

**MINUTES**  
**NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**  
**Regular Board Meeting | August 17, 2023**

**HELD: 7:00 p.m. NIACC Campus – Pierce Administration Building– Room 100 – 500 College Drive – Mason City, Iowa**

**1.0 Preliminary/Information Items**

A. Call to Order and Declaration of Quorum –President Steffens called the meeting to order at 7:00 p.m. A quorum was declared with the following persons in attendance.

MEMBERS PRESENT:           1 - David Steffens, Jr., Lake Mills  
  2 - Cathy Rottinghaus, Charles City  
  3 – David Moore, Clear Lake  
  4 - John Rowe, Mason City  
  5 - Doug Krabbe, Osage  
  6 – Andy Julseth, Northwood  
  7 – Stephanie Nettleton, Mason City  
  8 – Debra Hill, Garner  
  9 – Nicki Prantner, Hampton

MEMBERS ABSENT:

EXECUTIVE OFFICER:        Dr. Steven Schulz

BOARD SECRETARY:         Mindy Eastman

RECORDING SECRETARY:    Abby Donald

VISITORS:                   ♦ Dr. Laurel Klinkenberg, VP of Student Development and Success  
                                     ♦ Dr. Shelly Schmit, VP of Organizational Development and Human Resources  
                                     ♦ Dr. Erin Shaw, NIACC

B. Additions to the Agenda and Adoption of the Agenda - A motion was made by Director Nettleton and seconded by Director Prantner to adopt the agenda. Ayes – all. Motion carried.

**2.0 Board Items**

A. Community Colleges for Iowa Update – ♦ Director Rottinghaus shared the following: ♦ The trustee conference will be held in Waterloo at Hawkeye Community College next year. ♦ There has not been a board meeting since the Trustee Conference.

B. Legislative Report - ♦ Dr. Schulz reported on the following: ♦ Legislative Breakfast planning is underway. Will begin to contact legislators for availability. ♦ Dr. Schulz will attempt to connect with members of the legislature prior to the beginning of the session.

C. Joint Board Meeting | Thursday, September 21, 2023 – The joint board meeting is Thursday, September 21, 2023 beginning at 7:00 PM in the Activity Center. The regular Board meeting will take place at 5:00 PM in the board room.

D. Board Member Forum – There were no reports.

E. Agenda Items for September Board Meeting – No agenda items were requested.

**3. CONSENT AGENDA** – President Steffens asked if anyone would like to discuss or remove items from the Consent Agenda. A motion was made by Director Nettleton and seconded by Director Prantner to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

I. Workshop Meeting Minutes and Regular Meeting Minutes – July 18, 2023

B. Financial Report and Actions

- I. Bills for the Month of July 2023 and Budget Statements through July 31, 2023 – Director Nettleton reviewed the bills this month and found them to be in order.
- II. Year-End Financial Reports

C. Personnel Items – The personnel recommendations were included in the Board book.

I. Retirements, Resignations, Terminations, Authorizations, Appointments, Other

D. Action Items

- I. 2023 – 2024 Contract for Educational Services for Concurrent Enrollment Career Link Programs & Courses
  - a. Central Springs Community School District
  - b. Hampton-Dumont Community School District
  - c. Rudd-Rockford-Marble Rock Community School District
- II. 2023 – 2024 Contract for Educational Services for Provisions of an Industrial Technology Academy Program
  - a. Hampton-Dumont Community School District

**B. Financial Report and Actions**

I. Investment Institutions and Limits – This item was removed from the Consent agenda. A memorandum from Mindy Eastman was included in the Board packet listing investment institutions and current limits. A motion was made by Director Nettleton and seconded by Director Moore to approve the recommended investment institutions and limits. Ayes – 5. Abstain – 4. Motion carried.

**4.0 Action Items**

A. Request for Approval of FY2024 Equipment Request – A memorandum from Mindy Eastman was included in the Board book requesting approval of FY2024 Equipment Request. The items include the following:

- Exhaust and ventilation system for Ceramics studio - \$8,000
- Sound equipment and camera upgrade - \$34,000
- Tesla Demo Apparatus - \$2,500
- Microscopes - \$22,500
- Heart Model - \$4,700
- Torso Model, - \$3,510

- Kidney/Nephron Model - \$9,560
- Rear-wheel drive manual transmission vehicle - \$30,000
- Manual transmission vehicle - \$12,000-\$20,000
- EV vehicle - \$40,000
- Stabila LA-180 laser layout set - \$2,200
- JET combination 12' dis/6" belt sander - \$2,000
- Delta dual drum sander 31-481 - \$3,000
- Festool dust extractor tool system - \$11,000
- Semi-truck - \$75,000
- Bench vise - \$3,354
- Parts carts - \$3,618
- Mini split system - \$2,870
- Steam boiler - \$2,700
- Ice Machine - \$5,800
- Festo Mechanical Drives Level 3& 4 (Imperial) - \$18,259
- Grinding down draft tables - \$9,000
- Jig and fixture table - \$15,000
- Work bench vises - \$2,400
- Edwards 20-ton shop press - \$4,379
- Press brake tooling - \$2,259
- Wood cutting station with measuring systems - \$3,206
- Full size van for fleet - \$115,000
- Mid-size car - \$50,000
- Minivan - \$30,000
- 26 chairs storage cart - \$13,151

A motion was made by Director Moore and seconded by Director Krabbe to approve the FY2024 Equipment Request. Ayes – all. Motion carried.

B. Request for Permission to Seek Bids and Set Public Hearing for NIACC Swine Education Center – A memorandum from Mindy Eastman was included in the Board book requesting permission to Seek Bids and Set Public Hearing for the NIACC Swine Education Center. WHKS was approved at the June 2023 meeting. Mindy requested the Board's approval to seek bids for the NIACC Swine Education Center and approval for setting a public hearing at the September 21, 2023 Board meeting at 7:00 p.m. A motion was made by Director Rowe and seconded by Director Rottinghaus for approval to seek bids for the NIACC Swine Education Center and approval for setting the Public Hearing at the Board meeting for September 21, 2023 at 7:00 p.m. Ayes – all. Motion carried.

**5.0 Additions to the Agenda** – There were no additions to the agenda.

**6.0 President's Report** – Dr. Schulz reported on the following: ♦ Work is underway to prepare for the HLC visit. The assurance argument needs to be submitted on October 9, 2023. The internal deadline for a final draft is September 15, 2023. ♦ Construction update: construction on the cafeteria continues to move forward. The siding is on and most of the interior painting is complete. Electrical and mechanical work

needs to be completed. The Charles City Career Center is moving along. The exterior is enclosed and remodeling of existing building is underway. The temporary location is up and running. ♦ NIACC was number 36 on Forbes' list of America's Best Small Employers. A copy of the article that includes criteria for selection was included in Board folders. ♦ Eight new faculty members arrived this week. NIACC has hired 25 new employees since May. ♦ Enrollment continues to be even with last year and a portion of concurrent enrollments remain to be processed. ♦ Dave Steffens and Dr. Schulz participated in the Rural Economic Summit at the Mason City Arena today. The event was sponsored by First Citizens and NIACC was a partner. The seminar was beneficial and it was exciting to get together and discuss looking forward together rather than backwards. ♦ Brian Wogen and Dr. Schulz met with Belmond-Klemme, Hampton-Dumont, and West Fork superintendents about the vision for an academy for that area. The consensus was to focus programming around advanced manufacturing, construction, and healthcare. Dr. Schulz toured potential sites and will meet with NIACOG about the next steps. ♦ Work is underway to find a potential candidate to serve as a director of institutional research to plan for transitioning roles in the future as retirements occur. There may be potential to share this role with multiple community colleges. ♦ Initial meetings with staff were held to discuss the remodeling of McAllister Hall nursing labs, computer space, and IT staff locations. The tentative timeline is to hold a public hearing in late 2023 or early 2024 with construction to start in the summer of 2024.

**7.0 Adjournment** - A motion was made by Director Julseth and seconded by Director Krabbe to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 7:31 p.m.

Respectfully submitted,

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David Steffens, Jr., President  
NIACC Board of Directors

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Mindy Eastman, Secretary  
NIACC Board of Directors