



## Board of Trustees Meeting | December 12, 2025 Minutes

Iowa Western Community College

12/12/2025 10:00 AMCST

@ Iowa Western Community College, 2700 College Rd, Council Bluffs, IA 51503

### **Attendance**

#### **Present:**

Members: Connie Hornbeck, Matt Johnson, Kirk Madsen, John Marshall MD, Kerry Newman, Randy Pash, Tom Riley

#### **Absent:**

Members: Chris Blake, Gilbert Thomas

#### 1. Call to Order

The meeting was called to order by Board Chair Connie Hornbeck.

#### 2. Roll Call

Board Chair Hornbeck asked for the roll call. Roll was taken by the Board Secretary.

#### 3. Approve Agenda

Board Chair Hornbeck asked if there were any additions or deletions to the meeting agenda. Hearing none, she asked for a motion to approve the agenda as presented.

#### **Motion:**

A motion was made to approve the agenda.

Motion moved by Kirk Madsen and motion seconded by Randy Pash. All aye votes were recorded. Motion carried

#### 4. Correct, Amend and Approve Minutes from the Regular Meeting held November 17, 2025

Board Chair Hornbeck asked if there were any amendments to the minutes from the November 17th Regular meeting. Hearing none, she asked for a motion to approve the minutes as presented.

 [Board of Trustees Meeting November 17, 2025 Minutes.pdf](#)

#### **Motion:**

A motion was made to approve the minutes as presented.

Motion moved by John Marshall MD and motion seconded by Kirk Madsen. All aye votes were recorded. Motion carried.

5. Oath of Office to Newly Elected Board Members

Board Chair Hornbeck congratulated the newly elected Trustees, Chris Blake, Matt Johnson, Kirk Madsen, Tom Riley and Randy Pash. The oath of office administered by the Board Chair. Chris Blake was not in attendance and will be administered the oath at the January meeting.

6. Selection of Temporary Board President

Board Chair Hornbeck appointed Erin McKee as the Temporary Board President.

7. Election of President

Mrs. McKee asked if there were any nominations on the floor for the office of President of the Board. Tom Riley nominated Connie Hornbeck for the office of President. Dr. John Marshall seconded the motion and asked that nominations cease. With the one nomination on the floor Mrs. McKee asked for a motion to elect Connie Hornbeck as the President of the Board.

**Motion:**

A motion was made to elect Connie Hornbeck as the President of the Board.

Motion moved by Matt Johnson and motion seconded by Kirk Madsen. All aye votes were recorded. Motion carried.

8. Election of Vice President

Mrs. McKee asked if there were any nominations on the floor for the office of Vice President of the Board. Matt Johnson nominated Dr. John Marshall for the office of Vice President. Tom Riley seconded the nomination. Hearing no other nominations, Mrs. McKee asked that nominations cease and asked for a motion to elect Dr. John Marshall as the Vice President of the Board.

**Motion:**

A motion was made to elect Dr. John Marshall as the Vice President of the Board.

Motion moved by Kirk Madsen and motion seconded by Randy Pash. All aye votes were recorded. Motion carried.

9. Oath of Office Administered to the President and Vice President

The oath of office was administered to the President and Vice President by the Temporary Board President Erin McKee.

10. Appoint Board Secretary and Treasurer

Board Chair Hornbeck appointed Erin McKee as the Board Secretary and Eddie Holtz as the Board Treasurer.

11. Oath of Office Administered to the Board Secretary and Treasurer

The oath of office was administered to the Board Secretary and the Board Treasurer by the Board Chair.

12. Selection of Community Colleges for Iowa Representative and Alternate

Board Chair Hornbeck appointed Tom Riley as the Community Colleges for Iowa representative. Randy Pash will serve as the alternate.

### 13. Public Comment

There were no members of the public present for comment and nothing was submitted in writing.

### 14. Monitoring Information About College Operations

#### 14.1. FY25 Audit Report

Mandi Holcomb and Mason Sander with Denman & Company joined the meeting via Zoom to present the Board with the FY25 Audit Report.

Dr. Kinney asked a question about the current process for Board members to review the bills each month. Currently two Board members serve as auditors at a meeting and review the bills. He asked the auditors opinion on sharing the bills in advance with the whole Board. There were no issues with the proposed process from the auditors. Trustees asked what they should be looking for each month when the review the bills. Mandi answered - large expenses, unexpected expenses, reimbursements back to the same person frequently, bids for big projects. Eddie will include a summary of the expense that he can include in his report each month. The Board will review this process more at the retreat.

 [IWCC Audit Communications Summary 2025 pdf.pdf](#)

 [IWCC Board Presentation - 6.30.2025.pptx](#)

#### 14.2. President's Report (Presenters: Dr. Dan Kinney, President)

Dr. Kinney updated the Trustees on the following:

- Today is the end of the fall semester and graduation.
- Thank you Dr. Marshall for the donation to fly the football team to the National Championship game. The game will be on ESPN U.
- Enrollment Report - Things are still tracking good for the spring. Winterim is down, but staff are anticipating it will pick up today. The spring administrative withdrawal for non-payment happened so staff are working with the students to set-up payment plans and get them back in classes.
- Transportation & Logistics Building - The project has started and you can see them pushing dirt. As of right now things are on track, but this will depend on what happens with weather this winter, but they are looking to dig the footings in March. Plans for the centers are moving forward, and fundraising has begun. Dr. Kinney has several meetings after the first of the year.
- Board Retreat - Dr. Kinney shared the proposed agenda items for the upcoming Board Retreat. Items include: policy updating plan, monthly financial review process, board self-evaluation, final KPI and dashboards, departmental updates and facility planning. Other items suggested by Trustees include: the board's role when there are terminations and regular presentations from students and/or academic programs (Dr. Kinney is looking to align this with program review).
- Jan 6-8 Dr. Kinney will be going to Pima for NC3 Leadership Bootcamp.

#### 14.3. Community Colleges for Iowa Report (Presenters: Tom Riley, Community Colleges for Iowa Representative)

Tom Riley, shared the following information from the Community Colleges for Iowa Board meeting:

- Voted on the PAC distribution funds - not much changed from last year. Tom will bring copies to the retreat for those interested in seeing the breakout.
- Community College Day on the Hill will be March 3.

## 15. Consent Agenda

Board Chair Hornbeck asked for a motion to approve the Consent Agenda as presented.

### **Motion:**

A motion was made to approve the Consent Agenda.

Motion moved by Randy Pash and motion seconded by Matt Johnson. All aye votes were recorded. Motion carried.

### 15.1. Personnel Report (Presenters: Eddie Holtz, Vice President of Finance & Operations)

New employees include: Emily Alexander, Administrative Assistant; Jill Miller, Coordinator of Accessibility Services; Chandelle Scheer, Administrative Assistant.

Employees leaving include: Diane Bach, Secretary; Cameron Smith, Welding Instructor; Molly McVay, Mental Health Practitioner; Amanda Pond, TRiO Support Specialist; Kevin Capron, Assistant Bowling Coach.

 [Board Report December 2025.pdf](#)

### 15.2. Presentation of Bills for Payment

Matt Johnson and Tom Riley (in Chris Blake's absence) served as the auditors and reviewed the financial statements. There were no questions or concerns.

### 15.3. Financial Report (Presenters: Eddie Holtz, Vice President of Finance & Operations)

Eddie Holtz, Vice President of Finance & Operations, presented the Board with the financial report ending November 30, 2025.

FY26 is shaping up similar to FY25. Billing has started for the spring semester, housing and meal plans too.

Bills will start to hit for the Transportation & Logistics Building. The Board will see bills for the dirt work in addition to other bills from Boyd Jones. We will have a website to show the public expenditures and a timelapse for the new building.

 [November '25 Financials.pdf](#)

### 15.4. Curriculum (Presenters: Dr. Jenny Kruger, Vice President of Academic Affairs)

Dr. Kruger, Vice President of Academic Affairs, presented the Trustees with a summary of the changes to the curriculum.

 [Curriculum Changes for BOT Mtgs 12.12.25.pdf](#)

## 16. Action Items

### 16.1. Acceptance of the FY25 Iowa Western Audit Report

Board Chair Hornbeck asked for a motion to approve the FY25 Iowa Western Audit Report as presented by Denman & Company.

 [SIGNATURE - IWCC 06.30.2025 FS pdf.pdf](#)

 [SIGNATURE - IWCC Governance Letter 2025 pdf.pdf](#)

**Motion:**

A motion was made to approve the FY25 Audit Report as presented.

Motion moved by Kerry Newman and motion seconded by Matt Johnson. All aye votes were recorded. Motion carried.

**16.2. Schedule a Public Hearing for the KIWR Operations & Audit Report**

Board Chair Hornbeck asked for a motion to set the Regular January Board of Trustees meeting as the date for a Public Hearing for the KIWR Operations & Audit Report.

**Motion:**

A motion was made to set the January Board meeting as the date for the Public Hearing for the KIWR Operations & Audit Report.

Motion moved by Kirk Madsen and motion seconded by John Marshall MD. All aye votes were recorded. Motion carried.

**16.3. Set Date for January Board Retreat**

The Board had a discussion on the next two action items: Date for the January Retreat and the 2026 Board Meeting Calendar.

Dr. Kinney presented the Trustees with a calendar proposal to reduce travel for the Trustees living outside Council Bluffs.

The proposal would include:

1. Combine the January Board meeting and the January Retreat on the same date
2. Move the October meeting to the last week in October
3. Cancel the November meeting
4. Move the December meeting to the same Friday as Commencement

Trustees were in favor of trying to limit the amount of driving for those at centers. They would like to set the date for the January meeting and retreat and continue this discussion of future meeting dates at their retreat.

Board Chair Hornbeck asked for a motion to set the date of the January meeting and the January retreat a Friday, January 16. The retreat will begin at 9:00am with the Regular meeting to begin at 2:00pm.

**Motion:**

A motion was made to set the date for the January Board meeting and retreat as Friday, January 16.

Motion moved by Kerry Newman and motion seconded by John Marshall MD. All aye votes were recorded. Motion carried.

#### 16.4. Approval of the 2026 Board Meeting Calendar

The discussion on future meeting dates was tabled for discussion and approval in January.

 [Board Calendar of Events 2026.pdf](#)

**Motion:**

A motion was made to table the approval of meeting dates until January.

Motion moved by John Marshall MD and motion seconded by Kirk Madsen. All aye votes were recorded. Motion carried.

#### 16.5. Approval of Updates to the 2026/2027 & 2027/2028 Academic Calendars

The Board was presented with revision to the 2026/2027 and the 2027/2028 academic calendars for review and approval.

Changes include:

1. Starting the spring semester on Wednesday one week earlier
2. Move up spring break
3. End the semester one week earlier
4. Adding 4-week terms to the calendar
5. There were no changes to the fall semester

 [Academic Calendar 2026-2027 for Board Approval Dec 2025.pdf](#)

 [Academic Calendar 2027-2028 for Board Approval Dec 2025.pdf](#)

**Motion:**

A motion was made to approve the changes to the 2026/2027 and 2027/2028 academic calendars as presented.

Motion moved by Kirk Madsen and motion seconded by Tom Riley. All aye votes were recorded. Motion carried.

#### 17. Adjournment

Board Chair Hornbeck asked for a motion to adjourn the meeting.

**Motion:**

A motion was made to adjourn the meeting.

Motion moved by John Marshall MD and motion seconded by kir. All aye votes were recorded. Motion carried.