

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | December 21, 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 Rottinghaus called the meeting to order at 7:01 p.m. A quorum was declared with the following persons in attendance.

MEMBERS PRESENT: 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: 1 - David Steffens, Jr., Lake Mills

EXECUTIVE OFFICER: Dr. Steven Schulz

BOARD SECRETARY: Mindy Eastman

RECORDING SECRETARY: Abby Donald

VISITORS: ♦ Mark Greenwood, Associate Chief Information Officer
 ♦ Michelle Petznick, Registrar
 ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs and Student Learning
 ♦ Dr. Rachel McGuire, VP of Student Development and Success
 ♦ Erin Shaw

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

2.0 Board Items

A. Community Colleges for Iowa Update – Director Hill shared the following: ♦ Debra attended the Board meeting earlier this month and will attend an orientation for new representatives in January. ♦ Community Colleges for Iowa approved some minor retirement and employee benefits changes. ♦ Discussed Trade show success: There were 370 attendees this year, with the expectation of 500-600 people next year. Discussion was held to combine the trustee convention with the tradeshow convention in 2025. ♦ Two community colleges will attend the ACCT legislative summit. John Rowe will attend NIACC. ♦ Hawkeye will host the 2024 conference July 10-11. ♦ Discussion was held on adjusting the funding formula for dividing State General Aid more fairly amongst the 15 community colleges.

B. Legislative Report - Dr. Schulz reported on the following: ♦ Steve spent time with area state legislators this week and had conversations about NIACC’s priorities.

C. Board Member Forum – No reports

D. Agenda Items for January Board Meeting – No agenda items were requested.

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

A. Approval of Minutes

- I. Retreat Meeting Minutes, Workshop Meeting Minutes, and Regular Meeting Minutes – November 21, 2023

B. Financial Report and Actions

- I. Bills for the Month of November 2023 and Budget Statements through November 30, 2023 – Director Krabbe reviewed the bills this month and found them to be in order.

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

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

D. Action Items

- I. Addendum to the Contract for Educational Services for Concurrent Enrollment Career Link Programs
 - a. Clear Lake Community School District
 - b. Hampton-Dumont Community School District
 - c. North Butler Community School District
 - d. Osage Community School District
 - e. Osage Community School District
 - f. Riceville Community School District

4.0 Action Items

A. Board Policy Addition – 2.22 Administration | Information Security Policy | First Reading – A memorandum from Greg Bailey was included in the Board book requesting the adoption of a formal policy regarding NIACC’s Information Security program, purpose, and responsibilities. A motion was made by Director Rowe and seconded by Director Nettleton to approve the first reading of the Information Security Policy. Ayes – all. Motion carried.

B. Board Policy Addition – 2.23 Administration | Data Security Policy Addendum | First Reading – A memorandum from Greg Bailey was included in the Board book requesting the adoption of a Data Security addendum to be included with vendor contracts for any vendors that have access to or store sensitive college data. A motion was made by Director Julseth and seconded by Director Prantner to approve the first reading of the Data Security Policy Addendum. Ayes – all. Motion carried.

C. Request for Approval of 2024-2025 Academic Calendar – A memorandum from Michelle Petznick was included in the Board book requesting approval of the 2023-2024 academic calendar. There were no significant changes from the previous year. It was approved by the Curriculum and Academic Affairs Council on December 4, 2023. A motion was made by Director Nettleton and seconded by Director Julseth to approve the 2024-2025 academic calendar. Ayes – all. Motion carried.

D. NIACC Strategic Initiative Proposal | Concurrent Enrollment – A memorandum from Valerie Zahorski-Schmidt, Anne Boyer, and Brian Wogen was included in the Board packet requesting approval Innovation Grant Funding for Concurrent Enrollment Marketing Initiative for \$150,000 distributed over three years to improve concurrent enrollment marketing and communication strategies with the primary objective of motivating more concurrent enrollment students to complete their degrees at NIACC. This project aligns with the Strategic Priority to Increase Student Success and Enrollment. A motion was made by Director Moore and seconded by Director Krabbe to approve the request for Innovation Grant Funding: Concurrent Enrollment Marketing Initiative. Ayes- all. Motion carried.

E. Request for Approval of FY24 Equipment Requests – Memorandums from Mindy Eastman requesting approval of FY24 Equipment Request were included in the board book. The items include the following items:

- Welding Lab (Charles City Center)- \$275,000
- Health Equipment (Charles City Center)- \$67,000
- Honorlock - \$60,967

A motion was made by Director Krabbe and seconded by Director Julseth to approve the FY24 Equipment Requests. Ayes – all. Motion carried.

F. Request for Approval of Additional Course Fees – A memorandum from Mindy Eastman was included in the Board book requesting approval of additional course fees for two courses. A course fee of \$55.00 for a background check in the Certified Nurse Aide course to conduct out-of-state background checks and a course fee of \$30.00 for the Medical Assistance Program-622 course for the AAMA Practice Exam Fee. A motion was made by Director Hill and seconded by Director Prantner to approve the Additional Course Fees to begin in FY25 for Fall 2024. Ayes – all. Motion carried.

G. Request for Approval of Presidential Search Core Interview Team- A memorandum from Steve Schulz was included in the Board book requesting approval of the Presidential Search Core Interview Team. A motion was made by Director Moore and seconded by Director Rowe to approve the Presidential Search Core Interview Team with the ability to add one more person to represent a business leader to the group. Ayes – all. Motion carried.

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

6.0 President’s Report – ♦ Dr. Schulz shared information on the new athletic director, Ryan Flickinger. Ryan will begin on February 26, 2024, and Dr. Schulz thanked Barb Schwamann, Superintendent of Osage, for working with NIACC. Ryan was an assistant athletic director at Waldorf and has experience in compliance, which is an important part of the job. ♦ Construction Updates: The student dining hall project is scheduled to be up and running on January 3, when athletes return. Charles City Center is on target for an April 1, 2024 opening. The siding, painting, and sheetrock are almost done, and the welding equipment is being installed. ♦ Hampton Center: The EDA committee will meet on January 18 and make a recommendation on the grant for the proposed Hampton Center. Hog facility: NIACC has contacted contacts to ensure viable bids and interested bidders. The plan is to have a bid in January and start the

project this spring. ♦ McCallister Hall Remodel: The project will include a nursing remodel on the first floor and a classroom, office, and IT remodel on the second floor. A high quote was received from the architect; we will need to get the number down. ♦ Steve shared the January staff development schedule and highlighted the Artificial Intelligence speaker. ♦ Steve shared an Alliant spreadsheet that Tony Pappas compiled. This month, NIACC saved over \$8,000 on the Alliant bill. The fees have stayed flat year-to-date, which helps manage fixed costs over time. ♦ The Home Free Christmas Concert last night sold out and was a fantastic show. ♦ President Schulz wished everyone a happy holiday.

7.0 Adjournment - A motion was made by Director Julseth and seconded by Director Nettleton to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Cathy Rottinghaus, President
NIACC Board of Directors

Mindy Eastman, Secretary
NIACC Board of Directors