



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
September 24, 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 September 24, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Dave Westley, Mr. Ron Orf, and Dr. Christine Hutcheson. Absent: Mr. Casey McLaughlin, Ms. Bridget Saffold.

Others present: Dr. Todd Holcomb, President; Mr. Daniel Gillen, Vice President, Administration and Finance (via zoom); Ms. Nina Grant, Vice President of Student Affairs; Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education (via zoom); Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing; Ms. Susan Hauber, Executive Director of Human Resource Services; and Ms. Heather Bremer-Miller, Executive Director of Institutional Advancement.

Adoption of Agenda

Moved by Ms. Knox seconded by Dr. Hutcheson 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-5 Financial Condition and Activities Items #1-5 monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- VII. Assess the monitoring report for policy EL-1 Treatment of Students monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Approve the Hawkeye Community College Quality Faculty Plan.
- IX. Approve the Iowa Code Chapter 279 Contracts for Issuance/Revisions and Terminations - September 24, 2024.
- X. Approve the Hawkeye Community College Facility Master Plan.
- XI. Approve the August 9, 2024 - September 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.
- XII. 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 Ms. Knox seconded by Ms. McGregor to approve the following consent agenda items: August 27, 2024 regular board meeting minutes and the Board Personnel Report: Non-Bargaining Employees. Motion carried unanimously.

President's Comments– Dr. Todd Holcomb

RCCA

I had the opportunity to attend the Rural Community College Alliance in Queensbury, NY at SUNY – Adirondack Community College on September 18-20. I attended sessions on: Future Focus Instruction with AI for Education, Best Practices for Recruitment in Registered Apprenticeship Programs, Elevating Learner Voice to Boost Program Access and Completion in Rural America, The Power of Connection and Pathways to Improve Secondary to Postsecondary Transition, Seamless Fundraising, Succession Planning at the Second Level – Finding and Preparing the Right Vice Presidents.

2024 IOWA AFRICAN AMERICAN HALL OF FAME

The Des Moines Urban Experience and Iowa State University announced this year's inductees into the Iowa African American Hall of Fame. The 2024 honorees are Celeste M. Lawson from Des Moines, Edith Renfrow Smith from Grinnell, Dr. Barbara Woods from Ames, and Bridget (Saffold) Reed from Waterloo. Dr. Holcomb congratulated Ms. Bridget Saffold on her induction.

OCTOBER BOARD OF TRUSTEE MEETING

Next month, the October Board of Trustee meeting will be held on Tuesday, October 29, 2024 instead of Tuesday, the 22nd due to scheduling conflicts with the ACCT Leadership Congress in Seattle, WA.

ARTIST SERIES – HAWKEYE CELEBRATES THE ARTS!

We are looking forward to the first artist series performances! The Artist Series title is "Keepin' it Local". The first Artist Series performance is scheduled for October 30th at 7:00pm.

HOLIDAY CELEBRATION

This year's holiday celebration is scheduled for Sunday, December 8, 2024. The Hospitality Management program will be implementing the event again this year. Dee will be sending more details as we get closer to the date.

Board Education

Student Representative Update – Trustee McGregor

Ms. McGregor reported that 25 applications were received for the Student Representative positions. The ad hoc committee has selected eight students to

interview. Interviews took place September 17-19 via Zoom. The Ad Hoc committee is comprised of Trustee Beck, Trustee Hutcheson and Trustee McGregor. Selections were made on September 19. Ms. McGregor introduced our new Student Representatives: Evie Flint and Emma Schaeffer. Evie is a Liberal Arts student studying Psychology and Emma is in the Career Tech program studying Nursing.

Fall Enrollment 2024 – Presentation by Mr. Aaron Sauerbrei, Vice President for Strategic Partnerships and Business Education and Ms. Nina Grant, Vice President of Student Affairs

Ms. Grant presented the fall 2024 credit enrollment demographics: Headcount for 2024 is 5,120 which is slightly up compared to the headcount in 2023 of 4,796 students. Arts and Sciences have 3,360 students while Career and Technical Education has 1,7,60 students. Total semester hours for 2024 is 43,936.

Male students account for 40% of enrollment while female students equal 60%. The average age of students is 20/24. 36% of students are enrolled full-time while 64% are part-time.

Underrepresented student enrollment includes 1,089 students representing 21% of total enrollment.

Students from Iowa represent 98% of enrollment. International student enrollment is flat with 69 students from 27 different countries.

The college serves 27 different high schools. There are 25 service area districts, 21 public, 4 non-public, 9 homeschool students and students served at the Waterloo Career Center. There are 288 students with 430 enrollments.

Students taking online only classes total 1,008 students taking 5,951 credit hours equaling 19% of total enrollment. The average credit hours taken is 5.90.

Fall enrollment highlights include a decrease in percentage and number of FAFSA completers. However, increases include headcount, new, returning, full-time, part-time, online, concurrent, retention and credit hours.

Several enrollment efforts are underway including self-service timelines, new website, ISS workshops, AmeriCorps, athletics additions & upgrades.

Challenges facing higher education include continued competition from other colleges, FAFSA fiasco, NCEES data shows drops nationally.

Mr. Sauerbrei presented business and community education enrollment data fiscal year 2024 compared to fiscal year 2023. Unique learners for 2024 to date total 8,693 compared to 2023 where there were 8,378.

Mr. Sauerbrei also reported on duplicate enrollment for 2024. To date we have a total of 17,324 enrolled compared to 2023 where there were 17,635 enrolled.

Mr. Sauerbrei also broke down Business and Community Education contact hours, in the following categories: Advanced Manufacturing, Business and Professional Development, Computers and Technology, Health and Public Services, Life and Leisure, Trade and Industry, and Transportation. The grand total for fiscal year 2024 was 1,052,129 compared to 664,312 in 2023. This is the first year we captured on the job learning in the trade & industry category.

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) August 27, 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-9: Board Linkage with Owners and found it to be satisfactory.
- The Board evaluated itself on its annual fulfillment of Policy GP-10: Governance Succession Planning 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 Mr. Orf that the board has assessed the Executive Limitations 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.

Moved by Ms. Knox seconded by Ms. McGregor 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.

Required Approvals

Moved by Mr. Nardini seconded by Mr. Westley to approve the Hawkeye Community College Quality Faculty Plan as required by the Iowa Department of Education and to make them a part of the official minutes. Motion carried unanimously.

Moved by Mr. Westley seconded by Mr. Orf to approve the Iowa Code Chapter 279 Contracts for Issuance/Revisions and Terminations for September 24, 2024 and to make them a part of the official minutes. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. Knox to approve the Hawkeye Community College Master Facility Plan and to make them a part of the official minutes. Motion carried unanimously.

Moved by Mr. Beck seconded by Ms. McGregor to approve the August 9 - September 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 meeting adjourned at 7:14 p.m.

Respectfully submitted,



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