Call to Order
Chair Jay Nardini called the meeting to order on September 24, 2019 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Bruce Clark, Ms. Barbara McGregor, Ms. Teresa Meyer, Mr. Jay Nardini, Mr. Todd Rohlfsen. Ms. Shari Sell-Bakker, and Ms. Joan Webster-Vore. Absent: Mr. John Allan, Mr. Casey McLaughlin.

Others present: Dr. Todd Holcomb, President; Dr. Jane Bradley, Provost and Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President of Administration and Finance; Ms. Kathy Flynn, Vice President of 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. Clark seconded by Mr. Rohlfsen 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-1 Treatment of Students 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. Appoint the Official Voting Delegate of the Hawkeye Community College Board of Trustees for the 2019 Association of Community College Trustees (ACCT) Annual Leadership Congress.
IX. Approve the lease agreement between D & D Midwest Investments, LLC and Hawkeye Community College for lab space at 5611 Westminster Drive, Suite No. 6, Cedar Falls effective October 1, 2019 through September 30, 2021 at $1,000.00 per month for a total of 1,872 square feet space.
X. Approve the August 16-September 12, 2019 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
XI. 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. Webster-Vore seconded by Ms. Meyer to approve the following consent agenda item: August 27, 2019 regular board meeting minutes. Motion carried unanimously.

President’s Report
*Review of Executive Summary of Community College Survey of Student Engagement (CCSSE) Survey Findings – Presentation by Dr. Todd Holcomb*

Dr. Holcomb said that in an effort to assist colleges to reach for excellence, the Center for Community College Student Engagement (CCSSE) reports national benchmarks of effective educational practice in community colleges. Research shows that the more actively engaged students are, with college faculty and staff, with other students, and with the subject matter, the more likely they are to learn and to achieve their academic goals. This research goes back to 1984, when Alexander Astin began his study entitled: *Involvement in Learning*.

CCSSE benchmarks are groups of conceptually related survey items that focus on institutional practices and student behaviors that promote student engagement, and are positively related to student learning and persistence. These five areas include: Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction and Support for Learners.

- **Active and Collaborative Learning** - Students learn more when they are actively involved in their education and have opportunities to think about and apply what they are learning in different settings.
- **Student Effort** - Students’ behaviors contribute significantly to their learning and the likelihood that they will attain their educational goals.
- **Academic Challenge** - Challenging intellectual and creative work is central to student learning and collegiate quality.
- **Student-Faculty Interaction** - In general, the more interaction students have with their teachers, the more likely they are to learn effectively and persist toward achievement of their educational goals.
- **Support for Learners** - Students perform better and are more satisfied at colleges that are committed to their success and cultivate positive working and social relationships among different groups on campus.

Hawkeye Community College student demographic data include: 85% of the students who took the test were full-time; students are younger with 78% between the ages of 18 and 24; 56% female; 79% white; 13.8% non-native English speakers; and 78.8% do not participate in any college-sponsored activities.
In summary, Dr. Holcomb said while Hawkeye’s scores are acceptable, he is not satisfied with them and efforts are underway to increase student engagement.

Board Education
September 5, 2019 IACCT Report – Trustee Bruce Clark

Mr. Clark said everyone should have received a forwarded email letter from Executive Director MJ Dolan summarizing the meeting. The FY2019 IACCT audit was clean and there were no areas of concern. Department of Education Administrator Jeremy Varner and Consultant Eric St. Clair gave the DE Report with Mr. Varner noting the success of Summer College Credit Program, and the SAVE Grants for career academy which will accept applications while adopting the administrative rules. Mr. St. Clair reviewed the Perkins V state plan process to be completed in 2020. Additionally, Ms. Dolan noted the 2020 Community College Legislative Priorities flyers are available on the IACCT website, and Mr. Clark distributed copies of the flyers. Presentations confirmed for the upcoming 2019 Trustee Leadership Conference include the Top 10 Issues Facing Community Colleges by a national community college policy expert, Dr. Katherine Boswell, and Iowa Community College finance by Eastern Iowa Community College and Western Iowa Tech Community College CFOs Suteesh Tandon and Troy Jasman, respectively; and the ongoing work and upcoming IACCT 403a Plan committee meetings will be presented.

Mr. Clark said he participated in a presentation with IACCT Board First Vice Chair and Kirkwood Community College Trustee Alan Jensen, and Southeastern Community College Trustee Moudy Nabulsi for the IACCT Book Club, the 2018 Condition of Community College’s Report. There are a lot of details in this report and it can be obtained on the IACCT website. He encouraged everyone to take a look at the information contained in this report.

Mr. Clark said upcoming events include the IACCT Leadership Club webinar, Campus Safety & Weapons on the College Campus on October 23 at 4:00p.m., and 2019 Trustee Leadership Conference on November 15. “Save the date” cards for this event were distributed.

Fall Enrollment 2019 – Presentation by Ms. Kathy Flynn, Vice President of Enrollment Services

Ms. Flynn presented the fall 2019 credit enrollment demographics: Headcount for 2019 is 5,112 representing a 3% decline from 2018 where headcount was 5,263. Arts and Sciences have 3,255 students while Career and Technical Education has 1,857 students.

Total semester hours for 2019 is 46,501 which is a 5% decline. Semester hours without high school is 37,905 which is a 6% decline. Total credit hour loss equals $484,596.00. The average number of credit hours taken by student was 10.3 in 2010 but in 2019 is about 9.1.
Male students account for 44% of enrollment while female students equal 56%. The average age of students is 21. Forty-one percent of students are enrolled full-time while 59% are part-time.

Minority student enrollment includes 910 students representing 17.8% of total enrollment, which is a 2% increase from fall 2018. Increases were reported among African-American, Hispanic & American Indian/Alaskan Native students.

Students from Iowa represent 98% of enrollment from 77 counties. Students are enrolled from 18 other states. International students represent 2% and come from a variety of countries including England, Scotland, Ireland, Jamaica, South Africa, Peru, and Brazil.

High school enrollment saw an increase of 4% equaling 1,916 students who are taking 3% more credit hours totaling 8,596. A total of 27 school districts are being served.

Students taking online only classes total 677 students taking 3,803 credit hours equaling 13% of total enrollment. The average credit hours taken is 5. States where students are enrolled include Alaska, California, Colorado, Georgia, Iowa, Michigan, Minnesota, Missouri, New York, Texas, Virginia, and Wisconsin.

Fall enrollment highlights include an overall decrease in headcount and credit hours but increases reported in concurrent, online, minority, returning, and international students.

Challenges facing higher education include a projection by 2029 of a 15% decline in the number of high school students in Midwest states, and between 2010 and 2017 Iowa has experienced a 30% decline in the number of high school students attending colleges and universities in the state, and the lowest unemployment rate in the nation.

**Guided Pathways – Presentation by Dr. Jane Bradley, Provost and Vice President of Academic Affairs**

Dr. Bradley presented information regarding Guided Pathways. She explained that the Guided Pathways Model definition is “an integrated, institution-wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences that guide each student effectively and efficiently from her/his point of entry through to attainment of high-quality postsecondary credentials and careers with value in the labor market.”

The four dimensions of the Pathways model include: clarify paths to student goals; help students choose and enter a pathway; help students stay on path; and ensure that students are learning.

Hawkeye Community College is a 2019 recipient of the Iowa Department of Education Implementation Cohort Grant and has been awarded $60,000.00 over the next two years. High impact practices to be implemented include: redesign student intake to help students explore program options, and choose and enter a program of study; redesign developmental education through the use of multiple measures for student placement.
and delivery of co-requisite supports to students in college-level courses; provide frequent and regular advising to students to ensure progress, retention and completion; monitor student progress to provide ongoing feedback and support as needed; develop an integrated approach to student services to enhance engagement and learning; and enhance student learning and improve understanding of learning outcomes.

Expected outcomes include: program mapping in order to clarify the paths to degree completion, career advancement, and further education, ensuring students have access to full program plans; integrated intentional, for-credit work-based learning into the college’s academic pathways that include: student career aptitude and interest assessments, good advising and wrap-around career services, and techniques such as project-based learning that develop employability skills; and implemented guided pathways with an intentional equity lens, ensuring that all interventions are designed to not only improve completion but also reduce equity gaps at the same time. The equity lens work will be integrated into the entire body of work – not treated as a separate thread – and will seek to permeate campus culture.

There are two Hawkeye-specific grant outcomes stated in the grant application as “The community in which the college resides, Cedar Falls/Waterloo, was recently identified by USA Today as the #1 worst place to live for Black Americans in the United States. The college is seizing this opportunity to take action to address this major concern of our community and to strengthen existing efforts that align with Guided Pathways through implementation of this GPI,” and “A more targeted approach to helping these students achieve academic success is the goal of this GPI. This work will serve as guidance for future endeavors to support the success of other higher risk student populations while also benefitting the general student population.”

Dr. Bradley said the following will be done at Hawkeye:

- Establish a process by which African American students are identified at first contact with the College and create a roster for communications and monitoring from contact to admission and through completion of program of study.
- Complete a situational analysis specific to African American student success to identify barriers and stopping out points to establish success measures (retention, completion and satisfaction).
- Provide professional development for employees related to supporting African American students.
- Create materials and resources to promote the Guided Pathway initiative and provide support specifically for African American students.
- Explore scholarship programs and partnerships specifically to support marginalized students.
- Implement a summer bridge program in support of African American students, including recruitment and retention of high school concurrent enrollment students.

Dr. Bradley shared and explained the Guided Pathways: Planning, Implementation, Evaluation visual which goes into detail for each phase. Hawkeye is currently in the planning and implantation phases. The goals are to improve rates of college completion,
transfer, and attainment of jobs with value in the labor market – and to achieve equity in those outcomes.

Ownership Linkage
The Board reviewed outcomes of the September 24, 2019 Ownership Linkage meeting held with representatives of various program Advisory Committees. Mr. Nardini asked all board members to submit their notes to Ms. McNulty so she can compile a summary document.

E nds Items for Decision
None.

Governance Process – Items for Decision
Governance Process – Governing Style
The board reviewed its Governing Style (GP-1) August 27, 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-9: Board Linkage with Owners and found it to be satisfactory.

- The Board evaluated itself on its annual fulfillment of Policy GP-10 Governance Succession Planning. Chair Nardini asked that an amendment be considered to add language to the second item, bullet 2 to include When time before the next board meeting permits, applications for an open board position will be publicized though the local media in the Merged Area VII.

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. Webster-Vore that the board has assessed the Executive Limitations EL-1 Treatment of Students monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Ms. Nancy Henderson distributed information regarding a new mental health counseling resource for students which is available for them 24/7. Students can call and speak to a licensed counselor when needed. Additionally, staff at the college can refer students to this service as often times students come to staff first when needing assistance but are not licensed or trained to fully help the student.
Moved by Mr. Nardini seconded by Mr. Rohlfsen 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.

**Required Approvals**

Moved by Mr. Nardini seconded by Mr. Rohlfsen to appoint Mr. Clark as the Official Voting Delegate of the Hawkeye Community College Board of Trustees for the 2019 Association of Community College Trustees (ACCT) Annual Leadership Congress. Motion carried unanimously.

Moved by Mr. Clark seconded by Mr. Rohlfsen to approve the lease agreement between D & D Midwest Investments, LLC and Hawkeye Community College for lab space at 5611 Westminster Drive, Suite No. 6, Cedar Falls effective October 1, 2019 through September 30, 2021 at $1,000.00 per month for a total of 1,872 square feet space. Motion carried unanimously.

Moved by Mr. Rohlfsen seconded by Ms. Sell-Bakker to approve the August 16-September 12, 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 7:47 p.m.

Respectfully submitted,

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