Call to Order/Pledge of Allegiance
Chair Casey McLaughlin called the meeting to order on September 27, 2016 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Bruce Clark, Mr. Gene Ficken, Mr. Jay Nardini, Mr. John Schuller, Ms. Joan Webster-Vore and Mr. Casey McLaughlin. Absent: Mr. David Krejchi; Mr. Ron McGregor; and Ms. Teresa Meyer.

Others present: Dr. Linda Allen, President; Dr. Jane Bradley, Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President, Administration and Finance; Ms. Kathy Flynn, Vice President, Advancement; Ms. Holly Johnson, Executive Director of Hawkeye Community College Foundation; Mr. John Clopton, Executive Director of Human Resource Services; and Mr. Aaron Sauerbrei, Executive Director of Business and Community Education.

Adoption of Agenda
It was moved by Ms. Webster-Vore seconded by Mr. Ficken to approve the agenda as submitted:

I. Call to Order/Pledge of Allegiance
II. Adoption of Agenda
III. Comments by the Public on Items on This Agenda
IV. Consent Agenda - approve August 23, 2016 regular board meeting minutes

V. Declaration of Conflict of Interest, if any
VI. Approve the Second and Final Reading of the Amendment to the Governance Policy GP-8 Investment in Governance by deleting items #3 and 3.1 and amending related item #5 of the EL-4 Planning Policy to read “Permit financial planning that does not provide funds for the Board’s direct use during the year, including costs of fiscal audit, Board development, Board and committee meetings, Board legal fees, and ownership linkage.”

VII. Discussion for possible action - To consider the first reading of the amendments to the Governance Policies Governance Planning Board Planning Cycle and Agenda Control GP-3 Item #3 and to the Executive Limitations EL-8 Communication and Support of the Board #3.2 as submitted.

VIII. Discussion for possible action - To consider the first reading of the amendment to remove GP13 Adoption/ Amendment of Policies Item #7.
IX. Discussion for possible action - to approve the proposed minor clarifications/corrections to Governance Policies as submitted.
X. Assess the Executive Limitations EL-1 Treatment of Students Monitoring Report to determine it demonstrates compliance with a reasonable interpretation of the policy.
XI. Assessed the Executive Limitations Financial Conditions Items 1-4 monitoring report (EL-5) to determine it demonstrates compliance with a reasonable interpretation of the policy.
XII. Appoint the official voting delegate for the Hawkeye Community College Board of Trustees at the 2016 Association of Community College Trustees (ACCT) Annual Leadership Congress.

XIII. Approve the two-year lease agreement with Iowa Workforce Development for 347 square feet of Mason City Promise Job office space at $305.65 per month effective September 1, 2016 through January 31, 2018.

XIV. Approve the one-year lease agreement with Iowa Valley Community College District for 344 square feet of Promise Job office space at $361.20 per month effective July 1, 2016 through June 30, 2017.

XV. Approve the August 12 – September 16, 2016 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and to make a part of these official minutes.

XVI. Background Information Requested by the Board

XVII. 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.

Consent Agenda
It was moved by Mr. Nardini seconded by Mr. Schuller to approve the following consent agenda items: August 23, 2016 regular board meeting minutes. Motion carried unanimously.

Declaration of Conflict of Interest, if any
There were no conflicts of interest reported by board members on items on this agenda.

Ownership Linkage - None.

Ends Items for Decision - None.

Governance Process - Items for Decision
Governance Process (GP-1)
The board reviewed the August 23, 2016 2016 board evaluation summary.

Board Planning Cycle and Agenda Control (GP-3)
Board Performance Evaluation by Policy
The board reviewed the trustees’ self-evaluations of Governance Policies GP-9 Board Linkage with Ownership and GP-10 Governance Succession Planning. There were no serious areas of concern.

Governance Policies GP-8 Investment in Governance Amendment
Moved by Ms. Webster-Vore seconded by Mr. Nardini to approve the Second and Final Reading of the Amendment to the Governance Policy GP-8 Investment in Governance by deleting items #3 and 3.1 and amending related item #5 of the EL-4 Planning Policy to read “Permit financial planning that does not provide funds for the Board’s direct use during the year, including costs of fiscal audit, Board development, Board and committee meetings, Board legal fees, and ownership linkage.” Motion carried unanimously.
Governance Policies Board Planning Cycle and Agenda Control GP-3 and to the Executive Limitations EL-8 Communication and Support of the Board Amendments
Moved by Mr. Schuller seconded by Ms. Webster-Vore to approve the first reading of the amendments to the Governance Policies Governance Planning Board Planning Cycle and Agenda Control GP-3 Item #3 and to the Executive Limitations EL-8 Communication and Support of the Board #3.2 as submitted. Motion carried unanimously.

GP13 Adoption/ Amendment of Policies Item #7 Amendment
Moved by Mr. Schuller seconded by Mr. Ficken to approve the first reading of the amendment to remove GP13 Adoption/ Amendment of Policies Item #7. Motion carried unanimously.

Clarification/Correction Amendments
Moved by Mr. Clark seconded by Mr. Nardini to approve the proposed minor clarifications/corrections to Governance Policies as submitted. Motion carried unanimously.

Governance Coaching Report
The board reviewed the coaching reports of its July 26, 2016 and August 23, 2016 regular board meetings as prepared by Jannice Moore, consultant, The Governance Coach.

Governance Coaching Services Renewal
Discussion was held on the board’s progress under the past year’s Governance Coaching Services contract with consultant Jannice Moore, of the Governance Coach. Because of the positive development, the board decided to not renew its contract for a second year of coaching services.

Board-Management Delegation Items for Decision - None.

Monitoring President Performance-Ends & Executive Limitations
Moved by Mr. Nardini seconded by Mr. Ficken that the board has assessed the Executive Limitations EL-1 Treatment of Students Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Ms. Webster-Vore seconded by Mr. Schuller that the board has assessed the Executive Limitations Financial Conditions Items 1-4 monitoring report (EL-5) and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals
ACCT Official Voting Delegate
Moved by Mr. Schuller seconded by Mr. Nardini to appoint the official voting delegate for the Hawkeye Community College Board of Trustees at the 2016 Association of Community College Trustees (ACCT) Annual Leadership Congress. Motion carried unanimously.
Moved by Ms. Webster-Vore seconded by Mr. Nardini to approve the two-year lease agreement with Iowa Workforce Development for 347 square feet of Mason City Promise Job office space at $305.65 per month effective September 1, 2016 through January 31, 2018. Motion carried unanimously.
Promise Job Lease Agreements
Moved by Mr. Schuller seconded by Ms. Webster-Vore to approve the one-year lease agreement with Iowa Valley Community College District for 344 square feet of Promise Job office space at $361.20 per month effective July 1, 2016 through June 30, 2017. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. Schuller to approve the August 12 – September 16, 2016 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and to make the payments a part of these official minutes. Motion carried unanimously.

Background Information Requested by the Board
September 8, 2016 IACCT Report – Trustee Jay Nardini
The IACCT Board received a special presentation from the CPA firm on the IACCT FY16 audit and form 990. It was a clean audit with no concerns for internal processes.

The IACCT Board had a special presentation on community college workforce programs presented by Carla Andorf, Director of Skills to Employment facilitated for Iowa Works at Kirkwood Community College, Hawkeye Community College’s Christina Mason, Director of Cedar Valley Iowa Works, and Andrew Schramm, Program Director at Kirkwood Community College for the Food Assistance and Job Training Program.

Administrator Jeremy Varner gave the Department of Education report and noted Iowa Vocational Rehabilitation Services grants, up to $100,000.00 per community college district to assist special needs students, are available for application.

Mr. Nardini shared informational flyers on the updated IACCT legislative priorities for the upcoming session which include alternative funding sources for the community colleges.

The lobbyist noted the importance for trustees to share information with legislators about the following to provide another strategy for a legislator to champion community colleges:

- Community college work/ programs that are exciting to them
- The importance of the legislator’s support to help continue good work at the community college and in the community,
- The slowing of the state funding with little access to local funding. The increased dependence of community college operations on student tuition may price students out of the market for the training necessary to grow Iowa's workforce.
- The benefits of concurrent enrollment and reducing student debt for families and students and exposing students to career options and possibilities following high school.

The IACCT Trustee Leadership Conference will be held November 4 in Des Moines at the IACCT office.

Mr. Nardini encouraged support of Iowa Western Community College Trustee, Connie Hornbeck’s re-election to the ACCT Board to assume the role of Board Vice Chair. The ACCT Congress IACCT Hospitality event will be on Wednesday evening with details to be sent to attendees.
The next IACCT Board of Directors’ meeting will be October 20, 2016 at the IACCT office. The next Leadership Club webinar will be on October 12 at 4:00 p.m.

President's Report - Dr. Linda Allen

New Urban Adult Education Center

Dr. Allen announced at as of 4:15 p.m. this afternoon, the City of Waterloo Board of Adjustment approved Hawkeye Community College's request for a special permit to locate the New Urban Adult Education Center at the corner of Jefferson and Mullen Streets in Waterloo. The College now has the go ahead to begin construction and a community ground breaking ceremony is tentatively scheduled for October 25 at 11:30 a.m. at the site. Dr. Allen shared architect renderings of the proposed center with the board.

STEM Career Fair

Approximately 1,200 8th graders will be visiting the main campus on October 7 to explore a number of STEM careers. This is the sixth year Hawkeye Community College has hosted this event and it continues to grow. The students come in three shifts over the course of the day, and each shift breaks into three different groups.

Grout Museum Exhibit Opening

Dr. Allen thanked the Trustees who were able to attend the grand opening of the Hawkeye Community College's 50th Anniversary exhibit at the Grout Museum last month. Guests included former presidents and trustees of Hawkeye, retirees, and community supporters. Hawkeye's Foundation Board held their September meeting at the Grout last week and there are more Hawkeye events planned there in the future.

Good Morning Cedar Valley

As part of the College's 50th Anniversary celebration, Hawkeye hosted the Greater Cedar Valley Alliance and Chamber's Good Morning Cedar Valley on September 15 in Tama Hall. Turnout was estimated at 180. Dr. Allen thanked trustees Casey McLaughlin and Bruce Clark who attended.

Hawkeye Students Serving the Community

Hawkeye Community College challenged its students to find ways to give back to the community to help mark its 50th anniversary. The Student Life division assisted our clubs and organizations to complete 50 hours of community service during this anniversary year and the students met the challenge. So far, Hawkeye students have tallied up more than 400 volunteer hours at dozens of local charities, schools and community events. Student volunteers will continue working throughout the fall to show the true spirit of community in Hawkeye Community College.

Speaker on Campus

As part of the Admissions department’s annual event bringing more than 120 counselors, principals, and representatives from referral agencies in our region to campus, Hawkeye Community College will host guest speaker Aaron Thomas on October 5 at 10:30 a.m. This event is called “Making Connections: From K through College” and is open to the public. There will also be a series of breakout sessions including tours of the STEM
mobile lab and CEO trailer. Aaron Thomas was working at Union High School in La Porte City when his hometown of Parkersburg was hit by an EF5 tornado in 2008. The community was still recovering from that when another tragedy rocked the town – the fatal shooting of his father, coach Ed Thomas, by a former football player. Following his father’s murder, Aaron returned home to take over his father’s responsibilities as athletic director and has continued the legacy his father built.

September 22, 2016 Foundation Report - Trustee John Schuller
The alumni database continues to undergo updates and “data hygiene” processing that will allow the foundation to reach out to all alumni later this fall. Details for Alumni Day at the Grout Museum, scheduled for January 21, 2017, will be included with this first mailing.

The Foundation received a gift of $1,307 from the sale of the “Redtail Delight” cupcake at Scratch Cupcakery sold the week of August 22-26. This gift will support scholarships.

The Foundation approved the Statement of Gift Intent used to direct the investment and use of estate gifts after a gift is realized.

Trustee Schuller noted the Foundation has an “alumni spotlight” in the College’s CareerFocus magazine. The fall issue features alumnus Sam McCord who graduated from Hawkeye Institute of Technology in 1974. Mr. McCord has founded MCG Biocomposites, LLC, and received patents and registered trademarks for his bio-based products.

Information was shared with the Foundation board on the “Harper College Promise Scholarship” where a scholarship is offered to every public high school student in the Harper College district that would fund up to two years of college with required performance measures. The Hawkeye Foundation is researching related programs.

Adjournment
It was moved by Mr. Schuller seconded by Ms. Webster-Vore to adjourn the regular session of the Board of Trustees meeting at 7:25 p.m. Motion carried unanimously.

Respectfully submitted,

Denise Dunn
Assistant to the President – Special Projects/
Secretary to the Board of Trustees