



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
March 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 March 28, 2023 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Merritt Jones, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Casey McLaughlin, Ms. Teresa Meyer, Mr. Jay Nardini, Ms. Bridget Saffold, and Student Representatives Ms. Carlie Hoppe and Mr. Vincent Ali. Absent: Dr. Christine Hutcheson.

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. Heather Bremer-Miller, Executive Director of Institutional Advancement; 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 Dr. Jones 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 Resolution authorizing the College President to move forward with the concept and implementation of a 'First Impression' Courtyard improvement project for Hawkeye Community College.
- VII. Approve the second and final reading of an Amendment to BPD-4 Monitoring President Performance policy to change the language of item #5, as presented.
- VIII. 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.
- IX. Assess the Ends #6, Enriched quality of life for community members and students monitoring report to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- X. Direct the Secretary to publish notice of the April 25, 2023 public hearing to be held at 6:00 p.m. on the proposed FY2024 Certified Budget.
- XI. Approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$1,790,000 Industrial New Jobs Training

- Certificates and authorize the Board President and Board Secretary to sign the resolution on behalf of the College.
- XII. Approve the Resolution approving preliminary official statement and approving electronic bidding procedures and authorize the Board President and Board Secretary to sign the resolution on behalf of the College.
 - XIII. Approve the Resolution for \$125,000.00 New Jobs Training Certificates Series 2023-1 with BCI Cedar Falls and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
 - XIV. Approve the Resolution for \$195,000.00 New Jobs Training Certificates Series 2023-1 with Hydrite Chemical Co., and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
 - XV. Approve the Resolution for \$115,000.00 New Jobs Training Certificates Series 2023-1 with Mudd, Inc. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
 - XVI. Approve the Resolution for \$855,000.00 New Jobs Training Certificates Series 2023-1 with Shell Rock Soy Processing LLC and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
 - XVII. Approve the Resolution for \$250,000.00 New Jobs Training Certificates Series 2023-1 with TrinityRail Maintenance Service, Inc. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
 - XVIII. Approve the rescheduling of the regular Board of Trustees meeting from July 25, 2023 to July 18, 2023 at 6:00 p.m.
 - XIX. Approve the February 17-March 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.
 - XX. 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 Mr. Beck seconded by Ms. Knox to approve the following consent agenda items: February 28, 2023 regular board meeting minutes. Motion carried unanimously.

President's Comments – Dr. Todd Holcomb

Dr. Holcomb introduced Jason Chapman, Hawkeye's new Director of Student Success.

Commencement

Planning is currently taking place for the upcoming Commencement Ceremony scheduled for Friday, May 5. The ceremony will take place at the McLeod Center on the University of Northern Iowa's campus. This year's keynote speaker will be Waterloo Police Chief Joe Leibold. Mr. Leibold is a Hawkeye Community College graduate and former adjunct instructor. He is also a graduate of the FBI National Academy in Virginia and served in the Army National Guard from 1986 – 1995.

Joint Boards Meeting

The Joint Boards meeting with Iowa Valley Community College, North Iowa Area Community College, and Central Rivers AEA is scheduled for Monday, April 17 at 4:30 pm. via Zoom. Hawkeye is hosting the meeting this year.

Redistricting Information

Dr. Holcomb said he has received further information from the Iowa legislature regarding the proposed redistricting map and is reviewing the information. Further information will be shared at the April Board of Trustees meeting.

Board Education

Arts & Culture at Hawkeye – presentation by Ms. Lindsay Buehler, Arts & Culture Coordinator

Ms. Buehler introduced herself as the Arts and Culture Coordinator. She explained that she works with a wide variety of faculty and staff across campus to bring a variety of activities and events to campus to extend learning beyond the classroom and support the college's mission and institutional learning outcomes. Her program includes:

- Curricular Learning - Curricular refers to the lessons and academic content taught in a school or in a specific course or program.
- Co-Curricular Learning - Learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum.
- Extra curricular activities - Activities for students that are not in support of their course of study. They may grow efficacy or be socially or otherwise relevant, but not specifically designed to support the curriculum.

Examples of co-curricular education at Hawkeye includes The Artist Series, and Gallery and Campus Exhibitions.

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

Mr. Ali reported that he has been providing Career Café's in the Brock Student Center where students can engage in conversation about trending work, job, and career related topics.

Mr. Ali participated in a viewing and discussion of the movie *Moonlight* which took place on campus and was sponsored by The Unity and Understanding Center and the Hawkeye Pride group.

The ETC Art and Literacy Magazine has received some sponsorships. They are in the proofreading process currently. Copies of the magazine will be available for purchase in April.

Mr. Ali explained that due to the recent bills and policies regarding LGBTQ, there is a lot of uncertainty amongst students, but he is working with Hawkeye's Pride group to ensure Hawkeye remains a safe place.

Ms. Hoppe reported that the RedTail Women's Track & Field team wrapped up the indoor season at the NJCAA Indoor Nationals on March 3-4, 2023. The RedTails had a stellar performance, with a school record, multiple PRs, and an All-American. Ms. Hoppe set a new PR in the pentathlon and finished in 12th and earned Second Team All-American status. Hoppe competed in the shot put as well, placing 15th and throwing 11.36 meters.

Ms. Hoppe said she has been thinking about what can be done proactively for athletes and their mental health as many struggle with stress, for example, as they balance their responsibilities as athletes and students. She will be meeting with other athletes to gain feedback on this topic.

January 26 and March 1, 2023 CC for Iowa Board Report, Trustee JoDee Knox

Ms. Knox reported on the following two meetings:

January 26, 2023

The redistricting process and proposed redistricting maps for community college districts were discussed.

Plans are underway for the 2023 Community Colleges for Iowa Trustee Conference scheduled for July 19-20, 2023 at Kirkwood Community College.

An additional conference will be offered in the fall focused on employees. More information will be forthcoming.

Community Colleges for Iowa is in the process of hiring a Human Resources firm as the staff is undergoing some changes in their respective responsibilities.

March 1, 2023

Iowa State University is offering new professional development tracks for leadership with the goal of helping institutions prepare as people retire, etc.

First Impression Courtyard Renovation – presentation by Mr. Jonathan Martin, Senior Partner, RDG Planning and Design and Dr. Todd Holcomb, President

Mr. Martin presented the following concepts for the First Impression Courtyard Renovation. Areas discussed include:

The existing conditions of the courtyard and current and proposed entry points. Proposed landscape improvements including an improved entry court at Buchanan and Bremer, a shady grove terrace, improved patio at the Brock Student Center, improved dining patio at the Brock Student Center, a hammock grove, a footbridge and seatwall, and a gathering space. The plan also includes new concrete work, trees and flowers.

The total area is several acres in size and the initial estimate is about \$3.5 million. The cost would be split between the College and the Foundation.

Plans are to begin work on the project this fall. It will take about 12-18 months to complete.

Dr. Holcomb noted that the concepts presented are in the beginning stages of planning. Next steps include seeking input from various stakeholders to help determine what concepts to include in the courtyard area.

Resolution

Moved by Mr. McLaughlin seconded by Mr. Beck to approve the Resolution authorizing the College President to move forward with the concept and implementation of a ‘First Impression’ Courtyard improvement project for Hawkeye Community College. Resolution adopted.

Ownership Linkage

None.

Ends Items for Decision

None.

Governance Process – Items for Decision

Governance Process Item 1 – Governing Style

The board reviewed its Governing Style (GP-1) February 28, 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-1 – Governing Style and found it to be satisfactory.

The Board evaluated itself on its annual fulfillment of Policy GP-3 – Board Planning Cycle and found it to be satisfactory.

Moved by Mr. Nardini seconded by Dr. Jones to approve the second and final reading an amendment to BPD-4 Monitoring President Performance policy to change the language of item #5, as presented. Motion carried unanimously.

Executive Limitations Items for Decision

None.

Board-President Delegation Items for Decision

None.

Monitoring President Performance – Ends & Executive Limitations

Moved by Dr. Jones seconded by Mr. McLaughlin 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 Mr. Nardini seconded by Ms. Knox that the board has assessed the Ends #6, Enriched quality of life for community members and students 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 Dr. Jones that the Board direct the Secretary to publish notice of the April 25, 2023 public hearing to be held at 6:00 p.m. on the proposed FY2024 Certified Budget. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. Meyer to approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$1,790,000 industrial New Jobs Training Certificates and authorize the Board President and Board Secretary to sign the resolution on behalf of the College. A roll call vote was taken. Ayes: Mr. Beck, Dr. Jones, Ms. Knox, Ms. McGregor, Mr. McLaughlin, Ms. Meyer, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Mr. McLaughlin seconded by Mr. Nardini to approve the Resolution approving preliminary official statements and approving electronic bidding procedures and authorize the Board President and Board Secretary to sign the resolution on behalf of the College. A roll call vote was taken. Ayes: Dr. Jones, Ms. Knox, Ms. McGregor, Mr. McLaughlin, Ms. Meyer, Mr. Nardini, Ms. Saffold, and Mr. Beck. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Ms. Saffold seconded by Ms. Knox to approve the Resolution for \$125,000.00 New Jobs Training Certificates Series 2023-1 with BCI Cedar Falls and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. Knox, Ms. McGregor, Mr. McLaughlin, Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, and Dr. Jones. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Dr. Jones seconded by Ms. Saffold to approve the Resolution for \$195,000.00 New Jobs Training Certificates Series 2023-1 with Hydrite Chemical Co. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Mr. McLaughlin, Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Jones, and Ms. Knox. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Mr. Beck seconded by Dr. Jones to approve the Resolution for \$115,000.00 New Jobs Training Certificates Series 2023-1 with Mudd, Inc. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Mr. McLaughlin, Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Jones, Ms. Knox, and Ms. McGregor. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Ms. Meyer seconded by Mr. Beck to approve the Resolution for \$855,000.00 New Jobs Training Certificates Series 2023-1 with Shell Rock Soy Processing LLC and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. Ayes: Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Jones, Ms. Knox, Ms. McGregor, and Mr. McLaughlin. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Ms. Knox seconded by Ms. Meyer to approve the Resolution for \$250,000.00 New Jobs Training Certificates Series 2023-1 with TrinityRail Maintenance Services, Inc. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. Ayes: Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Jones, Ms. Knox, Ms. McGregor, and Mr. McLaughlin. Nays: None. Absent: Dr. Hutcheson. Resolution adopted.

Moved by Mr. Nardini seconded by Ms. Knox to approve the rescheduling of the regular Board of Trustees meeting from July 25, 2023 to July 18, 2023 at 6:00 p.m. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Mr. Beck to approve the February 17-March 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 8:00 p.m.

Respectfully submitted,



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