



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
August 22, 2023 6:00 PM Regular Meeting Minutes
TechWorks Automation and Robotics Center
360 Westfield Avenue, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on August 22, 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. Bridget Saffold, Mr. Jay Nardini and Dr. Merritt Jones. Absent: Ms. Teresa Meyer.

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 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. Assess the monitoring report for policy EL-2 Treatment of Employees monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- VII. Assess the monitoring report for policy EL-4 Planning monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Assess the monitoring report for policy EL-5 Financial Condition and Activities Items #1-5 monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- IX. Approve the appointment of the Official Voting Delegate of the Hawkeye Community College Board of Trustees for the 2023 Association of Community College Trustees (ACCT) Annual Leadership Congress.
- X. Approve the July 7-August 10, 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.
- 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 Mr. Beck seconded by Ms. Knox to approve the following consent agenda item: July 18, 2023 regular board meeting minutes. Motion carried unanimously.

President's Comments

Enrollment

Dr. Holcomb reported that Today is the fifth day of classes, since we started this year on August 16. Our headcount is 4,731 students which represents less than a 1% (-0.76 %) decline from a year ago (including high school). Our credit hours are about 1.61% lower than last year at this time. There are some high schools that are still enrolling students for concurrent enrollment classes. The Census/Lock date is September 29, 2023 for credit enrollment. Non-credit enrollment and contact hours are up 9% compared to last year at this time.

Grundy Hall Update

We are looking for an end of September or first of October opening. The simulation equipment gets installed this week.

First Impressions courtyard

The committee recently met with RDG and discussed the updated plans which has a better design and resized things down. There will no longer be a sand volleyball court, instead there will be a half-sized basketball and pickleball court. We will be done with design and construction documents by November and will start bidding in January. Also noted was the finding of a water main problem and issue in the tunnel to Tama which will be fixed during this project. Work will begin in the Spring of 2024 and finishing by the end of Fall 2024.

Hawkeye Center Makeover

The Hawkeye Center Makeover planning is underway. The planning committee had a discussion with RDG recently to go over the process, schedule and the locations of signage and graphics. The Lenticular Wall will display a new welcome message and Hawkeye Community College branding will be visible on the entrance side of this graphic, which will represent the diversity of the student body. The Atrium Room will have new graphics and signage placed above doors for each department made from aluminum or acrylic, depending on cost. The walls will be gray. The Reception Desk backdrop will be updated with graphics that will have the "H" logo featured and branding incorporated. There will be new signage throughout the building. Next Steps will be to develop concepts based on feedback from that meeting.

Election Information

The first day to file nominations with College or Board Secretary is Monday, August 28, 2023. Community College Board Trustees must have at least 50 signatures from director district. The last day to file nominations with the school secretary is Thursday, September 21st no later than 5pm. Election Day is November 7, 2023.

Iowa Association of School Boards

The Iowa Association of School Boards would like to recognize all of our Trustees who are Developing Iowa's Future Together in partnership with school communities, families and citizens. Each of our Trustees have received a certificate of recognition.

Student Representative Update

We have begun working on recruiting for student representatives to serve on the Board. We are just starting to get the word out to students as they return to classes this week. We will have flyers to hand out at our Fall Festival this Thursday with information and a QR code to complete the application. We will also promote the opportunity on our social media pages. Applications are due Monday, September 11. The goal is to have two representatives in place for the October meeting.

Jam the Gym

This year's event will take place in the parking lot outside of the HESC building to kickoff the first home volleyball game of the season against Southeastern Community College on Wednesday, September 13 beginning at 4:00pm. The food vendor will be announced soon, free meals to students. There will also be music, games and prizes outside of the HESC (games include: Giant Connect 4, Jenga and Cornhole). The music will be provided by Student Leaders and the Student Activities Team. Rusty Redtail will be at the event. The volleyball game will begin at 6:00pm.

Board Education

Mr. Kent Wolfe, Director Automation and Robotics Center gave a tour of the Automation and Robotics Center. The main entrance is showcased with a reception desk, Hawkeye Community College logo and donor wall. A computer lab/studio is also placed off the main entrance in a separate room with 12 computer stations and audio visual equipment.

Mr. Wolfe reported the curriculum is set to allow students to gain certifications. One certification is SACA: Smart Automation Certification Alliance. The curriculum will incorporate labs that provide hands on experience with equipment. After certification students will take knowledge tests online, then instructors will certify the student can demonstrate those skills.

There are designated areas in the center: Automation, Robotics, Industry 4.0, Electrical, Mechanical and Fluid Power. There is an open support station for students in the middle with tables, chairs and white boards to be used as an "open classroom" instruction area.

There is another private classroom with AV technology which is where the Board had it's meeting, and office space and kitchen on the other side of the building.

August 3, 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 August 3, 2023. During the meeting the board approved the following items:

1. Approved the financial statements and reviewed the 4th quarter investment summary.
2. Approved the Private Loan Interest Rate to slightly increase from 5% to 5.5%.
3. The board officially voted to gift Hawkeye Community College \$1 million for the First Impressions Courtyard Project. That will be paid to the college at end of the project.
4. The Foundation Board approved the expenditure of \$250,000 for second year Last Dollar Scholarship. This covers half of the tuition. The college will pay the other half. This is only for 2nd year students who no longer qualify under the new guidelines of the program.

The 2023-2024 Annual Campaigns Initiatives were shared with the board. It includes four areas.

1. Scholarship Funds
2. Emergency Funds
3. WE Build Program
4. First Impressions Courtyard

It was shared that many donors still have outstanding Grundy Hall pledges and we need to allow time to pay on these pledges prior to launching the capital campaign in Fall 2024.

The new Business Item was the Annual Meeting of the Foundation Board that is scheduled for September 28th. They will be electing new officers at that time.

July 19-20, 2023 Community Colleges for Iowa Annual Conference Report – Trustee Saffold

Ms. Saffold reported on the July 2023 Community Colleges for Iowa Board Meeting. The meeting took place at Kirkwood Community College. During this year's annual conference she especially enjoyed the presentation regarding population decline. She learned how people are leaving Iowa, which effects the workforce and student population. This means colleges must be innovative on recruitment in order to continue growth for colleges. We must engage students to come to Hawkeye Community College and stay in our area after graduation.

July 20-23, 2023 Association of Community College Trustees Retreat Report – Trustee Nardini

Mr. Nardini reported that the annual ACCT Board Retreat took place July 20-23, 2023. The retreat is always held in the state where the chair resides. This year the retreat took place in San Antonio, Texas. Mr. Nardini reported voting results for the Board of Directors at ACCT that took place at the Retreat.

Mr. Nardini also reported the Board's agenda included determining what ACCT would like to accomplish; diversity equity and inclusion was highly regarded.

Mr. Jee Hang Lee, ACCT President & CEO was the first guest speaker at the Community College for Iowa conference at Kirkwood last July. He then came to visit Waterloo with Dr. Holcomb and Mr. Nardini. They toured the Marriott hotel and Adult Learning Center in regards to preparing for hosting next year's ACCT Board Retreat.

Ownership Linkage

Advisory Committee Meetings are complete. Trustee Nardini stated the final document review will be at the next Board Meeting.

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-7.0 Board Committee Structure and found it to be satisfactory.
- The Board evaluated itself on its annual fulfillment of Policy GP-7.1 Finance Committee 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. Nardini seconded by Mr. McLaughlin that the board has assessed the Executive Limitations EL-2 Treatment of Employees 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 EL-4 Planning monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. Beck seconded by Dr. Jones that the board has assessed the 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.

Required Approvals

Moved by Mr. McLaughlin seconded by Mr. Beck to appoint Ms. Bridgett Saffold as the Official Voting Delegate of the Hawkeye Community College Board of Trustees for the 2023 Association of Community College Trustees (ACCT) Annual Leadership Congress. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. McGregor to approve the July 7-August 10, 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 7:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dee Paulsen", written in a cursive style.

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