Academic Advising	05/16/2025
Laura Yost	Instructional Designer	AISD	06/19/2025
Annie Palas	Operations Coordinator	Facilities	05/09/2025
Whitney Uzomah	Associate Director	Global Learning	05/14/2025

Summer Contract Extensions

Consideration of a one-time extension of the following faculty member's 2024/2025 contract for the days indicated:

Name	Days	Name	Days	Name	Days
Tara Allen	10	Ben Jensen	29	Jillissa Moorman	29
Lisa Angelella	29	Sophie Joly	29	Shelby Myers	10
Michael Barshis	5	David Keller	20	Olga Petrova	29
Ambre Bernards	29	Finn Kolsrud	29	Tim Robbins	29
Eliot Blake	29	Phil Koopman	29	Jeff Sadler	29
Natalia Cherjovsky	29	Greg Krawiec	29	Todd Saville	10
Dane Dermody	29	Florencia Lynch	29	Renee Schlueter	10
Austin Flugum	29	Chris McCord	29	Greta Songe	10
Anthony Green	5	David McMahon	10	RaeAnn Swanson-Evans	29
Richard Heath	29	Emily McWorthy	29	Jessica Westin	29
David Horsfield	29	Andy Mills	29		