



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**August 27, 2024 6:00 PM Regular Meeting Minutes**  
**Hawkeye Community College – Hawkeye Center Board Room**  
**1501 E. Orange Road, Waterloo IA 50701**

**Call to Order**

Chair Jay Nardini called the meeting to order on August 27, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson via zoom, Ms. JoDee Knox, Ms. Barbara McGregor, Ms. Bridget Saffold, Mr. Ron Orf and Mr. Dave Westley. Absent: Mr. Casey McLaughlin.

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. Susan Hauber, Executive Director of Human Resource Services; Heather Bremer-Miller, Institutional Advancement and Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing.

**Adoption of Agenda**

Moved by Mr. Beck seconded by Ms. Knox 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 Iowa Code Chapter 279 Contracts for Issuance/Revisions and Terminations - August 27, 2024.
- X. Approve the appointment of Mr. Louis Beck as the Official Voting Delegate of the Hawkeye Community College Board of Trustees for the 2024 Association of Community College Trustees (ACCT) Annual Leadership Congress.
- XI. Approve the July 12 - August 8, 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.
- XII. Approve changing the date of the October Board of Trustee Meeting from Tuesday, October 22, 2024 to Tuesday, October 29, 2024.
- XIII. 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. Orf seconded by Mr. Westley to approve the following consent agenda items: July 23, 2024 Regular Board Meeting Minutes and the August 27, 2024 Board Personnel Report. Motion carried unanimously.

## **President's Comments**

### Virtual Meeting Attendance

Dr. Holcomb reported on recent boards and commissions bill that included a provision changing the laws around electronic meetings for governmental bodies. This law took effect July 1. The language removes provisions required to justify an electronic meeting and instead requires that governmental bodies provide electronic options for participation. The law change means colleges must provide at least one form of electronic meeting identified for all meetings and members do not have to give a reason for choosing to participate electronically. Members of the public should also be given the option to participate electronically through one of the options.

### Enrollment

- Today is the fifth day of classes, since we started this year on August 21.
- Our headcount is 5,049 students which represents a 6.5% increase from a year ago (including high school).
- Our credit hours are about 3.8% higher 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 3, 2024 for credit enrollment.
- Non-credit enrollment and contact hours are steady compared to last year at this time. Contact hours are up 65% because we can now count the hours we use as supervised apprenticeship.

### Hawkeye Towers Update

Dr. Holcomb reported that the college has been receiving an increasing number of complaints from students and their parents regarding the conditions of the apartments at Hawkeye Towers. It is disappointing to learn that our students are once again encountering such issues as they move into their apartments.

The college has been advised to clarify that, as these apartments are private residences, Hawkeye Towers Apartments are not owned, operated, or managed by Hawkeye Community College. We are also advised to recommend addressing any concerns directly with the management.

While we have consistently urged the management to ensure the apartments are safe, clean, and well-maintained, our influence is limited. Nevertheless, we continue to

emphasize that our primary concern remains the well-being of our students who reside in these apartments.

### Student Representative Update

We have begun working on recruiting for student representatives to serve on the Board. We will have flyers to hand out at our Fall Fest Event tomorrow and Student Organization Sign Up Event on Thursday with information and a QR code to complete the online application. We will also promote the opportunity on our website and social media pages. Applications are due Monday, September 6th. The goal is to have two representatives in place for the September meeting (one month sooner than last year).

### 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 Ellsworth Community College on Wednesday, September 4 beginning at 4:00pm. Faculty, Staff and the Community are encouraged to join this event. Hy-Vee will be grilling burgers and jumbo hot dogs at the tailgate. Students will enjoy a free meal including their choice of meat, chips, and a drink. There will also be music, yard games and prizes! Rusty Redtail will be at the event. The volleyball game will begin at 6:00pm.

### ACCT Leadership Congress – Reception by Community Colleges for Iowa

Community Colleges for Iowa will host a reception for all who attend the ACCT Leadership Congress in Seattle on Thursday, October 24<sup>th</sup> from 4:30-6:30pm. Please let Dee know if you would like her to RSVP for you.

### Moving To “The Cloud” In Two Years

Dr. Holcomb reported that the college is working to move Colleague to SaaS (Software as a Service, or “The Cloud”). Currently, Colleague is undergoing business process review and optimization (Admissions, Financial Aid, Records and Registration, Student Accounts/Refunds).

### Facilities Updates

- **WRESTLING PRACTICE FACILITY**

The wrestling practice facility is completed except for finishing off painting the back weight room. Mr. Kyle Fink is getting quotes to complete this. Some graphics have yet to be installed on the exterior of the facility.

- **HEALTH EDUCATION & SERVICES CENTER (HESC)**

At the end of the meeting tonight we will go over to tour the HESC as part of our Board Education. We will see that the HESC project is completed. Some graphics have yet to be installed in the Esports area, dance studio, training and weight room.

- **HAWKEYE CENTER BEAUTIFICATION PROJECT**

Another completed project. The Hawkeye Center has a new front reception desk with college branded backdrop wall behind it and a lenticular wall design: “Together...we can do so much or We can do so much...Together” and as you walk out, a lively stylized image of students. Also, a new updated computer kiosk

station with printer for student/visitor use. There is new paint, glass and panel graphics, and signs, including wayfinding directional columns on each floor. New lighting that included color changing lights at the top of the rotunda, currently changing from Blue to Orange has been installed. There is new furniture that includes a custom build banquette around the elevator complete with outlets to charge devices. Also, a new 85-inch TV screen with Hawkeye welcoming content playing has been installed.

- **COURTYARD**

Dr. Holcomb reported the Courtyard is about one month behind schedule due to excessive rain delays. The college has incurred additional cost for tunnel top concrete to improve sidewalk (paid for with contingency budget). Recently encountered material supply issue with waterproofing of tunnel top causing the concrete work to be delayed. We had hoped to have sidewalk access by start of classes but now may be a week or two later (fencing pulled in to allow sidewalk circulation). There is access to the Child Development Center.

- **BUTLER HALL**

Architects and Construction Manager firms are getting close on finalizing the schematic design and design development. The Steering Committee has chosen a staging option that should allow for the least disruption to students, but will likely extend construction by a couple of months. Completion is now expected to be December of 2027. The college is planning to take the project out for bid in late January and award the bids in late February.

- **REGIONAL TRANSPORTATION AND TRAINING CENTER (RTTC)**

The full project must be completed by December 2024 and to date we are on schedule and on budget. In FY24, Business and Community Education was awarded a \$1M grant to support the remodeling and expansion of the RTTC. The project includes student parking expansion, two additional classrooms, an additional truck bay, and a bonus classroom within the truck bay. In total the project adds 7,456 square feet of instructional space at the RTTC.

## **Board Education**

Mr. Ethan Crawford, Director of Athletics gave a tour of the Health Education and Science Center. Over the last few months, the Athletics' Department has relocated their offices into this building. Also, renovations to the weight room, ice bath room, dance studio, Esports room and athletic training rooms have been completed.

### *August 1, 2024 Foundation Board of Directors Meeting Report – Trustees Saffold and Westley*

Ms. Saffold reported that the Hawkeye Community College Foundation Board met for their regular meeting on August 1, 2024. During the meeting the board approved the following items:

1. Approved the financial statements and reviewed the 4<sup>th</sup> quarter investment summary.

2. Approved the Private Loan Interest Rate to slightly increase from 5.5% to 6%. Typically, the Foundation matches the Federal subsidized/unsubsidized loan rate which is 6.5% this year. The Foundation is making an exception to the standard practice and lowering the rate to 6% for the academic year.
3. The board officially voted to amend the by-laws emeritus status and voted both Mark Collett and Laurie Allbaugh to continue in the emeritus role.

The new business item was the sale of home on 7<sup>th</sup> Street in Waterloo. The Foundation owns the property and Hawkeye's Sustainable Construction Program has completed a house built on one of those lots. Amy Weinands Reality helped to sell the house for \$315,000. The Foundation will pay \$3,000 closing costs and also purchase a one-year home warranty for the buyers. Proceeds from the house will be paid to the college to help offset the building expenses. Thirty-four students worked on this home. The home will official close on August 30.

The Annual Meeting of the Foundation Board is scheduled for September 26<sup>th</sup>. They will be electing new officers at that time. Also, this will be an extended meeting to offer board training for the upcoming capital campaign.

### **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 23, 2024 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. Beck seconded by Ms. Knox 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 Mr. Nardini seconded by Ms. McGregor 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. Orf seconded by Ms. Saffold 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. Westley seconded by Ms. Knox to approve the Iowa Code Chapter 279 Contracts for Issuance/Revisions and Terminations - August 27, 2024. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. Orf to appoint Mr. Louis Beck as the Official Voting Delegate of the Hawkeye Community College Board of Trustees for the 2024 Association of Community College Trustees (ACCT) Annual Leadership Congress. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. McGregor to approve the July 12 - August 8, 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.

Moved by Mr. Beck seconded by Mr. Orf to change the date of the October Board of Trustee Meeting from Tuesday, October 22, 2024 to Monday, October 29, 2024 due to conflict of meetings. Motion carried unanimously.

### **Adjournment**

The meeting adjourned at 6:14 p.m.

Respectfully submitted,



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