

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | March 14, 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 7:06 p.m. A quorum was declared with the following persons in attendance.

MEMBERS PRESENT:

- 1 - David Steffens, Jr., Lake Mills
- 5 - Doug Krabbe, Osage
- 6 – Andy Julseth, Northwood
- 7 – Stephanie Nettleton, Mason City
- 8 – Debra Hill, Garner
- 9 – Nicki Prantner, Hampton (Zoom)

MEMBERS ABSENT:

- 2- Cathy Rottinghaus, Charles City
- 3- David Moore, Clear Lake
- 4- John Rowe, Mason City

EXECUTIVE OFFICER: Dr. Steven Schulz

BOARD SECRETARY: Mindy Eastman


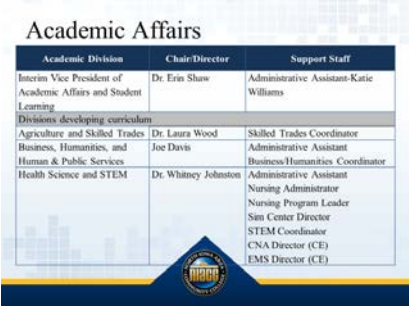
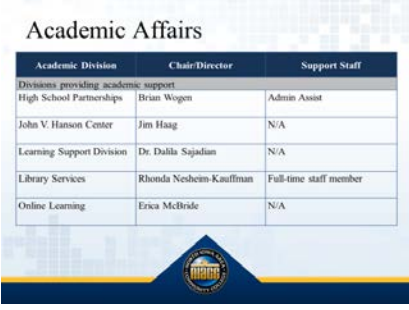
RECORDING SECRETARY: Abby Donald

VISITORS:

- ♦ Dr. Charlene Widener, VP of Academic Affairs and Student Learning (Zoom)
- ♦ Dr. Shelly Schmit, VP of Organizational Development and Human Resources
- ♦ Joe Davis, Division Chair: Business, Humanities, and Human and Public Services

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

C. Academic Affairs and Student Learning Monitoring Report – Dr. Charlene Widener presented the academic affairs and student learning monitoring report highlights with the Board:

		
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Academic Affairs Data Informed Decisions:

- 3-year Course and Program Capacity Analysis
- Faculty Load Analysis
- Room capacity and usage studies
- Pathways course rotation requirements
- Assessment/Program Review data
- Advisory Committee Feedback
- KPIs

Meta Major Enrollments

Program	Degree	F2022	F2021
Skilled Trades	AA	269	121
Agriculture	AA and AS	96	73
Business	AA	351	296
Humanities	AA	212	194
Human and Public Service	AA and AS	268	261
Health Science	AA and AS	277	248
Science, Technology, Engineering, Math	AA and AS	202	99

Undeclared Enrollments

Program	Degree	F2022	F2021	F2020
Undeclared Liberal Arts	AA	15	76	174
Undeclared, High School	N/A	0	0	981
Total Undeclared	N/A	15	78	1,162

KPI: Enhance Teaching

Measures:

- Faculty and Academic Staff Professional Development
- Online Learning Professional Development
- CETL Faculty Development
- Core expenses per FTE fiscal year 2021
- Approximate Total Academic Budget FY 2023 with largest program broken out
- Advisory Board and Outcome Assessment Feedback

Changes based on Feedback

- IT program change based on Advisory Board Feedback
- Capacity at JVHC Health Program
- Updates to Tool and Die, Automotive, and IMM
- Inclusion of service learning in speech

Academic Affairs Costs:

Division/Program	FY 2022 Budget	Staff	Enrollment
Health Science Meta Major	\$1,771,363	1 Division Chair	
ADN	\$622,561	5 Full-time Faculty 1/2-time Faculty 2 Shared Clinical Instructors (MercyOne) Adjunct Clinical Instructors	182, 206
PN	\$428,800	2 Full-time Faculty Adjunct Clinical Instructors	46, 45
PTA	\$240,558	2 Full-time Faculty	40, 55
Med Assist	\$74,815	1/2-time Faculty	10, 9

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KPI: Quality and relevant education experiences

Measures:

- Course development
- Quality course reviews
- Courses by modality
- Enrollment by modality

KPI: Academic and non-academic opportunities across state

Measures:

- Program Enrollment Trends
- Accessible library resources
- Course development
- Enrollment by demographic factors
- Minority enrollment by ethnic group
- Unduplicated 12-month Headcount (total FTE (2020-21) and Full- and Part-time Enrollment Fall 2021)
- Completion in college math course
- Courses by modality

Board Feedback: Continue to build on course modality offerings

	Fall 2022	Modality %	Fall 2021	Modality %	Fall 2020	Modality %
F-F Enrollments	3998	48%	4475	52.7%	3650	47.6%
Online Enrollments	3048	37%	2889	34%	3047	40%
Hybrid Enrollments	693	8%	552	6.5%	612	8%
Flex Enrollments	414	5%	399	4.9%	139	1.8%
Night Enrollments	174	2%	166	1.9%	200	2.6%
Totals	8,327		8481		7,648	

KPI: Student Success

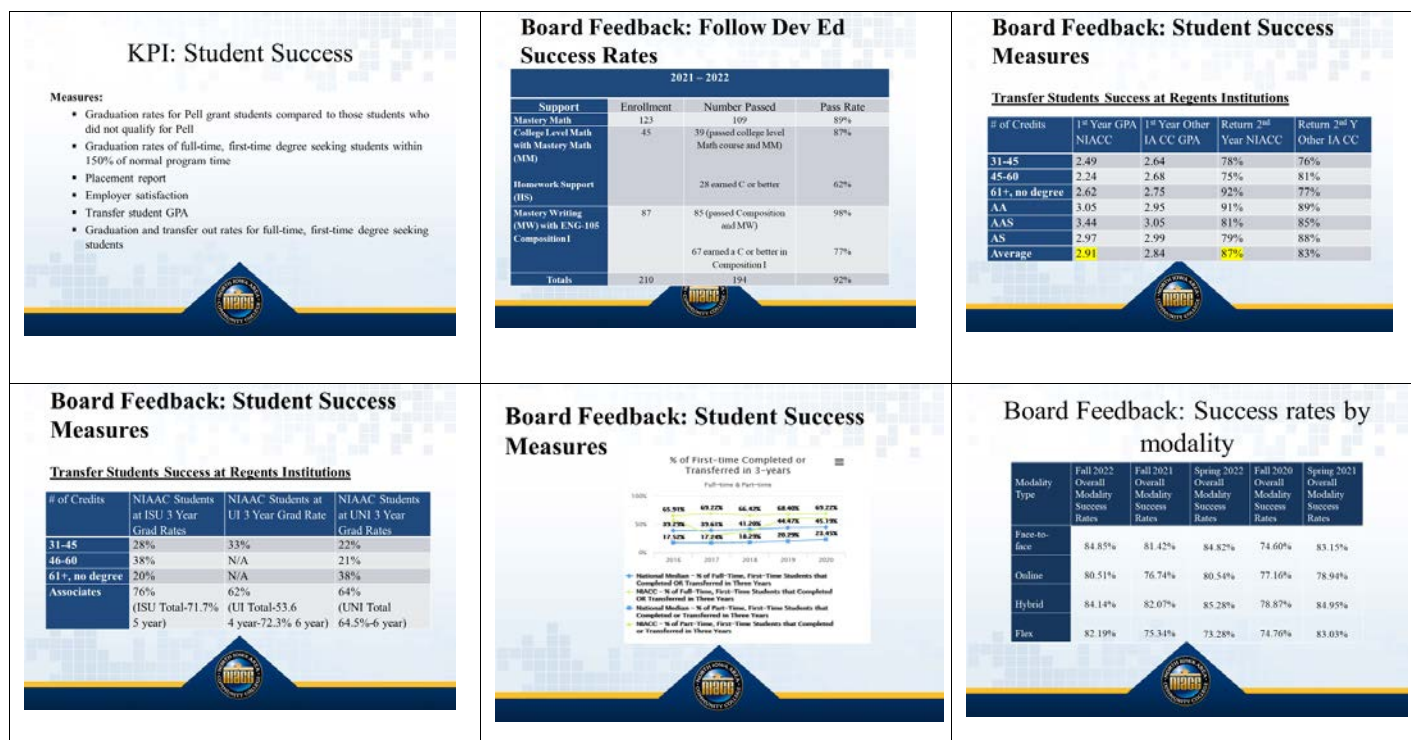
Measures:

- Retention Rates of First-Time Degree/Certificate Seeking Students, Attendance Status
- Foundational math and English success rates
- Tutoring and supplemental instruction hours
- First-time, full-time student completed in 150% of program time
- Full-time and part-time student completed in 150% of program time
- Program salaries compared to regional, state, and national wages

KPI: Student Success

Measures:

- Accessible library resources
- First year pathway course enrollment-concurrent enrollment
- Completion in college math course
- First-time, full-time retention rate
- Total students earning ABCP year to year comparison
- Average program graduates GPA
- Total program retention rates, year to year comparison



2.0 Board Items

A. Community Colleges for Iowa Update – ♦ Dr. Schulz reported Community College on the Hill Day was held February 28. Greg Helmich, NIACC Building and Trades instructor, was there with three NIACC students. Board members Dave Steffens and Cathy Rottinghaus also attended.

B. Legislative Report - ♦ Dr. Schulz reported on the following: ♦ NIACC representatives were able to engage with 6 of the 10 legislators in our district at Community College Day on the Hill. Redistricting was a major topic.

C. AEA 267 Joint Board Meeting | April 17, 2023 – The joint meeting of the AEA 267, Hawkeye Community College, Iowa Valley Community College, and NIACC will be held on Thursday, April 20, 2023 beginning at 4:30 p.m. Hawkeye Community College is hosting and we will connect with other groups via Zoom. This is a requirement and the Board will need to have representation.

D. Spring Board Retreat | April 20, 2023 – The Spring Board retreat will be held on Thursday, April 20, 2023 beginning at noon. There will be a student panel, budget update, HLC and Strategic Plan update, discussion for hiring an armed officer on campus, and the President’s self-evaluation. Director Prantner requested a tour also be included. It was discussed that there would be a closed session regarding property acquisition and personnel. If there are any additional agenda items board members would like included, let Dave or Steve know.

E. Board Member Forum – There were no reports.

F. Agenda Items for April 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 Nettleton to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

I. Workshop Meeting Minutes and Regular Meeting Minutes – February 16, 2023

B. Financial Report and Actions

I. Bills for the Month of February 2023 and Budget Statements through February 28, 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

4.0 Action Items

A. 2023 Budget Development

I. Preliminary Approval of the 2024 Public Budget – Included in the Board book was the proposed FY24 public budget along with a memorandum showing NIACC’s taxing history. The public budget sets our spending limits and the levy. Mindy Eastman calculated NIACC’s 2024 levy at \$1.21 per \$1,000. Mindy requested preliminary approval of the FY24 public budget. A motion was made by Director Hill and seconded by Director Krabbe to preliminarily approve the FY24 public budget. Ayes – all. Motion carried.

II. Setting a Public Hearing – Mindy Eastman requested permission to set the Public Hearing for the FY2024 public budget for Thursday, April 20, 2023 at 7:00 p.m. A motion was made by Director Hill and second by Director Krabbe to set a Public Hearing on April 20, 2023 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 Hill and seconded by Director Krabbe to publish the preliminary budget and notice of Public Hearing. Ayes – all. Motion carried.

B. Resolution Amending Prior Authorization for Redemption of GO Bonds, Approving an Escrow Agent Agreement, and Levying a Tax for FY24 –

Resolution authorizing the redemption of GO school bonds, approving an escrow agent agreement, and levying a tax for fiscal year 2023-2024 for the redemption of GO school bonds.

A motion was made by Director Julseth and Seconded by Director Krabbe to approve. Ayes – all. Motion carried.

C. Request for Approval of FY23 Equipment Request – A memorandum from Mindy Eastman was included in the Board book requesting approval of FY23 Equipment. The items included the following:

- Esports Lab -\$16,000
- Student Housing Door Access and Security Cameras - \$13,000
- Camera Equipment - \$11,400
- Creaform EDU HandScan 307 Scanner Package - \$22,617
- Headwall Units for Nursing Program - \$15,063

A motion was made by Director Nettleton and seconded by Director Hill to approve the FY23 Equipment Request. 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: ♦ The first redistricting proposal has Director Julseth and Director Steffens in the same district. The deadline to accept or reject the map is August 1. Dr. Schulz is in communication with Jeremy Varner at the Department of Education for guidance and will continue to bring that information to the Board. ♦ Update on the search for a new VPAA: Four candidates are coming to interview in the next two weeks. They will meet with the hiring committee, President’s council, division chairs and academic leaders, the President, and in an open forum. ♦ Facilities director search: There will be three interviews held in the next couple of weeks. ♦ Gym bleachers and floor update: work has begun on removal of bleachers. A rendering of the floor and picture of the progress was shown. ♦ Dining room update: Renderings were included in the Board book. Students were asked to weigh in on options and it was determined to use school colors. ♦ Charles City construction update: A construction schedule meeting will be held on March 22, 2023 and will provide a better timeline of the project. ♦ The men’s and women’s wrestling teams had six All-Americans at the National Wrestling Tournament earlier this month. Wrestling coaches are now on recruiting trips to increase program numbers for next year. ♦ The Governor appointed a new Department of Education Director, Chad Aldis. His background and experience seem to align with the direction and goals of the Governor’s priorities ♦ Installation of traffic cameras have begun in the parking lots and outdoor areas.

7.0 Adjournment - A motion was made by Director Krabbe and seconded by Director Julseth to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

David Steffens, Jr., President
NIACC Board of Directors

Mindy Eastman, Board Secretary Pro Tempore
NIACC Board of Directors