



**HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**April 23, 2024 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 April 23, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson, Mr. Dave Westley, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Ron Orf, Mr. Jay Nardini, Ms. Bridget Saffold, Mr. Casey McLaughlin and Student Representative Ms. Alaina Bruhlmeier. Absent: Mr. Casey McLaughlin 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 and Institutional Diversity; 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 Saffold and seconded by Orf 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 executive limitations items for decision for policy EL-4 Planning Multi-Year Cycle Policy Review 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 Activity Items #1-5 to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Approve to close the public hearing after all written/oral comments are received.
- IX. Approve to adopt the Fiscal Year 2024-2025 Certified Budget and property tax levies and to authorize the Secretary to the Board of Trustees to file the certified budget with the Black Hawk County Auditor and Iowa Department of Education.
- X. Approve to publish the Certified Budget Amendment for Fiscal Year 2024 and the notification of Public Hearing for May 21, 2024, at 6:00pm.
- XI. Approve to Receive the Bids and approve the Resolution Instituting Proceedings to Take Additional Action for the issuance of Not To Exceed \$450,000 Industrial New Jobs Training Certificates, Series 2024-1.
- XII. Approve the Resolution Directing the Sale and Delivery of \$410,000 Industrial New Jobs Training Certificates.
- XIII. Approve the Continuing Disclosure Certificate.
- XIV. Approve the Resolution Authorizing the Issuance of \$410,000 Industrial New Jobs Training Certificates, Series 2024-1, and Providing for the Securing of Such

Certificates for the Purpose of Carrying Out a New Jobs Training Program Project Designated as the 2024-1 Multiple Project.

- XV. Approve a 3.25 % salary increase for eligible employees for fiscal year 2024-2025.
- XVI. Approve the rescheduling of the regular Board of Trustees meeting from May 28, 2024 to May 21, 2024 at 6:00 p.m.
- XVII. Approve the March 15-April 11, 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.
- XVIII. 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. Saffold seconded by Mr. Orf to approve the following consent agenda items: March 26, 2024 regular board meeting minutes. Motion carried unanimously.

### **President's Comments**

#### End of the Semester Events/Activities

There are a number of event's planned as we near the end of the academic year to celebrate the success of our students. Please note that these activities are listed on your "Calendar of Events" handout. We welcome your participation in these events as your schedules allow.

#### Community College's for Iowa Trustee Conference

The Community College's for Iowa Trustee Conference will take place July 10-11, 2024. Hawkeye Community College is hosing this year's conference. Currently Trustees Nardini, McGregor, Saffold and Hutcheson are registered. Please let Dee know if you can attend.

#### ACCT Leadership Congress

The ACCT Leadership Congress is scheduled for October 23-26, 2024 in Seattle, Washington. Chair Nardini will be will move from Chair to Past Chair of the ACCT Board of Directors during the conference. Registration is open now for early bird pricing good through August 16. Currently Jay, Casey and Bridget are registered. Please let Dee know if you would like to attend.

#### Student News

Jaedon Probasco has been named the Medical Lab Technical Student of the year by the Iowa American Society of Clinical Laboratory Science and the Iowa Chapter of American Society of Clinical Pathology.

### Grundy Hall Dedication

Last Thursday was the Grundy Hall ribbon cutting and dedication. The event had a marvelous turn out. Dan Gillen was not able to attend due to personal reasons, and I wanted to thank him, for his astute business sense in suggesting to renovate Grundy Hall. This move allowed Hawkeye to increase our square footage while reducing our construction costs - without increasing our footprint.

### Student Representative Report – Ms. Alaina Bruhlmeier

Ms. Bruhlmeier reported that the Track & Field team has multiple entries at Drake, an exclusive track meet. Last weekend multiple PRs were broken at the Mt. Mercy Invite.

She also reported Associate Athletic Director, Amy Thorpe said they officially have over 40 committed athletes for wrestling.

Ms. Bruhlmeier also said the hospitality management students are setting up a May Market on May 1st with local vendors at the brock. Open for visitors.

### March 28, 2024 Foundation Board of Directors Meeting Report – Trustees Westley

Mr. Westley reported that the Hawkeye Community College Foundation board met for their regular meeting on March 28, 2024.

During the meeting the board approved the following item:

1. The Foundation Board Selected “Bright Minds, Bold Futures” as the upcoming annual campaign theme.
2. The tagline for the theme is “Hawkeye Community College’s Capital Campaign to Strengthen our Communities.”

Other areas discussed:

1. The board reviewed the four campaign components: Scholarship, Emergency Funding (including the Food Pantry), Butler Hall Renovation and the Challenger Center (Bremer Hall).
2. Timeline for the Planning Phase was outlined. The campaign will begin in September. It will be a four-year campaign.
3. The Foundation is partnering with the College to garner funds for the RTTC Expansion. We are currently visiting with businesses that either do their truck driver training with Hawkeye or hire out truck driving graduates.

Old Business Included:

1. An updated status on new board members was given. At this time, two have committed and Heather has a meeting with two additional in the upcoming month. The goal is to add four new board members who will be approved at their May meeting, onboarded and then become active board members on August 1, 2024.

The Foundation Board concluded their meeting with a tour of Grundy Hall.

The next scheduled Foundation Board Meeting is scheduled for May 23, 2024.

### **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) March 26, 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 Global Governance Commitment and found it to be satisfactory.
- The board evaluating itself on its annual fulfillment of Policy GP-2 Board Job Description and found it to be satisfactory.
- The board evaluated itself on its annual fulfillment of Policy BPD-1 Unity of Control and found it to be satisfactory.

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

Moved by Mr. Beck seconded by Ms. Saffold that the board has assessed the EL-4 Planning Multi-Year Cycle Policy Review and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

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

None.

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

Moved by Mr. Orf seconded by Mr. Beck that the board has assessed the Executive Limitations EL-5 Financial Condition and Activity Items #1-5 monitoring report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

### **Required Approvals**

#### *FY 2024-2025 Hawkeye Community College Certified Budget*

Board Chair Jay Nardini opened a public hearing for the FY2024-2025 Hawkeye Community College Certified Budget at 6:05 p.m. Moved by Mr. Nardini seconded by Ms. Knox to close the hearing after no public oral or written comments were received. Motion carried unanimously.

Moved by Mr. Beck seconded by Mr. Westley to adopt the Fiscal Year 2024-2025 Certified Budget and property tax levies and to authorize the Secretary to the Board of Trustees to file the certified budget with the Black Hawk County Auditor and Iowa Department of Education. A roll call vote was taken. Ayes: Mr. Beck, Dr. Hutcheson, Mr. Orf, Ms. Knox, Ms. McGregor, Mr. Westley, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Certified Budget Amendment for Fiscal Year 2024

Moved by Mr. Nardini seconded by Ms. Saffold to approve the publishing of the Certified Budget Amendment for Fiscal Year 2023 and the notification of Public Hearing for May 21, 2024, at 6:00 p.m. Motion carried unanimously.

\$410,000 Industrial New Jobs Training Certificates Series 2024-1

Moved by Mr. Nardini seconded by Mr. Orf to Receive the Bids and approve the Resolution Instituting Proceedings to Take Additional Action for the issuance of not To Exceed \$450,000 Industrial New Jobs Training Certificates, Series 2024-1. A roll call vote was taken. Ayes: Mr. Beck, Dr. Hutcheson, Mr. Orf, Ms. Knox, Ms. McGregor, Mr. Westley, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Moved by Ms. Saffold seconded by Mr. Beck to approve the Resolution Directing the Sale and Delivery of \$410,000 Industrial New Jobs Training Certificates. A roll call vote was taken. Ayes: Mr. Beck, Dr. Hutcheson, Mr. Orf, Ms. Knox, Ms. McGregor, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Mr. McLaughlin. Abstain: Mr. Westley Resolution adopted.

Moved by Mr. Beck seconded by Ms. McGregor to approve the Continuing Disclosure Certificate. A roll call vote was taken. Ayes: Mr. Beck, Dr. Hutcheson, Mr. Orf, Ms. Knox, Ms. McGregor, Mr. Westley, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Mr. McLaughlin. Resolution adopted.

Moved by Ms. Knox seconded by Dr. Hutcheson to approve the Resolution Authorizing the Issuance of \$410,000 Industrial New Jobs Training Certificates, Series 2024-1, and Providing the for the Securing of Such Certificates for the Purpose of Carrying Out a New jobs Training Program Project Designated as the 2024-1 Multiple Project. A roll call vote was taken Ayes: Mr. Beck, Dr. Hutcheson, Mr. Orf, Ms. Knox, Ms. McGregor, Mr. Nardini, and Ms. Saffold. Nays: None. Absent: Mr. McLaughlin. Abstain: Mr. Westley Resolution adopted.

Other Required Approvals

Moved by Dr. Hutcheson seconded by Ms. Knox to approve a 3.25 % salary increase for eligible employees for fiscal year 2024-2025. Motion carried unanimously.

Moved by Mr. Nardini seconded by Ms. McGregor to approve the rescheduling of the regular Board of Trustees meeting from May 28, 2024 to May 21, 2024 at 6:00 p.m. Motion carried unanimously.

Moved by Mr. Beck seconded by Mr. Orf to approve the March 15-April 11, 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 meeting adjourned at 6:55 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dee Paulsen", with a long horizontal flourish extending to the right.

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