

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

**MINUTES**

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

Also Present: Lori Sundberg, President, Jim Choate, Treasurer, Carrie Anderson, Secretary, Deanna Schnebbe, KSA Representative, Clark Skaggs, KFA Representative, Mandi Holcomb and Dave Ellis Auditors from Denman & Company, LLP

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

Trustees Ovel and Williams moved and seconded approval of the minutes for the regular meeting held on November 17, 2020, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Jensen and Swanson moved and seconded the current Board adjourn. Motion carried: 9-0.

The meeting was turned over to Board Secretary Anderson for the purpose of organizing the Board of Trustees for 2020-21.

Secretary Anderson called the organizational meeting to order at 4:35 p.m.

Trustee Pearson nominated Jim Mollenhauer for the position of Board Chair. Trustee Ovel seconded the motion. No other nominations were brought forward.

Trustees Jensen and Williams moved and seconded that nominations cease. Motion carried: 9-0.

Trustee Jim Mollenhauer was elected to the position of Board Chair. Motion carried: 9-0.

The meeting was turned over to newly elected Board Chair, Jim Mollenhauer.

Trustee Thys nominated Tracy Pearson for the office of Vice Chair. Trustee Jensen seconded the motion. No other nominations were brought forward.

Trustees Swanson and Williams moved and seconded nominations cease. Motion carried: 9-0.

Trustee Tracy Pearson was elected to the position of Vice Chair. Motion carried: 9-0.

Board Chair Mollenhauer appointed Carrie Anderson to the position of Secretary, Board of Trustees, and appointed Jim Choate to the position of Treasurer, Board of Trustees.

Trustee Jensen administered the oath of office to Chair Mollenhauer, Vice Chair Pearson, Secretary Anderson and Treasurer Choate.

Trustees Thys and Williams moved and seconded the Board return to regular session. Motion carried: 9-0.

Trustees Swanson and Ovel moved and seconded the December 10, 2020 agenda be amended to remove Consent Agenda Item IX. I. Second Reading of Board Policy 216 – President Emeritus. The Board has decided they will not move forward with this policy. Motion carried: 9-0.

Trustees Ovel and Swanson moved and seconded approval of the December 10, 2020 amended agenda. Motion carried: 9-0.

## INFORMATIONAL ITEMS

### **Kirkwood Report:**

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

- Animal Health students participate in an Adoption Readiness program each year where area animal shelters donate shelter dogs for students to work with and train for pet adoption. The next pet adoption cycle will be in the fall of the year.
- For students wanting to continue on their academic goals before spring semester, Kirkwood offers winter classes. This is an abbreviated term allowing students to complete their entire course in just six weeks. Classes begin December 15.
- Student of the month: Carlin Stover, is a non-traditional student who has three children at home. He is from Cedar Rapids and graduated from Washington High School. Carlin is enrolled in the Welding program and has been a recipient of the Kirkwood Laptop Program and the Last Dollar Scholarship. These opportunities of support are allowing him to go beyond earning a welding certificate and advance to an A.A.S. degree.
- Kirkwood's Advanced Welding Technologies has had to be innovative during the pandemic challenges of 2020. The program now has a welding camera allowing faculty to create instructional videos and share them with students through Kirkwood's online learning platform.
- Hospitality programs has also been creative during the pandemic. The faculty put together all of the necessary supplies and provided take home kits for the bakery and culinary students in order to complete assignments at home. Students have shared project results virtually with classmates and instructors.
- Kirkwood was awarded the Title I portion to be a service provider of the Workforce Innovation and Opportunity Act (WIOA). This is a 3 ½ year contract that includes funds enabling the college to serve low income adults, laid off workers, and youth/young adults aged 16-24 who have barriers to success. In total the college will receive about \$874,000 annually over the life of the contract. This will serve about 150 people per year with training, and thousands more will receive other services thru the IowaWORKS office. This is the 20<sup>th</sup> year Kirkwood has received these funds.
- Former Kirkwood Foundation and Facilities Foundation Board member Gary Rozek has pledged to donate \$80,000 for the purchase of a golf simulator and indoor greens to Kirkwood's Golf program. He has also made a 2:1 challenge match for donations from alumni golf team members to purchase furniture, lockers and supplies to complete the area in Johnson Hall where the simulator will be housed. With the simulator and indoor facility, the golf team will be able to train year-round.

### **Audit Review:**

Treasurer Choate introduced Auditors Mandi Holcomb and Dave Ellis from Denman and Company. Mandi provided an overview of the FY20 Audit Report. An unmodified opinion was issued on the financial statements with no significant deficiencies or material weaknesses in internal control and the audit did not disclose any noncompliance.

### **Financial Report:**

Treasurer Choate thanked Denman and Company for their work on the FY20 Audit. He also directed the board to significant sections of the audit for their review. Kirkwood submitted an

application to FEMA for COVID financial assistance and FEMA responded with some questions which have been addressed. The FEMA discussions appear hopeful. We have \$165,213 remaining in CARES Act Institutional funds which will be used for additional PPE items.

As of November 30, 2020 there is an unrestricted cash reserve of 132 days of operation.

### CONSENT AGENDA

Trustees Swanson and Doerge 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 63 for a total of \$9,419,728.20.
  2. The Hotel at Kirkwood Center pages 1 through 3 for a total of \$200,255.85.
- C. Change Orders:
  1. Larson Construction, Kirkwood Student Center – increase \$295,817.90.
- D. Appointment of Board Members Tracy Pearson, Alan Jensen and Jim Mollenhauer to serve on the Audit Committee.
- E. Appointment of Board Member Alan Jensen as IACCT Representative and Jim Mollenhauer as Alternate.
- F. Preliminary Industrial New Jobs Training Agreement (260E) with Wix.com, Inc., Cedar Rapids.
- G. Final Industrial New Jobs Training Agreement (260E) with BAE Systems Information and Electronics Systems Integration, Inc., Cedar Rapids.
- H. Second Reading of Board Policy Series 215 – Wall of Honor.
- I. Audit Committee Minutes from November 17, 2020.
- J. Grant Wood AEA and Kirkwood Joint Board Meeting Minutes from November 17, 2020.

### NEW BUSINESS AGENDA

#### Administration:

No new business for Administration.

#### Board:

Trustees Swanson and Pearson moved and seconded the recommendation of the Board to endorse the Resolution of Appreciation to Vice President of Academic Affairs, Dr. Bill Lamb, in honor of his 13 years of service and his upcoming retirement, effective December 31, 2020. President Sundberg read the Resolution of Appreciation to Dr. Bill Lamb and the Board of Trustees. Motion carried: 9-0

Trustees Thys and Williams moved and seconded approval of the change to the 2021 Board Meeting calendar moving the October 14, 2021 Board Meeting to October 7, 2021 to avoid a conflict with the ACCT Congress dates. Motion carried: 9-0.

Trustees Thys and Stamp moved and seconded to accept the recommendation to remove Board Policy Series 205: Trustee Emeritus from the board policies. Motion carried: 9-0

### DELEGATIONS, PETITIONS, AND COMMUNICATIONS

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

- President Sundberg thanked the members of Cabinet for all of their work and support to get students successfully through the fall semester.
- COVID exposure reporting on campus remains low. We will continue to monitor our COVID Hotline reporting during the winter break.
- President Sundberg thanked the Board for their support and wished everyone a Happy Holiday.

**Secretary's Report:**

- Reminder for trustees and officers to complete the annual Disclosure/Conflict of Interest form.
- The Virtual ACCT National Legislative Summit is February 8-10, 2021. Let us know before December 23, 2020 if you want to attend.

**Report of Board Members:**

Alan Jensen announced that the IACCT Student Legislative Seminar will be virtual this year. As Chair of the IACCT Board, Trustee Jensen has been invited to meet with Governor Reynolds next week.

On behalf of the Board, Chair Mollenhauer extended retirement congratulations and best wishes to Dr. Bill Lamb and thanked him for his dedication to Kirkwood and student success.

There being no further business coming before the Board, Trustees Swanson and Doerge moved and seconded the meeting be adjourned at 5:23 p.m. Motion carried: 9-0.

Respectfully submitted by:

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Carrie Anderson, Board Secretary

Approved by Board:

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James Mollenhauer, Chair

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

**Replacements/New Positions**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>	<b>Replaces/New</b>
Elizabeth Royer	Custodian	Facilities & Security	11/16/2020	\$14.11/hr.	Johnnie Miller
Dennis Carson	Transportation Instructor	Continuing Ed & Training Svc	11/09/2020	\$20.84/hr.	New
Joe Jordan	Instructor, IMCC	Secondary Programs	11/18/2020	\$44,100	Scott Wittstruck
Mallory Petsche	Manager, TRIO	Learning Services	11/30/2020	\$64,100	New
Mahmoud Lutfi	Department Assistant	Secondary Programs	11/30/2020	\$16.53/hr.	New
Sarah Mickam	Department Assistant	Learning Services	11/30/2020	\$16.53/hr.	New
Amy Oberfoell	Program Manager	Continuing Ed & Training Svc	01/04/2021	\$59,070	Michelle Cherrier
<sup>1</sup> Brooke Strahn-Koller	Associate Vice President	Academic Affairs	01/04/2021	\$141,345	Jennifer Bradley

<sup>1</sup> Promotion

**Reclassification**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>	<b>Salary/Wage</b>
Ande Long	Catering Sales Manager	The Hotel at Kirkwood Center	11/06/2020	\$55,889
Jolene Bruno	Operations Supervisor	Facilities & Security	11/16/2020	\$53,700