



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
October 23, 2023 6:00 PM Regular Meeting Minutes
Hawkeye Center Conference Room
1501 E. Orange Road, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on October 23, 2023 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Jay Nardini, Mr. Louis Beck, Dr. Christine Hutcheson, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Casey McLaughlin, Dr. Merritt Jones, and Student Representatives Ms. Alina Brühlmeier and Ms. Isabella Hesse. Absent: Ms. Teresa Meyer and Ms. Bridget Saffold.

Others present: Dr. Todd Holcomb, President; Ms. Lynn LaGrone, Provost and Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President, Administration and Finance (via zoom); 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 Jones seconded by 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 Ends #3 (Students have knowledge, skills and attitudes for success in their chosen field) monitoring report to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- 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. Approve the lease agreement between D & D Midwest Investments, LLC and Hawkeye Community College for lab space a 5611 Westminster Drive, Suite No. 6, Cedar Falls effective October 1, 2023 through September 30, 2025 at \$1,250.00 per month for a total of 1,872 square feet space.
- IX. Direct the Board Secretary to publish the Notice to Bidders setting the bid date on November 28, 2023 at 2:00 p.m. and to publish the Notice of Proposed Public Improvements setting the Public Hearing on the plans, specifications, form of contract, and estimated cost for November 28, 2023 at 6:00 p.m. for the Hawkeye Center Lobby Renovation.
- X. Approve the September 15, 2023 - October 12, 2023 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and 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 Jones seconded by Knox to approve the following consent agenda item:
September 26, 2023 regular board meeting minutes. Motion carried unanimously.

President's Comments

Dr. Holcomb welcomed student representatives Ms. Alina Bruhlmeier and Ms. Isabella Hesse.

The Foundation's 2023-2024 Annual Campaign

Dr. Holcomb reported the Foundation has officially kicked off the 2023-2024 Annual Campaign. While we are still accepting employee pledges, the internal campaign has already increased this year with 21 new employee donors and many increasing their gift over the prior year. We ask you to join us in supporting the annual campaign. Ms. Bremer-Miller has put at your places a flier outlining the campaign initiatives and also a return envelope for your convenience. Also, please enjoy your complimentary coaster as our way of saying, "Thank you for your support!"

The Iowa CDL Infrastructure Grant

Dr. Holcomb announced that yesterday, Governor Reynolds awarded Iowa's Community Colleges new grants to modernize and expand Commercial Driver's License training. Hawkeye Community College received a \$1M award. Hawkeye proposes to use grant funds to expand its current Regional Transportation Training Center with 10,000 square feet added to the existing facility, nearly doubling its size. This project includes site preparation, construction and renovation to enhance the current facility. After project completion, Hawkeye anticipates serving 203 potential new drivers annually, for a total impact of 1,125 potential new drivers during the required five-year tuition freeze period.

We have a meeting scheduled for next week to start planning; we have already talked to architects about this project. Dr. Holcomb also mentioned Trucking with the Troops Grant received by Hawkeye and that Hawkeye has received a lot of good grants recently.

Hawkeye Community College/University of Northern Iowa (UNI) and Transfer Event

Early this month, Hawkeye hosted UNI Day, an opportunity for us to celebrate our long-standing partnership while building connections to better serve transfer students. On October 18th, Hawkeye Community College hosted a Transfer Fair. Students were able to meet with transfer school representatives to learn more about the transfer process, campus life and more. Over 25 colleges and universities were in attendance.

Legislative Update

Ms. Pam Wright, who is serving as Hawkeye's legislative liaison, and I have had several one-on-one meetings with legislators in our service area over the last month. We are discussing our three legislative priorities with them: 1. Invest in Student Success, 2. Address Workforce Needs, 3. Serve Local Communities. Currently we have met with or have scheduled meetings with Representatives Eric Giddens, Bob Kressig, Craig Johnson, Derek Wulf, Timi Brown-Powers, Pat Grassley and Chad Ingels. Hawkeye Community College now has 16 representatives due to redistricting, including four new ones.

2024 ACCT National Legislative Summit

The ACCT 2024 National Legislative Summit will be on Sunday, February 4 – Wednesday, February 7 at the Marriott Marquis in Washington, DC. Registration is open, and early bird registration ends December 13, 2023.

Facilities Update

Dr. Holcomb reported that Hawkeye Community College has worked with interior decorators to find creative and cost-effective ways to make the Hawkeye Center experience more attractive to prospective students, families and visitors. Hawkeye is refreshing and updating the cosmetic aspects of the Hawkeye Center to reflect a sense of pride and school spirit. The cost is approximately \$750,000.

He also reported that the First Impression Courtyard Renovation continues to move forward. Hawkeye has decided to replace our 50-year old water main during the renovation which will increase the costs of the project. We hope to bring to the Board in November the Notice for bidding. This may require a special board meeting remotely in December, so that we can go out for bids.

Dr. Holcomb also reported that Grundy Hall is still an active work site and we do not know when it will be turned over to us.

Board Education

What's New in Student Services – Presentation by Ms. Teresa Hellum, Student Accessibility Services Coordinator; Ms. Sarah Kenkel, Student Care Coordinator; and Mr. Norman Coley, Dean of Students

Ms. Teresa Hellum explained that her main purpose at Hawkeye is to connect students with a documented accessibility need with the materials and resources they require. Currently she serves approximately 242 students who need accommodations. Ms. Hellum also serves students with temporary needs. When she works with students, she also teaches them how to be their best own advocate. Ms. Hellum works closely with faculty to get the student the accommodation they need to be successful in the course. Most often, the accommodation is a quiet space and more time for testing. A lot of communication and advertising for the student accessibility services may be why there were more students participating in the services this year.

Ms. Sarah Kenkel explained that her role at the college is to help students find the resources they need and she is also part of the Care Team at Hawkeye. The Care Team provides a non-emergency holistic response for students who are in more distressed situations and bring them into a state of support. To date they have had 6 cases this year, and at this time last year they had 8 cases.

Mr. Norman Coley reported he began in June of this year as Dean of Students. He works with areas such as the testing center, with college advisors, and with student activities to name a few. He ensures Hawkeye Community College is working to cast a web around students to make sure they are on the pathway to success. He also communicates what resources are available to students for them to reach success. Mr. Coley attends freshman courses to discuss issues such as Title IX, consent, non-compliance, discrimination, conduct board and talks about the college safety report with students. He stated the most impressive thing to see at Hawkeye Community College is how everyone seems to be so inclusive, leading students to feel comfortable coming into the student services center.

Student Representative Update – Presented by Trustee McGregor

Ms. Barbara McGregor introduced Student Representative Isabella Hesse. Isabella is from Waterloo and went to school at Dunkerton. She is in her second year at Hawkeye and is working on getting her prerequisites done. She plans to continue her education at the University of Northern Iowa after Hawkeye in the Kinesiology & Exercise Science program, and minor in Nutrition and Psychology. Isabella is part of the throwing crew for Hawkeye College's Track and Field team and she is also a member of the Volleyball team. In addition, she is also a member of Phi Theta Kappa and Vice President of the Student Athlete Advisory Committee.

Next, Ms. McGregor introduced Student Representative AJ (Alina) Brühlmeier. AJ is from Berne, Switzerland. She is a Sophomore at Hawkeye Community College in the Liberal Arts Business transfer program. AJ is also Captain of the Women's Soccer team, Vice President of the Student Athlete Advisory Committee and International Student Community. She is also a student employee at the HESC and is a Student Ambassador in the Admissions office. After Hawkeye she plans to transfer to a 4-year school to pursue her athletic career in soccer and graduate with a Bachelors in Finance.

Mr. Nardini also invited the student representatives to attend the legislative summit in Washington DC in February and extended his congratulations.

September 28, 2023 Foundation Board of Directors Meeting Report – Presented by Trustees Jones

Mr. Jones reported the Hawkeye Community College Foundation board met for their regular meeting on September 28, 2023. During the meeting the board approved the following items:

1. The slate of officer for 2023-2024. Mark Collet will serve an additional one-year term as President. Dr. Beau Beecher is the President Elect and Steve Duggan is the Financial Secretary.

Information was shared about:

1. Dr. Holcomb's reported about his attendance to the Rural Community College Alliance.
2. Dr. Holcomb also provided an update of two successful grants.
 - a. Hawkeye Community College was awarded \$900,000 from the US Department of Justice for the PEER (Pathways to Education and Employment Reentry). These funds will go to support the current program and allow the college to expand this valuable program.
 - b. The Department of Labor awarded Hawkeye Community College \$5 million for "The Building Pathways to Infrastructure Job Grant Program." This grant will help recipients design, develop and grow training programs and work-based learning opportunities that prepare job seekers for high-demand, high-quality career pathways in advanced manufacturing, information technology and professional, scientific, and technical service occupations. This grant will help fund the Automation and Robotics Center. Hawkeye Community College is the only college in Iowa to receive funds.
 - c. Dr. Holcomb and Nina Grant shared information about fall enrollment. Hawkeye is up in headcounts for credit programs. We are also up in retention, concurrent and new students. The only areas that declined this year is transfer students.
3. Ms. Heather Bremer-Miller deferred to Constance Grimm, Grants Director of provide additional upcoming grants opportunities for the college.
4. Ms. Bremer-Miller also shared a picture of the naming wall that has been installed in Grundy Hall. The open house for Grundy Hall is slated for Spring 2024.

New business included:

1. For the internal (employee) annual campaign, preliminary numbers are strong. There are 21 news donors thus far. In addition, 30 employees have increased their current pledge over the prior year. Pledge forms are due October 13th.
2. The external (community) annual campaign is underway. The Foundation Board was given campaign information and asked for their annual gift. Heather will meet with members that are not currently in a pledge individually.

The next board meeting is scheduled for Thursday, November 16th.

ACCT Leadership Congress Report – Presented by Trustees Jones, Nardini and Dr. Holcomb.

Mr. Jay Nardini reported this was the largest attended congress, with over 1900 attendees. This included 140 trustees who have served less than 1 year, 62 that have served one year on their board, 39 trustees who have served 26 plus years, for a combination overall of over 7500 years of service. The Leadership Congress represented 41 states, 5 territories, 362 schools and 281 chancellors and provosts. There was 25% new or first-time attendees.

Mr. Nardini also reported there were over 150 breakout sessions for trustees to attend. Also Mr. Nardini assumed the Chairmanship of the ACCT as a year appointment, then he will be named past chair for the following year.

Mr. Merritt Jones reported he had a good experience at the Leadership Congress and strongly encourages trustees to attend this event in the future. Mr. Jones attended more than a dozen sessions. He also took part in the presentation on facilities master plan: “Rightsizing for the Future” with Dr. Holcomb and RDG Design and Planning.

Dr. Holcomb reported he attended a session for a half day on “Leveling Up: Realizing Black Learner Excellence at Community Colleges”, and that it was an outstanding presentation. He also attended several Artificial Intelligence (AI) sessions, AI was a hot topic, and he attended sessions on compensation education, competency based, transfer programs as well as technology sessions on how to use technology to better support students. Dr. Holcomb also participated in a survey group with 1500 surveys. An interesting fact from the surveys was that trustees are more optimistic in chat GPT than administrators are.

Ownership Linkage

None.

Ends Items for Decision

None.

Governance Process – Items for Decision

Governance Process – Governing Style

The board reviewed its Governing Style (GP-1) September 26, 2023 board self-evaluation summary and found it to be satisfactory.

Board Planning Cycle and Agenda Control GP-3

The board evaluated itself on its annual fulfillment of Policy GP-11 Special Rules of Order and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy GP-12 Handling Apparent Policy Violations and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy GP-13 Adoption/Amendment of Policies and found itself to be in compliance with the policy.

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 Ms. Knox that the board has assessed the Ends #3 (Students have knowledge, skills and attitudes for success in their chosen field) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Dr. Hutcheson 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.

Required Approvals

Moved by Dr. Jones seconded by Mr. McLaughlin to approve the lease agreement between D & D Midwest Investments, LLC and Hawkeye Community College for lab space a 5611 Westminster Drive, Suite No. 6, Cedar Falls effective October 1, 2023 through September 30, 2025 at \$1,250.00 per month for a total of 1,872 square feet space. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. Knox to direct the Board Secretary to publish the Notice to Bidders setting the bid date on November 28, 2023 at 2:00 p.m. and to publish the Notice of Proposed Public Improvements setting the Public Hearing on the plans, specifications, form of contract, and estimated cost for November 28, 2023 at 6:00 p.m. for the Hawkeye Center Lobby Renovation. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. McGregor to approve the September 15, 2023 - October 12, 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 7:18 p.m.

Respectfully submitted,



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