

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, October 16, 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, and Lorraine Williams.

Absent: Trustee Leslie Wright

Also Present: Kristie Fisher, President; Casey Dunning, Treasurer; Peg Sprengeler, Secretary; Chad Little, KFA Representative and Ramona Kline, KSA Representative.

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

No public comments.

Student Perspectives

Melissa Payne, Vice President-Student Services, introduced Emily Naughton, a sophomore from Raymond, Iowa, and a standout member of Kirkwood's volleyball team, currently ranked 4th in the nation. Emily is pursuing a degree in Liberal Arts and plans to transfer next year to continue both her athletic and academic journey, with the goal of majoring in Sports Management. In addition to excelling on the court, she serves as a representative of the volleyball program on the Student Athlete Advisory Committee, has earned recognition on the Academic All-Region Team, and contributes to the Kirkwood community through her part-time work in Johnson Hall and at the Kirkwood Rec Center.

Trustees Doerge and Stamp moved and seconded approval of the September 18, 2025, agenda. Motion carried: 8-0

INFORMATIONAL ITEMS

Kirkwood Report

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

- Lama Mohamed, an international student from the Sudan studying Liberal Arts, has been named the October Student of the Month.
- Kirkwood's Hospitality Management program has been named the 2025 Champion of the Year by the Iowa Hotel & Lodging Association.
- Kirkwood is once again hosting the fall series of County Leadership Council meetings. Four of the five sessions have already taken place in Jones, Iowa, Washington, and Benton Counties.
- On Saturday, Kirkwood's Veterinary Technician program welcomed guests to its annual open house at the Veterinary Technology Center on main campus.
- Kirkwood's Horticulture Science students recently assisted with field preparations at Jack Trice Stadium ahead of the Cyclones' September 27 game against Arizona.

Community Colleges for Iowa

Monique Ellefson, Director of Strategic Initiatives for Community Colleges for Iowa, provided a brief update on Community Colleges for Iowa, legislative priorities and the upcoming Convention & Trade Show at the Des Moines Marriott December 2-4, 2025.

Fall Enrollment

Becky Weininger, Research Analyst, reported on the current enrollment for the Fall 2025 term based on the state reported compliance data.

Fall 2025 enrollment is 13,419 students, up 5% and enrolled in 111,657 credit hours, up 3% over Fall 2024. This is largely due to College Credit in High School students having increased 15%, and 14% increase in credit hours. The Fall 2025 overall student count is still 5% down compared to Fall 2019. Fall 2025 regular enrolled students saw a 1% decline in both students and credit hours.

Strategic Plan

Megan Thole, Senior Director of Institutional Planning, provided an update on FY2025 Institutional Student Success outcomes and presented the ongoing work of the FY2027-2030 Strategic Plan development. Persistence, Retention, and Full-time Completion continue to trend upward. The college continues to look for ways to best support our part-time completion rate.

Financial Report

Treasurer Dunning provided a high-level year-end review of Fiscal Year 2025 Operating Budget.

Fund 1 revenue actuals were \$102.2M for Fiscal Year 2025 which was approximately \$2.6M above the operating revenue budget of \$99.6M. Key items impacting FY25 operating revenues included credit tuition revenue (\$830K above budget due to an increase in credit hour actuals compared to Fiscal Year 2024), contracted training and non-credit tuition (\$206K above budget), and investment income (\$1.3M above budget due to higher than forecasted interest rates).

Fund 1 total expenditure actuals were \$94.8M for Fiscal Year 2025 which was approximately \$4.7M under the operating expense budget of \$99.6M. Key items impacting FY25 expenses include salaries & benefits (\$2.9M under budget) and operating/non-operating expenses (\$1.6M under budget).

In total, Fund 1 generated a net income of \$5.8M in Fiscal Year 2025. Treasurer Dunning reviewed plans for how the net income may be used in the future. The \$5.8M of net income will be transferred to the College's Special Project Reserve account to allow for the funds to be tracked and allocated to strategic priorities approved by Cabinet. Potential projects under review by leadership were briefly discussed.

Fund 3 accounts that maintain their fund balance were reviewed. A detailed overview of which auxiliary operations contributed to or spent from their fund balances was provided.

Cash balances as of September 2025 remain strong with the College having 148 days of cash on hand, when compared to a KPI of 90 days.

CONSENT AGENDA

Trustees Stamp 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 47 for a total of \$4,982,335.68
 - 2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$209,238.08
- C. Change Orders:
 - 1. Garling Construction, Kirkwood Hall Renovation – \$5,065.27
- D. Board minutes from September 18, 2025
- E. Approval – Strategic Plan
- F. Approval – Board Policy Review
 - 1. Removal of Guiding Principles Policy
 - 2. Board Policy 104: Mission, Vision and Values
 - 3. Board Policy 203: Finance Committee

NEW BUSINESS AGENDA

Administration

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

- AJM Auto Incorporated d/b/a Horn Automotive, Marion-IA

Motion carried: 8-0.

Board

Trustees Bannon and Doerge moved and seconded the approval of the first reading of Board Policy 405: Early Retirement Program. Motion carried: 8-0.

Trustees Caves and Doerge moved and seconded the approval of the 2026 Board Meeting Schedule. Motion carried: 8-0.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- The ACCT Leadership Congress is next week in New Orleans. Kirkwood will be represented with two presentations, each featuring participation from a trustee.
- The ACCT National Leadership Summit is February 8 – 11, 2026 in Washington, D.C.
- Under Iowa law, newly elected and appointed board members must complete approved training on open meetings and public records. We encourage all trustees to participate occasionally to stay current.
- Kirkwood follows a defined process for vaccination requirements, consistent with the specific needs of the health programs, and in compliance with Iowa Code Chapter 139.

Secretary's Report

- Employee Recognition Ceremony and Collaborative Learning Day are planned for November 18, 2025.
- The Samuel J. Kirkwood Society event will take place on October 14, 2025, at The Hotel at Kirkwood.
- The ACCT Leadership Congress is scheduled for October 22-25, 2025, with attendees including Fisher, Bannon, Caves, Doerge, Jensen, Pearson, Stamp, Williams and Wright.

Report of Board Members

No reports from the Board.

There being no further business coming before the Board, Trustees Stamp and Bannon moved and seconded the meeting be adjourned at 5:51 p.m. Motion carried: 8-0

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on November 13, 2025:

Tracy Pearson, Chair

Board of Trustees' Agenda October 16, 2025

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Deaunna Kimble	Program Advisor	Trio	09/29/2025	Allison Ster
Nia Martinez	Engagement & Student Success Coach	Engagement & Student Support	09/29/2025	Paulina Solis
Karen Burrow	Custodian	Facilities	09/29/2025	Cody Copeland-Damrow
Triveni Beerelli	Application Developer I	Technology Services	09/29/2025	Aatish Balla
Kate Pruess*	College & Career Transition Counselor	Admissions	10/13/2025	Katherine Anderson
Matthew Rosauer	Custodian	Facilities	10/13/2025	Mentor Cooper
Mariam Daoud	Engagement & Student Success Coach	Engagement & Student Support	10/20/2025	Deleigha Hodges
Shawn Rodriguez	Telecom Specialist/Technician	Technology Services	10/13/2025	Mary Payne
Lindsey Johnson	Custodian	Facilities	10/13/2025	Matt Cossolotto
Ian LeMasters	Program Developer	Continuing Ed	10/13/2025	Jackie Gillen

*Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Alex Brown	Senior Public Safety Officer	Facilities/Public Safety	10/06/2025
Karen Burrow	Custodian	Facilities	09/30/2025

Continuation of Contract

A recommendation was made to terminate the following individuals effective June 30, 2025, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals, effective July 1, 2025, contingent upon future funding:

Name	Title	Name	Title
Amanda Albertsen	Instructor/Coordinator	Alex Kuntz	Instructor, IMCC
Nikki Chambers	Instructor/Coordinator, ASP	Joshua Luckey	Instructor/Coordinator, IMCC
Faith Curtis	Instructor, ASP	Jennifer Mooney	Instructor/Coordinator
Kris Farrar	Instructor, ASP	Jeff Nance	Instructor, ASP
Brad Gardner	Instructor	Mary Shanney	Instructor, IMCC
Emma Holmes	Instructor/Coordinator	Audrey Skoog	Instructor, ASP
Mahjabeen Hussain	Instructor	Kaitlyn Vote	Instructor/Coordinator

A recommendation was made to terminate the following individuals effective August 31, 2025, due to uncertainty of funds, funds which have now been secured. Recommend the continuation of the contracts for the following named individuals, effective September 1, 2025, contingent upon future funding:

Sean McAtee Instructor