

**KIRKWOOD COMMUNITY COLLEGE**  
**Meeting of the Board of Trustees**  
**Thursday, September 10, 2020, 4:30 P.M.**  
**BA Jensen Board Room / Zoom Tele-Conference due to COVID-19 Pandemic**

**MINUTES**

Present: Trustees Jim Mollenhauer, Alan Jensen, Steve Ovel, Tracy Pearson, Rose Rennekamp, Keith Stamp, John Swanson, Joel Thys, Lorraine Williams.

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Mary Beth Freeman, KSA Representative, Clark Skaggs, KFA Representative.

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

Trustees Williams and Swanson moved and seconded approval of the minutes from the regular board meeting held on August 20, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Stamp and Ovel moved and seconded the September 10, 2020 agenda be amended to include an additional new business item for the Board to accept the resignation of the Director of District III position, effective September 10, 2020. Motion carried: 9-0.

**INFORMATIONAL ITEMS**

**Introduction of 2020-21 New Faculty:**

Dr. Bill Lamb, Vice President of Academic Affairs introduced the following 15 new faculty members to the Board of Directors: Dave Becicka, Patrice Becicka, Erica Bernard, Rachelle Biderman, Chris Caldwell, Zachary Hall, Marc Hauschildt, David Heeren, Kayla Hubler, Amanda Humphrey, Shawn Lampe, Danny Plunkett, Tim Robbins, Pete Ungaro, and Abbie Weipert.

Chair Mollenhauer welcomed the new faculty to Kirkwood.

**Kirkwood Report:**

Justin Hoehn, Associate Director of Marketing, provided the Eagle Update and Kirkwood Report, which included:

- The August 10 Derecho caused extensive destruction to the grounds and many buildings on main campus resulting in a one week delay to the start of fall semester in order to allow time for storm clean up. Repairs continue but fall term started on August 31.
- The campus looks a bit different with the start of classes during a pandemic as a variety of class format options are being offered to comply with safety and social distancing. Students are able to choose from reduced size in-person classes to online anytime to online at a scheduled time to a hybrid mix of both online and in-person instruction.
- September Student of the Month is Kaleb Howey. Kaleb is from Aurelia, Iowa and is enrolled in the Surgical Technology program.
- Kirkwood was recently awarded a Fulbright Language Teaching Assistant for the fall and spring semesters this academic year. The college will host Samah Abdullah from Egypt who will teach Arabic to faculty and staff as well as some Continuing Education classes.
- Arts and Humanities costume designer, Emily Ganfield has made over 1,500 cloth masks that have been donated to various organizations in our community. She has also made 650 clear window masks to allow for safe non-verbal communication cues and these have been distributed to faculty, staff, and students at Kirkwood involved in Learning Services and world languages.
- The Hotel at Kirkwood launched a new website August 31 reflecting all of the completed renovations at The Hotel. The College will also have a new and improved website that launches tomorrow.

### **Financial Report:**

Treasurer Choate provided a financial update on the FY21 budget. The process was delayed initially due to COVID and then to the August 10 Derecho. The first budget roll-up has been completed and detailed review and adjustments will be completed during the coming weeks.

The CARES Institutional funds have been expended and any further COVID related PPE and other costs will need to be covered through the general fund, placing additional constraints on the FY21 budget.

As of August 31, 2020 there is an unrestricted cash reserve of 106 days of operation.

### **Enrollment Report:**

Jon Buse, Vice President of Student Services, provided the enrollment update for fall semester. As of today, Kirkwood is down 11% in headcount and 13% in credit hours. Due to the late start for our area high schools, concurrent enrollment numbers are missing and we expect they will be in by the end of September. Once we have concurrent enrollment, we estimate being down 10% on credit hours.

Student Affairs is working with IE/IR to disaggregate data on enrollment to examine all segments of our student population in order to understand where enrollment is down and to develop an action plan.

President Sundberg recognized the Student Services team for all of their efforts with recruitment and enrollment this year despite the pandemic and the storm.

### **Strategic Plan Update:**

Dr. Connie Thurman, Chief Officer for Institutional Effectiveness & Research, and Patrick Clemence, Executive Director of Institutional Effectiveness & Research, provided an update on the strategic plan progression:

- The College has met all deadlines on the strategic planning timeline and will present to the Leadership Team at their retreat on September 22. The timeline will be extended as we continue to develop the departmental KPIs and discuss the outcomes. Working the strategic plan is a continuous quality improvement cycle.
- Learner Success Key Performance Indicators (KPIs) under Persistence, Retention, and Completion (FT and PT students) all had noteworthy upward movement.
- There have been 79 departmental KPIs developed this past year and all connect back to the institutional KPIs.
- This has been a collaborative and collective effort across the college and departments are embracing the concept.

President Sundberg recognized the efforts of IE/IR with the implementation of our strategic plan. It is creating transformational change at Kirkwood and the College is beginning to see positive growth in moving the needle of student success.

### **CONSENT AGENDA**

Trustees Pearson and Williams 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 35 for a total of \$5,998,337.74.
  2. The Hotel at Kirkwood Center pages 1 through 2 for a total of \$107,132.12.
- C. Change Orders:
  1. Larson Construction, Kirkwood Student Center – increase \$1,127.71.
- D. Audit Committee Minutes from August 20, 2020.
- E. Workforce Training and Economic Development Funds FY2020 Annual Report.
- F. Workforce Training and Economic Development Funds FY2021 Proposed Plan.
- G. Designation of twenty-two named financial institutions and the revision to the maximum exposures (as attached to these minutes).

- H. Concurrent Enrollment Partnership Program Agreement with North Cedar Community School District, Kirkwood Community College and Workplace Learning Connection through June 30, 2025.

## NEW BUSINESS AGENDA

### Administration:

Trustees Swanson and Thys moved and seconded approval of the Kirkwood Community College FY2021-2024 Strategic Plan. Motion carried: 9-0.

### Board:

Trustees Jensen and Stamp moved and seconded approval of the 2021 Board Meeting Schedule. Motion carried: 9-0.

Trustees Ovel and Jensen moved and seconded approval of the first reading of the proposed revision to Board Policy Series 203: Audit Committee, with no changes. Motion carried: 9-0.

Trustees Swanson and Thys moved and seconded approval to accept the resignation of Trustee Rose Rennekamp from position of, Director District III, effective September 10, 2020. Motion carried: 9-0.

## DELEGATIONS, PETITIONS, AND COMMUNICATIONS

### **President's Report:**

- We have had a large uptick in the reporting of COVID exposures. We are utilizing a case manager approach to handle the volume of reports and the required follow-up. We have implemented Maxient software to help manage the reported exposures. There has been no report of transmission on campus at this time.
- There has been significant clean-up on campus from the Derecho and work continues on buildings that need roof/structural repair.
- The emergency and public safety plan continues to move forward.
- Thank you to Bill Lamb and the Academic Affairs team for their work in hiring the 15 new faculty who will join us this year.

### **Secretary's Report:**

- Reminder to complete and return the annual KCKK Broadcast Ownership Questionnaire before the end of September.
- Trustees Jensen, Stamp and Ovel are registered to attend the ACCT Virtual Conference October 5-8, 2020.
- The IACCT Virtual Leadership Conference is Friday, November 13. Trustees Jensen, Mollenhauer, Stamp, and Williams are interested in attending. Will share more details once they are provided by IACCT.

### **Report of Board Members:**

Trustee Jensen, Chair of the IACCT Board, reported the IACCT Executive Director position has been posted. Candidates will be interviewed virtually for the first round and in-person for candidates who move to a second interview. Trustees will be able to listen virtually during the second interview. Details will be shared with the IACCT membership closer to November.

On behalf of the Board and the College, Chair Mollenhauer, extended gratitude and thanks to Trustee Rennekamp for her three years of service to Kirkwood.

There being no further business coming before the Board, Trustees Swanson and Williams moved and seconded the meeting be adjourned at 5:50 p.m. Motion carried: 8-0.

Respectfully submitted by:

---

Carrie Anderson, Board Secretary

Approved by Board:

---

James Mollenhauer, Chair

**Board of Trustees' Agenda  
September 10, 2020  
PERSONNEL**

**Replacements/New Positions**

Name	Title	Department	Effective Date	Salary/Wage	Replaces/New
<sup>1</sup> Tamara Alt	Dean	Business & IT	08/16/2020	\$96,000	Colette Atkins
<sup>1</sup> Steve Lovett	Senior Programmer	IT Services	08/30/2020	\$64,100	Lori Bascom
<sup>1</sup> Cale Loewen	Coordinator, Public Safety/Outreach	Facilities & Security	09/13/2020	\$50,705	NEW
<sup>1</sup> Clarissa Huilman	Program Developer, Basic EMS	Cont Ed/Training Services	09/21/2020	\$53,700	Brian Rechkemmer
<sup>2</sup> Brian Rechkemmer	Program Developer, Adv. EMS	Cont Ed/Training Services	09/21/2020	No change	Ben Symonds
David Jennerjohn	Temp Instructor, Industrial Main (174-day)	Industrial Technologies	08/17/2020	\$51,799	David Boelman
Lon Schwickerath	Temp Instructor, Plumbing (174-day)	Industrial Technologies	08/17/2020	\$58,399	John Williams
Scott Corell	Temp Instructor, Welding (174-day)	Industrial Technologies	08/24/2020	\$51,299	Backfill
Joshua Sauer	Custodian	Facilities & Security	09/08/2020	\$14.11	Robin Ryan
Caleb Sauer	Custodian	Facilities & Security	09/14/2020	\$14.11	Pim Inchan
Jenna Miller	Public Safety Communications Coordinator	Facilities & Security	09/14/2020	\$23.27	NEW
Kristina Hanson	Program Developer, Allied Health	Cont Ed/Training Services	10/05/2020	\$53,700	Kari Rossetti

<sup>1</sup> Promotion

<sup>2</sup> Internal Transfer

**Reclassifications**

Name	Title	Department	Effective Date	Salary/Wage
Jody Donaldson	Director, Advancement	Resource Development	08/16/2020	\$81,514
Eric Weiler	Major Gifts Officer	Resource Development	08/16/2020	\$81,433
Josiah Smalley	Web Developer III	IT Services	08/30/2020	\$60,000

**Separation of Employment**

Name	Title	Department	Effective Date	Years
Temia Holmes	Custodian	Facilities & Security	08/21/2020	1
David Boelman	Assistant Professor	Industrial Technologies	08/31/2020	3

**Contract Change**

Name	Title	Department	Effective Date	Change
Bryan Bennett	Assistant Professor, IT	Business & IT	09/01/2020	174-day to 201-day
Michael Sells	Professor, Surgical Tech	Allied Health	09/01/2020	201-day to 174-day for AY2020/2021

BE IT RESOLVED, the board of Trustees of Kirkwood Community College, in accordance with the Kirkwood Community College Board Policy 722 – Depository of Funds Policy and the State Code of Iowa, do hereby designate the following named financial institutions as official depositories for funds in an amount not to exceed the maximum exposure listed:

Depository	Maximum Exposure
Bankers Trust Company, Des Moines	\$50,000,000
GreenState Credit Union	\$50,000,000
US Bank, N.A.	\$20,000,000
Wells Fargo Bank, N.A.	\$20,000,000
Bank of the West	\$20,000,000
Regions Bank	\$20,000,000
Cedar Rapids Bank & Trust, Cedar Rapids	\$20,000,000
Hiawatha Bank & Trust, Hiawatha	\$20,000,000
Farmers State Bank, Marion	\$20,000,000
Farmers State Bank, Waterloo	\$20,000,000
Veridian Credit Union	\$20,000,000
Collins Community Credit Union	\$20,000,000
Dupaco Credit Union	\$20,000,000
Community State Bank	\$20,000,000
Northwest Bank	\$20,000,000
BankIowa of Cedar Rapids	\$20,000,000
NXT Bank	\$20,000,000
Mount Vernon Bank & Trust	\$20,000,000
Bridge Community Bank	\$20,000,000
Center Point Bank & Trust Co.	\$20,000,000
First Federal Credit Union	\$20,000,000
Linn Area Credit Union	\$20,000,000

FURTHER RESOLVED, deposits with full FDIC protection in any Iowa depository approved for investment of public funds are approved. A list of approved Iowa depositories can be found at:

[http://www.iowatreasurer.gov/for\\_businesses/public\\_funds\\_rates/eligible-financial-institutions](http://www.iowatreasurer.gov/for_businesses/public_funds_rates/eligible-financial-institutions)

Dated this 10<sup>th</sup> day of Sept., 2020.

  
James Mollenhauer, Board Chair

ATTEST:

  
Carrie Anderson, Board Secretary