



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
February 28, 2023 6:00 PM Regular Meeting Minutes
Hawkeye Center Board Room
1501 E. Orange Road, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on February 28, 2023 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson, Dr. Merritt Jones, Ms. Barbara McGregor, Mr. Casey McLaughlin, Ms. Teresa Meyer, Mr. Jay Nardini, and Student Representatives Ms. Carlie Hoppe and Mr. Vincent Ali. Absent: Ms. JoDee Knox and Ms. Bridget Saffold.

Others present: Dr. Todd Holcomb, President; Ms. Lynn LaGrone, Provost and Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President, Administration and Finance; Ms. Nina Grant, Vice President of Student Affairs and Institutional Diversity; Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education; Ms. Susan Hauber, Executive Director of Human Resource Services; and Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing.

Adoption of Agenda

Moved by Mr. Beck seconded by Mr. McLaughlin to approve the agenda as reviewed:

- I. Call to Order and Pledge of Allegiance
- II. Adoption of Agenda
- III. Comments by the Public on Items on This Agenda
- IV. Declaration of Conflict of Interest
- V. Consent Agenda
- VI. Approve the first reading of an Amendment to BPD-4 Monitoring President Performance policy to change the language of item #5, as presented.
- VII. Assess the monitoring report for policy EL-5 Financial Condition and Activities Items 1-5 to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Assess the monitoring report for policy EL-6 Asset Protection to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- IX. Assess the monitoring report for policy EL-9 Naming of Facilities and Programs to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- X. Approve the Hawkeye Community College Tuition of \$211 per credit hour for in-state students and \$221 per credit hour for out-of-state students, and mandatory per credit Activity Fee rate of \$6.50 for a total Tuition and Fee rate of \$217.50 and \$227.50 for the 2023-24 academic year.
- XI. Approve the January 13-February 16, 2023 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- XII. Adjournment

Motion carried unanimously.

Comments by the Public on Items on This Agenda

There were no comments by the public on items on this agenda.

Declaration of Conflict of Interest

There were no conflicts of interest reported by board members on items on this agenda.

Consent Agenda

Moved by Dr. Jones seconded by Ms. McGregor to approve the following consent agenda items: January 24, 2023 regular board meeting minutes. Motion carried unanimously.

President's Comments – Dr. Todd Holcomb

Student Legislative Session

Dr. Holcomb attended this year's Student Legislative Session which took place on Monday, February 27. Students did a great job interacting with law makers.

Phi Theta Kappa Banquet

Dr. Holcomb also attended the annual Phi Theta Kappa All-Iowa Academic Team Banquet which took place in Monday evening, February 27. Chair Nardini also attended this event. Two Hawkeye students were honored; Danielle Carlson and Braxton Cross.

Community College Day on the Hill

Dr. Holcomb and Chair Nardini attended the Community College Day on the Hill event on Tuesday, February 28. Hawkeye students did a great job talking to legislators and had a conversation with the Governor about the Last Dollar Scholarship program.

General Bond Referendum

Dr. Holcomb and Ms. Mary Pat Moore have been making presentations and sharing information with various community and civic groups. At this time, presentations have been given to over 15 different groups. Dr. Holcomb will be featured on the Steele Report on KWWL Sunday morning. Several mailers have been sent to various college constituents. The Marketing Department has launched digital ads and has been sharing information regarding Hawkeye's bond projects on social media. Ms. Moore is working with several leaders in the communities we serve to provide editorials on Hawkeye's behalf stressing the importance of the vote and the funding Hawkeye would receive. In-person absentee voting is taking place now at each county courthouse. The March 7 vote is a special election, and there are several other measures that will be on the ballot.

Redistricting Information

The Iowa Department of Education has distributed new redistricting information to all Community Colleges. Some Community College's have bigger changes than others. Boards have through April to determine if they will accept or deny their respective proposed plan. The new maps will take effect November 2023.

Board Education

Student Representative Reports – Mr. Vincent Ali and Ms. Carlie Hoppe

Mr. Ali shared a letter as Promotional Director of the ETC Literacy and Arts Magazine requesting donations for the 2023 edition.

Mr. Ali said he participated in the Poetry Slam event which took place earlier in the day and won first place. Three judges determined the winners who received Target gift cards. He noted that it is exciting to see the arts taking off at Hawkeye Community College.

Ms. Hoppe shared that spring fundraising is currently taking place for RedTail Athletics until April 21. Proceeds from fundraising will go to the athlete's specific team. Prizes will be given to the top three athletes who raise the most money.

The Men's and Women's Track and Field teams will close out their indoor season with Nationals later this week.

MercyOne will be offering a 'Skills Day' for nursing students to have the opportunity to observe first-hand care that is provided to patients. The Physical Therapy Assistant and Occupational Therapy program students partnered with Sports 4 Inclusion to provide more insight about the rehabilitation involved with patients who have spinal cord injuries. This is a new organization that focuses on providing opportunities and knowledge about adaptive sports. After the presentation, basketball wheelchairs were brought in so the students could enjoy a game of wheelchair basketball.

Spring 2023 Credit Enrollment - Presentation by Ms. Nina Grant, Vice President of Student Affairs and Institutional Diversity

Ms. Grant presented the spring 2023 credit enrollment demographics: Headcount for 2023 is 4,607 representing a 4% decline from 2022 where headcount was 4,788. Arts and Sciences have 3,156 students while Career and Technical Education has 1,451 students. Total semester hours for 2023 is 37,887. The average number of credit hours taken by students was 12.

Male students account for 41% of enrollment while female students equal 59%. The average age of students was 24. Thirty-three percent of students are enrolled full-time while 67% are part-time.

Minority student enrollment includes 862 students representing 19% of total enrollment.

Students from Iowa represent 98% of enrollment. International students increased to 45 students compared to 40 last spring.

High school enrollment saw a decrease of 5% equaling 2,235 students who are taking 11% less credit hours totaling 10,335.

Students taking online only classes total 965 students taking 5,802 credit hours equaling 20% of total enrollment. The average credit hours taken is 6.01.

Challenges facing higher education include college enrollment being down nationally in similar communities, continued competition with workforce and other colleges, and student skepticism regarding higher education.

Ms. Grant noted that some of the opportunities moving forward include filling the position of Director of Admissions, efforts regarding student success and retention, the introduction of Admitted Student Visit Days, hiring an additional College Career Transition Counselor, and offering Liberal Arts Core courses.

Spring 2023 Workforce Education Enrollment – Presentation by Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education

Mr. Sauerbrei presented data regarding Business and Community Education enrollment. The data presented was from July 1, 2022 – January 31, 2023.

Unique learners totaled 4,970 students representing a 14.91% increase. Contact hours totaled 148,028.06 representing a 11.43% increase.

He also noted that this portion of the College is a revenue generating division and the goal is to at least break even. In addition, they are hoping to get back to 2019 numbers this year.

February 2, 2023 Foundation Board of Directors Meeting Report – Trustees Jones

Dr. Jones reported that the Hawkeye Community College Foundation board met for their regular meeting on February 2, 2023.

During the meeting the board approved the following items:

1. Approved the financial statements and reviewed the investment summary for year-end (December 31, 2022).
2. Approved the endowment spending policy and set the amount at 4% for scholarships awarded beginning in the fall of 2023.
3. The board approved the appointment of five new board members. They include:
 - a. Kelly Richards-Senior Vice President & Chief Nursing Officer-Mercy One -Iowa
 - b. Steve Duggan-CPA and Managing Partner- Hogan Hansen
 - c. Teresa Culpepper-Nursing Instructor at Hawkeye Community College, Nurse-Mercy One Waterloo and Commissioner for Water Commission on Human Rights
 - d. Rick Wulfekuhle-Coordinator of Buchanan County Emergency Management System and Co-owner of Pet Allowed
 - e. Tony Thompson-Sheriff for Black Hawk County
4. The Policies and Procedures Manual edits were approved. Major edits to the by-laws include deleting the life time members (all deceased), adding a one-year extension to the term limit and defining the role of directors' emeritus. There were also two major policy changes. They include combining the "in-kind" giving policy

with the policy regarding “donations of materials, equipment and services.” The scholarship procedure policy was also extensively revised based on Financial Aid awarding scholarship rather than the Foundation.

Information was shared about the upcoming bond referendum and updates on capital projects.

ACCT/AACC National Legislative Summit Report – Trustees Jay Nardini, Casey McLaughlin, and Bridget Saffold

Ms. Saffold submitted a written report which was presented by Chair Nardini:

Ms. Saffold attended the new trustee academy. It was very similar to the board retreat that was facilitated by Brad Ebersol. The academy included an overview of the board governing function, fiduciary responsibilities, and best practices. Some takeaways included: Budget education should be a part of new trustee training because this is such a big part of the board responsibility; Board policy and board communications must include key performance indicators to monitor school performance; It is best practice that board members review upcoming meeting agenda and materials ahead of time and communicate questions prior to the board meeting; Questions should still be asked at the meeting, however this will help the meeting move along because people come with answers and solutions; Board members should consider attending important events and programs hosted by the college.

There were a lot of conversations about the Farm bill and increasing access to SNAP benefits for community college students. There were also conversations about the ability to use short-term Pell for workforce-oriented programs and ending taxation on Pell grant funds. One speaker talked about using Uber type technology to help solve student transportation issues. Ms. Saffold’s favorite quote of the conference was “If you are not at the table then you will be on the menu.” All were encouraged to engage with their public officials and their staff at all levels. As a group meetings took place with Senator Grassley and Representative Hinson. Ms. Saffold attended the ACCT African American caucus. They are discussing possible regional representative for the African American trustee caucus which she is very interested in learning more about.

Mr. McLaughlin said the speakers were very good. During Secretary of Agriculture, Tom Vilsack’s presentation, the issue of agism was discussed. USDA workers are aging and there is a need to attract younger talent. The meeting with Senator Ernst was not very encouraging but the meeting with Congresswoman Hinson went well.

Mr. Nardini said he had the honor of introducing and moderating the session featuring Secretary of Agriculture Tom Vilsack who provided a great presentation. Mr. Nardini also noted that Transportation Secretary Buttigieg was also impressive.

Ownership Linkage

None.

Governance Process – Items for Decision

Governance Process Item 1 – Governing Style

The board reviewed its Governing Style (GP-1) January 24, 2023 board self-evaluation summary and found it to be satisfactory.

Board Planning Cycle and Agenda Control GP-3

Item #1.5 Self-Evaluation of the Board's own compliance with its Governance Process and Board-President Delegation policies:

The Board evaluated itself on its annual fulfillment of Policy GP-8 – Investment in Governance and found it to be satisfactory.

Moved by Mr. McLaughlin seconded by Mr. Beck to approve the first reading of an Amendment to BPD-4 Monitoring President Performance policy to change the language of item #5, as presented. Motion carried unanimously.

Ends Items for Decision

None.

Executive Limitations Items for Decision

None.

Board-President Delegation Items for Decision

None.

Monitoring President Performance – Ends & Executive Limitations

Moved by Mr. Nardini seconded by Dr. Jones that the board has assessed the Executive Limitations Financial Condition and Activities (EL-5) #1-5 Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Dr. Hutcheson seconded by Ms. McGregor that the board has assessed the Executive Limitations Asset Protection (EL-6) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Dr. Hutcheson seconded by Mr. Beck that the board has assessed the Executive Limitations Naming of Facilities and Programs (EL-9) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals

Moved by Mr. McLaughlin seconded by Ms. Meyer to approve the Hawkeye Community College Tuition of \$211 per credit hour for in-state students and \$221 per credit hour for out-of-state students, and mandatory per credit Activity Fee rate of \$6.50 for a total tuition rate of \$217.50 and \$227.50 for the 2023-24 academic year. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. Beck to approve the January 13-February 16, 2023 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and to make them a part of the official minutes. Motion carried unanimously.

Adjournment

The regular session of the Board of Trustees meeting adjourned at 7:23 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Annette Staples". The signature is written in a cursive, flowing style.

Annette Staples
Assistant to the President
Secretary to the Board of Trustees