



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
July 18, 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 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, Mr. Jay Nardini, Ms. Bridget Saffold and 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. McLaughlin seconded by Mr. Beck 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. Organizational Board Actions – New Appointments
 - a. Motion – Election of Board Secretary & Administer Oath of Office by Board Chair
 - b. Motion – Election of Board Treasurer & Administer Oath of Office by Board Chair
- VI. Consent Agenda
- 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 Ends #1 (The College will embrace and reinforce a culture that values and promotes diversity, equity, and inclusion) monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- IX. Assess the monitoring report for Executive Limitations General Executive Constraint monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- X. Assess the monitoring report for policy EL-8 Communication and Support to the Board and determined it demonstrates compliance with a reasonable interpretation of the policy.
- XI. Approve the June 16 – July 6, 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.
- 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 Mr. Nardini seconded by Mr. McLaughlin to approve the following consent agenda item:

- a. Election of Dee Paulsen as Board Secretary & Administer Oath of Office by Board Chair.
- b. Election of Laura Trueg as Board Treasurer & Administer Oath of Office by Board Chair.

Motion carried unanimously.

Moved by Ms. Knox seconded by Ms. Hutcheson to approve the following consent agenda item: July 18, 2023 regular board meeting minutes with the following amendments made to President Holcomb's Employment Agreement:

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~~ *annual* vehicle allowance of \$10,000.00, ~~monthly~~ *annual* expense account to \$7,000.00 and increase the contribution to a 403b retirement account to \$22,000.00, ~~per month~~ *annually* effective July 1, 2023.

Motion carried unanimously.

President's Comments

ACCT Leadership Congress Registration is open for the 2023 ACCT Leadership Congress. The Congress will take place in Las Vegas from October 9-12. The deadline for early bird registration is August 4, 2023. Our Master Facilities planning process was excepted as a program at the convention.

Grundy Hall, we are working with Peters Construction on a potential delay and opening of the remodeled Grundy Hall. We are in communication with Peter's Construction and a small team of Lynn LaGrone, Dan Gillian, Terry Flynn and Dr. Troy Moran are meeting on a weekly basis to monitor their progress.

The Butler Hall Steering Committee had their first meeting with a visit to Metro CC in Omaha, NE. The Steering Committee visited facilities on the North and South Metro campuses. We are beginning the process to determine the programs

expected to be in Butler Hall.

The Automation and Robotic Center (ARC) is open and training is taking place. We have a few touch-up items for the facility that we want to complete, before we have our Grand Opening ceremony.

Board Education

None.

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) July 18, 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-4: Chair's Role and found it to be satisfactory.

Executive Limitations Items for Decision

The board reviewed its EL-7: Compensation and Benefits Multi-Year Cycle Policy Review and found it to be satisfactory.

Board-President Delegation Items for Decision

None.

Monitoring President Performance – Ends & Executive Limitations

Moved by Ms. Hutcheson 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 Mr. McLaughlin that the board has assessed the Ends #1 (The College will embrace and reinforce a culture that values and promotes diversity, equity, and inclusion) monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. Hutcheson that the board has assessed the Executive Limitations General Executive Constraint monitoring report and determined it

demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Ms. McGregor seconded by Ms. Saffold that the board has assessed the Monitoring report for EL-8 Communication and Support to the Board and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals

Moved by Mr. Nardini seconded by Mr. Beck to approve the June 16 – July 6, 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 6:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dee Paulsen", with a long horizontal flourish extending to the right.

Dee Paulsen
Assistant to the President
Secretary to the Board of Trustees