



**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 Julseth and seconded by Director Moore to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

I. Workshop Meeting Minutes and Regular Meeting Minutes – December 21, 2023

B. Financial Report and Actions

I. Bills for the Month of December 2023 and Budget Statements through December 31, 2023 – Director Julseth reviewed the bills this month and found them to be in order.

II. Second Quarter Investment Report

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 Program

- a. Clear Lake Community School District
- b. Osage Community School District

**4.0 Action Items**

A. 2025 Budget Development

I. Preliminary Approval of the 2025 Public Budget – The proposed FY25 public budget and a memorandum showing NIACC’s tax history were included in the board book. The public budget sets our spending limits and the levy. Mindy Eastman calculated NIACC’s 2025 levy at \$1.06895 per \$1,000. Mindy requested preliminary approval of the FY25 public budget. A motion was made by Director Krabbe and seconded by Director Steffens to approve the preliminary FY25 public budget. Ayes – all. Motion carried.

II. Setting a Public Hearing – Mindy Eastman requested permission to set the Public Hearing for the FY2025 public budget for Thursday, February 15, 2024, at 7:00 p.m. A motion was made by Director Julseth and seconded by Director Steffens to set the Public Hearing for February 15, 2024, at 7:00 p.m. Ayes-all. Motion carried.

III. Authorization to Publish the Preliminary Budget and Notice of Public Hearing – Mindy Eastman requested authorization to publish the preliminary budget and notice of Public Hearing. A motion was made by Director Nettleton and seconded by Director Moore to publish the preliminary budget and notice of Public Hearing. Ayes – all. Motion carried.

B. Request for Approval of NIACC of Additional Course Fees – A memorandum from Mindy Eastman was included in the Board book requesting approval of additional course fees of \$200 for EDUCATE courses to begin FY25 for Fall 2024. A motion was made by Director Rowe and seconded by Director Hill to approve the Additional Course Fees to begin FY25 for Fall 2024. Ayes – all. Motion carried.

C. Board Policy Addition 2.22 Administration | Information Security Policy | Second Reading - A memorandum from Greg Bailey was included in the Board book requesting the adoption of a formal Information Security Policy. A motion was made by Director Krabbe and seconded by Director Steffens to approve the addition of Board Policy 2.22 Administration Information Security Policy.

D. Board Policy Addendum 2.23 Administration | Data Security Policy | Second Reading - A memorandum from Greg Bailey was included in the Board book requesting the adoption of an addendum to the Data Security Policy to include contracts with vendors that have access to or store sensitive information. A motion was made by Director Nettleton and seconded by Director Krabbe to approve the addendum to Board Policy 2.23 Administration Data Security Policy.

E. Request for the approval of the Job Description of the President – A memorandum from Shelly Schmit was included in the Board book requesting approval of the updated president's job description. A motion was made by Director Julseth and seconded by Director Hill to approve the president's job description. Ayes-all. Motion carried.

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

A. 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:

- Furniture (Charles City Center)- \$77,116.20

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

**6.0 President's Report** – Dr. Schulz reported on the following ♦ The office furniture in the president's office needs replacement. When the new president comes in, money will be set aside for them to choose furniture ♦ Spring Enrollment counts: Credit counts are currently up 3.3%, and headcount is up 4.3% ♦ Dr Schulz shared pictures of the new student dining center opening. ♦ The McAllister Hall remodel planning has begun and will likely take place in three phases to accommodate classes and b higher-than-anticipated costs. Bids for Phase 1 are expected at the March meeting ♦The Charles City Center Construction Schedule was included in the board folders. The punch list is scheduled for March 25, and a grand opening is planned for April. ♦ The swine facility bidding process is planned to be completed on March 4. ♦ The EDA met today, but we have not received word on the Franklin County center grant ♦ HLC final approval is expected soon. ♦Six applications have been received for the President's position so far. ♦ Steve will be in Des Moines for the President's meeting next Tuesday. ♦ There will not be a TGIF Letter for the Board tomorrow.

**7.0 Adjournment** - A motion was made by Director Moore and seconded by Director Steffens to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 8:00 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