



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**January 23, 2024 6:00 PM Regular Meeting Minutes**  
**Hawkeye Community College - Board Room**  
**1501 E. Orange Road, Waterloo IA 50701**

**Call to Order**

Chair Jay Nardini called the meeting to order on January 23, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck (via zoom), Dr. Christine Hutcheson, Mr. Ron Orf, Ms. Barbara McGregor, Mr. Casey McLaughlin, Mr. Jay Nardini, Ms. JoDee Knox, Mr. Dave Westley and Student Representatives Ms. Alina Bruhlmeier and Ms. Isabella Hesse. Absent: 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; Ms. Nina Grant, Vice President of Student Affairs; 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 Mr. Casey McLaughlin seconded by Mr. Dave Westley 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 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 EL-7 Compensation and Benefits and determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Assess the Ends #5 "The communities in our merged area have the highly skilled workers needed to meet the changing demands of the market" to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- IX. Direct the Secretary to publish the Notice to Bidders setting the bid date on February 27, 2024 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 February 27, 2024 at 6:00 p.m. for the Hawkeye First Impressions Courtyard.
- X. Approve the November 17, 2023-January 11, 2024 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 Mr. Jay Nardini seconded by Mr. Ron Orf to approve the following consent agenda item: November 28, 2023 regular board meeting minutes. Motion carried unanimously.

Moved by Mr. Casey McLaughlin seconded by Ms. JoDee Knox to approve resignations of two 279 contract employees. Motion carried unanimously.

## **President's Comments: Dr. Todd Holcomb**

### Spring 2024 Enrollment

Classes began January 8, 2024. The Census/Lock Date was Sunday, January 21. Ms. Nina Grant will present the Spring 2024 enrollment data during next month's meeting. In addition, Mr. Aaron Sauerbrei will present current data regarding non-credit training. I would also like to introduce our new Director of Inclusion and Success Services, Megan Wescoat who is here with us tonight.

### 2024 ACCT Legislative Summit

This year's ACCT Legislative Summit is just around the corner. The summit will take place in Washington DC from February 4-7. Those attending include: Chair Jay Nardini, both student representatives and myself.

### FEBRUARY 26-MARCH 1: LEADERSHIP IN ACTION WEEK

Community Colleges for Iowa will be hosting the first annual Community College Leadership in Action Week. While the events will feel familiar, they will be packaged together for one cohesive week of events. These events include the Student Legislative Seminar, Phi Theta Kappa, and Community College Day on the Hill. The Student Legislative Seminar will take place from 12pm to 4pm on February 26th followed by PTK that evening. Then, on February 27th, we will host Community College Day on the Hill from 7:30am to 12pm.

### FACILITIES UPDATE

Classes were back in session in Grundy Hall at the beginning of the semester. A dedication for the building will be on April 18, 2024.

The remodeling project for the Hawkeye Center rotunda area has begun. Initial work includes replacement of the front desk and carpeting of the front area, all oak woodwork and doors/frames will be refinished, new skylights and signage will be installed, new furniture and fixtures for the rotunda area will be installed. There will be use of a temporary front desk located in the rotunda area.

We interviewed four companies to serve as the Construction Manager at Risk for Butler Hall this past Thursday. We are in the process of making a selection this week. Construction is anticipated to begin in August 2024 and take two years to complete.

The Rural Transportation Training Center design from Levi Architects will be presented to us this Friday.

The First Impressions Courtyard Renovation project will go for bidding this month. The bid will be awarded in late February and we anticipate construction to begin in March. Our 50-year water main will also be replaced during this construction. We have narrowed this project budget down to \$4.7M. We anticipate this project will be completed in Fall of 2024.

### WEBSITE UPDATE

The college will be updating its website over the next year. Email invitations have been sent to various faculty and staff for workshop/information sessions. There will also be an email survey going out to all students, faculty and staff to be used as a baseline. This initiative is led by Ms. Mary Pat Moore.

### **Board Education**

#### *December 13, 2023 CC for Iowa Board Meeting Report – Trustee Knox*

Trustee Knox reported that the Board discussed the first Convention and Tradeshow that was last November. Next year's event will take place at the Marriott Downtown Des Moines December 3-5, 2024. Discussion took place regarding whether or not to combine the Trustee Conference and the Convention and Tradeshow. There were 370 attendees (60 awards only), and 56 sponsors. About 100 evaluations have been received and they have been very positive. The sessions were well attended and attendees appreciated the opportunity to network

Also, it was decided to move forward with planning the July Trustee Conference and it will focus on governance. This year the conference is hosted by Hawkeye Community College.

Ms. Knox reported there were a lot of positive meetings with legislators regarding funds from Iowa Skilled Workforce and they also wanted to thank all those who donated.

The next board meeting is scheduled for tomorrow, January 24, 2024.

#### *Student Representative Reports – Ms. Alina Bruhlmeier and Ms. Isabella Hesse*

Ms. Bruhlmeier reported students have started lessons in the newly renovated Grundy building. She has only heard positive feedback so far from the enrolled students. She also reported the athletic trainer has moved to the HESC as part of the transition of the athletic department from the athletic center to the HESC. Additionally, the softball team is starting their first season soon and we're trying to get the students to the home games which are played at Hudson.

Ms. Bruhlmeier also reported a follow up regarding the situation at the towers, there has been no updates, the school is still in communication with the apartment complex and keeps the situation under close observation, students report there's been improvements in maintaining the apartments.

Ms. Hesse reported that the Athletics Department is in the process of creating a one-stop-shop for athletes at the HESC. The purpose behind this initiative is to make things

a little easier for everyone, considering that the HESC will be the hub for many sports and related activities. Also said all coaching staff, HESC staff, and athletic directors will now be located in the HESC.

They have already begun the transition by relocating the athletic trainers to room 237 and are currently working on creating a golf simulator room and a larger studio for dance, providing dedicated spaces for their practices away from the gym floor. This move serves a significant purpose as it aims to open up gym floor hours for other sports, recreational activities, and students who may want to use the space between passing periods. Collaboration with other facilities like Grundy Hall and the HESC is underway to ensure a smooth transition for everyone as Hawkeye continues to grow!

### **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) November 28, 2023 board self-evaluation summary 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. Christie Hutcheson seconded by Ms. Barbara McGregor that the board has assessed the EL-5 Financial Condition Items 1-5 Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. Casey McLaughlin seconded by Ms. JoDee Knox that the board has assessed the Executive Limitations Compensation and Benefits (EL-7) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. Jay Nardini seconded by Mr. Dave Westley that the board has assessed the Ends #5 (The communities in our merged area have the highly skilled workers needed to meet the changing demands of the market) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

### **Required Approvals**

Moved by Mr. Ron Orf and seconded by Dr. Christie Hutcheson to direct the Secretary to publish the Notice to Bidders setting the bid date on February 27, 2024 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 February 27, 2024

at 6:00 p.m. for the Hawkeye First Impressions Courtyard Renovation. Motion carried unanimously.

Moved by Mr. Louis Beck and seconded by Ms. Barbara McGregor to approve the November 17, 2023 - January 12, 2024 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 regular session of the Board of Trustees meeting adjourned at 6:38 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