Call to Order
Chair Jay Nardini called the meeting to order on July 30, 2019 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. John Allan, Mr. Bruce Clark, Ms. Barbara McGregor, Mr. Jay Nardini, Mr. Todd Rohlfsen, and Ms. Joan Webster-Vore. Absent: Mr. Casey McLaughlin, Ms. Teresa Meyer, and Ms. Shari Sell-Bakker.

Others present: Dr. Todd Holcomb, 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. Rohlfsen 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 and Annual Filing of Trustees’ Organizational Involvement
   V. Consent Agenda
   VI. Assess the monitoring report for policy EL Global Executive Constraint 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. Consider deferring evaluation of the Monitoring Report for EL-8 Communication and Support to the Board until President Holcomb has had sufficient time to develop evidence of compliance.
   IX. Approve the Hawkeye Community College Quality Faculty Plan as required by the Iowa Department of Education.
   X. Approve a five-year program agreement with Iowa Physicians Clinic Medical Foundation (dba UnityPoint Clinic) to utilize the Accelerated Career Education (260G) program to offset the cost of the Medical Assistant program through Hawkeye Community College effective August 1, 2019.
XI. Approve the June 14-July 19, 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. Board members filed their individual annual statement of trustees’ organizations and involvements.

Consent Agenda
Moved by Mr. Allan seconded by Ms. Webster-Vore to approve the following consent agenda item: June 25, 2019 regular board meeting minutes. Motion carried unanimously.

President’s Report
Chair Jay Nardini presented Dr. Todd Holcomb with the Hawkeye Community College President’s pin.

Onboarding New President – Presentation by Dr. Todd Holcomb
Dr. Holcomb presented the Board with a summary of his activities since becoming President of Hawkeye Community College on Monday, July 1. These activities have provided opportunities to meet faculty, staff, and students as well as community members. Prior to actually joining the College, he attended the Iowa Association of Community College Presidents’ annual retreat at Iowa Lakes Community College. This was a great opportunity to begin forging relationships with the other community college presidents and to be in on the planning process for the coming academic year.

Dr. Holcomb thanked Trustees Jay Nardini and Bruce Clark for representing Hawkeye Community College at the annual IACCT conference on July 24-26. He thanked Mr. Nardini for speaking on behalf of Iowa’s community colleges at the legislative forum that was part of the conference. The conference also included an awards banquet which began with a moment of silence in recognition of Trustees who have passed during the past year, including Hawkeye Community College District 1 Trustee Ron McGregor. Hawkeye Community College was well-represented in this year’s awards program with Board Secretary Donna McNulty receiving the Outstanding Support Staff Award and Mr. Nardini receiving the prestigious John P. Kibbie Award. Dr. Holcomb introduced Ms. Annette Staples who is preparing to assume the role of Assistant to the President and Secretary to the Board of Trustees upon the retirement of Ms. McNulty on December 31, 2019.

Meetings and activities on campus have included the Academic Deans’ workshop, a Mandatory Orientation and Registration Experience (MORE) session with new incoming
students, and an ice cream social with faculty and staff members of the National Council on Black American Affairs (NCBAA) which is a council of the American Association of Community Colleges. Regular meetings with the Cabinet have also begun, and Dr. Holcomb attended the Nurse Pinning ceremony honoring Associate Degree Nursing and evening Practical Nursing students on July 29. He indicated he plans to take part in the College’s first “Experience Hawkeye” visit day of the coming academic year later in the week.

Community meetings and activities include a tour of the new home that is under construction in Waterloo by Hawkeye’s Sustainable Construction and Design program faculty, and a Waterloo City Council meeting where the approval of a second home construction project was approved. He attended an orientation session with Grow Cedar Valley followed by the Grow Cedar Valley Board of Directors’ annual meeting. An open house at the National Wrestling Hall of Fame was another opportunity to meet new people.

Dr. Holcomb reported that he met with Strategic Planning consultant Jordan Vernoy to review information he has gathered through focus group meetings with faculty and staff and plans are underway to expand that to include input from the community. This process will include a review of the College’s Mission, Vision, and Values statements.

Dr. Holcomb thanked Chair Nardini and Vice Chair Clark for meeting with him during his first week on campus to share some of the Board’s operational objectives and noted that individual one-on-one meetings with each Trustee are being scheduled over the next several weeks. These meetings will help get to know each other better and in turn, ensure that Dr. Holcomb’s leadership style will meet the Board’s expectations. Finally, Dr. Holcomb pointed out the updated “Member in Good Standing” certificate from the Association of Community College Trustees (ACCT) on display in the Board Room which is signed by ACCT President Connie Hornbeck from Iowa Western Community College. Dr. Holcomb said these and other activities have given him a great feel for Hawkeye and for the community.

**Board Education**

*June 26, 2019 Foundation Report – Trustee John Allan*

The inaugural Global Agvocates celebration was held on April 11, 2019 and was a great success. Nearly 100 alumni, community members, staff, and students gathered to learn and share their experiences with global agriculture. The evening included testimonials by a number of participants, supporters, and partners about the impact of this unique Hawkeye program. An appeal was made at the end of the event to become a Global Agvocate.

A reception for retirees was held on April 3 in conjunction with the Celebrate the Arts matinee performance of "Sail On." More than 30 people participated in the event. Future events to engage retirees are planned, as well as developing a retiree engagement team to identify and plan future events.
The Board approved funding from the Fennemann Fund held in the Foundation to the College to offset expenses incurred in the development of the Global Agriculture Learning Center.

The Board approved establishing a quasi-endowment to fund a scholarship fund in honor of Dr. Linda Allen and has designated funds to pay the first three years of the award until the quasi-endowment is eligible to begin funding the scholarship.

*July 24-26, 2019 IACCT Conference Report – Trustees Jay Nardini and Bruce Clark*

Trustee Clark reported that he attended the IACCT Board meeting on July 26, 2019 as part of the IACCT conference. The zero Membership Dues increase for the past seven years was discussed. This is the result of IACCT staff and the Financial Oversight Committee (FOC) working together to manage the budget and property to provide funds to maintain competitive staffing and sufficient reserves.

Actions taken on proposals from the IACCT 403a Defined Contribution Retirement Plan Advisory Committee and approving the South Landscaping Project are great examples of IACCT board members working with staff providing improved retirement plans and economical improvements to the IACCT facility.

Trustee Nardini noted that this IACCT meeting included leadership changes and Mr. Clark was appointed as Member at Large which is part of the Executive Committee and on track to be IACCT Chair eventually.

Mr. Clark said he attended various sessions at the IACCT conference including “Trends in College Campus Integrated Security Solutions” and “Strengthening the College through Service Learning.” He also took part in an “Economic and Workforce Development Panel” and a tour of Western Iowa Community College’s Center for Advanced Nursing and Allied Health Education’s nursing simulation center. He noted several valuable “take home” points from the legislative forum that took place as the closing general session including changes in the funding process and encouragement to be visible to the lawmakers. He noted that the awards banquet was a special night for the award recipients and especially for Hawkeye Community College.

Mr. Nardini summarized the sessions that he attended at the conference. He noted that one of the presenters approached him after the awards program to say how impressed he was with the honorees as they all shared great stories and were so supportive of their colleges. Mr. Nardini said he met Mr. Jack Kibbie several years ago and is honored to receive the award in his name. Having served on the awards selection committee in the past, he knows there are many well qualified people for this recognition.

Mr. Nardini said he golfed with IACCT chair Brent Siegrist on Wednesday and attended the welcome reception that evening in Iowa Western Community College’s new Student Center. The opening general sessions, “Seamless Access and a Safer World” and “Cengage and Student Success” were of great interest. He learned that 23% of community college students in Iowa are minority status, which is the highest percentage in the United States. Cengage presented information about the cost of materials...
incurred by students, with community college students averaging $611 as compared to $420 and $514 at public and private 4-year institutions respectively. Cengage has digital products and ebooks that can reduce these costs significantly. The lunch speaker on Thursday was the CEO of Ellucian who presented “Building a Future Together, IACCT & Ellucian.” A breakout session that afternoon on “Hot Legal Topics in Higher Education” brought several issues to the attention of Trustees. Mr. Nardini also attended the session on “Build Vision with Interactive 3D Design” and the IACCT board of directors meeting. Friday’s sessions included a presentation from the Iowa Western Community College Early Childhood Education Center, “No Small Matter: Early Childhood Education Center” and the morning general session was “Supporting the Holistic Needs of Community College Students.” Mr. Nardini also attended the legislative panel which was the closing general session. He thanked the Board and the College for allowing him to attend the conference on behalf of Hawkeye Community College. Save the Date cards for the 2020 IACCT Conference were distributed to all Trustees. The conference will take place on July 22-24, 2020 at Western Iowa Tech Community College in Sioux City. Hawkeye Community College is the host college for the 2022 IACCT Conference.

Hawkeye Community College Fund Accounts – Presentation by Mr. Dan Gillen, Vice President of Administration and Finance

Mr. Gillen reviewed the Iowa Community College Accounting Manual Fund Definitions and the common types of expenditures and primary sources of revenue for each fund description. The Fund Definitions use a single digit numbering system for the funds (numbered 1 through 7) but Hawkeye uses a two-digit numbering system so the funds are numbered 11, 22, 13, 24, 25, 26, and 27. The funds starting with the number 1 (Fund 11 and 13) are unrestricted funds, and those starting with a 2 (Funds 22, 24, 25, 26, 27) have prescribed expenditures for which they can be used. With the exception of Fund 24, all of the College’s funds are subject to meeting the test of being expended for the public good. Funds 1, 2, and 7 (including both sub-funds) contain property tax components. There is also a fund 8 available for use as an endowment fund, but none of Iowa’s community colleges currently utilize that fund.

Fund 1 (referred to as Fund 11) is the Unrestricted General Fund. This fund is available for legally authorized purposes and is used to account for all revenue and expenditures for activities not provided for in other funds. Common types of expenditures include the general operation of the educational programs of the College and are categorized by the various functional areas of the organization. The primary sources of revenue for this fund are tuition, State General Aid (SGA), property tax revenue, and Federal support.

Fund 2 (referred to as Fund 22) is the Restricted General Fund. This fund is used to account for resources that are available for the operation and support of the educational program, but which are restricted as to their use. Some examples are Tort Liability, Unemployment Compensation, direct Federal grants, Chapter 26E Industrial New Jobs Training activities, 260F Jobs Training activities, work study payments, Perkins, AEFLA, Workforce Investment Act funds, student accounts not controlled explicitly by the groups themselves, and the Iowa Values Fund. Common types of expenditures include 260E New Job Training Program (NJTP) training expenses, 260F Job Training Program (JTP)
training expenses, State categorical funding including Workforce Training and Economic Development (WTED), Pathways for Academic Career & Employment (PACE), GAP Tuition Assistance, Adult Basic Education (ABE) and Adult Literacy, Federal funding including I-HUM, Carl Perkins and Workforce Innovation and Opportunity (WIOA) programs, Property, liability and casualty insurance premiums, and early retirement costs. The primary sources of revenue for this fund include Federal grants, State categorical funding, New Job Training Program Certificates, State funding for JTP, and Property Tax (unemployment, Tort Liability, Insurance, Early Retirement, NJTP Standby if needed).

Fund 3 (referred to as Fund 13) is the Auxiliary Fund. This fund is used to record resources received, held, and disbursed by a community college over which the community college has determination as to the nature and degree of receipts and expenditures. This fund exists to furnish goods or services to students, faculty, or staff, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of auxiliary enterprises is that they are managed as essentially self-supporting activities. Examples are athletics, bookstore, student health service, etc. Common types of expenditures include Student-owned medical instrument kits and tool kits, Child Development Center day care services, Farm operations, Athletics, and Internal printing services. The primary sources of revenue for this fund include class specific fees, day care fees, sales, and student activity fees.

Fund 4 (referred to as Fund 24) is the Agency Fund and is used to record resources received, held, and disbursed by a community college as fiscal agent for others. Normally, revenue and expenditure of agency funds are not community college revenue and expenditures and should be reported separately. A government’s fiduciary fund should report only those resources held in a trust or custodial capacity for individuals, private organizations, or other governments. Any resources held for the government itself should not be reported in fiduciary funds, but rather in the fund to which they belong. Agency funds account for funds of external persons or organizations while the funds are in the custody of the institution. The institution acts only as the holder and the funds can be disbursed only as directed by the external person or organization. Common types of expenditures include those made on behalf of the many college-related student clubs and organizations, and the primary sources of revenue include club and organization fundraising efforts.

Fund 5 (referred to as Financial Aid 25) is the Scholarship Fund. This fund is used to record resources for the purpose of providing scholarships for students. Common types of expenditures include Foundation scholarships, institutional scholarships, Pell Grants, Federal Direct Loans, Federal Supplemental Educational Opportunity Grants (SEOG), and Kibbie Scholarships. The primary sources of revenue are the Hawkeye Foundation, Federal Title IV, and State grants.

Fund 6 (referred to as Fund 26) is the College’s Loan Fund. This fund is used to record resources for the purpose of providing loans for students. Where both principal and
interest are loanable, these should be placed in this fund. If the principal is not loanable, it should be placed in the Endowment Fund and only the loanable portion of the gift should be classified to this fund. The equity in this fund is increased by gifts and interest on loans and investments and is decreased only by the write-off of uncollectible loans and legally permitted administrative and collection costs. Common types of expenditures include short-term loans in emergency situations to students pending financial aid disbursement. The primary source of revenue for this fund came from local philanthropists Max and Helen Guernsey.

Fund 7 (referred to as Fund 27) is the Plant Fund and is used to account for 260G ACE infrastructure activities. The “Unexpended Plant Sub-Fund” is used to account for resources which will be expended for the acquisition or construction of physical property to be used for community college purposes and resources designated for the major repair and/or replacement of community college property. Acquisition or construction of physical property, as used here, will be all-inclusive of the capital outlay expenditures previously charged to the Plant Fund. Assets consist of cash, investments, accounts receivable and amounts due from other funds and construction in progress. Liabilities may consist of accounts payable, bonds payable, notes payable, leaseholds payable, and amounts due to other funds. Its common types of expenditures include new construction, remodeling and repair of facilities, grounds upkeep, and utility costs. Revenue for this sub-fund comes from property taxes (20.25-cent levy), General Obligation (GO) bond sale proceeds, ACE Infrastructure categorical funds, and Federal grants.

The “Debt Service Sub-Fund” is used to account for the accumulation of resources, which will be used for interest and principal payments and other debt service charges relating to long-term plant fund indebtedness. The assets of this sub-fund normally consist of cash and investments to be used for the retirement of indebtedness. Common types of expenditures include principal and interest on outstanding General Obligation (GO) bonds, and the primary source of revenue is property tax as is necessary for the annual principal and interest debt service.

Mr. Gillen distributed a handout downloaded from the Hawkeye Community College website showing actual unrestricted General Fund revenue, expenditures by function, and expenditures by category for the fiscal year ending June 30, 2018. These charts provide a snapshot of the College’s general operating fund. This overview of the various funds at Hawkeye Community College is consistent with those of other community colleges in Iowa.

**Discussion of a Date/Time for a Board Retreat**

The group discussed scheduling a Board Retreat. Chair Nardini will work with Dr. Holcomb and Ms. McNulty to identify possible dates for the Board to consider.

**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) June 25, 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-4: Chair’s Role 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. Rohlfesen seconded by Ms. McGregor that the board has assessed the Executive Limitations Global Executive Constraint monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. Rohlfesen seconded by Mr. Allan 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. Rohlfesen seconded by Mr. Nardini to defer evaluation of the Monitoring Report for EL-8 Communication and Support to the Board until President Holcomb has had sufficient time to develop evidence of compliance. Motion carried unanimously.

**Required Approvals**
Moved by Mr. Nardini seconded by Ms. Webster-Vore to approve the Hawkeye Community College Quality Faculty Plan as required by the Iowa Department of Education. Motion carried unanimously.

Moved by Mr. Allan seconded by Ms. Webster-Vore to approve a five-year program agreement with Iowa Physicians Clinic Medical Foundation (dba UnityPoint Clinic) to utilize the Accelerated Career Education (260G) program to offset the cost of the Medical Assistant program through Hawkeye Community College effective August 1, 2019. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. Allan to approve the June 14-July 18, 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**

Moved by Mr. Rohlfson seconded by Mr. Allan to adjourn. Motion carried unanimously. The meeting adjourned at 7:17 p.m.

Respectfully submitted,

[Signature]

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