Call to Order
Chair Jay Nardini called the meeting to order on February 26, 2019 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. John Allan, Mr. Bruce Clark, Mr. Ron McGregor, Mr. Casey McLaughlin, Ms. Teresa Meyer, Mr. Jay Nardini, Mr. Todd Rohlfsen, Ms. Shari Sell-Bakker (arrived at 6:05pm), and Ms. Joan Webster-Vore (by phone). Absent: None.

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

Adoption of Agenda
Moved by Mr. McGregor seconded by Mr. Allan 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-7 Compensation and Benefits to determine if it demonstrates compliance with a reasonable interpretation of the policy.
IX. 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.
X. Assess the monitoring report for Ends #3 “The communities in our merged area have the highly skilled workers needed to meet the changing demands of the market” to determine if it demonstrates compliance with a reasonable interpretation of the policy.
XI. Review and approved the President Search Committee membership as presented by Chair Nardini.
II. Receive any oral comments from the public and/or written comments submitted to the Secretary to the Board of Trustees on the FY2020 Hawkeye Community College Estimated Budget.

III. Close the hearing on the FY2020 Hawkeye Community College Estimated Budget after any public oral or written comments are received.

IV. Adopt the FY2020 Certified Budget and property tax levies and direct the Secretary to the Board of Trustees to file the FY2020 Certified Budget with the Black Hawk County Auditor and the Iowa Department of Education.

V. Approve the January 11-February 15, 2019 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.

VI. 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. McLaughlin seconded by Mr. Clark to approve the following consent agenda items: January 15, 2019 special board meeting minutes and February 1, 2019 regular board meeting minutes. Motion carried unanimously.

Required Approvals
Board Chair Nardini opened a public hearing for the FY2020 Hawkeye Community College Estimated Budget at 6:01 p.m. Moved by Mr. Nardini seconded by Mr. McLaughlin to close the hearing after no public oral or written comments were received. Motion carried unanimously.

Moved by Mr. Allan seconded by Mr. Rohlfsen to adopt the Fiscal Year 2019-2020 Certified Budget and property tax levies and to authorize the Secretary to the Board of Trustees to file the certified budget with the Black Hawk County Auditor and Iowa Department of Education. A roll call vote was taken. Ayes: Mr. McGregor, Mr. Allan, Mr. Clark, Ms. Webster-Vore, Mr. Rohlfsen, Mr. McLaughlin, Ms. Meyer, and Mr. Nardini. Nays: None. Absent: Ms. Sell-Bakker. Resolution adopted.

Moved by Mr. Rohlfsen seconded by Mr. McLaughlin to approve the January 11-February 15, 2019 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.

President’s Report – Dr. Linda Allen
None

Board Education
December 5, 2018 IACCT/IACCP Joint Board Meeting – Trustee Bruce Clark*
Trustee Bruce Clark reported that he and Mr. Nardini attended the joint meeting of the Iowa Association of Community College Trustees (IACCT) and Iowa Association of Community College Presidents (IACCP) on December 5, 2018.

*December 6, 2018 IACCT Board Meeting Report – Trustee Bruce Clark*

Mr. Clark summarized notes from the December 6 meeting which were forwarded in greater detail to the Board via email. The IACCT Board heard presentations from the Growing Rural Iowa taskforce and their efforts to empower rural communities. Trustees representing rural communities can get more information at the website provided in the summary.

Mr. Joseph Collins from the Iowa Department of Education presented their work in building career pathways and training high school counselors on the pathways opportunities. They are working to develop goals for sector partnerships at each community college.

Dr. Daniel Kinney, Jr. from Iowa Central Community College, chair of the Iowa Association of Community College Presidents (IACCP), provided information that showed opportunities for improvements that could be provided by Congress, the Department of Education, and community colleges in the Pell grant application process.

The IACCT board also heard a report from the community college lobbyist team regarding its work with lawmakers. They encouraged board members to network with legislators as ways to expand and diversify funding sources are developed.

ACCT representative Moudy Nabulsi from Southeastern Community College pointed out the advantages of membership in the Association of Community College Trustees (ACCT) including stopping the Proper Act which would have cost community colleges millions of dollars in Pell grants, the trustee educational opportunities, and support of Mr. Jay Nardini’s efforts to represent the Central Region on the ACCT Board of Directors.

*January 23, 2019 IACCT Board Meeting Report – Trustee Bruce Clark*

Trustee Bruce Clark reported that he attended the meeting of the Iowa Association of Community College Trustees (IACCT) by phone on January 23, 2019. The agenda included a presentation on identify theft. Mr. Clark encouraged trustees to read the feature spotlight on page 77 in the Department of Education’s 2018 Annual Condition of Iowa’s Community Colleges report that focuses on pairing coursework for general education classes with career and technical courses at Hawkeye Community College. He also drew the board’s attention to the student success metrics on pages 102-103 of the same report. This report is available on the Department of Education’s website.

*Developing Programs to Meet Student Needs for Employment – Presentation by Dr. Eugene Leutzinger, Dean of the School of Interprofessional Health and Safety Services and Ms. Brenda Helmuth, Health Continuing Education Coordinator, Business and Community Education*

Dr. Bradley introduced Dr. Gene Leutzinger, Dean of the School of Interprofessional Health and Safety Services, and Ms. Brenda Helmuth, Coordinator of Health Continuing Education. During recent “right-sizing” meetings the two program areas held joint
meetings and identified a plan to “spark, support, and sustain” lifelong learning as a plan to increase engagement at Hawkeye Community College.

Dr. Leutzinger said the Patient Access Clerk (non-credit) program and the Medical Assistant (credit) program are an example of two areas working together to allow students taking non-credit courses to onboard to a credit program. The Patient Access Clerk is the first person patients see and meet at a medical office or hospital. This person collects insurance information and copays, takes care of scheduling, etc. The Medical Assistant performs those same duties plus “rooming” tasks including measuring height and weight, taking vitals, etc. Graduates of this program can test for Medical Assistant certification. Dr. Leutzinger said the College is currently in the process of writing its self study in preparation for accreditation. The Medical Assistant typically works in an outpatient setting, urgent care, or private doctor's office. The program includes 43 credits and can be completed in about 10 months with graduates earning a diploma.

The Patient Access Clerk is currently in its fourth cycle at Hawkeye Community College. During each of these course cycles, four students were hired prior to the completion of the curriculum. Business have visited campus to conduct speed interviews with students.

Several factors spurred the process of developing this partnership including data collected from the Bureau of Labor statistics, stakeholder input, and changes in available educational space in the local community. The recent Health Sector meeting identified a need for Patient Access Clerks and the College began working with Unity Point to develop curriculum. By streamlining the process to allow people to further their education at Hawkeye, the Patient Access Clerk courses align with the Medical Assistant program which helps students obtain college credit.

**ACCT National Legislative Summit Report – Trustee Jay Nardini**

Trustee Jay Nardini reported that he attended the 2019 ACCT National Legislative Summit in Washington DC on February 9-13. Upon arriving, he attended a meeting of the ACCT Diversity, Equity and Inclusion Committee, which included sharing examples of how some colleges, including Hawkeye Community College, have implemented the Equity Action Agenda in all aspects of the college, including hiring practices. Mr. Nardini will complete his second 2-year term as an elected member of this Committee from the Central Region at the 2019 ACCT Congress to be held in San Francisco, CA on October 16-19.

He attended the ACCT Board of Directors meeting and was interviewed by the Central Region Nominating Committee. During that evening’s reception he was informed that he has been endorsed by the Committee to run for the Central Region Director position which would be a 3-year term on the ACCT Board if elected in October.

The Summit officially opened on February 11 with 929 attendees including 69 students. The opening General Session was hosted by the ACCT Board Chair Connie Hornbeck of Iowa Western Community College and featured speaker Brian Sponsler, vice
president of policy at Education Commission of the States and director of the postsecondary and workforce development team.

Along with IACCT Executive Director MJ Dolan, Iowa Lakes President Val Newhouse, and members of their board, he visited with Senator Grassley and his staff about short-term Pell grants, second chance Pell Grants, and the burden of over-verification of Iowa community college student loans and FAFSA information and how to simplify the process. That day’s lunch session included a presentation followed by questions and answers with Margaret Brennen, Moderator of CBS News Face the Nation.

Mr. Nardini reported on his attendance at a policy session on Second Chance Pell and the first-ever joint meeting of the African-American, Latino, and Pacific Islander and Native American caucuses. That day concluded with a reception for attendees and dinner with Western Iowa Tech Community College President Terry Murrell, one of his administrators, and Trustee Derrick Franck and his wife.

Tuesday’s General Session featured Scott Stump, Assistant Secretary, Office of Career, Technical, and Adult Education, US Dept. of Education. This was followed by a presentation by Casey Sacks, Deputy Assistant Secretary for Community Colleges, Office of Career, Technical, and Adult Education, U.S. Dept. of Education.

Mr. Nardini then accompanied MJ Dolan, and several community college presidents and other Iowa Trustees to a meeting with Senator Ernst and her staff. The group then attended the Iowa reception which was attended by Senator Grassley, his wife, a couple of secret service agents, and several staffers. That evening’s banquet and awards ceremony included presentation of the ACCT National Education Service Awards to Senators Tim Kaine (D-VA) and Rob Portman (R-OH).

On the final day of the Summit, Mr. Nardini and MJ Dolan met with Congresswoman Abby Finkenauer and her education staffer. Mr. Nardini invited Ms. Finkenauer to visit the new Van G. Miller Adult Learning Center when she is back in Iowa, and has since followed up on that invitation to her and extended it to Senators Grassley and Ernst as well.

Mr. Nardini thanked the Board and Dr. Allen for allowing him to represent Hawkeye Community College at this national event.

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) November 27, 2018 board self-evaluation summary and found it to be satisfactory.*

Policy Review – GP-3 Board Planning Cycle and Agenda Control
The Board reviewed the GP-3 Board Planning Cycle and Agenda Control Policy and found the policy to be appropriate.*
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.

Executive Limitations Items for Decision
None.

Board-President Delegation Items for Decision
None.

Monitoring President Performance – Ends & Executive Limitations
Moved by Mr. McLaughlin seconded by Ms. Webster-Vore 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 Ms. Meyer seconded by Mr. Allan 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. Clark seconded by Mr. McGregor that the board has assessed the Executive Limitations Compensation and Benefits (EL-7) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.*

Moved by Mr. McGregor seconded by Ms. Webster-Vore 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.

Moved by Mr. Allan seconded by Mr. Rohlfsen that the board has assessed the Ends #3 (The communities in our merged area have the highly skilled workers needed to meet the changing demands of the market) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.*

President Search
Moved by Mr. Nardini seconded by Ms. Meyer to approve the President Search Committee membership as presented by Chair Nardini. Ayes: Mr. Clark, Mr. McGregor, Mr. McLaughlin, Ms. Meyer, Mr. Nardini, Mr. Rohlfsen, Ms. Sell-Bakker, and Ms. Webster-Vore. Nays: Mr. Allan. Absent: None. Motion carried.

Adjournment
The regular session of the Board of Trustees meeting adjourned at 6:42 p.m.

Respectfully submitted,
* These items were originally scheduled on the January 22, 2019 Board of Trustees Meeting agenda. After several postponements due to extreme weather conditions, that meeting was held on February 1, 2019 with an abbreviated agenda.