



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
June 25, 2024 6:00 PM Regular Meeting Minutes
Hawkeye Community College – Hawkeye Center Board Room
1501 E. Orange Road, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on June 25, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Louis Beck, Dr. Christine Hutcheson, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Dave Westley, Mr. Jay Nardini, and Mr. Casey McLaughlin. Absent: Ms. Bridget Saffold.

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; Ms. Heather Bremer-Miller, Executive Director of Institutional Advancement and Ms. Mary Pat Moore, Executive Director of Public Relations and Marketing. Absent: Ms. Susan Hauber, Executive Director of Human Resource Services.

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. 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 Ends #4 (Students have the knowledge, skills and attitudes to become productive citizens) to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Receive any oral comments from the public and/or written comments submitted to the Secretary to the Board of Trustees on the East Campus Electrical Service Replacement.
- IX. Close the hearing on the East Campus Electrical Service Replacement after any public oral or written comments are received.
- X. Approve the lowest responsive, responsible bidder for the East Campus Electrical Service Replacement.
- XI. Approve the May 10-June 13, 2024 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.

- XII. Exempt Session – Discuss strategy in matters relating to employment conditions of an employee who is not covered by a collective bargaining agreement pursuant to the provisions of 21.9 of the Code of Iowa.
- XIII. Possible Action – Modify the three-year rolling contract for Dr. Todd Holcomb, President of Hawkeye Community College, to include an annual salary and other benefits effective July 1, 2024.
- XIV. 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 Mr. Westley seconded by Mr. Orf to approve the following consent agenda items: May 21, 2024 regular board meeting minutes, Board Personnel Report: Non-Bargaining Employees, and Notice of New Transfer Major Credit Programs. Motion carried unanimously.

President’s Comments

Community College’s for Iowa Trustee Conference

Dr. Holcomb reminded the board that the college is hosting this year’s trustee conference July 10-11. The conference is Wednesday, July 10 starting at 10:00 with the awards dinner that night at the Adult Learning Center with tours of the Automation & Robotics Center and Grundy Hall. The conference is full with over 80 attendees. Dr. Kimberly Beatty, President and Ellen Martin, Trustee of Metropolitan Community College, Kansas City will join us for two sessions.

High School Completion Ceremony

This year’s High School Completion Ceremony will take place Thursday, June 27 at 7:00pm in Tama Hall. Please let me or Dee know if you are planning to attend if you haven’t already.

Facilities Updates

Hawkeye Center Renovation is almost completed with a few minor things left to complete. The Courtyard Renovation is underway. We anticipate this project will be completed in Fall of 2025. Rooms in the Health Education & Services Center (HESC) including the dance studio, Esports room, weight room, athletic training room and ice bath room are being painted. Demolition is done in the new wrestling room and the plumbing has been completed for the locker rooms. The Butler Hall Renovation project selected Larson Construction from Independence to serve as the Construction Manager at Risk. Construction is anticipated to begin in August 2024 and take two years to complete. The Rural Transportation Training Center (RTTC) Expansion project is also underway. 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 a finished simulator room, and the west side of the building will receive a new canopy structure. The project also includes the relocation of the existing fuel tank from within the project site. The East Campus Electrical Service Replacement is on tonight's agenda to approve bidding in order to get that project started which has a two-year completion timeline.

Open Positions at Hawkeye

The college has many open positions right now. Full Time positions include: International Student Specialist, Instructional Designer, Construction Instructor, Adult Basic Education Instructor – Business & Community Education, Faculty positions include: Applied Instrumental Music Instructor & Music Artist Series Events Manager, Faculty & Chair of Dental Programs, Faculty – PTA Instructor / Academic Coordinator of Clinical Education. Part Time positions include: Assistant Women's Soccer Coach, CDL Semi Truck Driving Instructor, Hawkeye Shuttle Driver, Library Reference Assistant, Recreation & Athletic Specialist.

Board Education

A Day in the Life of an Academic/College Success Advisor – Presentation by Ms. Lisa Ciesielski, Associate Dean of Students

Ms. Lisa Ciesielski presented about Academic/College Success advising at Hawkeye Community College. Her team connects with staff members across campus including Admissions, Financial Aid, Registrar's Office, Business Office, coordinators in Student Services, Faculty members and Deans. She stated her office engages with students beyond their own world views and acknowledge their individual characteristics, values and motivations as students enter, move through and exit the college. An academic advisor can help students gain clarity on their path in college and beyond. Advisors assist students with a plan of study to ensure coursework is on track, assist students in selecting the right career path, connect students with campus resources and help students with any kind of situations or concerns that come up during their time at college. A typical day in the life of an academic advisor includes meeting prep, student appointments, working faculty alerts, responding to concerns, and outreach to students.

May 23, 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 May 23, 2024. During the meeting the board approved the approved the following items:

1. The financial statements dated from March 31.
2. The board approved the campaign logo for the capital campaign, 'Bright Minds...Bold Futures'.
3. A campaign goal of \$6 million was approved.
4. New Foundation Board Members Jeff Schumacher, Tony Howard, Blake Cowell and Bridgett Wood were voted in. Their terms begin August 1 with board orientation being held June 24 and July 1.

Other areas discussed:

1. The board conducted their annual review of the Foundation's Private Loans.
2. Board fundraising training and responsibilities were also discussed. Those dates will be in August and shared with the board.

The next Foundation Board Meeting is scheduled for August 1, 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) May 21, 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-5: Board Members' Code of Conduct and found it to be satisfactory.
- The Board evaluated itself on its annual fulfillment of Policy GP-6: Board Committee Principles and found it to be satisfactory.

Executive Limitations Items for Decision

None.

Board-President Delegation Items for Decision

None.

Monitoring President Performance – Ends & Executive Limitations

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

Moved by Mr. Nardini seconded by Ms. McGregor that the board has assessed the Ends #4 Monitoring Report: Students have the Knowledge, Skills and Attitudes to Become Productive Citizens; and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals

Board Chair Jay Nardini opened a public hearing on the East Campus Electrical Service at 6:05 p.m. Moved by Mr. McLaughlin seconded by Ms. Knox to close the hearing on the East Campus Electrical Service after no public oral or written comments were received. Motion carried unanimously.

Moved by Mr. Nardini seconded by Dr. Hutcheson to approve the proposed plans, specifications, form of contract, and estimated total cost of the East Campus Electrical Service Replacement for Hawkeye Community College. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. Knox to approve the lowest responsive, responsible bidder for the East Campus Electrical Service to Black Hawk Electric with a bid of \$144,797.00. Motion carried unanimously.

Moved by Dr. Hutcheson seconded by Mr. Westley to approve the May 10-June 13, 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.

Exempt Session

The Board of Trustees went into Exempt Session at 7:08 p.m. for the purpose of discussing strategy in matters relating to employment conditions of an employee who is not covered by a collective bargaining agreement pursuant to the provisions of 21.9 of the Code of Iowa. Regular session resumed at 7:28 p.m.

President Employment Agreement

Moved by Mr. McLaughlin seconded by Ms. Knox to modify the three-year rolling contract for Dr. Todd Holcomb, President of Hawkeye Community College, to include an increase of 3.25% to be paid a base salary of \$281,480.00, annual vehicle allowance will remain at \$10,000.00, annual expense account remains at \$7,000.00 and increase the contribution to a 403b retirement account to \$24,000.00, effective July 1, 2024.

Adjournment

The meeting adjourned at 7:30 p.m.

Respectfully submitted,



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