

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, November 13, 2025, 4:30 P.M.
Tippie Business Event 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; Chad Little, KFA Representative and Ramona Taylor, KSA Representative.

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

No public comments.

Student Perspectives

Carla Andorf, Executive Director-Skills to Employment, introduced Videme Senah. Videme came to the Kirkwood Skills to Employment (StE) team seeking support to begin the nursing pathway through the CNA certificate. After identifying a need for stronger English skills, StE connected her with the Adult Basic Education team, where she completed the Basic Healthcare Communication course. She then qualified for GAP tuition assistance, is scheduled to finish her CNA exams in November, and has already been approved for partial funding toward her LPN diploma. Videme's progress highlights the strong collaboration across Kirkwood's programs to help students reach their goals.

Trustees Wright and Williams moved and seconded approval of the November 13, 2025, agenda.
Motion carried: 9-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- Anissa Sailer, Vet Tech student, has been named November Student of the month.
- Kirkwood hosted the Cedar County Leadership Council Meeting in Tipton, bringing together college leaders, Cedar County educators, community members, and alumni.
- More than 100 Kirkwood students took part in the Business and Information Technology Department's annual Business Professionalism Etiquette Luncheon.
- Kirkwood Women's Basketball Coach Kim Muhl has been selected for induction into the Women's Basketball Hall of Fame, joining the Class of 2025.
- Kirkwood's Workplace Learning Connection was recently recognized by the U.S. Department of Education as one of the top 10 work-based learning organizations in the nation.

Workplace Learning Connection

Kristine Bullock, Director of Workplace Learning Connection, provided an update on Workplace Learning Connection's designation as a top 10 work-based learning ecosystem through the US Department of Education's Career Z Challenge. Bullock highlighted the long-standing partnerships with all K-12 districts in the region to scale career exploration experiences that prepare students for concurrent enrollment and the development of purposeful post-secondary training plans.

Financial Report

Treasurer Dunning provided a high-level review of changes to the FY26 projected revenue for Operating Fund 1 at the November 2025 board meeting for the period of July 2025 through September 2025. Through September 2025, credit tuition is projected to exceed budget by \$511k. Contracted training and non-credit tuition revenue is projected to fall short of budget by \$422k. Investment income is projected to exceed budget by \$835k due to steady interest rates and interest from a Certificate of Deposit investment. Overall, actual revenue is projected to exceed budget revenue by \$968k.

Overall expenses for operating Fund 1 are projected to remain within budget for FY25. Key expense savings include Salaries and Benefits savings of \$2.36M due to savings from unfilled open positions. All operating expense categories are currently projected to end the year within budget.

Fund 3 is projected to end the year in line with budget. A more refined estimate for the enterprise operations will be presented in the Spring when a larger share of operating revenues has been received at the major enterprises.

Cash balances remain strong with the College having 190 days of unrestricted days reserve at the end of October 2025, when compared to a KPI of 90 days. The increase in cash reserves in October is attributable to the timing of the College receiving its first installment of property tax revenues from September due dated taxes.

CONSENT AGENDA

Trustees Wright and Caves 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 76 for a total of \$15,545,622.50
 - 2. The Hotel at Kirkwood Center pages 1 through 5 for a total of \$553,313.37
- C. Change Orders:
 - 1. Garling Construction, Kirkwood Hall Renovation – \$4,375.92
- D. Board minutes from October 16, 2025
- E. Approval – Board Policy Review
 - 1. Board Policy 405: Retirement Incentive Program
- F. Review of Current Board Policy Review
 - 1. Board Policy 304: Campus Safety and Security
 - 2. Board Policy 700: IT Operational

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 Bannon moved and seconded the approval of the Quality Faculty Plan, which outlines Kirkwood's plan for the hiring and professional development of faculty. Institutional Quality Faculty Plans [QFP] are required to meet the standards of 281-IAC 24.5(5). Motion carried: 9-0

Board

Trustees Stamp and Doerge moved and seconded the approval of the first reading of Board Policy 701: IT Security. Motion carried: 9-0.

Trustees Williams and Thys moved and seconded the approval of the first reading of Board Policy 702: IT Data Assurance. Motion carried: 9-0.

Trustees Doerge and Wright moved and seconded the approval of the first reading of Board Policy 305: Sustainability. Motion carried: 9-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- Local media recently highlighted Kirkwood students' hands-on emergency response training during a full-scale simulation at the Katz Family Healthcare Simulation Center.
- Community Colleges for Iowa unveiled their 2026 Legislative Priorities, which will further support our ability to fulfill our mission.
- Kirkwood and Mount Mercy University met recently to explore partnership opportunities and future initiatives.
- The Kirkwood Eagles volleyball team secured the #1 seed for the 2025 NJCAA DII Volleyball National Tournament, kicking off November 19th at the Alliant Energy Powerhouse.

Secretary's Report

- The Employee Recognition Ceremony & Collaborative Learning Day is scheduled for November 18, 2025.
- The Presidential Legislative Reception will be held on November 18, 2025, beginning at 5 p.m. in the Katz Family Healthcare Simulation Center.
- The organizational meeting of the Board will be held on Tuesday, December 9, 2025.
- Winter break is scheduled for December 24, 2025, through January 1, 2026.

Report of Board Members

No reports from the Board.

There being no further business coming before the Board, Trustees Wright and Williams moved and seconded the meeting be adjourned at 5:40 p.m. Motion carried: 9-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on December 9, 2025:

Tracy Pearson, Chair

**Board of Trustees' Agenda
November 13, 2025**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Tammy Baily*	Registration Support Assistant	Continuing Ed	10/20/2025	Roxanne Foley
JohnDavid Graziano	Instructor	Health Programs	11/10/2025	Claire Garner
Devin Brenke	Custodian	Facilities	10/27/2025	Karen Burrow
Christina Warner	Custodian	Facilities	10/27/2025	Bill Rowell
Carrie Barker*	Student Retention & Recruitment Specialist	Industrial Technology	11/10/2025	NEW
Aaron Hadley	Public Safety Officer	Facilities	11/10/2025	Eric Henline
Shane Ersland	Custodian	Facilities	10/27/2025	Cheick Traore
Jennifer Reeve	Instructor	Health-Nursing	01/05/2026	Chris McCord

*Internal Transfer

Separation of Employment

Name	Title	Department	Effective Date
Tony Roe	Director	Facilities	10/24/2025
Emily Logan	Dean	Continuing Ed	10/21/2025
Amanda Ussery	Academic Advisor	Academic Advising	11/07/2025
Cheick Abou Traore	Custodian	Facilities	10/30/2025
Lauren Brose	Senior Business Analyst	Continuing Education	11/05/2025
Jeremiah Cross	Operations Coordinator	Equestrian Center	10/31/2025