

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | July 18, 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 7:03 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
 5 - Doug Krabbe, Osage
 6 – Andy Julseth, Northwood
 7 – Stephanie Nettleton, Mason City
 8 – Debra Hill, Garner
 9 – Nicki Prantner, Hampton

MEMBERS ABSENT: 4 - John Rowe, Mason City

EXECUTIVE OFFICER: Dr. Steven Schulz

BOARD SECRETARY: Mindy Eastman

RECORDING SECRETARY: Abby Donald

VISITORS: ♦ Dr. Rachel McGuire, VP of Student Development and Success
 ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs and Student Learning
 ♦ Dr. Shelly Schmit, VP of Organizational Development and Human Resources
 ♦ Patti Hanson, Dean of Continuing Education
 ♦ Jee Hang Lee, President and CEO of ACCT
 ♦ Erin Shaw, NIACC Consultant

B. Additions to the Agenda and Adoption of the Agenda – Dr. Schulz introduced Dr. Laurel Klinkenberg who was hired as the Vice President of Academic Affairs and began full time on July 3. A motion was made by Director Krabbe and seconded by Director Julseth to adopt the agenda. Ayes – all. Motion carried.

2.0 Board Items

A. Community Colleges for Iowa Update – ♦ Director Rottinghaus shared the following: ♦ the Community Colleges for Iowa trustee conference begins tomorrow ♦ handed out the 2024 legislative priorities for Community Colleges for Iowa.

B. Legislative Report - ♦ Dr. Schulz reported on the importance of contacting area legislators prior to the legislative session.

C. Board Member Forum –Director Moore had a question regarding the hiring processes in place to

increase the likelihood of building a balanced team. Dr. Schulz and Dr. Schmit discussed the collaborative hiring process that has served the College well.

D. Agenda Items for August 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 Krabbe 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 – June 15, 2023

B. Financial Report and Actions

- I. Bills for the Month of June 2023 and Budget Statements through June 30, 2023 – Director Steffens reviewed the bills this month and found them to be in order.
- II. Fourth Quarter Investment Report

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. Charles City Community School District
 - b. Clear Lake Community School District
 - c. Forest City Community School District
 - d. Garner-Hayfield-Ventura Community School District
 - e. Lake Mills Community School District
 - f. Mason City Community School District
 - g. North Iowa Community School District
 - h. Northwood-Kensett Community School District
 - i. North Butler Community School District
 - j. North Polk Community School District
 - k. Osage Community School District
 - l. Pella Christian Community School District
 - m. Saint Ansgar Community School District
 - n. West Fork Community School District
 - o. West Hancock Community School District
- II. 2023 – 2024 Contract for Educational Services for Provisions of an Entrepreneurship Academy
 - a. Forest City Community School District
 - b. Garner-Hayfield-Ventura Community School District
 - c. West Hancock Community School District
- III. 2023 -2024 Contract for Educational Services for Provision of an Industrial Technology Academy Program
 - a. West Fork Community School District
- IV. Request for Approval of Mercy Voucher Contract

4.0 Action Items

A. Request for Approval of FY2024 Employee Agreement – A memorandum from Dr. Shelly Schmit was included in the Board book requesting approval of the FY2024 employee agreement for Faculty. A motion was made by Director Rottinghaus and seconded by Director Julseth to approve the 2023 – 2024 employee agreements for Faculty. Ayes – all. Motion carried.

B. Request for Approval of FY2024 Working Budget – A memorandum from Mindy Eastman was included in the Board book requesting approval of FY2024 working budget. Mindy reviewed the budget with the Board members. A motion was made by Director Nettleton and seconded by Director Prantner to approve the FY2024 working budget. Ayes – all. Motion carried.

C. Request for Approval of FY2024 John V. Hanson Center Maintenance Agreement – A memorandum was included in the Board book requesting the approval of the John V. Hanson Center Maintenance Agreement. The agreement is with Forest City Community School District for the 2023-2024 school year. A motion was made for by Director Hill and seconded by Director Nettleton to approve the lease for the Charles City Union House lease. Aye-all. Motion carried

D. Request for Approval of Charles City Temporary Location Lease – A memorandum from Mindy Eastman was included in the Board book requesting approval of the Charles City Union House Lease. The lease agreement is with Four Keys, LLC. A motion was made for by Director Rottinghaus and seconded by Director Nettleton to approve the lease for the Charles City Union House lease. Aye-all. Motion carried.

E. Request for Approval of Buena Vista Lease Agreement – A memorandum from Mindy Eastman was included in the Board book requesting approval of the Buena Vista University Lease. A motion was made for by Director Krabbe and seconded by Director Julseth to approve the lease for the Charles City Union House lease. Aye-all. Motion carried.

F. Request for Approval of FY2024 Equipment Request – A memorandum from Mindy Eastman was included in the Board book requesting approval of FY2023 Equipment Request. The items include the following:

- Hillrom CareAssist Hospital Beds and Stretcher - \$23,460
- Track Man B1 Practice System – Pitching and Hitting - \$19,950

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

G. Iowa Industrial New Jobs Training 260E Program – Preliminary Agreement –

I. ADA Enterprises, Inc. - A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement with ADA Enterprises, Inc. of Northwood, IA. The Preliminary Agreement was signed on June 2, 2023. Additional information on the new jobs training will be developed as the company finalizes their hiring and training plans. A motion was made by Director Julseth and seconded by Director Krabbe to approve the following resolution:

Resolution Approving the Preliminary Industrial New Jobs Training Agreement for ADA Enterprises Inc.

The roll was called, and the vote was:

Director Steffens – Yes
Director Rottinghaus – Yes
Director Moore – Yes
Director Krabbe – Yes
Director Julseth – Yes
Director Nettleton – Yes
Director Hill – Yes
Director Prantner – Yes

Yes – 8; No – 0; Motion carried.

H. Iowa Industrial New Jobs Training 260E Program – Preliminary Agreement Extension

I. Sukup Manufacturing Co. - A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement Extension with Sukup Manufacturing Co. of Sheffield, IA. The Preliminary Agreement was signed at the July 15, 2021 meeting. Preliminary Iowa Industrial New Jobs Training Agreements expire after a stated time if a final agreement has not been reached between the company and the College. Sukup plans to go to final agreement, this extension is due to an adjustment in the College’s bond sale schedule. A motion was made by Director Moore and seconded by Director Hill to approve the following resolution:

Resolution Approving the First Amendment to Preliminary Industrial New Jobs Training Agreement for Sukup Manufacturing Co.

The roll was called, and the vote was:

Director Steffens – Yes
Director Rottinghaus – Yes
Director Moore – Yes
Director Krabbe – Yes
Director Julseth – Yes
Director Nettleton – Yes
Director Hill – Yes
Director Prantner – Yes

Yes – 8; No – 0; Motion carried.

I. Board Policy Manual – Second Reading – Dr. Schulz explained that the Board Policy Manual was reviewed by Danielle Smid of Brown Winick Law Firm in Des Moines, Iowa. There were three changes in the Conflict of Interest Policy, administration, software copyright compliance, and freedom of expression by students. A motion was made by Director Moore and seconded by Director Nettleton to approve the Second Reading of the Board Policy Manual. 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: ♦ There is potential for federal disaster loan funding to build a career facility in Franklin County that will serve Hampton-Dumont, Belmont-Klemme, and West Fork Schools. ♦ provided construction updates: Charles City employees are preparing to move to the temporary location and construction on the facility continues to progress. ♦ The gym floor is done. Once it is done curing ceiling cleaning and bleacher installation can begin. ♦ Cafeteria is experiencing some delays but still expect to be ready during Winter Break. ♦ Dr. Shelly Schmit, Dr. Candi Karsjens, Dr. Laurel Klinkenberg, and Dr. Schulz attended the Alliance for Innovation and Transformation (AFIT) conference in Denver last week. ♦ Summer enrollment was down around 6%, while fall enrollment is trending up around 2.5%

7.0 Adjournment - A motion was made by Director Moore and seconded by Director Krabbe to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 7:51 p.m.

Respectfully submitted,

David Steffens, Jr., President
NIACC Board of Directors

Mindy Eastman, Secretary
NIACC Board of Directors