



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
January 24, 2023 6:00 PM Regular Meeting Minutes
Hawkeye Center Board Room
1501 E. Orange Road, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on January 24, 2023 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson, Dr. Merritt Jones, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Casey McLaughlin, Mr. Jay Nardini, Ms. Bridget Saffold, and Student Representatives Ms. Carlie Hoppe and Mr. Vincent Ali. Absent: Ms. Teresa Meyer.

Others present: Dr. Todd Holcomb, President; Ms. Lynn LaGrone, Provost and Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President, Administration and Finance; Ms. Nina Grant, Vice President of Student Affairs and Institutional Diversity; Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education; Ms. Heather Bremer-Miller, Executive Director of Institutional Advancement; Ms. Susan Hauber, Executive Director of Human Resource Services; and Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing.

Adoption of Agenda

Moved by Mr. McLaughlin seconded by Mr. Beck 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 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 EL-7 Compensation and Benefits and determine if it demonstrates compliance with a reasonable interpretation of the policy.
 - VIII. Assess the Ends #5 “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.
 - IX. Receive and place on file the Independent Auditor’s report from Williams & Company P.C. for Fiscal Year 2022 ending June 30, 2022.
 - X. Direct the Secretary to publish notice of the February 28, 2023 public hearing to be held at 6:00 p.m. on the proposed FY2023 Certified Budget.
 - XI. Approve the November 18, 2022-January 12, 2023 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 Ms. Knox seconded by Ms. Saffold to approve the following consent agenda item: November 29, 2022 regular board meeting minutes. Motion carried unanimously.

President's Comments: Dr. Todd Holcomb

Spring 2023 Enrollment

Dr. Holcomb reported that classes began January 9, 2023. The Census/Lock Date was Sunday, January 22. Ms. Nina Grant will present the Spring 2023 enrollment data during next months meeting. In addition, Mr. Aaron Sauerbrei will present data regarding non-credit enrollment.

Voluntary Early Retirement Plan

The College is offering a voluntary early retirement plan. This is available to all plan-eligible employees who are at least 55 years of age at the actual date of retirement AND have been employed full-time by the College for at least 10 cumulative calendar years at the actual date of retirement. The date of retirement shall be at the last day of the participants current employment year (June 30, 2023 for staff; August 9, 2023, for faculty). Participants will receive a monetary benefit of 2% of salary for every year of service up to \$50,000. Those participating in Hawkeye's health insurance plan will also receive an insurance benefit. There are 56 employees eligible, of which 23 are faculty and 33 are staff. Those who wish to participate have until January 31, 2023 at 4:30pm to submit the early retirement application and letter of resignation. Currently nine staff members have applied for the plan. At this time, no faculty applications have been received.

2023 ACCT Legislative Summit

This year's ACCT Legislative Summit is scheduled in Washington DC from February 5-8. Those attending include: Jay Nardini, Casey McLaughlin, Bridget Saffold and Dr. Holcomb.

General Bond Referendum

Dr. Holcomb distributed a flyer regarding the upcoming bond referendum on March 7 that the Marketing Department created. The flyer includes pertinent information about the upcoming vote, as well as what the College plans to do with the funds if approved. This is a renewal to continue an existing tax levy that is in place. The tax rate will not change - so this is not a tax increase. The Hawkeye website also has a link called 'Bond 2023' that individuals can go to for information. Dr. Holcomb has been making presentations and sharing information with various community and civic groups. Informational mailers will be sent to various college constituents, The first one went out last week. The Marketing Department is currently working on digital ads and will be sharing information regarding the bond projects on social media. Residents in our service area may request an absentee ballot now, and county courthouses will mail the ballots starting on February 15. The March 7 vote is a special election, and there are several other measures that will be on the ballot

Workforce Development Institute

Dr. Holcomb attended the American Association of Community Colleges (AACC) Workforce Development Institute last week. Session topics included; The College Experience of Teaching Artificial Intelligence, Industry-Driven Cybersecurity Education and Training at Community Colleges, Student Preferences for Consuming CTE Content, Augmented Reality and Virtual Reality in CTE programs, Healthcare Work-Based Learning and Registered Apprenticeships, and Rapid Skilling and Micro-Credentialing. Dr. Holcomb said according to the Department of Labor, only 12% of individuals have a chance of receiving a livable wage if they have not received a credential within 4 years of high school graduation.

Board Education

Independent Auditors Report Summary – Presentation by Ms. Sherry Titterington, Williams & Company, P.C.

Ms. Titterington reviewed the 2021-2022 Independent Auditor's Report, and said that overall the audit went smoothly. Ms. Titterington also reviewed the basic financial statements and notes, as well as supplementary information. Overall, the financial statement disclosures are neutral, consistent, and clear.

Summary of Auditors' Results include:

- An unmodified opinion was issued on the financial statements prepared in accordance with U.S. generally accepted accounting principles.
- A material weakness in internal control over financial reporting was disclosed by the audit of the financial statements.
- The audit did not disclose any non-compliance which is material to the financial statements.
- No significant deficiencies in internal control over major programs were disclosed by the audit of the financial statements.
- An unmodified opinion was issued on compliance with requirements applicable to reach major program.
- The audit disclosed no audit findings which were required to be reported in accordance with Office of Management and the Uniform Guidance, Section 200.516.

Hawkeye CTE Pilot Program – Presentation by Dr. Karen Reynolds, Associate Professor

Dr. Karen Reynolds presented information regarding the journey of moving the Human Resource Management program online. The Human Resource Management program began in 2010. In 2019 however, the program was told a change was needed due to low enrollment. At that time, 31 students were enrolled in the program. In 2020, it was determined to move the program online. In the fall of 2022, enrollment had risen to 61 students. Offering the program online has proven to be beneficial to the students as about 90% work full-time. In addition, the online format has attracted students throughout Iowa and other states as well.

Dr. Reynolds explained that she has worked to make her classes interactive by offering virtual dinners, peer graded assignments, chapter presentations, and collaborative interviews with other classes.

Future changes for the program include incorporating 8-week sections for some of the second-year courses, continuing to add technology, and adding more interactive activities.

December 8, 2022 CC for Iowa Board Meeting Report – Trustee Knox

Trustee Knox reported that the Board heard a very informative presentation on the State General Aid Distribution Formula. The Board also reviewed priorities and a board job description was adopted. Trustee webinars will be offered separately from board meetings going forward. In future meetings, the Board will focus on one strategic priority with short presentations to build knowledge.

Student Representative Reports – Mr. Vincent Ali and Ms. Carlie Hoppe

Ms. Nina Grant reported on behalf of Ms. Hoppe that things are going well in the Nursing program. The Track and Field Teams are volunteering at the University of Northern Iowa (UNI) in a couple of weeks. In addition, a new track coach has been hired.

Mr. Ali reported that he is now working with Ms. Lisa Ciesielski, Associate Director in Student Services for his work with Career Services. Mr. Ali will be providing Career Café sessions at the RedTail Café during the month of January. Mr. Ali said he is also working on a scholarship contest to get more student involved. Mr. Ali will also be assisting with this year's ETC Art and Literacy magazine. They are currently working to solicit donations and sponsors.

Ownership Linkage

The board reviewed a summary of the responses from questionnaires received from Advisory Committee members. Mr. Nardini asked the Board to highlight or submit any comments they see regarding the Board Ends that should be discussed. There are eight Advisory Committees that the Board will meet with in the spring. The Board will review all comments received at the end of the spring semester.

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 29, 2022 board self-evaluation summary and found it to be satisfactory.

Executive Limitations Items for Decision

None.

Board-President Delegation Items for Decision

The board reviewed policy BPD-4 Monitoring President Performance. Discussion took place regarding item #5 and suggestions were made for re-wording.

Moved by Mr. Beck and seconded by Mr. McLaughlin to amend policy BPD-4, item #5 to read as follows:

A formal evaluation of the President by the Board will occur annually, based on the achievement of the Board's *Ends* Policies and non-violation of its *Executive Limitations*

policies. This formal evaluation will be conducted by ~~cumulating the~~ **based on** regular monitoring data provided during the year and the Board's recorded acceptance or non-acceptance of the ~~reports and identifying performance trends evidenced by that data-~~ **monitoring data.**

A first reading will take place during the February 28, 2023 meeting. Motion was carried unanimously.

Monitoring President Performance – Ends & Executive Limitations

Moved by Mr. McLaughlin seconded by Dr. Jones 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 Mr. Beck 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. McLaughlin seconded by Ms. Saffold that the board has assessed the Ends #5 (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. Nardini and seconded by Dr. Jones to receive and place on file the Independent Auditor's report from Williams & Company P.C. for Fiscal Year 2022 ending June 30, 2022. Motion carried unanimously.

Moved by Ms. Knox and seconded by Mr. McLaughlin to direct the Secretary to publish notice of the February 28, 2023 public hearing to be held at 6:00 p.m. on the proposed FY2024 Certified Budget. Motion carried unanimously.

Moved by Dr. Jones and seconded by Mr. Beck to approve a five-year program agreement with Tyson to utilize the Accelerated Career Education (260G) program to offset the cost of the Industrial Maintenance program through Hawkeye Community College effective January 1, 2023. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. Saffold to approve the November 18, 2022-January 12, 2023 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 8:28 p.m.

Respectfully submitted,



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