



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**March 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 March 26, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Mr. Dave Westley, Ms. Barbara McGregor, Mr. Casey McLaughlin, Mr. Ron Orf, Mr. Jay Nardini, Dr. Christine Hutcheson (via zoom), Ms. Bridget Saffold, and Student Representatives Ms. Evie Flint and Ms. Emma Schaffer. Absent: Ms. JoDee Knox.

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; Ms. Heather Bremer, Executive Director of Institutional Advancement; and Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing.

**Adoption of Agenda**

Moved by Mr. Beck 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 Ends Items for Decision to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VII. 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.
- VIII. Assess the Ends #6, Enriched quality of life for community members and students monitoring report 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: March 25, 2025, and to make them a part of the official minutes.
- X. Approve rescheduling the 2025 July Board of Trustees meeting from July 22, 2025 to July 29, 2025.
- XI. Direct the Secretary to publish notice of the April 22, 2025 Public Hearing to be held at 6:00 p.m. on the proposed FY2026 Certified Budget.
- XII. Approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$4,500,000 Industrial New Jobs Training

- Certificates and authorize the Board President and Board Secretary to sign the resolution on behalf of the College.
- XIII. Approve the Resolution approving preliminary official statement and approving electronic bidding procedures and authorize the Board President and Board Secretary to sign the resolution on behalf of the College.
  - XIV. Approve the Resolution for \$1,200,000.00 New Jobs Training Certificates Series 2025-1 with Independence Foods, LLC and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XV. Approve the Resolution for \$105,000.00 New Jobs Training Certificates Series 2025-1 with Mudd, Inc and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XVI. Approve the Resolution for \$75,000.00 New Jobs Training Certificates Series 2025-1 with Ranews Truck and Equipment and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XVII. Approve the Resolution for \$135,000.00 New Jobs Training Certificates Series 2025-1 with Shell Rock Soy Processing LLC and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XVIII. Approve the Resolution for \$1,245,000.00 New Jobs Training Certificates Series 2025-1 with TrinityRail Maintenance Services Inc. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XIX. Approve the Resolution for \$350,000.00 New Jobs Training Certificates Series 2025-1 with Van Am Defense Systems and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XX. Approve the Resolution for \$1,275,000.00 New Jobs Training Certificates Series 2025-1 with VGM Group, Inc and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College.
  - XXI. Approve the February 14, 2025 - March 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.
  - XXII. 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 Dr. Hutcheson to approve the following consent agenda items: the February 25, 2025 Regular Board Meeting Minutes, the March 7, 2025 Special Board Meeting Minutes, and the March 25, 2025 Personnel Report.  
Motion carried unanimously.

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

### Commencement

Planning is currently taking place for our upcoming Commencement Ceremony scheduled for Friday, May 9. The ceremony will take place at the McLeod Center on the University of Northern Iowa's campus. So far confirmed Trustees who are able to attend include Jay, Barbara, Louis, Casey and Dave.

### Joint Boards Meeting

The Joint Boards meeting with Iowa Valley Community College, North Iowa Area Community College, and Central Rivers Area Education Agency is scheduled for Wednesday, April 2 at 4:30 pm. via Zoom. Central Rivers AEA is hosting the meeting this year. During this meeting each President will provide general updates regarding their respective community college as well as the Chief Administrator for the Central Rivers Area Education Agency.

### Hawkeye Student Art Show Awards

The Trustees are invited to the opening reception of the Hawkeye Student Art Show Awards in the Hawkeye Library on Thursday, April 10 at 6:00pm.

### 2025 ACCT Leadership Congress

Early bird registration deadline is August 15 for the 2025 ACCT Leadership Congress. This year the conference will be held in New Orleans.

### Iowa Department Of Education

Last Thursday Provost LaGrone and Dr. Holcomb met with the Iowa Department of Education regarding our college's recent accreditation. The board voted to reaccredit Hawkeye Community College for another 5 years.

### NAACEP and IAACEP

Hawkeye is hosting the National Alliance of Concurrent Enrollment Partnerships (NACEP) on Thursday. This is a national accreditation event. On Friday, the college will hold the first annual Iowa Alliance of Concurrent Enrollment Partnerships (IACEP) which is the state accreditation for concurrent enrollment program. There are over 168 registered, our own Sarah Topliff, Director of High School Partnerships has done a lot of work to get this event planned.

### **Board Education**

#### *Enriched Quality of Life for Students – presentation by Mr. Norman Coley, Dean of Students*

Mr. Coley introduced himself as the Dean of Students. He gave a presentation on various campus life activities and student engagement opportunities, highlighting the impact on student experience at Hawkeye Community College.

Mr. Coley reported student activity goals include: collaboration and promotion with student opportunities, grow the civic engagement team and duties, develop a Hawkeye traditions challenge.

He said connection and experience is the core of student activities. Engaging with students and getting to know them is how to build connections and learn how to enhance their student experience at Hawkeye Community College.

Commencement is our greatest day of celebration, students share their story and celebrate their achievements. Commencement is something students look forward to. Participation is on the rise since the pandemic, last year 320 graduates walked.

Hawkeye has 27 Clubs with 4 categories. 13% of clubs are service based, the majority of clubs align with the student's program of study at 45%, hobby is second largest with 34% and 8% of clubs are honors.

Mr. Coley reported in the Fall of 2024 our clubs and organizations put on 22 community service events and collaborations. Our Student Leadership Council represents the college and the general welfare of the student body while helping provide and support student engagement opportunities on campus and the community.

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

Ms. Schaffer gave an overview of her nursing classes. During her specialty clinical at Mercy, she participated in two mental health clinical rotations. In simulation clinicals, she managed three different patients, each requiring unique priority assessments before concluding the simulation.

In a clinical setting, she worked with a patient diagnosed with NSTEMI, a type of heart attack where partial blockage reduces oxygen to the heart muscle.

As part of the complex health alterations course, she completed case studies and pathophysiology reports focused on high blood pressure and pulmonary embolism. In the maternal-child health component, they developed an education and discharge plan for a new mother, addressing essential information for postpartum care and newborn care.

Additionally, Ms. Schaffer reported on Capstone, a comprehensive content review aimed at preparing nursing students for the ATI Comprehensive Predictor and the NCLEX-RN exam. The program emphasizes individualized study plans and regular assessments to identify knowledge gaps and enhance clinical knowledge.

Ms. Flint shared recent student activities on campus.

Students who participated in the Alternative Spring Break did community activities throughout the week of spring break. They made blankets for Friendship Village senior living specifically, the dementia unit, went to Northeast Iowa Food bank with the president and his cabinet, did rock painting with the local boys and girls club, served lunch at the Salvation Army Soup Kitchen, wrote encouraging messages and leaving

them with laundry kits at local laundromats in the Cedar Valley, spent time with the residents at Friendship Village Lodge, leading exercises, playing bingo, and gifting the handmade tie blankets they made previously, and delivered personal care kits to the House of Hope.

Hawkeye Community College hosted 150 high school students from 17 schools on the 13th for the second annual 'LooCon', an event exploring information technology careers like cybersecurity. Students attended panels led by IT experts from Mayo Clinic, Arctic Wolf Networks, VGM Group, Inc., ProCircular, and NewBoCo. Students also participated in a "Capture the Flag" cybersecurity competition to test their skills in identifying and mitigating security threats.

Ms. Flint also gave an update on RedTail athletic programs. The first home softball game took place today, where the team faced Mount Mercy at 4 pm. Additionally, the soccer program has made a significant change by hiring a new men's head coach, who will start next Tuesday. This move marks a positive step toward separating the men's and women's programs, allowing for more focused training for each team.

The RedTail sports shooting team had an impressive performance at the 2025 Collegiate Clay Target Championships. Chase Bindl secured first place in Sporting Clays (Class B) and second in American Skeet (Class AA). The team placed second in Division IV Doubles Trap with 462 combined targets, third in Division IV Super Sporting with 448 targets, and hit 477 targets in Division IV American Skeet, with Chase achieving 100 Straight.

In wrestling, several athletes competed at the NJCAA Wrestling Championships this month. Alyson Krum made an outstanding showing, competing for the national championship in the team's first season, and the women's team had one All-American this season.

The Track and Field teams also had a strong showing, with eight members competing at Indoor Nationals. Three new school records were set: Nathan McFarland in the high jump (2.04m), Aldaine Angus in the long jump (7.43m), and Ryan Leonard in the heptathlon (3840 points). The team also celebrated having one track and field All-American.

### **Ownership Linkage**

None.

### **Ends Items for Decision**

Ends 1. The college will embrace and reinforce a culture that values and promotes diversity, equity, and inclusion.

Mr. Nardini reported that the ad-hoc committee (JoDee Knox, Bridget Saffold and Jay Nardini) had discussed via email possible changes to the Ends 1 Report. He requested the Trustees to email him their first and second choice for the Ends 1 revision by April

18, 2025. Suggested revisions to Ends 1 by the ad hoc committee were also handed out to the Board. Mr. Nardini will report on the choices of the Board at the Discussion at the April Board Meeting and the Board will determine if it is ready to vote on a revision to Ends 1.

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

#### Governance Process Item 1 – Governing Style

The board reviewed its Governing Style (GP-1) February 25, 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-1 – Governing Style and found it to be satisfactory.

The Board evaluated itself on its annual fulfillment of Policy GP-3 – Board Planning Cycle 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. Westley seconded by Mr. McLaughlin 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 Mr. Orf that the board has assessed the Ends #6, Enriched quality of life for community members and students monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

### **Required Approvals**

Moved by Mr. McLaughlin seconded by Ms. McGregor to approve the Iowa Code Chapter 279 Contracts for Issuance/Revisions and Terminations: March 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 rescheduling the 2025 July Board of Trustees meeting from July 22, 2025 to July 29, 2025. Motion carried unanimously.

Moved by Ms. Saffold seconded by Mr. Westley to direct the Board Secretary to publish

notice of the April 22, 2025 Public Hearing to be held at 6:00 p.m. on the proposed FY2026 Certified Budget. Motion carried unanimously.

Moved by Mr. Beck seconded by Mr. McLaughlin that the Board approve the Resolution Directing the Publication of Notice on the Proposition of the Issuance of Not to Exceed \$4,500,000 Industrial New Jobs Training Certificates and authorize the Board President and Board Secretary to sign the resolution on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Mr. McLaughlin seconded by Ms. McGregor that the Board approve the Resolution approving preliminary official statement and approving electronic bidding procedures and authorize the Board President and Board Secretary to sign the resolution on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Ms. McGregor seconded by Mr. Orf to approve the Resolution for \$1,200,000.00 New Jobs Training Certificates Series 2025-1 with Independence Foods, LLC and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Mr. Orf seconded by Mr. Westley to approve the Resolution for \$105,000.00 New Jobs Training Certificates Series 2025-1 with Mudd, Inc and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Mr. Westley seconded by Ms. Saffold to approve the Resolution for \$75,000.00 New Jobs Training Certificates Series 2025-1 with Ranew's Truck and Equipment and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Ms. Saffold seconded by Mr. Nardini to approve the Resolution for \$135,000.00 New Jobs Training Certificates Series 2025-1 with Shell Rock Soy Processing LLC and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Mr. Nardini seconded by Mr. Beck to approve the Resolution for \$1,245,000.00 New Jobs Training Certificates Series 2025-1 with TrinityRail

Maintenance Services Inc. and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

Moved by Mr. Beck seconded by Mr. McLaughlin to approve the Resolution for \$350,000.00 New Jobs Training Certificates Series 2025-1 with Van Am Defense Systems and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Westley, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: None Nays: None. Resolution adopted.

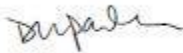
Moved by Mr. McLaughlin seconded by Ms. McGregor to approve the Resolution for \$1,275,000.00 New Jobs Training Certificates Series 2025-1 with VGM Group, Inc and authorize the Board Chair and Board Secretary to sign the Resolution and Agreement on behalf of the College. A roll call vote was taken. Ayes: Ms. McGregor, Ms. Saffold, Mr. McLaughlin, Dr. Hutcheson, Mr. Beck, Mr. Orf, and Mr. Nardini. Abstain: Mr. Westley Nays: None. Resolution adopted.

Moved by Mr. Beck seconded by Mr. Nardini to approve the February 14, 2025 - March 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 7:17 p.m.

Respectfully submitted,



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