

**MINUTES**  
**NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**  
**Regular Board Meeting | February 15, 2024**

**HELD: 7:00 p.m. NIACC Campus – Pierce Administration Building– Room 100 – 500 College Drive – Mason City, Iowa**  
**7:00 p.m. Public Hearing for FY25 Public Budget**

**1.0 Preliminary/Information Items**

A. Call to Order and Declaration of Quorum – President Steffens called the meeting to order at 7:04 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  
                                      7 – Stephanie Nettleton, Mason City  
                                      8 – Debra Hill, Garner  
                                      9 – Nicki Prantner, Hampton

MEMBERS ABSENT:           5 - Doug Krabbe, Osage  
                                      6 – Andy Julseth, Northwood

EXECUTIVE OFFICER:        Dr. Steven Schulz

BOARD SECRETARY:         Mindy Eastman

RECORDING SECRETARY:    Abby Donald

VISITORS:                   ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs and Student Learning  
                                     ♦ Dave Ellis, Denman CPA, LLP

The regular meeting of the NIACC Board of Directors was recessed at 7:05 p.m. A motion was made by Director Rowe and seconded by Director Steffens to open the FY25 Public Budget Public Hearing. Ayes all. Motion carried.

FY2025 Public Budget– President Rottinghaus asked if anyone wished to speak in regard to the FY2025 Public Budget. No correspondence was received, and no one wished to speak. A motion was made by Director Prantner and seconded by Director Nettleton to close the Public Hearing. Ayes – all. Motion carried. The FY2025 Public Budget Public The hearing was closed, and the regular NIACC Board of Directors meeting was reconvened at 7:06 p.m.

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

C. Audit – Mindy Eastman introduced Dave Ellis of Denman CPA, LLP, to present the audit report. Dave went through the Independent Auditor’s Report, which stated: “In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business type activities and the fiduciary activities of North Iowa Area Community College and its discretely presented component unit as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then

ended in accordance with accounting principles generally accepted in the United States of America.” The opinion was unmodified. A motion was made by Director Rowe and seconded by Director Nettleton to receive and file the FY2023 year-end audit. Ayes-all. Motion carried.

## **2.0 Board Items**

**A. Community Colleges for Iowa Update** – ♦ Director Hill reported on the following ♦ Debra attended a Zoom meeting today to prepare for Community College Day on the Hill, the last Tuesday of February. Everyone is welcome to attend. The theme is Last Dollar Scholar. ♦ Director Hill has been working on legislative items surrounding proposed changes to the AEA, library boards, and local elections. ♦ Debra informed the Board of the bill tracker on the CCFI website.

**B. Legislative Report** - ♦ Dr. Schulz reported on the following bills that community college Presidents are tracking in Iowa: Senate Bill proposing community college funding formula changes, which allows the presidents of the community colleges to move the formula around to make it more equitable. ♦ Primary election bill would require party declarations for currently nonpartisan local elections ♦ proposed bill to disallow students who are not U.S. citizens from receiving in-state tuition. ♦ CCTC expansion efforts for ongoing support to get out of shared funding formulas so that school districts can continue to participate ♦ AEA Bill ♦ Gun permits for school employees House Bill 675 ♦ Senate file 2260 related to last dollar scholarship and workforce where IWD would determine priority occupations for funding ♦ Dr. Schulz provided an update on FAA approval for the testing center. Approval was obtained today after a ten-month delay. Senator Ernst’s office contacted the FAA on behalf of NIACC. ♦ The Peking Acrobats show scheduled for next week may be canceled due to performers not receiving Visas. Steve contacted Grassley’s office to assist, but the timeline is tight. ♦ Senator Charles Grassley will be on campus next Thursday from 12:30-1:30 p.m. for his 99-county tour.

**C. AEA267 Joint Board Meeting** – The joint meeting of the AEA267, Hawkeye Community College, Iowa Valley Community College District, and NIACC will be held on Monday, April 8, beginning at 4:00 p.m. via Zoom.

**D. Spring Board Retreat** – The Spring Board Retreat will be held on Thursday, April 18, 2024.

**E. Board Member Forum** – Director Rowe reported on his experience in Washington, DC, at last week's ACCT National Legislative Summit. Director Rowe met with Senators Grassley and Ernst and Representative Hinson. Discussion included the following topics: The Higher Education Act has not been renewed since 2008 and has been operating on continued resolutions. FAFSA was a topic of conversation, and students from Hawkeye Community College communicated the personal impact to Senator Grassley and Representative Hinson. Currently, 16% of high school seniors have completed the FAFSA, down from 61% in a typical year. One issue contributing to delays is the need to redo the SIA to adjust for inflation. The Department of Education will release guidance in the coming weeks. Other topics include allowing Pell Grants for short-term certificates, concern about underfunding the Workforce Innovation and Opportunity Act, the importance of inviting legislators to college events and contacting them to thank them for their time and efforts, strengthening training grants, and policies that will require an increase in gainful employment requirements of programs. Iowa and the Midwest were unrepresented at the conference. Director Steffens proposed a committee to work on the President’s retirement. Dave Moore, Debra Hill, and Dave Steffens will serve on the committee.

**F. Agenda Items for March 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 Hill 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 – January 18, 2024

B. Financial Report and Actions

- I. Bills for the Month of January 2024 and Budget Statements through January 31, 2024 – Director Hill 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. 2023-2024 Contract for Education Services for Concurrent Enrollment Career Link Programs
- a. Turkey Valley Community School District
- II. 2023-2024 Addendum to the Contract for Educational Services for Concurrent Enrollment Career Link Programs
- a. Forest City Community School District
  - b. Osage Community School District
  - c. West Hancock Community School District

**4.0 Action Items**

A. Resolution Authorizing Redemption of GO Bonds, Approving an Escrow Agent Agreement, and Levying a Tax for FY2025 – A motion was made by Director Steffens and Seconded by Director Moore to approve the following:

**Resolution authorizing the redemption of GO school bonds, approving an escrow agent agreement, and levying a tax for fiscal year 2024-2025 for the redemption of GO school bonds.**

B. Request for the Approval of the FY2025 Public Budget – A copy of the FY2025 Public Budget from Mindy Eastman was included in the Board book. Mindy requested the approval of the proposed budget. A motion was made by Director Rowe and seconded by Director Nettleton. To approve the FY2025 Public Budget. Ayes- all. Motion carried.

C. Request for Approval of FY24 Equipment Requests – A memorandum from Mindy Eastman requesting approval of FY24 Equipment Request was included in the board folders with the following items:

- Building Trades/Construction (Charles City Center)- \$150,000
- Advanced Manufacturing (Charles City Center) - \$200,000
- Welding (Charles City Center) - \$50,000
- Festo FACET boards - \$13,047

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

D. Request for Approval of Architect – A memorandum from Mindy Eastman was included in the Board book requesting approval of Bergland & Cram as the architect for the NIACC McAllister Hall Remodel. A motion was made by Director Hill and seconded by Director Nettleton to approve the Architect Ayes – all. Motion carried.

E. Request for Permission to Seek Bids and Set Public Hearing for NIACC McAllister Hall Remodel Project – A memorandum from Mindy Eastman was included in the Board book requesting permission to Seek Bids and Set Public Hearing for the NIACC McAllister Hall Remodel Project. Mindy requested the Board’s approval to seek bids for the NIACC McAllister Hall Remodel Project and to set a public hearing at the March 21, 2024, Board meeting at 7:00 p.m. A motion was made by Director Moore and seconded by Director Nettleton for approval to seek bids for the NIACC McAllister Hall Remodel and approval for setting the Public Hearing at the Board meeting for Mark 21, 2024, at 7:00 p.m. Ayes – all. Motion carried.

F. Request for Permission to Seek Bids and Set Public Hearing for NIACC Farm Lab Project – A memorandum from Mindy Eastman was included in the Board book requesting permission to Seek Bids and Set Public Hearing for the NIACC Farm Lab Project. Mindy requested the Board’s approval to seek bids for the NIACC Farm Lab Project and approval to set a public hearing at the March 21, 2024, Board meeting at 7:00 p.m. A motion was made by Director Steffens and seconded by Director Moore for approval to seek bids for the NIACC Swine Education Center and approval for setting the Public Hearing at the Board meeting for March 21, 2024, at 7:00 p.m. Ayes – all. Motion carried.

G. Request for Approval of Proposal with Acoustic Distinctions, Inc. – A memorandum from Mindy Eastman was included in the Board book requesting approval of the proposal from Acoustic Distinctions, Inc. for consulting services for auditorium sound upgrade. A motion was made by Director Hill and seconded by Director Steffens to approve the proposal with Acoustic Distinctions for consulting services for the auditorium sound upgrade. Aye– all. Motion carried.

H. Request for Approval of 28E Agreement with Iowa Central Community College and Iowa Lakes Community College – A memorandum from President Schulz was included in the Board book requesting approval of the 28E Agreement with Iowa Central Community College and Iowa Lakes Community College to share the services of a Director of Institutional Research Collaborative. A motion was made by Director Nettleton and seconded by Director Prantner to approve the 28E Agreement with Iowa Central Community College and Iowa Lakes Community College. Ayes- All. Motion Carried.

I. Request for Approval of FY2025 NIACC Career Center in Charles City Maintenance Agreement. A memorandum from Dr. Steve Schulz was included in the Board book requesting approval of the NIACC Career Center in Charles City Maintenance Agreement with Charles City Community School District. A motion was made by Director Moore and seconded by Director Steffens to approve the NIACC Career Center in Charles City Maintenance Agreement with Charles City Community School District. 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 the following: ♦ A letter from the Department of Education regarding the FAFSA process was included in the Board folders. ♦ The HLC visit committee did not get information to the review board in time for the January meeting. Therefore, the committee will review it at the February meeting. Final approval will likely be in March. ♦ It is estimated Health insurance increases

will fall between 5-10%. Pharmaceutical rebates are coming in high. The insurance committee is meeting with the broker on March 1 ♦As of today, 31 applications have been submitted for the president's position ♦ Hall of Fame Dinner is next Friday. Please let Abby or Steve know if you would like to attend. ♦ There is a commencement letter and RSVP form in the packet. There will be three commencements this year. RSVPs are due by March 15. ♦ Steve had a meeting with the EDA regarding the Franklin County Center. The EDA may move the project out of disaster funding into another pool of dollars, which would require additional work. Steve is working with NIACOG. ♦ Board Retreat – A survey from ACCT was included in the Board folders to set an agenda for the retreat. There will be a discussion on onboarding a new president, the future of community colleges, and the future of NIACC. The presenter would like input from the Board on additional topics. The survey should be returned by March 1. ♦ Together, NIACC, NICC, and One Cedar Valley have bid for Title I Services for training dislocated workers. NIACC exited the space in December of 2021. ♦ Steve was notified by PERB that there will be a vote by full-time and regular part-time faculty to determine whether to unionize.

**7.0 Adjournment** - A motion was made by Director Steffens and seconded by Director Nettleton to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 8:33 p.m.  
Respectfully submitted,

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Cathy Rottinghaus., President  
NIACC Board of Directors

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Mindy Eastman, Secretary  
NIACC Board of Directors