



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
October 29, 2024 6:00 PM Regular Meeting Minutes
Hawkeye Center Conference Room
1501 E. Orange Road, Waterloo IA 50701

Call to Order

Chair Jay Nardini called the meeting to order on October 29, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Jay Nardini, Mr. Louis Beck, Dr. Christine Hutcheson, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Casey McLaughlin, Mr. Dave Westley, Mr. Ron Orf, Ms. Bridget Saffold and Student Representatives Ms. Evie Flint and Ms. Emma Schaffer.

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; 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. 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 #3 (Students have knowledge, skills and attitudes for success in their chosen field) monitoring report to determine if it demonstrates compliance with a reasonable interpretation of the policy.
- VIII. Approve the September 13, 2024 - October 17, 2024 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
- IX. 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 Dr. Hutcheson seconded by Ms. Knox to approve the following consent agenda items: September 24, 2024 regular board meeting minutes and the Board Personnel Report: Non-Bargaining Employees. Motion carried unanimously.

President's Comments

HAWKEYE/UNI AND TRANSFER EVENT

- Early this month, Hawkeye hosted UNI Day, an opportunity for us to celebrate our long-standing partnership while building connections to better serve transfer students.
- On October 18th, Hawkeye Community College hosted a Transfer Fair. Students were able to meet with transfer school representatives to learn more about the transfer process, campus life and more. Over 25 colleges and universities were in attendance.

ACCT LEADERSHIP CONGRESS

- Last week at the Association of Community College Trustees (ACCT) Leadership Congress, I presented a session titled: *Cultivating Excellence in the Board/President Relationship*, with our Board Chair Jay Nardini, Dr. Leah Barrett, President of Northeast (Nebraska) Community College, Steve Anderson and Dirk Peterson, NECC Board Members.
- Hawkeye Community College Board Chair Jay Nardini gave the welcome at the Opening General Session on Wednesday as Chair of the ACCT Board of Directors Executive Committee. He also hosted the 2024 ACCT Association Award Ceremony. "Community colleges are uniquely committed to making high-quality higher education accessible to all people," said Nardini, "serving as gateways to meaningful careers and continuing education for many. This year's regional awardees represent the most outstanding people and programs across this great nation." At the conclusion of the congress, Mr. Nardini moved from his position as Board Chair of the ACCT Board of Directors to Past Chair. Congratulations Chair Nardini.

2025 ACCT NATIONAL LEGISLATIVE SUMMIT

- The ACCT 2025 National Legislative Summit will be on Sunday, February 9 through Wednesday, February 12 at the Marriott Marquis in Washington, DC. Registration opened this month.

LEGISLATIVE UPDATE

- Pam Wright and I have had several one-on-one meetings with legislators in our service area over the last month. We are discussing our three legislative priorities with them: (you all have a handout at your seat)
 - Invest in Student Success
 - Address Workforce Needs
 - Serve Local Communities
- Currently we have met with or scheduled meetings through November 16th with Representatives Bob Kressig, Craig Johnson, Derek Wulf, Timi Brown-Powers,

Pat Grassley and Chad Ingels and Senators Eric Giddens, Sandy Salmon and Bill Dotzler.

FACILITIES UPDATE

- Pole Barn at the Farm:
 - To help with logistics during the upcoming Butler Hall remodel, we plan to move the Sustainable Construction lab to the RTTC for a year. In the meantime, we plan to replace the shed at the Hawkeye farm. The windstorm in 2018 rendered it almost unusable. It is currently 124'x40'. We would make it 130'x60' and have part of it for machine storage for the farm and the rest for the construction lab. The farm has needed more machine storage for years. We have contacted Levi Architecture to design the new storage shed. Architects from Levi visited the farm to look at the area last Tuesday (Oct. 22nd) and we gave them prints of the existing farm buildings. We are waiting for Levi to get back to us with a contract proposal for their services. Upon approval, they will begin designing the new shed.

- Regional Transportation Training Center update:
 - The RTTC's expansion and remodel is on schedule for substantial completion by the end of December 2024 (or the end of the year). Levi Architecture and Huff Contracting Inc. have been great partners throughout this adventure. We look forward to welcoming the Trustees to the RTTC upon completion.

- Courtyard update:
 - Completing concrete work before winter has been the main objective for exterior construction. The tunnel top sidewalk has been completed all the way around the courtyard and construction is currently working on the approaches and entryways that adjoin the tunnel sidewalk on the south side at Bremer and Buchanan. Sidewalks that cross the courtyard have been completed on the east side and are set to begin around Brock once the storm sewer work is completed. Exterior lighting is currently being installed and the majority of the lighting is to be completed this fall.

 - For utility work in the tunnel the gas piping is completed and actively serving campus buildings. The water main tunnel piping has been installed and tied into the north campus water feed by Butler Hall. Water main tie-ins to individual buildings and fire hydrants on the south side of campus in the tunnel will be taking place in the near future.

 - Students and staff are able to utilize the tunnel sidewalk from Black Hawk to Brock on the northside of the courtyard with access to the south side tunnel sidewalk being opened in the next couple weeks.

 - Plantings, landscaping, irrigation and fixtures/furniture work are slated to begin in the spring of 2025. Anticipated final completion is June 30, 2025.

WESTERN GOVERNORS' UNIVERSITY (WGU) AGREEMENT

- A new transfer institution agreement. The common goal for this Agreement is to provide Hawkeye Community College's graduates and employees with flexible, personalized learning pathways to higher education and professional development (degrees, certificates, and credentials) through WGU's innovative online university and applicable WGU affiliates. This Agreement is further intended to formalize the transfer of applicable credits between the Parties via transfer and/or reverse transfer articulation pathways. WGU is a private, non-profit, accredited university offering degrees and other educational opportunities. WGU's programs are designed to fit into busy work and home schedules and create pathways to opportunity.

SPRING IOWA LAW ENFORCEMENT ACADEMY

- The State is offering financial incentives to police departments to send cadets to the Iowa Law Enforcement Academy in Johnston. Due to low enrollment, we will not offer a spring academy.

PURCHASE OF 7.2 ACRES

- Hawkeye Community College has purchased 7.5 acres of land south of Hawkeye Towers for \$15,500 per acre. This is farm land that the College is currently renting. Total cost for the land including all fees is \$117,051.

Board Education

Bright Minds Bold Futures – Presentation by Ms. Heather Bremer-Miller, Executive Director of Institutional Advancement

Ms. Bremer-Miller gave a presentation on the Hawkeye Community College's capitol campaign to strengthen our communities.

This campaign will help fund projects that are too expensive for our annual budget. It will also strengthen internal infrastructure. The campaign will contribute to building a community (increase awareness). It will aid more students.

She also reported this is a four-year campaign (2024-2028). The goal of the campaign is to raise \$6 million in new money. The goal includes grants and direct fundraising dollars. It is driven by the Foundation Board of Directors. The campaign needs all college leaders to voice support and give to the campaign.

The campaign has four primary initiatives:

1. Butler Hall Expansion and Renovation
2. Challenger Center
3. Scholarships
4. Redtail Relief Fund

Ms. Bremer-Miller also covered ways to give to the campaign and naming opportunities.

September 26, 2024 Foundation Board of Directors Meeting Report – Presented by Trustee Westley

Mr. Westley reported the Hawkeye Community College Foundation board met for their regular meeting on September 26, 2024. During the meeting the board approved the following item:

The slate of officer for 2024-2025. Dr. Beau Beecher will serve as President. Sherriff Tony Thompson is the President Elect and Steve Duggan is the Financial Secretary.

The new business item was:

The board went through Capital Campaign Training where they learned solicitation techniques and reviewed campaign components, pledge materials, naming opportunities and timelines. Board members also selected their top five prospects to begin making campaign asks in November. Heather Bremer-Miller will follow up with all board members not in attendance and also those on zoom.

The next board meeting is scheduled for Thursday, November 21st.

Student Representative Reports:

Ms. Emma Schaffer reported on a few key points in her coursework. She has finished up a couple of 8-week courses: Advanced Pharmacology and Transitions into Professional Nursing. Both brought interesting insights into the nursing field. She has started another 8-week course focusing on mental and community health.

As for her other courses, she shared some of the activities or assignments she's had:

In Nursing Skills, she had test outs this month over starting an IV and performing a sterile CVAD dressing change for a patient. A CVAD (Central Venous Access Device) is a tube placed in a large vein, usually in the chest, neck, or arm, to give medications, fluids, or draw blood. It's used for long-term treatments like chemotherapy or antibiotics. Types include: PICC lines (inserted in the arm).

Her class did a blood bank simulation in the simulation lab. They had to cross-check the blood with our patient, prime the tubing, set up the IV pump, administer blood within a certain amount of time (15 minutes), and ensure the patient had no side effects.

In Health Alterations, they created a TikTok about diabetes as a way to educate the community or a specific clientele. It helped the students work together as a class to come up with ideas and create the video as a team. A "famous" nursing TikToker commented, which was really exciting. They had a potluck together as a class, giving it more of a family feel and serving as team bonding. One day, the Dean of Nursing came in and sat in on our class briefly. Also, they recently met with GCU and learned about the RN-BSN program they offer. We've been having group projects that foster communication and team building, exploring more ideas, and creating a safe learning environment.

In Clinicals, are at MercyOne in Waterloo on their 2G floor, which is a Med-Surg floor focused on cardiac and renal problems. Emma had a patient who presented with CHF (congestive heart failure). His EF (ejection fraction, or how well his heart pumps blood) was 30% (we want it to be between 50-70%), and he had arrhythmias (irregular heartbeats), so they decided to place an ICD (Implantable Cardiac Defibrillator). An ICD is a small device under the skin that monitors the heart and delivers shocks to fix dangerous rhythms or acts as a pacemaker for slow beats. It helps prevent sudden cardiac arrest.

She also had a patient admitted to the ER with chest pain (CP) and shortness of breath (SOB) along with heart attack symptoms of pain down his left arm and in his jaw. They placed two stents, which greatly relieved the pressure. I helped monitor him and his vitals.

Another patient who was admitted with hypoxia (low oxygen) and shortness of breath. He reported that at home, he had an oxygen saturation of 60% (anything below 94% is concerning). He came in and was put on oxygen. When Emma was taking care of him, his treatment goal was to titrate off of oxygen so he could be discharged.

Ms. Evie Flint reported in athletics, the wrestling team has kicked off its inaugural season under the guidance of a well-liked coach who has settled in excellently. There is an overwhelming positive energy surrounding the team, and everyone looks forward to seeing their progress this year. The golf teams have finished their fall season, with the men's team winning their home tournament of the season. The women's soccer team has had an extraordinary start to the season, breaking four school records! Notably, they achieved the highest national ranking in school history at #16, only to surpass that by reaching #15 the following week. They have gone unbeaten in the regular conference, finishing second, conceding only one goal as they head into the playoffs, with a real chance to make nationals for the first time.

Our Student Athlete Committee has also been active, launching their volunteering efforts for the year, this time to support local farmers and co-ops. They also held their first meeting of the year, setting a positive tone for community engagement.

She also reported in academics, the Digital Mass Media program made strides with their first program-wide field trip to Hickory Hills, where students conducted their initial interviews and began their first project of the year. Additionally, some of our cybersecurity students have been selected to compete in the Cyber Force competition in Chicago early next month!

Our Multicultural Student Organization has already made an impact by hosting their first event of the year for Hispanic Heritage Month. The turnout was absolutely incredible, with over 125 plates of food served in only 1 hour, showcasing our commitment to cultural celebration and inclusivity.

Ryan Courtney organized a poetry slam contest and workshop, igniting creativity among our students with a successful first poetry-related event of the semester. Hopefully we see a lot more of these in the future!

Ms. Flint reported in other events on campus, the spooky season has begun with multiple events to engage students on campus; with a pumpkin decorating contest currently in full swing and a Halloween party to be held in the Brock Student Center later this month. The first PTK Blood drive of the year was in Tama Hall, with only 7 out of the 45 slots not being filled.

Finally, our National Voter Education Week was a resounding success, featuring multiple information tables and events across campus. Students found these resources helpful as they learned about registering, early voting, and ensuring they have the necessary documentation to vote.

Trustee Report on Attending the Association of Community College Trustees (ACCT) Leadership Congress

Chair Jay Nardini reported last week at the Leadership Congress there were a lot of good sessions. Presented on Policy Governance Carver Model with Dr. Holcomb.

Trustee Louis Beck when through student centered pathway. Learned on student wellness and well-being; have wellness to have well-being. Pleased to learn HCC is already doing a lot of suggested things for student success. One third of student athletes are first time students. Went to affordable housing session. Also went to several Artificial Intelligence (AI) sessions, learned to cautiously have good data to supply AI to get good data out of AI. Attended session on collaboration with seamless coal enrollment – community college is actually located at the four-year university (next step of two plus two). Went to enrollment goals, learned where your money should be spent to get good enrollment. Saw many good speakers. Very proud of Jay Nardini in his position as ACCT Board Chair.

Trustee Bridget Saffold reported she attended the board of directors meeting to learn their current initiatives. Also, she attended the central regional caucus, this is the second year she is a member of this committee. Also attended sessions on AI use in higher education. She attended a session on SNAP employment training program. Athletic programs-athletes are walking billboards for the college and how it is important to be inclusive to students on campus.

Trustee Casey McLaughlin attended AI sessions – it is everywhere all the time, do not be afraid of it. Students are already there. Leaders of the college need to lead the way on how to use it. Use it as a thought partner. Garbage in is garbage out. AI hallucination is bad information input to AI. Have to have ways to vet or check information. He also attended role of trustees in economic development; need to be on the front end of those talks and discuss economic development and workforce development. Strategic Planning develop plan of action.

Ms. Dee Paulsen attended sessions on Professional Board Staff and Artificial Intelligence. She learned how other boards have dealt with dysfunction and how valuable the Carver Method of Governance is for effective and efficient governing. The most important factors for successful boards are communication and trust.

Dr. Holcomb attended many sessions. He mentioned sessions on Artificial Intelligence: The Transformative Power of AI: Trends in Campus Use and Sentiment (Ellucian), Creating a Future-Ready Campus: How Emerging Tech is the Key to Student Success (Western IA Tech CC, IA) were quite interesting and another session on Strategic Planning compelling.

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) September 24, 2024 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 GP-11 Special Rules of Order and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy GP-12 Handling Apparent Policy Violations and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy GP-13 Adoption/Amendment of Policies 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. McLaughlin seconded by Ms. 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 Mr. Beck seconded by Mr. Nardini that the board has assessed the Ends #3 (Students have knowledge, skills and attitudes for success in their chosen field) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals

Moved by Mr. McLaughlin seconded by Mr. Orf to approve the September 13, 2024 - October 17, 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 7:34 p.m.

Respectfully submitted,



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