



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**June 27, 2023 6:00 PM Regular Meeting Minutes**  
**Hawkeye Community College – Hawkeye Center Board Room**  
**1501 E. Orange Road, Waterloo IA 50701**

**Call to Order**

Chair Jay Nardini called the meeting to order on June 27, 2023 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Casey McLaughlin, Ms. Teresa Meyer, Mr. Jay Nardini, and Ms. Bridget Saffold. Absent: Dr. Merritt Jones.

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. 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.
- VII. Assess the monitoring report for Ends #4 (Students have the knowledge, skills and attitudes to become productive citizens) to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Approve the May 12-June 15, 2023 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- IX. Exempt Session – Discuss strategy in matters relating to employment conditions of an employee who is not covered by a collective bargaining agreement pursuant to the provisions of 21.9 of the Code of Iowa.
- X. Possible Action – Modify the three-year rolling contract for Dr. Todd Holcomb, President of Hawkeye Community College, to include an annual salary and other benefits effective July 1, 2023.
- XI. 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 Ms. Knox seconded by Ms. Saffold to approve the following consent agenda item: May 23, 2023 regular board meeting minutes. Motion carried unanimously.

## **President's Comments**

Dr. Holcomb welcomed Mr. Norman Coley, Jr., the new Dean of Students to the Board. Mr. Coley is replacing Nancy Henderson who is retiring. He began his duties at Hawkeye on June 12.

### Redistricting Map and upcoming election

All Trustees received a copy of the finalized redistricting map and a table indicating of who is in each district. Six districts up for re-election in November. The candidate filing period begins August 28 and goes through September 21 at 5:00PM. Candidates need to acquire 50 signatures from eligible voters in their district. The Election Date is November 7.

### 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. Hawkeye will be hosting this conference next year so I encourage you to attend so you can provide input and feedback as we continue to plan.

### ACCT leadership congress

The ACCT Leadership Congress is scheduled for October 9-12, 2023 in Las Vegas, Nevada. Mr. 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**

### *A faculty perspective about employment at Hawkeye Community College – Presentation by Mr. Paresh Shettigar, Professor, Civil & Construction Engineering*

Mr. Shettigar presented about his employment and professional opportunities at Hawkeye Community College. He has been employed at Hawkeye for over 29 years. He explained that in addition to his teaching duties, he is also the program advisor and shared his story about how he came to be an instructor at Hawkeye. He also shared that what he loves the most about being at Hawkeye is the impact he gets to make on his students through his teaching, and his involvement in the community by connecting his students with employers. He also shared that he enjoys working with and connecting with the other faculty and staff at Hawkeye.

*A staff perspective about employment at Hawkeye Community College – Presentation by Ms. Penny Teisinger, Child Care Coordinator*

Ms. Teisinger shared that she has been employed at Hawkeye Community College since 1995. In 1999, she took the position of Child Care Coordinator. Since then, she has had the opportunity to collaborate with numerous staff members and the community through grants to build the Child Development Center on Hawkeye's main campus and Van G. Miller Adult Learning Center locations. The program maintains several accreditations and certifications. The program has been accredited since 1999 by the National Accreditation of the Young Children (NAEYC) and is rated IQ4K by the Iowa Quality Rating System. Grants have been received from Child Care Access Means Parents in School (CCAMPIS), the Iowa Department of Education, Iowa Women's Foundation, and Cedar Valley's Promise Preschool for example. In addition, she has had the opportunity to establish partnerships with Tri-County Head Start and Exceptional Persons Inc.

*June 1, 2023 Foundation Board of Directors Meeting Report – Trustees Jones and Saffold*

Ms. Saffold reported that the Hawkeye Community College Foundation board met for their regular meeting on June 1, 2023. During the meeting the board approved the March 31<sup>st</sup> financials. The portfolio performance fiscal year to date is 6.8%. Net assets of the Foundation total \$14,554,308.32.

Information was shared about:

1. The Foundation's Private Loan Fund. The Foundation has seen an increase in students utilizing these loans. These loan funds do have pre-qualifications and are typically used to pay for last classes or to pay down a loan balance once the student financial aid is exhausted.
2. The farm lease. The Foundation owns approximately 99 acres of farmland which 80.5 is tillable and the College rents and farms the ground as part of their agriculture program. The Foundation agreed with the recommendation to continue with the current lease rate of \$250.00 per acre. The cash rent totals \$20,215 annually which is used to benefit the agricultural programs at Hawkeye Community College.
3. Dr. Holcomb's reported about the potential timeline for the First Impression Courtyard Project. The project will begin spring/summer 2024 which is later than the anticipated fall 2023 time period originally discussed.
4. Ms. Bremer-Miller shared the Foundation/Institutional Development general goals for fiscal year 2024. Those include: Adding an additional five new board members further strengthening board, develop sustainable alumni program, implement standardized stewardship processes, begin planning a 3-5 year capital campaign and continue to support and strengthen Hawkeye's Grant Program.

Dr. Holcomb also shared the status of the Future Ready Iowa Last Dollar Scholarship. He did request the Foundation's support in helping provide a portion

of Hawkeye's 2nd year Last Dollar Scholars students. The Foundation agreed to help and will vote on a requested amount during the August meeting.

June 22, 2023 Community Colleges for Iowa Board of Directors Meeting Report – Trustees Nardini and Knox

Mr. Nardini reported that during the meeting he discussed the upcoming ACCT Leadership Congress which will take place in October in Las Vegas, Nevada. Mr. Nardini will be elected Chair of the Board of Directors during this meeting, and as such, will have the opportunity to make one appointment. He would like to appoint someone from Iowa so he asked the Board to provide to him potential candidates.

Ms. Knox reported that the Board heard a presentation regarding the history of the Last Dollar Scholarship program. Ms. Emily Shields, Executive Director provided an update regarding the upcoming Trustees Conference which will take place in July. Mr. Roy Salcedo presented information regarding Shared Equity Leadership and how the Board can begin to implement the practices associated with it.

Mr. Jeff Smith provided a presentation regarding advocacy, the 2024 legislative priorities, and Iowa's for a Skilled Workforce. In addition, Ms. Shields emphasized the importance of each college's engagement with legislators through the summer and the importance of advocating for how community college's benefit the state of Iowa.

**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) May 23, 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-5: Board Members' Code of Conduct and found it to be satisfactory.
- The Board evaluated itself on its annual fulfillment of Policy GP-6: Board Committee Principles 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 Mr. McLaughlin seconded by Mr. Beck that the board has assessed the Executive Limitations EL-5 Financial Condition and Activities Items #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. McGregor that the board has assessed the Ends #4 (Students have the knowledge, skills and attitudes to become productive citizens) monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

### **Required Approvals**

Moved by Mr. Beck seconded by Dr. Hutcheson to approve the May 12-June 15, 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.

### **Exempt Session**

The Board of Trustees went into Exempt Session at 7:21 p.m. for the purpose of discussing strategy in matters relating to employment conditions of an employee who is not covered by a collective bargaining agreement pursuant to the provisions of 21.9 of the Code of Iowa. Regular session resumed at 7:56 p.m.

### **President Employment Agreement**

Moved by Mr. McLaughlin seconded by Ms. Meyer to modify the three-year rolling contract for Dr. Todd Holcomb, President of Hawkeye Community College, to include an increase in base salary to \$272,620.00, monthly vehicle allowance of \$10,000.00, monthly expense account to \$7,000.00 and increase the contribution to a 403b retirement account to \$22,000.00, per month effective July 1, 2023.

### **Adjournment**

The meeting adjourned at 8:05 p.m.

Respectfully submitted,



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