Call to Order
Chair Jay Nardini called the meeting to order on June 25, 2019 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. John Allan, Ms. Barbara McGregor, Mr. Casey McLaughlin, Ms. Teresa Meyer, Mr. Jay Nardini, Ms. Shari Sell-Bakker, and Ms. Joan Webster-Vore. Absent: Mr. Bruce Clark and Mr. Todd Rohlfsen.

Guests: Mrs. Grace McGregor, Steve and Ann McGregor, Ruth and Brian Bierschenk

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 Amended Agenda
Moved by Mr. McLaughlin seconded by Ms. Webster-Vore 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. Special Recognition
   a. Presentation to the family of Trustee Ronald R. McGregor recognizing his dedication and service to higher education on behalf of the students and communities of Merged Area VII – Hawkeye Community College Board of Trustees 1999-2019.
   b. Approve a resolution recognizing Dr. Linda Allen’s exemplary service to Merged Area VII and congratulating her on her retirement from Hawkeye Community College.

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 monitoring report for Ends #5 (Students have the knowledge, skills and attitudes to become productive citizens) to determine if it demonstrates compliance with a reasonable interpretation of the policy.

IX. Approve two lease agreements and two amendments between North Star Community Services and Hawkeye Community College for Iowa Works Cedar Valley/Workforce Development Center office space at 3420 University Ave.,
Waterloo effective July 1, 2019 through June 30, 2020 at $4,966.50 per month for a total of 6,622 square feet of office space and "Suite E" at $390.00 per month for a total of 520 square feet of office space.

X. Approve a one-year lease agreement with the Independence Community School District for classroom and office space at an annual cost of $10,000 for a portion of a building and grounds known as Independence Junior/Senior High School, 700 20th Avenue SW, Independence Iowa, effective July 1, 2019.

XI. Approve the May 17-June 13, 2019 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and 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 Mr. Allan seconded by Ms. Sell-Bakker to approve the following consent agenda item:

- May 28, 2019 regular board meeting minutes

Motion carried unanimously.

President’s Report
Final Updates – Presentation by Dr. Linda Allen
Dr. Allen presented updates on the following topics:

1. Projects included in the $25 Million Bond Issue passed by voters in 2015:
   a. Construction of the Van G. Miller Adult Learning Center is essentially complete with the exception of building signage. The placement of the signage has been adjusted to accommodate building restraints. It has been ordered and will be installed once it is manufactured.
   b. The Career Academies partnership with the Waterloo Community School District is in process.
   c. The next project will be the Health Sciences building, which is in the design stage pending arrival of the new College President who will provide insight and oversight before bringing it to the Board of Trustees. This facility will be constructed on main campus so there is no land acquisition needed which will expedite and simplify the process.
   d. Renovation of Grundy Hall will take place after the Health Sciences programs vacate that building, and it will become a Liberal Arts building. Design work on this project will begin near the completion of the construction of the Health Sciences building.
2. Strategic Planning Process:
Over the past few months, a diverse group of faculty and staff has been engaged in discussions about the strategic direction of Hawkeye Community College, allowing for as much open input as possible. Those insights are continuing to be distilled by a Strategic Planning committee and Mr. Jordan Vernoy, a strategic planning consultant. Although people are coming from different perspectives, there has been a lot of synergy around focusing on the experience the student needs to be successful, and how Hawkeye Community College can meet their needs through listening along with improving culture and process. Mr. Vernoy will decipher the information provided by the multiple stakeholder groups, and provide a set of recommendations to Dr. Holcomb that can be further refined and operationalized by the Strategic Planning committee for implementation later this year.

3. State of the College:
Dr. Allen said Hawkeye Community College is well-positioned for the future. It is financially sound and the board and administration have been good stewards of the resources that have been entrusted to it by the voters and taxpayers. She said this is a good time for the new president to come on board, and expressed confidence that the College will continue to grow and thrive under Dr. Todd Holcomb’s leadership. Part of this positioning is due to ongoing “right-sizing” efforts that have been taking place to put the right amount of resources where they are most needed.

Special Recognition
Presentation to the Family of Trustee Ronald R. McGregor
The Board of Trustees made a presentation of a shadow box with a Hawkeye Community College medallion to the family of Trustee Ronald R. McGregor recognizing his dedication and service to higher education on behalf of the students and communities of Merged Area VII as a member of the Hawkeye Community College Board of Trustees from 1999-2019. Mr. Nardini said Mr. McGregor was an insightful and helpful trustee who brought wisdom, history, and direction to the Board of Trustees. Mrs. Grace McGregor said education was very important to Mr. McGregor, and he was especially passionate about the agriculture education programs at Hawkeye Community College.

Resolution Honoring Dr. Linda Allen
Moved by Mr. McLaughlin seconded by Mr. Allan to approve a resolution recognizing Dr. Linda Allen’s exemplary service to Merged Area VII and congratulating her on her retirement from Hawkeye Community College. Each Trustee read a portion of the resolution, and Dr. Allen was presented with a framed copy of the resolution. Motion carried unanimously.

Board Education
June 13, 2019 IACCT Report – Trustee Jay Nardini
Mr. Nardini reported on behalf of Mr. Bruce Clark who attended the June 13 meeting of the IACCT Board of Directors.
• IACCP President Dr. Dan Kinney reported that the presidents had discussion on campus security issues. A webinar on the topic was later suggested by the Board Development committee.

• Myles Capital explained how they provide colleges tools to earn interest income on daily or short-term funds.

• IACCT Chair Rich Gaumer along with CAPTRUST led an interesting discussion on proposed investment changes, retirement investment options and how employees should be informed and educated on retirement savings.

• Executive Director MJ Dolan, along with the advocacy team, mentioned Representative Pat Grassley’s comments on the importance of seeing trustees involved with advocating for the college.

• Trustees should familiarize themselves with the proposed legislative priorities for next year, including the following:
  o Commit to increasing State General Aid to address the higher education state funding per pupil disparity by an increase no less than $8.8 million, which reflects the calculation under the formula adopted by the State Board of Education;
  o Support dedicated public and private funding opportunities for credentialed training partnerships between students, Community Colleges, business, and others in Work Based Learning;
  o Support local decision-making and ongoing funding for the Iowa Skilled Worker and Job Creation Fund and New Jobs Training Programs; and
  o Provide elected Community College Boards the governance flexibility to access local funding in its discretion to meet community needs.

• Several trustees reported that recent bids for construction projects have come in above projections.

• More than the normal amount of official actions were taken since it was the Board’s Annual Meeting.

Program additions for Future Ready Iowa Last Dollar Scholarship – Dr. Jane Bradley, Provost and Vice President of Academic Affairs
Dr. Bradley said Governor Reynolds’ Future Ready Iowa initiative has a goal for 70% of Iowans to hold a recognized post-secondary training credential by 2025. The Last Dollar Scholarship is associated with this initiative, and it provides non-need-based scholarships to students who enroll in approved programs. This is a huge investment on the State of Iowa’s part in needed high-skill employment areas. Sixteen career and technical education programs at Hawkeye Community College have been included in the statewide approval process, and the College can choose up to five additional programs to qualify on a local basis. Hawkeye Community College has selected the following programs: Police Science, Automotive Technology, Medical Assistant, Diesel Truck Technology, and Agricultural Business Management. This makes 21 programs at Hawkeye Community College that qualify for this scholarship. To be eligible, new high school graduates must enroll full-time and adult learners may enroll full- or part-time. All students must file the FAFSA, attend orientation, meet with an advisor, and remain continuously enrolled while making satisfactory academic progress. This scholarship will pay up to 100% of tuition after other state and federal programs. The State has allocated $13 million for this scholarship program.
LEADing in the Cedar Valley – Presentation by Ms. Kim Recker, Program Developer

Mr. Aaron Sauerbrei introduced Ms. Kim Recker, Program Developer for the Business and Community Education division of the College. Ms. Recker works with business partners and community organizations throughout the Cedar Valley.

Hawkeye’s Business and Community Education division currently serves approximately 117 businesses with leadership classes and programs. Information presented indicates that:

- 84% of organizations anticipate a shortfall of leaders in the next five years.
- 83% of organizations say it is important to develop leaders.
- Only 5% have fully implemented development at all levels.
- Only 19% of businesses say they are “very effective” at developing leaders.
- 25% of businesses say less than 10% of critical leadership positions have successors.

In the Cedar Valley, the importance of soft skills including problem solving skills, communication skills, interpersonal relationship skills, work ethic, and leadership skills consistently exceeds the rating of applicants. Leadership classes are offered by Hawkeye’s Business and Community Education division onsite at area business as a private class, online or on Hawkeye’s campus.

The following leadership programs are offered on campus:

- The Business Consortium Workshop Series began in 2015 and includes a package of classes a business or person can purchase which gives them one seat to all 10 or 11 management/leadership classes for that year. They can send the same employee or a different employee each time. There are usually about 30 people attending the morning and afternoon sessions. People attending eight of the eleven workshops earn a certificate. The cost of this series is $750 for the first seat and $500 for each additional membership.
- There are three levels in the Leadership Certificate Programs. These programs require attending seven of the ten classes to obtain certification.
  - The LEAD Certificate Program began in 2014, and to date has had 228 graduates. This program is a series of 10 half-day training sessions on various topics occurring on a monthly basis. This program is for new and emerging leaders and professionals wishing to advance their career. The cost of this program is $999 per person for the first two employees and $899 for each additional employee.
  - The Pro-LEAD Certificate Program is new in 2019. This program is the next step for leaders who have attended the LEAD certificate program or other comprehensive training. It is designed for people who have been a manager with a direct report for at least a year who are seeking guidance on difficult topics such as disciplining and terminating an employee, negotiating deals, managing budgets, establishing respect and trust, or coaching and mentoring emotionally intelligent direct reports. The series includes 10 four-hour classes plus individual
coaching sessions and a webinar. The cost for this program is $1,995 per person for the first five employees and $1,795 for each additional employee.

- The Executive LEAD Certificate Program began in 2017 for senior leaders. It includes four half-day sessions that meet quarterly plus three private coaching sessions. Topics include strategic planning, agile leadership, and gaining employee buy-in. The cost of this program is $1,500.

Ownership Linkage
None.

Ends Items for Decision
None.

Governance Process – Items for Decision

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) May 28, 2019 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-5: Board Members’ Code of Conduct and found it to be satisfactory.
- The Board evaluated itself on its annual fulfillment of Policy GP-6: Board Committee Principles 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. Allan seconded by Ms. Webster-Vore 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 Mr. Nardini seconded by Mr. McLaughlin that the board has assessed the Ends #5 (Students have the knowledge, skills and attitudes to become productive citizens) 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. Meyer to approve two lease agreements and two amendments between North Star Community Services and Hawkeye Community College for Iowa Works Cedar Valley/Workforce Development Center office
space at 3420 University Ave., Waterloo effective July 1, 2019 through June 30, 2020 at $4,966.50 per month for a total of 6,622 square feet of office space and "Suite E" at $390.00 per month for a total of 520 square feet of office space. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. Allan to approve a one-year lease agreement with the Independence Community School District for classroom and office space at an annual cost of $10,000 for a portion of a building and grounds known as Independence Junior/Senior High School, 700 20th Avenue SW, Independence Iowa, effective July 1, 2019. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. Webster-Vore to approve the May 17-June 13, 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.

**Adjournment**

The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Donna S. McNulty
Assistant to the President
Secretary to the Board of Trustees