

**MINUTES**  
**NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**  
**Regular Board Meeting | March 21, 2024**

**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:

- 1 - David Steffens, Jr., Lake Mills
- 2- Cathy Rottinghaus, Charles City
- 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:

- 3- David Moore, Clear Lake

EXECUTIVE OFFICER: Dr. Steven Schulz

BOARD SECRETARY: Mindy Eastman

RECORDING SECRETARY: Abby Donald

VISITORS:

- ◆ Dr. Rachel McGuire, Vice President of Student Development & Success
- ◆ Kruz Sanchez, PrintShop Manager
- ◆ Shelly Schmit, Vice President of Institutional Effectiveness and Organizational Development
- ◆ Valerie Zahorski-Schmidt, Director of Marketing

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

**2.0 Board Items**

A. Community Colleges for Iowa Update – ◆ Debra Hill reported that the day on the hill was fantastic. The NIACC booth was wonderful. Debra shared NIACC’s information sheet with the Board and shared the handouts of other community colleges. Debra shared that the CCFI will increase dues to address some building repair issues that may be necessary for the CCFI. ◆ July 10<sup>th</sup> and 11<sup>th</sup> is the trustee convention at Hawkeye Community College in Waterloo, and December 3-5 is the Convention and Trade show in Des Moines. The funding formula bill for community colleges is still alive. CCFI has hired two people to handle social media.

B. Legislative Report - ◆ Dr. Schulz reported on the following: ◆ Community College Presidents meet each Friday during the legislative session and have a list of bills to watch. The three most relevant bills are

the funding formula, armed staff, and College and Career Transition Counselors Bill, which removes the CCTC from being included in the cap on the number of sharing FTEs a school can have

C. Board Member Forum – Director Rowe asked if the financial aid department has heard anything regarding improvements to the FAFSA website. Steve heard that April 15, and the financial aid directors believed it would be closer to June.

F. Agenda Items for April 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. Director Steffens made a motion, seconded by Director Krabbe, to approve the Consent Agenda. Ayes-all. The motion carried.

A. Approval of Minutes

I. Workshop Meeting Minutes and Regular Meeting Minutes – February 15, 2024

B. Financial Report and Actions

I. Bills for the Month of February 2024 and Budget Statements through February 29, 2024 – Director Prantner 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. Request for Approval of Services Agreement with MercyOne North Iowa Medical Center – A memorandum from Mindy Eastman was included in the Board Book requesting approval of the services agreement with MercyOne North Iowa Medical Center. A motion was made by Director Nettleton and seconded by Director Hill to approve the agreement with MercyOne North Iowa Medical Center. Ayes-all. Motion carried.

B. Request for Approval of McAllister Hall Bid Award—Mindy Eastman reported that three bids were received for the McAllister Hall Remodel project. The low-based bid of \$2,516,500 + \$465,500 alternate was from Henkel Construction of Mason City, IA. Mindy requested approval to accept Henkel Construction. Director Rowe made a motion and seconded Director Krabbe to approve the McAllister Hall Bid Award. Aye—all. The motion carried.

C. Request for Approval McAllister Hall Contract—A memorandum from Mindy Eastman was included in the Board book requesting approval of the McAllister Hall contract with Henkel Construction of Mason City, IA. Director Nettleton made a motion and was seconded by Director Rowe to approve the McAllister Hall Bid Award. Aye—all. The motion carried.

D. Request for FY24 Major Purchase Request – A memorandum from Mindy Eastman was included in the

Board book requesting approval of the FY24 Major Purchase. The items included the following:

- DualEnroll Software-\$51,907

Director Steffens made a motion, seconded by Director Prantner, to approve the FY24 Equipment Request. Ayes—all. The motion carried.

E. Request for Approval of Agreement with Stamats—A memorandum from Valerie Zahorski-Schmidt was included in the Board book requesting approval of the consulting service proposal with Stamats. Director Julseth made a motion and was seconded by Director Steffens to approve the agreement with Stamats. Ayes—all. The motion carried.

F. Request for Approval of Proposal of Access Systems for the NIACC Print Shop—A memorandum from Valerie Zahorski-Schmidt was included in the Board book requesting approval of the printer equipment lease with Access Systems. Director Rowe made a motion, seconded by Director Hill, to approve the agreement with Access Systems. Ayes—all. Motion carried.

G. Request for Approval of Memorandum of Understanding for Statewide Education/Training Outcomes Reporting Between Iowa Department of Education and North Iowa Area Community College – A memorandum was included in the board book from Steve Schulz requesting approval of the Memorandum of Understanding agreement with the Iowa Department of Education. A motion was made by Director Krabbe and seconded by Director Julseth to approve the agreement with Access Systems. 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: ♦ Steve visited the Charles City Career Center. There was a punch list today. There are many little things to do, but it looks great. Steve believes that by the middle of April, we could have a ribbon-cutting event. Director Prantner suggested holding a Board meeting in the location ♦ The Farm Bids will be on April 3, and will schedule approval during the special meeting on April 4 ♦ Franklin County center is on hold, waiting for federal processes to go through ♦ Steve shared new insurance plans that will be offered this week. Employees will have a choice between 2 plans. The increase to the College is 2.5% ♦ Anticipate a recommendation for a lease for the dog grooming program next month ♦ Currently preparing to send out a survey to regional employers to identify needs and assist in potential new programs. The goal is to send the survey on April 1. ♦ Steve shared the goals of the April retreat from the ACCT facilitator 1. Appreciating what individual directors bring as a strength to College and the expectations for serving in this role 2. Recognize and review characteristics of an effective Board of Directors, responsibilities of individual engagement, and principles of the director’s relationship with the newly appointed College president. 3. Review best practices and a general action plan for effective presidential onboarding and identify past lessons learned for a successful and lasting tenure. 4. Identify a shared vision of the future for NIACC and review the current strategic plan and what the next president should know 5. Recognize characteristics of a highly performing Board of Directors and identify potential goals for 2024-2025. Director Krabbe asked if there would be built-in breaks to tour parts of campus during the workshop, such as McAllister and the women’s restroom near the innovation space. ♦ Steve thanked the Board and our staff for their work in the Presidential Search.

**7.0 Adjournment** - A motion was made by Director Steffens and seconded by Director Julseth to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 7:49 p.m.

Respectfully submitted,

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Cathy Rottinghaus, President  
NIACC Board of Directors

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Mindy Eastman, Board Secretary  
NIACC Board of Directors