



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
April 25, 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 April 25, 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. JoDee Knox, Ms. Barbara McGregor, Ms. Teresa Meyer, Mr. Jay Nardini, Ms. Bridget Saffold and Student Representatives Ms. Carlie Hoppe and Mr. Vincent Ali. Absent: Mr. Casey McLaughlin

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 Amended Agenda

Moved by Mr. Beck and seconded by Ms. Saffold 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. Assess the monitoring report for policy EL-5 Financial Condition and Activity Items #1-5 to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VII. Approve to close the public hearing after all written/oral comments are received.
- VIII. Approve to adopt the Fiscal Year 2023-2024 Certified Budget and property tax levies and to authorize the Secretary to the Board of Trustees to file the certified budget with the Black Hawk County Auditor and Iowa Department of Education.
- IX. Approve to publish the Certified Budget Amendment for Fiscal Year 2023 and the notification of Public Hearing for May 23, 2023, at 6:00pm.
- X. Approve to Receive the Bids and approve the Resolution Instituting Proceedings to Take Additional Action for the issuance of Not To Exceed \$1,790,000 Industrial New Jobs Training Certificates, Series 2023-1.
- XI. Approve the Resolution Directing the Sale and Delivery of \$1,415,000 Industrial New Jobs Training Certificates.
- XII. Approve the Continuing Disclosure Certificate.
- XIII. Approve the Resolution Authorizing the Issuance of \$1,415,000 Industrial New Jobs Training Certificates, Series 2023-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out a New Jobs Training Program Project Designated as the 2023-1 Multiple Project.

- XIV. Approve to ratify the Master Agreement as negotiated with the Hawkeye Professional Educators' Association to including a salary increase for eligible faculty members of 3.0% for academic year 2023-2024, 3.25% for academic year 2024-2025. A reopen clause will be defined within the Master Agreement to allow for discussion regarding a salary index.
- XV. Approve a 3.0% salary increase for eligible employees for fiscal year 2023-2024.
- XVI. Accept or Reject the proposed redistricting map for Hawkeye Community College.
- XVII. Approve the March 17-April 13, 2023 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- XVIII. 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: March 28, 2022 regular board meeting minutes. Motion carried unanimously.

President's Comments

Dr. Holcomb introduced Mr. Joseph Corso. Mr. Corso is the new Director of Admissions and began his duties at Hawkeye on April 3.

First Impression Courtyard Renovation

A steering committee has been established for the First Impression Courtyard Renovation project which includes: Mr. Dan Gillen, Mr. Terry Flynn, Mr. Ryan Kurtz, and Dr. Holcomb. The group met with representatives from RDG Planning and Design and is currently working on determining the various elements to be included in the design while also looking for ways to lower the overall cost.

Future Projects/Renovations

Hawkeye is in the "Plan the Plan" phase for future projects and renovations now that the bond renewal has been approved. A timeline through 2025 has been created laying out the timeframe for each project. The Butler Hall renovation will begin first with a kickoff meeting in June. Many of the upcoming projects will overlap over the next several years so it will be an exciting and busy time for the College.

Community College's for Iowa Trustee Conference

The Community College's for Iowa Trustee Conference will take place July 19-20, 2023. This year's conference is hosted by Kirkwood Community College. The format has adjusted slightly as the conference will begin Wednesday afternoon, July 19 at 1:00 and

conclude the next day (Thursday) at 4:30pm. Hawkeye will be hosting this conference next year.

ACCT Leadership Congress

The ACCT Leadership Congress is scheduled for October 9-12, 2023 in Las Vegas, Nevada. Chair Nardini will be sworn in as the Chair of the ACCT Board of Directors during the conference. Registration is open now for early bird pricing good through August 4.

Board Education

ETC Art and Literacy Magazine: A Collection of Student Literature and Art Based on Disability Visibility - Presentation by Students Mr. Vincent Ali and Mr. Daniel Xavier with Ms. Robin Spague, Professor, English and Communication Department; and Mr. Dan Jensen, Instructor, Graphic Communications

Mr. Ali and Mr. Xavier presented information regarding this year's ETC Art and Literacy Magazine. This year's magazine is based on this year's Hawkeye Reads Book: Disability Visibility, edited by Alice Wong. This is the seventh year of the Hawkeye Reads program, a campus-wide book club, where participants read a book selected by the Hawkeye Reads committee. Faculty are allowed to give out as many books as they need to their class. Students are allowed to do whatever they want with the books, and they are allowed to pick up more at the library, free of charge. Faculty across campus voluntarily incorporate the book as a part of their core curriculum.

Creating the magazine provides a co-curricular opportunity for students outside of standard coursework. Staff include visual designers, writing, promotion and marketing staff. The process includes group decision making, curating submissions, and the development of a cohesive visual and written concept. The group reviews submissions and sorts them by themes. They also vote on a cover page and page layout. In the last few weeks of the class, staff begin reading the next Hawkeye Reads book, and discuss the themes, aesthetics, and make poster designs for the next class.

Mr. Jensen noted that faculty are there to guide the students, but overall, it is truly a student run opportunity.

The Magazine is available online on the Hawkeye website.

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

Ms. Hoppe reported that nursing students participated in MercyOne's Simulation Day where they were able to learn more about adult and pediatric codes. She also noted that the study areas around campus are being very utilized right now.

The Drake Relay Competition took place April 23-24. The Men and Women's Track and Field team participated. The RedTail Women's team put together multiple personal best

performances. Ms. Hoppe reported that she achieved a personal best running the 100-meter hurdle in 18.32 seconds.

Mr. Ali reported that Hawkeye's Pride Organization will be hosting some events to celebrate Earth Week.

Career Café's held for students to discuss trending work, job, and career related topics at the Brock Student Center have gone very well. 42 students were served during these sessions and 85 more were seen at the Graduation Fair.

AmeriCorps is currently recruiting for the next service term.

March 23, 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 March 23, 2023.

During the meeting the board approved the following items:

1. Approved the MLK scholarship fund to be move to a quasi-endowment fund. The intent is that the principal is to be retained and invested. The minimum endowment level is \$25,000. A small departmental transfer will bring that up to the level to create the quasi-endowment.
2. The Foundation Board approved contributing funds to the First Impression Courtyard Renovation in the amount of \$1 million.

Information was shared about:

1. Mr. Jonathan Martin from RDG presented the proposed courtyard renovation.
2. Dr. Holcomb's reported about activities such as commencement taking place on Friday, May 5 and upcoming Artist Series performances.
3. Ms. Bremer-Miller shared that 20 of the 25 dental operatories in Grundy Hall have been named and the Foundation will be continuing to work with RDG on the small naming wall, artwork and plaques for the new renovation.

New business included:

1. Now that bond referendum has been passed, the Foundation is in the beginning stages of planning a capital campaign. The campaign will have a four-prong approach: Butler Hall Renovation, Bremer Hall's Challenger Center, Scholarships and Unrestricted (focusing on emergency funding and food pantry). The campaign will move forward once the drawing of Butler Hall and the Challenger Center have been drafted.

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) March 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 Global Governance Commitment and found it to be satisfactory.
- The board evaluating itself on its annual fulfillment of Policy GP-2 Board Job Description and found it to be satisfactory.
- The board evaluated itself on its annual fulfillment of Policy BPD-1 Unity of Control and found it to be satisfactory.

Executive Limitations Items for Decision

None.

Board-President Delegation Items for Decision

None.

Monitoring President Performance – Ends & Executive Limitations

Moved by Dr. Hutcheson seconded by Mr. Beck that the board has assessed the Executive Limitations EL-5 Financial Condition and Activity Items #1-5 monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals

FY 2023-2024 Hawkeye Community College Certified Budget

Board Chair Jay Nardini opened a public hearing for the FY2023-2024 Hawkeye Community College Certified Budget at 6:05 p.m. Moved by Mr. Nardini seconded by Mr. Beck to close the hearing after no public oral or written comments were received. Motion carried unanimously.

Moved by Ms. Knox seconded by Ms. Saffold to adopt the Fiscal Year 2023-2024 Certified Budget and property tax levies and to authorize the Secretary to the Board of Trustees to file the certified budget with the Black Hawk County Auditor and Iowa Department of Education. A roll call vote was taken. Ayes: Mr. Beck, Dr. Hutcheson, Dr. Jones, Ms. Knox, Ms. McGregor, Ms. Meyer, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Mr. McLaughlin.

Certified Budget Amendment for Fiscal Year 2023

Moved by Mr. Nardini seconded by Ms. Knox to approve the publishing of the Certified Budget Amendment for Fiscal Year 2023 and the notification of Public Hearing for May 23, 2023, at 6:00 p.m. Motion carried unanimously.

\$1,415,000 Industrial New Jobs Training Certificates Series 2023-1

Moved by Dr. Hutcheson seconded by Ms. Meyer to Receive the Bids and approve the Resolution Instituting Proceedings to Take Additional Action for the issuance of not To Exceed \$1,790,000 Industrial New Jobs Training Certificates, Series 2023-1. A roll call vote was taken. Ayes: Dr. Hutcheson, Dr. Jones, Ms. Knox, Ms. McGregor, Ms. Meyer, Mr. Nardini, Ms. Saffold, and Mr. Beck. Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Moved by Mr. Nardini seconded by Ms. Saffold to approve the Resolution Directing the sale and Delivery of \$1,415,000 Industrial New Jobs Training Certificates. A roll call vote was taken. Ayes: Ms. Knox, Ms. McGregor, Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Hutcheson, and Dr. Jones. Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Moved by Ms. McGregor seconded by Ms. Meyer to approve the Continuing Disclosure Certificate. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Hutcheson, Dr. Jones, Ms. Knox. Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Moved by Mr. Beck seconded by Ms. Knox to approve the Resolution Authorizing the Issuance of \$1,415,000 Industrial New Jobs Training Certificates, Series 2023-1, and Providing the for the Securing of Such Certificates for the Purpose of Carrying Out a New jobs Training Program Project Designated as the 2023-1 Multiple Project. A roll call vote was taken. Ayes: Ms. Meyer, Mr. Nardini, Ms. Saffold, Mr. Beck, Dr. Hutcheson, Dr. Jones, Ms. Knox, Ms. McGregor Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Other Required Approvals

Moved by Dr. Jones seconded by Ms. McGregor to ratify the Master Agreement as negotiated with the Hawkeye Professional Educators' Association including a salary increase for eligible faculty members of 3.0% for academic year 2023-2024, 3.25% for academic year 2024-2025. A reopen clause will be defined within the Master Agreement to allow for discussion regarding a salary index. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. Meyer to approve a 3.0% salary increase for eligible employees for fiscal year 2023-2024. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. Meyer to accept the proposed redistricting map for Hawkeye Community College. Motion carried unanimously.

Moved by Dr. Jones seconded by Mr. Beck to approve the March 17-April 13, 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 meeting adjourned at 7:33 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Annette Staples". The signature is written in a cursive style with a large, looped initial "A".

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