



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
November 28, 2023 6:00 PM Regular Meeting Minutes
Hawkeye Community College - Board Room
1501 E. Orange Road, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on November 28, 2023 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson (via zoom), Mr. Ron Orf, Ms. Barbara McGregor, Mr. Casey McLaughlin, Mr. Jay Nardini, Ms. Bridget Saffold, Mr. Dave Westley and Student Representative Ms. Alina Bruhlmeier. Absent: Ms. JoDee Knox and Ms. Isabella Hesse.

Others present: Dr. Todd Holcomb, President; Mr. Daniel Gillen, Vice President, Administration and Finance; Ms. Heather Bremer-Miller, Executive Director of Institutional Advancement; and Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing.

Adoption of Agenda

Moved by Mr. Beck seconded by Mr. McLaughlin 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. Election of Board Chair & Administer Oath of Office by Board Secretary
- VI. Election of Board Vice Chair & Administer Oath of Office by Board Secretary
- VII. Appointment of Board Secretary & Administer Oath of Office by Board Chair
- VIII. Appointment of Board Treasurer & Administer Oath of Office by Board Secretary
- IX. Appointment of Community Colleges for Iowa Delegate and Alternate Delegate.
- X. Appointment of two Trustees as Liaisons to the Hawkeye Community College Foundation Board.
- XI. Appointment of Board Finance Committee (3-4).
- XII. Consent Agenda
- XIII. 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.
- XIV. Assess the monitoring report for Ends #2 (Students have affordable access to education) to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- XV. Assess the monitoring report for policy EL-3 Ethical Behavior to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- XVI. Close the hearing after written and/or oral comments from the public are received for the Hawkeye Center Lobby Renovation Project.
- XVII. Approve the proposed plans, specifications, form of contract, and estimated total cost of the Hawkeye Center Lobby Renovation for Hawkeye Community College.

- XVIII. Approve the lowest responsive, responsible bid for bidder for the Hawkeye Center Lobby Renovation.
- XIX. Approve the Fall 2023 Last Dollar Scholarship List to be submitted to the Iowa Department of Education for Hawkeye Community College.
- XX. Approve the October 13-November 28, 2023 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- XXI. 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.

Organizational Board Actions – One Year Appointments

Election of Board Chair

It was moved by Mr. McLaughlin seconded by Mr. Orf that Mr. Nardini be nominated as Chair of the Board of Trustees. Motion carried unanimously. Board Secretary Dee Paulsen administered the Oath of Office to Mr. Nardini.

Election of Board Vice Chair

Moved by Mr. Nardini and seconded by Ms. McGregor that Mr. McLaughlin be elected as Vice-Chair of the Board of Trustees. Motion carried unanimously. Ms. Paulsen administered the Oath of Office to Mr. McLaughlin.

Appointment of the Board Secretary

Moved by Mr. Nardini and seconded by Mr. Beck to appoint Ms. Dee Paulsen as Board Secretary. Motion carried unanimously. Mr. Nardini administered the Oath of Office to Ms. Paulsen.

Appointment of the Board Treasurer

Moved by Mr. Nardini and seconded by Mr. Westley that Ms. Laura Trueg be appointed as the Board Treasurer. Motion carried unanimously. Ms. Paulsen administered the Oath of Office to Ms. Trueg.

Appointment of Community Colleges for Iowa Delegate & Alternate

Moved by Mr. Nardini seconded by Mr. McLaughlin to appoint Ms. Knox as the delegate to the Community Colleges for Iowa Board of Directors. Motion carried unanimously.

Moved by Mr. Nardini seconded by Mr. McLaughlin to appoint Mr. Nardini as the alternate delegate to the Community Colleges for Iowa Board of Directors. Motion carried unanimously.

Appointment of the Foundation Board Trustee Liaisons

Moved by Mr. Nardini and seconded by Mr. McLaughlin to appoint Ms. Saffold and Mr. Westley as the Board of Trustees' Liaisons to the Hawkeye Foundation Board. Motion carried unanimously.

Appointment of the Finance Committee

Moved by Mr. McLaughlin seconded by Mr. Nardini to appoint Ms. McGregor, Mr. Beck and Dr. Hutcheson to the Board Finance Committee. Motion carried unanimously.

Consent Agenda

Moved by Mr. Beck seconded by Ms. McGregor to approve the following consent agenda item: October 23, 2023 regular board meeting minutes. Motion carried unanimously.

Moved by Mr. Nardini and seconded by Mr. McLaughlin to approve and place on file the following consent agenda item: the November 7, 2023 Merged Area VII Election Canvass. Motion carried unanimously.

President's Comments: Dr. Todd Holcomb

Voluntary Early Retirement Plan

After careful consideration, 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, 2024 for staff; August 9, 2024, for faculty). Participants will receive a monetary benefit of 2% of salary for every year of service up to \$50,000. Those participating in the College health insurance plan will also receive an insurance benefit. There are 51 employees eligible, of which 29 are faculty and 22 are staff. Those who wish to participate have from October 17, 2023 to December 1, 2023 at 4:30pm to submit the early retirement application and letter of resignation.

End of Fall Semester

The fall semester is quickly coming to a close. Classes will end on Wednesday, December 13. Minimesters will begin Monday, December 18 and end Tuesday, January 2. Minimesters are shortened and intense classes that are offered online between semesters. The College will close for winter break on Wednesday, December 20 through Tuesday, January 2. Offices will reopen on Wednesday, January 3, 2024. Spring classes will begin Monday, January 8, 2024.

Spring 2024 Registration

Registration for the Spring 2024 semester began on October 30. Initiatives are taking place to encourage registration including *Instant Enrollment Days* where students can complete everything they need to do before starting classes from the admissions application through orientation and registration in one day.

Facilities Update

Grundy Hall is still under construction and we do not have a date of completion set. We received the certificate of completion from the Waterloo fire marshal. Which gives us the okay to have some instructors move into the building. The First Impression Courtyard project will go out for bidding in January, the bid will be awarded in February, and construction will begin in March.

Holiday Celebration Reminder

Just a reminder that this year's annual holiday celebration will take place on Sunday at the Brock Student Center beginning at 5:30. Please let Dee know ASAP if you haven't already if you are planning to attend.

Board Retreat

Brad Ebersole of ACCT is available to visit Hawkeye again as facilitator for the Board Retreat. Possible dates would be February 16th and 17th or March 1st and 2nd, 2024. Please check your calendars as Dee will be sending out emails soon to poll for the retreat date.

Community Colleges for Iowa

The Convention and Tradeshow is underway this week. Several cabinet members are at the convention already, I will be attending tomorrow through Thursday.

Board Education

Hawkeye Student Health Clinic Update – presentation by Janel Thompson, Medical Director and Provider

Ms. Thompson reported on the history of the Student Health Clinic. She noted in 2004 the Communities in Schools (now SuccessLink) began to provide services to Hawkeye Students. The clinic partnered with Black Hawk County Public Health Department, Black Hawk-Grundy Mental Health, and Allen Women's Health to provide part-time services to students. The clinic was located in Grundy Hall, room 215 and had an operating budget of \$107k.

She also reported the Black Hawk County Health Department stepped back from direct services. Thus, SuccessLink hired an independently contracted ARNP. Then the COVID-19 Pandemic hit. A counselor was contracted via Black Hawk-Grundy Mental Health. The clinic had an operating budget of \$238k.

Ms. Thompson reported in February 2021 the clinic had a Full-time NP and LPN/CCP, which meant the clinic had full-time coverage for the first time. In 2022 the clinic shifted to EHR, and a clinic manager transition. 2023 began the modernization of the clinic and expansion of services offered at the clinic. The current operating budget is \$300k.

The current team in the clinic consists of Janel Thompson, ARNP Medical Director & Provider. Stacy Wilson, LMHC Mental Health Counselor. Kristin Eggleston, CCP Critical Care Paramedic. And Katie Elfritz, Clinic Manager.

The Student Health Clinic offers many kinds of Services, Collaborations, and Mental Health Services. This includes Physicals/Health Science Physicals, Athletic Pre-Participation Clearance, Employment Physicals, and General Wellness. She reported the clinic also assists with acute & chronic issues such as minor illness, injuries, wound repair, and lesion removal. As well as assistance in contraception, depression, and anxiety.

She reported there is in-Clinic testing for tuberculosis, blood sugar, urinary tract infection, pregnancy, strep throat, COVID-19, mononucleosis, STIs (GC/CH). The clinic also offers testing & Referrals. Laboratory testing, x-ray, STIs, physical therapy, mental health counseling, primary care establishment. In addition to testing, treatment is also available. Medication prescribing and monitoring, latent tuberculosis, immunizations (MMR, varicella, hepatitis B, Tdap, seasonal influenza).

Ms. Thompson reported the clinic has Mental Health & Wellness resources. Counseling Services offers 1 hour appointments; students are allowed 5-7 sessions per student. LMHC able to help with the following: Stress Management, Anxiety and Depression, Relationship & Family Concerns, Eating Disorders, Substance Abuse, Relationship Violence, PTSD, Suicidal Thoughts, Additional concerns.

The Hawk's Haven is used to support students' wellbeing. The clinic has a designed relaxation room for students to unwind, destress, and prioritize self-care. It includes puzzles, coloring, fidget toys, aromatherapy, yoga, and an automatic massage chair. This is used in conjunction with other services available at the clinic.

November 16, 2023 Foundation Board Report, Trustee Saffold

Ms. Saffold reported that the Hawkeye Community College Foundation Board met for their regular meeting on November 16, 2023.

During the meeting the board approved the following items:

1. Approved the financial report and reviewed the 3th quarter investment summary.
2. Approved the Audited financial statements for the year ended June 30, 2023.
3. The board officially voted to amend the Stanley Moore Study Abroad Quasi-Endowment to provide funding for the General Scholarship fund in years that study abroad is not used.

Executive Director, Heather Bremer-Miller announced that Foundation Board Member, Beau Beecher and the Kimball & Beecher Group was nominated and was selected as the Community Colleges for Iowa's Outstanding Business & Industry Partner of the Year Award. Dr. Beecher will be receiving this award at the Community College for Iowa Convention & Tradeshow the evening of Wednesday, November 29th.

The Employee Annual Giving Campaign is up slightly with over 75% of faculty and staff giving to the Foundation. The External Annual Campaign is actively soliciting gifts including a Giving Tuesday campaign November 28 and an end of the year letter to be sent after Thanksgiving.

The Foundation will be adding 5 additional members to the board. Currently there are 11 members. They are looking for members the areas of Human Resource Management, Manufacturing, Industrial Automation, Automotive Technology, Diesel Technology, Marketing Management, Graphic Communications, Agriculture Business Management or Network Administration and Engineering.

The next Foundation Board meeting will be held, January 18, 2024.

ACCT Community College National Legislative Summit, 2024 – Mr. Nardini

Mr. Nardini encouraged the Board to attend the 2024 ACCT Community College National Legislative Summit scheduled for February 4-7, 2024.

Reminder: No December Board of Trustees Meeting – Mr. Nardini

Mr. Nardini reminded the Board that there will not be a meeting in December. The next Board meeting will take place Tuesday, January 23, 2024.

Student Representative Report – Ms. Bruhlmeier

Ms. Bruhlmeier reported that she has heard negative feedback from different students about the Hawkeye Towers accommodations. The Hawkeye Towers are NOT part of Hawkeye Community College. This issue has been discussed in the Student-Athlete Advisory Committee. However, most residents are college students. Ms. Bruhlmeier reported there has been communication regarding this issue between Hawkeye Communication College and the Chief Operating Officer of Kahuna Investments. Ms. Bruhlmeier pointed out as a Student Ambassador giving potential student tours, they point out the accommodations across the street and offer tours to UNI dorms. She also stated that the situation is being monitored closely by Hawkeye Community College administrators for the next couple of months and expectations have been made clear.

She stated more specifically, Hawkeye Community College Administration has had meetings with the COO of Kahuna Investments (the company that owns Hawkeye Towers) and have made it clear to them that conditions need to improve. Kahuna Investments has recently hired an on-site manager, and Hawkeye Community College is hopeful that they will be able to make positive changes. They have told Hawkeye Community College that they are making progress and are catching up on the work orders that were not previously being addressed.

Student Representative Ms. Isabella Hesse was absent, but emailed an update on the Athletic Department's fall fundraiser. The fundraiser was sponsored by Scheels. Raffle tickets were sold for \$10.00 each. A total of 1,578 tickets were sold with a total of \$15,790 where 100 percent went to RedTail Athletics and the seller's specific sport. On average, about 6 tickets were sold per athlete.

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) October 23, 2023 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 BPD – Global Board-President Delegation and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy BPD-2 – Accountability of the President and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy BPD-3 – Delegation to the President and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy BPD-4 – Monitoring President Performance and found itself to be in compliance with the policy.

Executive Limitations Items for Decision

None.

Board-President Delegation Items for Decision

None.

Monitoring President Performance – Ends & Executive Limitations

Moved by Mr. Orf seconded by Mr. Westley that the board has assessed the Executive Limitations Financial Condition and Activities (EL-5) #1-5 Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Dr. Hutcheson that the board has assessed the Ends #2 (Students have affordable access to education) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Ms. Saffold seconded by Mr. Beck that the board has assessed the Executive Limitations Ethical Behavior (EL-3) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals

Board Chair Nardini opened a public hearing for the Hawkeye Center Lobby Renovation Project at 6:05 p.m. Moved by Mr. Nardini seconded by Mr. McLaughlin to close the hearing after no public oral or written comments were received. Motion carried unanimously.

Moved by Ms. Saffold seconded by Dr. Hutcheson to approve the proposed plans, specifications, form of contract, and estimated total cost of the Hawkeye Center Lobby Renovation Project. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Mr. Orf to approve the following lowest responsive, responsible bid for bidder for the Hawkeye Center Lobby Renovation Project. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. Saffold to approve the Fall 2024 Last Dollar Scholarship List to be submitted to the Iowa Department of Education for Hawkeye Community College. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. McGregor to approve the October 13-November 28, 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 7:50 p.m.

Respectfully submitted,

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Dee Paulsen
Assistant to the President
Secretary to the Board of Trustees