Call to Order
Chair Jay Nardini called the meeting to order on January 28, 2020 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, Ms. Shari Sell-Bakker, and Ms. Joan Webster-Vore. Absent: Mr. John Allan, Mr. Casey McLaughlin, and Mr. Todd Rohlfsen.

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. Janine Knapp, Associate Director of Human Resource Services; Mr. Aaron Sauerbrei, Executive Director of Business and Community Education; and Ms. Dione Somerville, Vice President of Student Affairs.

Adoption of Agenda
Moved by Ms. Webster-Vore seconded by Ms. McGregor 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. Approve an ad-hoc committee to review the Board of Trustees Policies
   VII. Assess the monitoring report for 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 EL-6 Asset Protection to determine if it demonstrates compliance with a reasonable interpretation of the policy.
   IX. Assess the monitoring report for EL-7 Compensation and Benefits and determine if it demonstrates compliance with a reasonable interpretation of the policy.
   X. Assess the 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. Direct the Secretary to publish notice of the February 25, 2020 public hearing to be held at 6:00 p.m. on the proposed FY2020-2021 Certified Budget.
   XIII. Approve the Hawkeye Community College tuition of $192 per credit hour for in-state students and $217 for out-of-state students, and mandatory per credit fee rate of $9.00 for the 2020-2021 academic year.
XIV. Approve the November 15, 2019-January 16, 2020 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.

XV. 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. Sell-Bakker seconded by Mr. Clark to approve the following consent agenda item: November 26, 2019 regular board meeting minutes. Motion carried unanimously.

President’s Comments: Dr. Todd Holcomb

Welcome Dr. Dione Somerville
Dr. Holcomb welcomed Dr. Somerville to Hawkeye as the Vice President of Student Affairs.

Ms. Susan Hauber
Susan Hauber will start at Hawkeye on February 10.

Enrollment -Spring 2020
Consensus day for the college was Sunday, January 26, 2020. This week the college will be working on finalizing our data and producing the Spring 2020 Demographics Report which will provide more detail with regard to Census Day details of headcount, credit hours, and demographics.

At this time, estimates are just under 2% ahead of Spring 2019 in headcount and just slightly below in credit hour comparison. Our duplicated concurrent enrollment numbers are ahead of spring 2019 by at least 5%.

Warming Center
The current Emergency Warming Center in Waterloo (Jubilee United Methodist Church) does not meet local fire codes and cannot be in operation after January 31. After discussions with Mr. Chris Swartz, Black Hawk Count Supervisor, Mr. Dan Gillen, and Mr. Terry Flynn, the Metro Center location on West Fourth Street will be filling this need for the community.

Grundy Hall Renovation Project
The committee for the renovation project is working on space utilization which will assist us in determining the needs for the remodel and the college especially as RDG will be helping us create a facilities master plan. We have determined that all of the health
programs we offer will be able to be housed in the renovated facility.

Listening Tour
Dr. Holcomb reported that he has completed four stops on his listening tour with Hawkeye faculty and staff. Sessions have been offered at main campus, the Van G. Miller Adult Learning Center, and the Cedar Falls Center location. Over 120 people have attended the listening sessions so far, and it has been very helpful as he continues to get to know Hawkeye. He said he has one more session to complete in February.

Board Education

December 4, 2019 IACCT/IACCP Joint Board Meeting & December 5, 2019 IACCT Board Meeting and January 23, 2020 IACCT Reports – Trustee Jay Nardini

Trustee Jay Nardini reported that he and Trustee Bruce Clark attended the Joint Meeting of President’s and IACCT Trustees on December 4, 2019 and the December 5, 2019 IACCT meeting. He summarized information contained in handouts that were shared.

Mr. Nardini reported that he attended the January 23, 2020 IACCT Meeting. He summarized information contained in handouts that were shared. Additionally, he shared a copy of The Annual Condition of Iowa’s Community Colleges PowerPoint which was shared at the meeting along with an invitation to the 2020 Community College Day on the Hill which will take place on March 3 in Des Moines. The next meeting will take place on March 4, 2020.

Mr. Nardini also noted that the 2020 Phi Theta Kappa, All Iowa Academic Team Banquet will take place on March 2, 2020. He will be attending this event.

Future Ready Iowa Last Dollar Scholarships Updates – Presentation by Dr. Jane Bradley, Provost and Vice President of Academic Affairs

Dr. Bradley provided an update regarding Last Dollar Scholarships. This program is part of the Governor’s Future Ready Iowa plan to help 70% of Iowans achieve a postsecondary credential by 2025. This scholarship is intended to cover 100% of tuition and mandatory fees for recipients in programs that lead to high-demand jobs. The scholarship is available to new high school graduates who enroll full-time for the fall immediately following high school graduation and adult learners (age 20 and older) who enroll full-time or part-time with a minimum of six credits. The scholarship is not need based and recipients must be enrolled in a qualified program.

The Computer Languages Program will be Last Dollar Scholarship eligible as a statewide program and is a new nine month program at Hawkeye.

Local programs that have been removed from eligibility include: Agricultural Business Management due to good enrollment; Medical Billing and Coding which is a discontinued program; Medical Administrative Assistant which has been reorganized into a one-year program now called Medical Office Specialists, and is now eligible for a Kibbie Grant; and Medical Assistant which has been added to the Scholarship for
Success list of eligible programs. Two other programs have been added: Industrial Automation Technology and Auto Collision Technologies.

Apprenticeships – Presentation by Ms. Brenda Helmuth and Mr. Jerry Orr, Coordinators

Ms. Helmuth and Mr. Orr presented information regarding Registered Apprenticeships at Hawkeye Community College. Registered apprenticeships are a proven system for training employees and combine on-the-job learning and classroom related instruction, produces employees that are skilled in their chosen occupation, and maintains a highly-skilled workforce. These apprenticeships are employer driven, nationally credentialed, and offer students a debt free opportunity to earn and learn.

New and upcoming Hawkeye programs that have been approved by the Department of Labor for registered apprenticeships are Certified Nursing Assistant (CNA), Home Health Aide (HHA), and Construction Equipment Operator (CEO). Current Hawkeye programs offering registered apprenticeships are Carpenter, Electrical, Plumbing, Heating Ventilation and Air Conditioning, and Commercial Truck Driving. Enrollment and partnership information was shared.

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 26, 2019 board self-evaluation summary and found it to be satisfactory.

Board Planning Cycle and Agenda Control GP-3

The board evaluated itself on its annual fulfillment of Policy GP-3 – Board Planning Cycle and Agenda Control and found itself to be in compliance with the policy.

Formation of Ad-Hoc Committee

Moved by Mr. Nardini and seconded by Ms. Webster-Vore to form an ad-hoc committee to review the Board of Trustees Policies.

Mr. Nardini said he will chair the committee and appointed Mr. Clark, Ms. McGregor, and Ms. Joan Webster-Vore to serve on the committee. Motion carried unanimously.

Monitoring President Performance – Ends & Executive Limitations

Moved by Mr. Nardini seconded by Ms. Meyer that the board has assessed the EL-5 Financial Condition Items 1-5 Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Ms. Sell-Bakker seconded by Ms. McGregor 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 Ms. Webster-Vore seconded by Ms. 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. Nardini seconded by Mr. Clark 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.

**Required Approvals**

Moved by Mr. Clark seconded by Ms. Sell-Bakker to direct the Secretary to publish notice of the February 25, 2020 public hearing to be held at 6:00 p.m. on the proposed FY2020-2021 Certified Budget. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. Sell-Bakker to receive and place on file the Independent Auditor’s report from Williams & Company P.C. for Fiscal Year 2019 ending June 30, 2019. Motion carried unanimously.

Moved by Mr. Clark and seconded by Mr. Nardini to approve the Hawkeye Community College tuition of $192 per credit hour for in-state students and $217 for out-of-state students, and mandatory per credit fee rate of $9.00 for the 2020-2021 academic year.

Moved by Mr. Nardini seconded by Ms. Webster-Vore to approve the November 15, 2019-January 16, 2020 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 7:58 p.m.

Respectfully submitted,

Annette Staples
Assistant to the President
Secretary to the Board of Trustees