



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**February 27, 2024 6:00 PM Regular Meeting Minutes**  
**Hawkeye Center Board Room**  
**1501 E. Orange Road, Waterloo IA 50701**

**Call to Order**

Vice Chair Casey McLaughlin called the meeting to order on February 27, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Mr. Ron Orff, Ms. Barbara McGregor, Ms. JoDee Knox, Ms. Bridget Saffold, Mr. Dave Westley (via zoom) and Student Representatives Ms. Alina Bruhlmeier. Absent: Chair Jay Nardini, Dr. Christine Hutcheson and Student Representative Ms. Isabella Hesse.

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; Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education and Ms. Susan Hauber, Executive Director of Human Resource Services.

**Adoption of Agenda**

Moved by Mr. Beck seconded by Mrs. Knox 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-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 policy EL-6 Asset Protection to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Assess the monitoring report for policy EL-9 Naming of Facilities and Programs to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- IX. Close the hearing after written and/or oral comments from the public are received for the Hawkeye First Impressions Courtyard Project.
- X. Approve the proposed plans, specifications, form of contract, and estimated total cost of the Hawkeye First Impressions Courtyard for Hawkeye Community College.
- XI. Approve the lowest responsive, responsible bid for bidder for the Hawkeye First Impressions Courtyard Project.
- XII. Receive and place on file the Independent Auditor's report from Bergan KDV for Fiscal Year 2023 ending June 30, 2023.
- XIII. Approve the Hawkeye Community College Tuition of \$218.00 per credit hour for in-state students and \$221.00 per credit hour for out-of-state students, and

mandatory per credit Activity Fee rate of \$7.00 for a total Tuition and Fee rate of \$225.00 and \$228.00 for the 2024-25 academic year.

- XIV. Approve the Hawkeye Community College Quality Faculty Plan as required by the Iowa Department of Education.
- XV. Direct the Board Secretary to publish the Notice to Bidders setting the bid date on March 25, 2024 at 2:00 p.m. and to publish the Notice of Proposed Public Improvements setting the Public Hearing on the plans, specifications, form of contract, and estimated cost for March 26, 2024 at 6:00 p.m. for the Regional Transportation Training Center Expansion.
- XVI. Approve the January 12-February 16, 2024 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- XVII. 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 Beck seconded by McGregor to approve the following consent agenda items: January 23, 2024 regular board meeting minutes. Motion carried unanimously.

### **President's Comments – Dr. Todd Holcomb**

#### Student Legislative Session

Dr. Holcomb attended this year's Student Legislative Session which took place on Monday, February 26. The students did a great job interacting with law makers. They had a table in the rotunda. Opportunity to meet 12 of 16 representatives.

#### Phi Theta Kappa Banquet

Dr. Holcomb also attended the annual Phi Theta Kappa All-Iowa Academic Team Banquet which took place in Monday evening, February 26. Two Hawkeye students were honored; Mary Boevers and Anastasia Fullilove.

#### RTTC Expansion

This project is for the renovation and expansion of Hawkeye Community College's Regional Transportation Training Center (RTTC) building. The existing pre-engineered metal building structure will receive three additions. The north building addition includes classroom and office space, the south building addition includes a truck maintenance bay with finished simulator room space, and the west side of the building is to receive a new canopy structure. The project also includes the relocation of the existing fuel tank farm within the project site. Also adding lighting on the north end of the building.

The total estimated cost for the project is \$2,338,000. Construction cost is estimated at \$1,850,000. Construction contingency is budgeted at \$170,000. Professional fees are

estimated at \$171,000. Furniture, fixtures and equipment is estimated to be \$147,000. Funding for the project will come from the Plant Fund and grant from the Governor. The construction for this project is estimated to commence upon award of contract or Notice to Proceed and work is to be completed on or before December 31, 2024.

### Board Retreat

Dr. Holcomb reminded everyone that the Board Retreat is scheduled for the evening of April 19 and the morning of April 20 this year. We will have Dr. Bradley Ebersole lead the retreat again at the Adult Learning Center. Earlier this month I sent an email asking you to complete a survey for Mr. Ebersole by Thursday, February 28<sup>th</sup>. This will help him plan for our retreat.

### Community Colleges for Iowa Summer Trustee Conference

This year Hawkeye Community College will be hosting the Community College Summer Trustee Conference and Governance Leadership Institute. We will host the conference at the Van G. Miller Adult Learning Center on July 10-11. IACCT is handling the registration, the registration link has gone out in their Newsletter. Please let Dee know if you need help registering.

### Association of Community College Trustees Summer Retreat

Because Trustee Nardini is the Chair of ACCT this year, Hawkeye Community College will also be hosting the ACCT Summer Retreat. We are in the planning stages right now, so more information to come but be sure to mark your calendars for July 20<sup>th</sup>, you and your significant other are invited to dinner with the ACCT Board.

### 2024 ACCT Leadership Congress

Conference registration is now underway for the 2024 ACCT Leadership Congress. Dee will be sending an email out this week with information on the event. We would like to have as many Trustees as possible attend to support Jay as chair of ACCT.

### **Board Education**

#### *Independent Auditors Report Summary – Presentation by Mr. Ryan Engelstad, BerganKDV.*

Mr. Engelstad reviewed the 2022-2023 Independent Auditor's Report, and said that overall the audit went smoothly. Mr. Engelstad 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:

- There were no findings of deficiencies in internal control or compliance and an unmodified opinion on the financial statements was issued.
- The college operating revenue totaled \$30,000,511 with an increase of 28.1% over fiscal 2022.
- The college operating expenses totaled \$65,521,792 with an increase of 7.0% over fiscal 2022.
- The college's net position increased by 6.7%, or \$5,943,835 over the June 30, 2022 balance.

### Student Representative Reports – Ms. Alina Bruhlmeier and Ms. Isabella Hesse

Ms. Bruhlmeier shared there are no updates on the Towers apartment buildings, other than there is another new property manager. Students have shared that if they do not have the proper renter's insurance documentation provided, they have a higher rent to pay.

Ms. Bruhlmeier reported she just returned from Des Moines Leadership in Action week. She participated in the Student Legislative Seminar and had a chance to talk to state legislators at the capitol.

On behalf of Ms. Hesse, Ms. Paulsen shared a report. Ms. Hesse would like to report on the continuation of the athletics facilities transferring to the HESC. She was on campus today for the SAAC committee meeting and everything is going well, the Directors and coaches are officially moved into the HESC. They plan a summer remodel to start in May and hope to finish by August when school starts. The remodel includes the top left two classrooms that will be turned into a dance studio, the lower athletic weight room possibly expanding into the large weight room, and the studio downstairs will be converted into the athletic trainer's new room.

Also, the wrestling program found a spot 6 minutes away from campus to hold their practices. This is a 5-year contract, planning that after 5 years there will be an area at Hawkeye for them to practice.

### Spring 2024 Credit Enrollment - Presentation by Ms. Nina Grant, Vice President of Student Affairs

Ms. Grant presented the spring 2024 credit enrollment demographics: Headcount for 2024 is 4,681 compared to 2023 4,607 students. Arts and Sciences have 3,198 students while Career and Technical Education has 1,483 students. Total semester hours for 2024 is 38,797. The average number of credit hours taken by students was 12.

Male students account for 42% of enrollment while female students equal 58%. The average age of students was 24. In addition, 33% of students are enrolled full-time while 67% are part-time.

Minority student enrollment includes 882 students representing 19% of total enrollment.

High school enrollment saw a slight increase of students equaling 2,355 and they are enrolled in a total of 11,539 credit hours.

Students from Iowa represent 98% of enrollment. Which means 2% are from outside of Iowa made up of 18 different states and 47 international students.

Students taking online only classes total 977 students taking 6,083 credit hours. The average credit hours taken is 6.2.

Challenges facing higher education include delays to FAFSA data being sent to us. Strong employment numbers mean less in higher education. Private & State institutions reducing tuition costs, and student skepticism regarding higher education.

Ms. Grant noted that some of the opportunities including college and career transfer counselors (CCTC) numbers growing. Grundy Hall online which is promotion of health care programs, expanding outreach to community-based organizations, expanding outreach to CBO's in the Cedar Valley area and promoting opportunities for adults both stopped out and first time.

Spring 2024 Workforce Education Enrollment – Presentation by Mr. Aaron Sauerbrei, Vice President of Strategic Partnerships and Workforce Education

Mr. Sauerbrei presented data regarding Business and Community Education enrollment. The data presented was from July 1, 2023 – February 20, 2024.

Unique learners totaled 6,076 students in 2024 representing a 2.31% decrease.

He also noted that this portion of the College is a revenue generating division and the goal is to at least break even. Transportation has seen a large increase; 53.01% since 2023, also a large increase represented in work place advancement; 87.76%. The largest decrease was workforce education-contract training. This is due to early retirement. The workforce education-contract training and with such a large hit, it has caused the overall decrease in hours. By the end of the fiscal year Mr. Sauerbrei is confident the numbers will be back up at where they were last year.

January 24, 2024 CC for Iowa Trustees Meeting – Trustee Knox

Ms. Knox reported the meeting focused on finding ways to promote Trustee development throughout the year. Possibilities will be at the second Community & Tradeshow conference in Des Moines next year. There will also be a Trustee conference in July hosted by Hawkeye college that will focus on governance. She reported the Funding Formula will present recommendations to the community college presidents in their scheduled March meetings. Also, there is a new online platform that will send weekly bill updates regarding what is going on in the legislative sessions.

January 25, 2024 Foundation Board of Directors Meeting Report – Trustee Westley

Mr. Westley reported that the Hawkeye Community College Foundation board met for their regular meeting on January 25, 2024.

During the meeting the board approved the following items:

1. Approved the financial statements and reviewed the investment summary for the 4th Quarter (ending in 12/31/2023).
2. Set and Approved the Endowment Spending Policy Allocation at 4%.
3. Approved the IRS Form 990.

Other areas discussed:

1. Joe Corso, the Director of Admissions provided the board education and talked about admission efforts and trends for the college.

New business included:

1. The Foundation is moving forward with plans for a capital campaign set to launch in August, 2024. The theme of the campaign will be discussed at the next meeting. The four areas identified for support are: The Butler Hall Expansion and Renovation, The Challenger Center, scholarships and emergency funds.

#### Old Business

2. The board has reviewed a confidential list of potential board members. The goal is to add 3-5 board members who will be approved at their May meeting, onboarded and then become active board members on August 1, 2024. The Foundation Board currently has 11 members.

The next scheduled Foundation Board Meeting is scheduled for March 28.

#### ACCT National Legislative Summit Report – Trustees Saffold, Dr. Holcomb and Student Representatives Ms. Alina Bruhlmeier and Isabella Hesse

Ms. Saffold is currently serving on the central region nominating committee, which is a committee of 5. She reported while at the National Legislative Summit, they interviewed people to serve on the national board, and they did nominate one individual to serve, while the other individual will plan to run at large at the summit in October. Ms. Saffold reported the nominating committee is looking for nominations for committees that had no one to serve on, especially to staff a region without anyone on it.

Ms. Saffold also got to meet with Iowa legislators; Senator Ernst, Representative Hinson and Senator Grassley. She enjoyed the opportunity to sit down with each of them, and learned their aids have a great deal of information on bills.

Ms. Bruhlmeier reported she attended a student workshop for meeting state legislators, which included information on how to contact them and how to discuss important issues. She also learned about financial literacy. Other students in DC said they had no financial literacy before college, and want to bring in advisors, workshops or peer to peer workshops for financial literacy. Ms. Bruhlmeier said she learned a lot and is grateful for experience.

She also met with the Iowa legislators and believed that our (student) stories matter to them. She said they talked a lot about the workforce Pell grant and the problems with FASFA.

Ms. Hesse would also like to report on her trip to D.C. at the National Legislative Conference. She would like to thank the board for giving her the opportunity to attend. She learned a lot talking with the other community colleges around the country and got input on how to make campuses better. She also met with Governor Reynolds and Senator Grassley and Representative Hinson to talk to them firsthand about what it is like being at a Junior College in Iowa. They had very great responses from the state legislators in hopes that community college funding will improve soon.

Dr. Holcomb also reported the Iowa legislators were in support of the Bipartisan Workforce Pell Act. This is focused on extending Pell Grant eligibility to short-term

workforce training programs. It will address the demand for skilled workers in high-demand industries. Senator Grassley was the first republican senator to sign the bill.

### **Ownership Linkage**

None.

### **Governance Process – Items for Decision**

#### Governance Process Item 1 – Governing Style

The board reviewed its Governing Style (GP-1) January 23, 2024 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-8 – Investment in Governance and found it to be satisfactory.

### **Ends Items for Decision**

None.

### **Executive Limitations Items for Decision**

None.

### **Board-President Delegation Items for Decision**

None.

### **Monitoring President Performance – Ends & Executive Limitations**

Moved by Knox seconded by Saffold 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 Beck seconded by Orf 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 Knox seconded by McGregor that the board has assessed the Executive Limitations Naming of Facilities and Programs (EL-9) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

### **Required Approvals**

Board Vice Chair McLaughlin opened a public hearing for the Hawkeye First Impressions Courtyard Project at 6:05 p.m. Moved by Saffold seconded by Beck to close the hearing after no public oral or written comments were received. Motion carried unanimously.

Moved by Beck seconded by Saffold to approve the proposed plans, specifications, form of contract, and estimated total cost of the Hawkeye First Impressions Courtyard Project. Motion carried unanimously.

Moved by Beck seconded by Saffold to approve the following lowest responsive, responsible bid for bidder for the Hawkeye First Impressions Courtyard Project. Motion carried unanimously.

Moved by Saffold seconded by Orf to receive and place on file the Independent Auditor's report from Bergan KDV for Fiscal Year 2023 ending June 30, 2023. Motion carried unanimously.

Moved by Beck seconded by Orf to approve the Hawkeye Community College Tuition of \$218.00 per credit hour for in-state students and \$221.00 per credit hour for out-of-state students, and mandatory per credit Activity Fee rate of \$7.00 for a total Tuition and Fee rate of \$225.00 and \$228.00 for the 2024-25 academic year. Motion carried unanimously.

Moved by Saffold seconded by Knox to approve the Hawkeye Community College Quality Faculty Plan as required by the Iowa Department of Education. Motion carried unanimously.

Moved by Westley and seconded by Beck to direct the Board Secretary to publish the Notice to Bidders setting the bid date on March 25, 2024 at 2:00 p.m. and to publish the Notice of Proposed Public Improvements setting the Public Hearing on the plans, specifications, form of contract, and estimated cost for March 26, 2024 at 6:00 p.m. for the Regional Transportation Training Center Expansion. Motion carried unanimously.

Moved by Saffold seconded by Orf to approve the January 12-February 16, 2024 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 7:48 p.m.

Respectfully submitted,



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