



HAWKEYE COMMUNITY COLLEGE BOARD OF TRUSTEES
November 26, 2024 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 26, 2024 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. Jay Nardini, Mr. Louis Beck, Ms. JoDee Knox, Ms. Barbara McGregor, Mr. Casey McLaughlin, Mr. Dave Westley, Mr. Ron Orf, Ms. Bridget Saffold and Student Representatives Ms. Evie Flint (via zoom) and Ms. Emma Schaffer. Absent: Dr. Christine Hutcheson.

Others present: Dr. Todd Holcomb, President; Ms. Lynn LaGrone, Provost and Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President, Administration and Finance (via zoom); 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. McLaughlin seconded by Ms. 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. 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 Ends #2 (Students have affordable access to education) to determine if it demonstrates compliance with a reasonable interpretation of the policy
- XIV. Assess the monitoring report for policy EL-3 Ethical Behavior to determine if it demonstrates compliance with a reasonable interpretation of the policy
- XV. 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
- XVI. Approve and place on file the FY2024 Independent Auditor's Report

- XVII. Approve the 2025-26 Academic Year Last Dollar Scholarship List to be submitted to the Iowa Department of Education for Hawkeye Community College.
- XVIII. Approve the October 18 - November 14, 2024 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes
- XIX. 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. Beck that Mr. Nardini be nominated as Chair of the Board of Trustees. Motion carried unanimously. Board Secretary Ms. Paulsen administered the Oath of Office to Mr. Nardini.

Election of Board Vice Chair

Moved by Mr. Beck and seconded by Ms. Knox that Ms. Bridget Saffold be elected as Vice-Chair of the Board of Trustees. Motion carried unanimously. Ms. Paulsen administered the Oath of Office to Ms. Saffold.

Appointment of the Board Secretary

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

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

Appointment of the Finance Committee

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

Consent Agenda

Moved by Ms. Saffold seconded by Ms. Knox to approve the following consent agenda items: October 29, 2024 regular board meeting minutes and Board Personnel Report: Non-Bargaining Employees. 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, 2025 for staff; August 9, 2025, for faculty). There are 58 employees eligible, of which 30 are faculty and 28 are staff. Those who wish to participate have until December 6, 2024 at 4:30pm to submit the early retirement application and letter of resignation to Human Resources.

End of Fall Semester

The fall semester is quickly coming to a close. Classes will end on Wednesday, December 12. Minimesters will begin Monday, December 16 and end Tuesday, January 3. Minimesters are shortened and intense classes that are offered online between semesters. The College will close for winter break on Monday, December 23 through Friday, January 3. Offices will reopen on Monday, January 6, 2025. Spring classes will begin Thursday, January 9, 2025.

Spring 2025 Registration

Registration for the Spring 2025 semester began on October 28. 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.

Holiday Celebration Reminder

Just a reminder that this year's annual holiday celebration will take place on Sunday, December 8th in Tama Hall beginning at 5:30. Please let Dee know ASAP if you haven't already if you are planning to attend.

Community Colleges for Iowa

The Convention and Tradeshow will be next week on December 3-6. Several cabinet members will attend the convention with me in Des Moines. Hawkeye Community College won the nomination for the Outstanding Equity & Inclusion Award this year. It will be presented to our Admissions Director Joe Corsoe and his team.

HAMMOND STREET BRIDGE

The Hammond Avenue bridge construction is finally underway. This is the bridge that is just north of the Regional Transportation Training Center (RTTC). Once the bridge is completed this will be a convenient street to travel on once again between main campus and the RTTC.

Board Education

Student Representative Report –Ms. Emma Schaffer and Ms. Evie Flint

Ms. Schaffer gave a report on her nursing classes. In Complex Health Alterations, she did a case study on compartment syndrome and participated in a discussion about effectively using AI in class. She also worked on a group project to enhance communication between nurses and physicians. In Advanced Nursing Skills, she tested on cardiovascular and neurological assessments and practiced reading telemetry strips and treating patients in the skills lab.

In Mental Health, the class took an implicit bias test to uncover subconscious biases and understand their impact on patient care. They are starting a project on childhood mental disorders, including ADHD, Autism, and Depression. During clinicals, Ms. Schaffer helped care for a patient with a traumatic pneumothorax (collapsed lung), learning about chest tube management.

Ms. Flint reported on Athletics, highlighting the opening of the signing window with several athletes already signed for track and field, soccer, and softball. As seasons conclude, all-region honors were announced: volleyball earned one 2nd team, one 3rd team, and an honorable mention; men's soccer secured one 1st team, one 2nd team, and two honorable mentions; women's soccer achieved their highest-ever honors with three 1st team (including the standout goalkeeper), three 2nd team, and two honorable mentions, three of whom are freshmen. Wrestling hosted its first home meet/duals, competing strongly against nationally recognized Iowa Central.

She also discussed the Iowa Department of Education visit, where students from various programs praised the faculty, college resources, and the Unity and Understanding Center. The program inclusion and success services received outstanding feedback for their dedicated staff, supportive advisors, and welcoming space for students.

Finally, Ms. Flint mentioned the college play, *Current Economic Conditions*, a comedy about moving back in with parents. It has received excellent reviews from students, who highly recommend attending.

November 21, 2024 Foundation Board Report, Trustee Saffold and Westley

Ms. Saffold reported that the Hawkeye Community College Foundation Board met for their regular meeting on November 21, 2024.

During the meeting the board approved the following items:

1. Approved the financial statements and reviewed the investment summary ending September 30, 2024.
2. Approved the audited financials. Carney Alexander Marold & Co. audit showed no significant findings. An extension form for the IRS 990 has been submitted based on potential energy investment tax credit.

Old business included:

1. The board members reviewed the names submitted for potential Capital Campaign visits. All board members were reminded that if they haven't submitted names to do so by next week.

New business included:

1. The board reviewed a progress report for the employee campaign as well as the overall capital campaign. So far, the Capital Campaign has raised approximately \$975,000.
2. Campaign next steps included reviewing a pre-approach letter. The letter can be used by board members prior to setting up a campaign visit. The letter includes 2 of the 4 campaign initiatives and requests time for a personal visit.

The next Foundation Board Meeting is scheduled for January 23, 2025.

ACCT Community College National Legislative Summit, 2025 – Mr. Nardini

Mr. Nardini encouraged the Board to attend the 2025 ACCT Community College National Legislative Summit scheduled for February 9-12, 2025.

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 28, 2025.

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 29, 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 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

Policy Review – General Executive Constraint

The Board reviewed the EL General Executive Constraint Policy and found the policy to be satisfactory.

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 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 Mr. Nardini seconded by Ms. Knox 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.

Moved by Mr. McLaughlin seconded by Mr. Orf 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.

Required Approvals

Moved by Mr. Nardini seconded by Mr. McLaughlin to approve and place on file the FY2024 Independent Auditor's Report of Hawkeye Community College and to make them a part of the official minutes. Motion carried unanimously.

Moved by Mr. McLaughlin seconded by Ms. McGregor to approve the 2025-26 Academic Year Last Dollar Scholarship List to be submitted to the Iowa Department of Education for Hawkeye Community College. Motion carried unanimously.

Moved by Mr. Beck seconded by Ms. Saffold to approve the October 18 - November 14, 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 7:21 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dee Paulsen". The signature is fluid and cursive, with a prominent initial "D" and a long, sweeping underline.

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