



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**February 25, 2025 6:00 PM Regular Meeting Minutes**  
**Hawkeye Center Board Room**  
**1501 E. Orange Road, Waterloo IA 50701**

**Call to Order**

Chair Jay Nardini called the meeting to order on February 25, 2025 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Dr. Christine Hutcheson (via zoom), Mr. Ron Orf, Ms. Barbara McGregor, Ms. Bridget Saffold, Mr. Jay Nardini, Ms. JoDee Knox, Mr. Dave Westley, Mr. Casey McLaughlin and Student Representative Ms. Evie Flint and Ms. Emma Schaffer. Absent: Mr. Louis Beck.

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 Ms. Knox seconded by Mr. 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 policy 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 policy EL-6 Asset Protection to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Assess the monitoring report for policy EL-9 Naming of Facilities and Programs to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- IX. Approve the Iowa Code Chapter 279 Contracts for Issuance/Revisions and Terminations: February 25, 2025, and to make them a part of the official minutes.
- X. Approve the Hawkeye Community College Tuition of \$227.00 per credit hour for in-state students and \$228.00 per credit hour for out-of-state students, and mandatory per credit Activity Fee rate of \$7.00 for a total Tuition and Fee rate of \$234.00 and \$235.00 for the 2025-26 academic year.
- XI. Approve the Recommendation and Certificate of Substantial Completion of Work submitted by the Project Architect dated December 20, 2024 for work performed by Huff Contracting, Inc. on the public improvement project described as RTTC Expansion be and the same is hereby approved and adopted, and said public

improvement and accepted as having been substantially completed in accordance with said plans, specifications and form of contract.

- I. Approve the Resolution Amending the Resolution Authorizing the Issuance of General Obligation School Bonds, Series 2025 of Hawkeye Community College, State of Iowa, In the Amount of \$20,000,000 and Levying a tax for the Payment Thereof Adapted March 26, 2024.
- XII. Approve the January 17 - February 13, 2025 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- 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 Ms. Saffold seconded by Mr. Westley to approve the following consent agenda items: January 28, 2025 regular board meeting minutes. February 25, 2025 Board Personnel Report. Motion carried unanimously.

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

#### Student Legislative Session

Dr. Holcomb attended this year's Student Legislative Session which took place on Monday, February 26. The students did a great job interacting with lawmakers. They had a table in the rotunda featuring automotive technology.

#### Phi Theta Kappa Banquet

Dr. Holcomb also attended the annual Phi Theta Kappa All-Iowa Academic Team Banquet which took place on Tuesday evening, February 18. Two Hawkeye students were honored; Reagan Alexander and Sarah Masson.

#### Strategic Planning

The college will work with the University of Northern Iowa's Institute for Decision Making Department to implement a new Strategic Plan for 2025-2030. We have started to form a strategic plan committee and will schedule two facilitated on-campus input sessions with faculty and staff, plus an online questionnaire for the off-campus community (students, faculty and staff).

#### The Department of Education's Office for Civil Rights

The Education Department's Office for Civil Rights declared all race-conscious student programming, resources and financial aid illegal and threatened to investigate and rescind federal funding for any institution that does not comply within 14 days. The "Dear Colleague" letter of February 14, 2025 mentions a wide range of college programs and policies that could be subject to an OCR investigation. We will continue to monitor, assess, and consider the potential impacts of the OCR guidance letter.

## Hawkeye Community College - Best Place For Working Parents 2025

Hawkeye Community College has earned a 2025 Best Place for Working Parents Designation.

### Business Visits

Dr. Holcomb has started visiting area businesses with Aaron Sauerbrei this month. These visits create awareness and interest in the businesses and potentially lead to training opportunities for their workforce. So far they have visited Power Engineering and Manufacturing in Waterloo and have visits scheduled with Buckeye Corrugated in Cedar Falls and Rada Manufacturing in Waverly next week.

### Special Board Meeting

Please remember we will have a special board meeting via zoom on Friday, March 7th at 12:15. This meeting is for the Board to approve the lowest responsible bids for the Butler Hall Addition/Remodel Project. We must have 5 join the meeting for a quorum.

### **Board Education**

#### *Student Representative Reports – Ms. Evie Flint and Ms. Emma Schaffer*

Ms. Flint gave an overview of recent campus activities. A trip to the Waterloo Center for the Arts allowed students to explore the nation's largest Haitian art collection. The CTE Career Fair, hosted by Paresh Shettiger, brought a dozen employers to Buchanan Hall on February 18-19, with lunch provided.

Today, the 4th Annual Poetry Slam gave Hawkeye students and recent graduates a platform to perform original poetry, with winners chosen by a panel and audience vote. This evening, the Multicultural Student Organization (MSO) and the Office of Student Connection and Experience are hosting a soul food dinner.

Tomorrow, Hawkeye Coffee Concerts invites students to join Dr. Stewart Cramer, Professor John Chiles, and Staff Pianist Hannah Stolper for an engaging session on 20th-century music, featuring composers like Paul Hindemith and Frank Bridge, complete with coffee in the library.

Ms. Schaffer gave an update on her nursing classes and clinicals. In one of her classes she participated in an activity to help visualize the difference between Braxton Hicks and real contractions. In clinicals, she had the opportunity to visit the UNI dementia house/simulator. She also gets to shadow a classmate who works as a nurse at the county jail.

She also shared some of her takeaways from the National Legislative Summit in DC. She attended the general opening session, student trustee session where she learned about how the PELL grant impacts students. She also visited the Capitol and talked to senators and representatives about the importance of PELL grants.

#### *Spring 2025 Credit Enrollment - Presentation by Ms. Nina Grant, Vice President of Student Affairs*

Ms. Grant presented the spring 2025 credit enrollment demographics. The Headcount for 2025 is 5,115 compared to 2024 with 4,681 students. Arts and Sciences have 3,500 students while Career and Technical Education has 1,615 students. Total semester hours has increased for 2025: 41,340. Retention is also increasing, we were at 84.49% this fall compared to 79.98% this time last year and at 74.85% for spring compared to 69.36% at this time last year.

Student Demographics showed diverse student enrollment at 1,094 students representing 21% of total enrollment. Male students went down this year and now represents 40% of students, compared to 60% of female students this year. Students from Iowa represent 98% of enrollment. Which means 2% are from outside of Iowa and are made up of 18 different states and 64 international students. Students taking online only classes total 1,092, a total of 6,713 credit hours and equals 21% of total enrollment. High school enrollment saw an increase of students equaling 2,585 compared to 2,355 last year. There was an 7% increase in credit hours which had a financial impact increase of \$412,246.

*Spring 2025 Workforce Education Enrollment – Presentation by Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education*

Mr. Sauerbrei presented data regarding Business and Community Education enrollment. The data presented was from July 1, 2024 – February 20, 2025.

Unique learners totaled 5,955 students in 2025 representing a 2.46% increase.

He also noted Advanced Manufacturing has seen a large increase; 200%, also an increase represented in life and leisure; 29.33%. The largest decrease was law enforcement in the Iowa Law Academy classes. This is due to the resignation of an employee and changes in legislation.

*ACCT National Legislative Summit Report – Trustees Nardini, Saffold, McLaughlin, Dr. Holcomb and Student Representatives Ms. Evie Flint and Ms. Emma Schaffer*

Dr. Holcomb mentioned sessions he attended: Overview of the 2025 Community College Priorities, Keynote Speaker: Heather Long; *Columnist at The Washington Post and contributor to Marketplace Radio*, Policy Focus Session: *What Could Federal Workforce Policy Look Like in the 119th Congress?*, Center for Policy and Practice Update: *Practical Solutions for Supporting Community Colleges and Student Success*. I also attended the Community College Congressional Forum on Capitol Hill and met with Senator Grassley, Ernst and Representative Hinson. Tuesday night the group attended the Capital Awards and Entertainment Banquet.

Mr. McLaughlin learned a lot about the Pell grant and short term Pell grant. He said Representative Hinson is supportive during this chaotic time in the legislature. Also mentioned our student representatives did a great job speaking with the federal legislators.

Ms. Saffold is currently serving as chair on the central region nominating committee, which is a committee of 5. She reported they interviewed for a spot for the board of directors. She also commented on the many executive orders coming from the new

presidential administration and how that has a trickle down effect that impacts our college.

The student representatives thanked the board for the opportunity to attend the conference and found the summit very interesting and informative.

### **Ownership Linkage**

None.

### **Governance Process – Items for Decision**

#### Governance Process Item 1 – Governing Style

The board reviewed its Governing Style (GP-1) January 28, 2025 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-8 – Investment in Governance and found it to be satisfactory.
- The Board reviewed its Policy GP-5 – Board Member’s Code of Conduct Multi-Year Cycle Policy Review and found it to be satisfactory.

### **Ends Items for Decision**

None.

### **Executive Limitations Items for Decision**

None.

### **Board-President Delegation Items for Decision**

None.

### **Monitoring President Performance – Ends & Executive Limitations**

Moved by Ms. Knox seconded by Ms. Saffold 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.

Moved by Mr. Nardini seconded by Ms. McGregor that the board has assessed the Executive Limitations Asset Protection (EL-6) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Mr. Orf that the board has assessed the Executive Limitations Naming of Facilities and Programs (EL-9) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

### **Required Approvals**

Moved by Ms. McGregor seconded by Dr. Hutcheson to approve the Iowa Code

Chapter 279 Contracts for Issuance/Revisions and Terminations for February 25, 2025 and to make them a part of the official minutes. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. McLaughlin to approve the Hawkeye Community College Tuition of \$227.00 per credit hour for in-state students and \$228.00 per credit hour for out-of-state students, and mandatory per credit Activity Fee rate of \$7.00 for a total Tuition and Fee rate of \$234.00 in-state and \$235.00 out-of-state for the 2025-26 academic year. Motion carried unanimously.

Moved by Mr. Westley seconded by Ms. Knox to approve the Recommendation and Certificate of Substantial Completion of Work submitted by the Project Architect dated December 20, 2024 for work performed by Huff Contracting, Inc. on the public improvement project described as RTTC Expansion be and the same is hereby approved and adopted, and said public improvement approved and accepted as having been substantially completed in accordance with said plans, specifications and form of contract. Motion carried unanimously.

*\$20,000,000 General Obligation School Bonds, Series 2025*

Moved by Mr. Nardini seconded by Mr. McLaughlin to approve all resolutions related to directing the sale of \$20,000,000 General Obligation School Bonds, Series 2025 including:

- A) Resolution Directing the Sale of \$20,000,000 General Obligation School Bonds, Series 2025;
- B) Resolution Appointing UMB Bank, N.A. of West Des Moines, Iowa to Serve as Paying Agent, Bond Registrar, and Transfer Agent, Approving the Paying Agent, Bond Registrar and Transfer Agent Agreement And Authorizing the Execution of Same;
- C) Approval of form of Tax Exemption Certificate and to place it on file;
- D) Approval of Continuing Disclosure Certificate;
- E) Resolution Amending the Resolution Authorizing the Issuance of General Obligation School Bonds, Series 2025, of Hawkeye Community College, State of Iowa, In the Amount of \$20,000,000, and Levying a Tax for the Payment Thereof Adopted March 26, 2024.

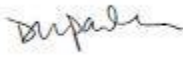
A ROLL CALL VOTE was taken. Ayes: Ms. McGregor, Ms. Saffold, Dr. Hutcheson, Mr. Westley, Ms. Knox, Mr. Orf, Mr. McLaughlin and Mr. Nardini. Nays: None. Absent: Mr. Beck. Resolutions adopted.

Moved by Ms. Saffold seconded by Mr. McLaughlin to approve the January 17 - February 13, 2025 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 7:21 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dee Paulsen".

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