

**MINUTES**  
**NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**  
**Regular Board Meeting | May 25, 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 7:01 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  
                                      3 – David Moore, Clear Lake  
                                      4 - John Rowe, Mason City  
                                      5 - Doug Krabbe, Osage  
                                      6 – Andy Julseth, Northwood  
                                      7 – Stephanie Nettleton, Mason City  
                                      9 – Nicki Prantner, Hampton

MEMBERS ABSENT:           8 – Debra Hill, Garner

EXECUTIVE OFFICER:        Dr. Steven Schulz

BOARD SECRETARY:         Mindy Eastman

RECORDING SECRETARY:    Abby Donald

VISITORS:                   ♦ Dr. Erin Shaw, Interim VP of Academic Affairs and Student Learning  
                                     ♦ Dr. Rachel McGuire, VP of Student Development and Success

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

**2.0 Board Items**

A. CCFI Update – ♦ Director Rottinghaus shared the following: ♦ CCFI will raising dues by 4% to keep up with inflation, ensure the ability to maintain the building, and offer more events and services. ♦ Informed the Board of the Trustee Conference is in July and encouraged everyone to attend. ♦ Director Steffens asked about CCFI’s November Trade Show. Rottinghaus noted that this is the first year of the conference and is a statewide professional development conference for community colleges.

B. IASB School Board Recognition – Dr. Schulz presented Board members with certificates for School Board Recognition Month. President Schulz thanked the Board members for their commitment to the College.

C. Legislative Report - ♦ Dr. Schulz reported on the following: ♦ The governor is expected to sign the appropriations bill in the next 7-14 days which will limit Last Dollar Scholar awards to students with an estimated family contribution of under \$20,000. As a result, it is estimated that 36 second-year students will lose about \$186,000 in scholarships and new students will lose approximately \$320,000 in funding. Iowa College Aid will provide more information once the bill is signed.

D. Appointment of Salary Committee – President Steffens appointed Directors Krabbe, Rottinghaus, and Julseth to the salary committee. He will join them on the committee. The committee generally meets a half hour prior to the June Board Workshop.

E. Tentative 2023 – 2024 Board Meeting Schedule – Dr. Schulz shared the meeting dates for 2023 – 2024 with the Board. All meetings will be held on the third Thursday of the month except July 2023 and July 2024. The July 2023 meeting will be held on Tuesday, July 18 due to the CCFI Conference being held July 19 – 20, 2023, and on Tuesday, July 16, 2024. A motion was made by Director Rowe and seconded by Director Prantner to adopt the 2023-2024 Board Meeting Schedule. Ayes – all. Motion carried.

F. Board Member Forum – Director Moore reported that his attendance at the Newman Scholarship event is one of the highlights of his year and that 31 out of 41 students received scholarships from NIACC. Steffens agreed that attending scholarship award ceremonies is a highlight and a great opportunity to talk about NIACC. Nettleton commented that Newman’s graduation ceremony in the NIACC auditorium was very nice.

G. Agenda Items for June 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 Prantner and seconded by Director Julseth to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

- I. Spring Retreat Minutes, Workshop Meeting Minutes, and Regular Meeting Minutes – April 20, 2023
- II. AEA Joint Meeting Minutes – April 17, 2023

B. Financial Report and Actions

- I. Bills for the Month of April 2023 and Budget Statements through April 30, 2023 – 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 book.

- I. Retirements, Resignations, Terminations, Authorizations, Appointments, Other

D. Action Items

**4.0 Action Items**

A. Request for Approval of the Redistricting Map – A motion was made by Director Krabbe and seconded by Director Rowe to approve the redistricting map, issued by the Secretary of State, with updated district numbers for North Iowa Area Community College. Ayes – all. Motion carried

B. Request for Approval of FY2024 Tuition, Fees, and Housing – A memorandum from Mindy Eastman was included in the Board book recommending a tuition increase of \$8.00 per credit hour for resident students and \$12.00 per credit hour for nonresident students for the Fall 2023 semester.

It was recommended to keep the technology fee (\$10.75 per credit hour) the same amount. The materials and lab fee (\$12.00 per credit hour) and the student activity fee (\$4.50 per credit hour) will remain the same as well.

As stated, the recommendations for a tuition increase and maintaining fees are only for the Fall 2023 semester. This will allow the Board to respond to the fall semester 14-day count, if necessary.

Room and board rates have been reviewed and consideration has been made of the repayment schedule. The recommendation is to leave the room rates the same for this fall. This maintains the single and suite rate at \$4,894 per semester and the double rate at \$3,744 per semester.

A motion was made by Director Julseth and seconded by Director Nettleton to approve the fall tuition increase and to maintain the fees and housing rates 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 the FY23 Equipment Request. The items include the following:

- Snap-On NC3 Tire Pressure Monitoring System-5 - \$13,514.50
- Gigabot 4 3D Printer - \$17,513.00
- Ultimaker S7 Pro Bundle + Metal - \$13,793.70
- Simulator Manikins - \$72,720.00

A motion was made by Director Nettleton and seconded by Director Krabbe to approve the FY23 Equipment Request. Ayes – all. Motion carried.

D. Request for Approval of Truck Lease from All Four, LLC – A memorandum from Steve Schulz was included in the Board book requesting approval of the two-year lease with All, Four, LLC for a Lift Truck. The cost of the lease is \$1.00 annually. A motion was made by Director Rottinghaus and seconded by Director Moore to approve the lease with All, Four, LLC. Ayes – all. Motion carried.

E. Request for Approval of Athletico Contract Addendum - A memorandum from Mindy Eastman and Cam Olson was included in the Board book requesting the approval of a contract addendum with Athletico Inc. A motion was made by Director Rowe and seconded by Director Prantner to approve the contact addendum with Athletico Inc. Ayes – all. Motion carried.

F. President's Evaluation and Personnel Discussion (Closed Session) – The regular meeting of the NIACC Board of Directors was recessed at 7:40 p.m. A motion was made by Director Prantner and seconded by Director Nettleton and unanimous to recess the regular NIACC Board meeting and go into closed session for Dr. Schulz's evaluation per Iowa Code Section §21.5(1)(i)(2023).

The roll was called, and the vote was:

Director Steffens – Yes  
Director Rottinghaus – Yes  
Director Moore – Yes

Director Rowe – Yes  
Director Krabbe – Yes  
Director Julseth – Yes  
Director Nettleton – Yes  
Director Prantner – Yes

Yes – 8; No – 0; Absent – 1; Motion carried.

There was a consensus to reconvene the regular meeting at 8:50 p.m.

**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 Union House in Charles City will be leased for 1 year beginning in August as a temporary space while construction on the career center takes place. ♦ Construction on the Cafeteria continues to make progress with a projected completion in November. ♦ Remodeling of a nursing lab is planned. ♦ Former NIACC pitcher Brandon Williamson made his first major league start. ♦ ACCT President Jee Hang Lee will come to the July Board meeting ♦ Work continues to prepare for the HLC visit. ♦ Five Board members are up for reelection this year. Papers will be given at the regular meeting in June.

**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 9:00 p.m.

Respectfully submitted,

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David Steffens, Jr., President  
NIACC Board of Directors

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Mindy Eastman, Secretary  
NIACC Board of Directors