

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | November 21, 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 7:04 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
 7 – Stephanie Nettleton, Mason City
 8 – Debra Hill, Garner
 9 – Nicki Prantner, Hampton

MEMBERS ABSENT: 6 – Andy Julseth, Northwood

EXECUTIVE OFFICER: Dr. Steven Schulz

BOARD SECRETARY: Mindy Eastman

RECORDING SECRETARY: Abby Donald

VISITORS: ♦ Dr. Rachel McGuire, VP of Student Development and Success
 ♦ Dr. Shelly Schmit, VP of Human Resources and Organizational
 Development
 ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs and Student Learning
 ♦ Patti Hanson, Dean of Continuing Education
 ♦ Erin Shaw
 ♦ Tim Oswald, Piper Sandler

B. Canvass of Election – Mindy Eastman reported on the Canvass of Election information included in the Board book. Directors Rowe, Julseth, Nettleton, Hill, and Prantner were re-elected in November to serve until 2027.

C. Oath of Office – Mindy Eastman administered the Oath of Office to John Rowe, Stephanie Nettleton, Debra Hill, and Nicki Prantner. Mindy Eastman administered the Oath of Office to Andy Julseth earlier.

D. Adjournment of 2022-2023 Board of Directors – A motion was made by Director Rottinghaus and seconded by Director Krabbe and unanimous to adjourn the 2022-2023 Board of Directors’ meeting. Ayes – all. Motion carried.

E. Call to Order and Declaration of Quorum – The organizational meeting of the 2023-2024 NIACC Board of Directors was called to order by Board Secretary Mindy Eastman. There was a quorum present.

F. Election and Appointment of 2023-2024 Officers

I. Election of President and Vice President – Speaking on behalf of the Nominating Committee (Directors Steffens, Director Rottinghaus, and Director Krabbe), Director Krabbe nominated Director Rottinghaus for President and Director Julseth for Vice President. A motion was made by Director Nettleton and seconded by Director Hill to accept the recommendation of the Nominating Committee. Ayes – all. Motion carried. Director Rottinghaus assumed the chair responsibilities of the Board meeting.

II. Appointment of Board Secretary/Treasurer – A motion was made by Director Nettleton and seconded by Director Hill to reappoint Mindy Eastman as Board Secretary/Treasurer Ayes – all. Motion carried.

III. Appointment of Community Colleges for Iowa Representative and Alternate – A motion was made by Director Rowe and seconded by Director Moore to appoint Director Hill as the North Iowa Area Community College Community Colleges for Iowa Representative and Director Nettleton as the alternate. Aye – all. Motion carried.

G. Trustee Compensation – A memorandum was included in the Board book stating that part of the annual process, after the installation of newly elected Board officials and election of officers, is to review compensation for Trustees. The current practice is for travel and Board-related expenses to be reimbursed with documentation of costs. Mileage for attending meetings is reimbursed annually at the stated mileage rate (\$0.39/mile) of the institution for those meetings a Trustee attends. The current practice does not include a stipend or other compensation. A motion was made by Director Steffens and seconded by Director Moore to continue the current practice of reimbursing reasonable expenses. Ayes – all. Motion carried.

H. Additions to the Agenda and Adoption of the Agenda – There were no additions to the agenda.

2.0 Board Items

A. Community Colleges for Iowa Update – ♦ Director Rottinghaus reported that on October 25, a Joint President and Trustee Meeting was held. There was discussion on strengthening the relationships between Boards and Presidents and trustee development focusing on funding formula, Iowa Code, and leadership development.

B. Legislative Report - ♦ Dr. Schulz reported on the following: ♦The legislative breakfast, held earlier today, went well. Six area legislators attended, with approximately 50 people in the crowd.

C. Board Member Forum – Director Hill shared that her Rotary Club will provide tickets for second-grade students to attend the Performing Arts Series. Director Hill reported that the Charles City campus is progressing well, and the expansion is an excellent addition to downtown Charles City.

D. Agenda Items for December 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. A motion was made by Director Prantner and seconded by Director Steffens to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

I. Retreat Meeting Minutes, Workshop Meeting Minutes, and Regular Meeting Minutes – October 19, 2023

B. Financial Report and Actions

- I. Bills for the Month of October 2023 and Budget Statements through October 31, 2023 – Director Moore 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

I. 2023-2024 Contract for Educational Services for Concurrent Enrollment Career Link Programs & Courses

- a. Riceville Community School District

II. 2023-2024 Addendum to Contract for Educational Services for the Concurrent Enrollment Career Link

Programs & Courses

- a. Garner Hayfield-Ventura Community School District
- b. Rudd-Rockford-Marble Rock Community School District
- c. Forest City Community School District

4.0 Action Items

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

I. Coffee Tree Group - A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement with Coffee Tree Group of Scarville, IA. The Preliminary Agreement was signed on October 16, 2023. Additional new job training information will be developed as the company finalizes its hiring and training plans. A motion was made by Director Rowe and seconded by Director Steffens to approve the following resolution:

Resolution Approving the Preliminary Industrial New Jobs Training Agreement for Coffee Tree Group.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill – Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

B. Iowa Industrial New Jobs Training 260E – Final Agreements –

I. ADA Enterprises, Inc. – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for ADA Enterprises, Inc. of Northwood, IA. A motion was made by Director Krabbe and seconded by Director Nettleton to approve the following resolution:

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

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

II. Centro, Inc. – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Centro, Inc. of Hampton, IA. A motion was made by Director Prantner and seconded by Director Steffens to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Centro, Inc.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

III. Shells by Design – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Shells by Design of Garner, IA. A motion was made by Director Hill and seconded by Director Nettleton to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Shells by Design.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

IV. Sukup Manufacturing Co. – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Sukup Manufacturing Co., of Sheffield, IA. A motion was made by Director Rowe and seconded by Director Prantner to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Sukup Manufacturing

Co.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

V. TEK Holdings, LLC (Dras Cases). – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for TEK Holdings, LLC (Dras Cases) of Lake Mills, IA. A motion was made by Director Steffens and seconded by Director Krabbe to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for TEK Holdings LLC.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

VI. Zoetis, LLC – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Zoetis LLC of Charles City, IA. A motion was made by Director Moore and seconded by Director Steffens to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Zoetis, LLC.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

C. Iowa Industrial New Jobs Training 260E Program – Bond Sale

I. Receipt of Bids. Tim Oswald of Piper Sandler presented a summary of the bids received. Five bids were received. Robert W Baird & Co, Inc. of Milwaukee, Wisconsin, was the winning bid with an average interest rate of 5.128% average interest rate.

II. Resolution Instituting Proceedings to Take Additional Action for the Issuance Not to Exceed \$2,000,000 Industrial New Jobs Training Certificates, 2023-1 – A memorandum from Patti Hanson was included in the board book requesting approval of the resolution to take additional action for the issuance of the Industrial New Jobs Training Certifications 2023-1. A motion was made by Director Steffens and Seconded by Director Moore to approve the following resolutions:

Resolution Instituting Proceedings to Take Additional Action for the Issuance Not to Exceed \$2,000,000 Industrial New Jobs Training Certifications, 2023-1.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

III. Resolution Directing the Sale and Delivery of \$1,215,000 Industrial New Jobs Training Certificates, Series 2023-1. A memorandum from Patti Hanson was included in the board book requesting approval of the resolution directing the sale and delivery of the \$1,215,000 Industrial New Jobs Training Certificate, 2023-1. A motion was made by Director Krabbe and Seconded by Director Steffens to approve the following resolutions:

Resolution Directing the Sale and Delivery of \$1,215,000 Industrial New Jobs Training Certificates, Series 2023-1.

The roll was called, and the vote was:

Director Steffens - Yes
Director Moore – Yes
Director Krabbe – Yes
Director Hill - Yes

Director Rottinghaus – Yes
Director Rowe – Yes
Director Nettleton – Yes
Director Prantner - Yes

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

IV. Resolution Authorizing Issuance of \$1,215,000 Industrial New Jobs Training Certificates, 2023-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designed as the 2023-1 Multiple Project. – A memorandum from Patti Hanson was included in the board book requesting approval of the resolution authorizing the issuance of \$1,215,000 Industrial New Jobs Training Certificates, Series 2023-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an

Industrial New Jobs Training Program Designated as the 2023-1 Multiple Project. A motion was made by Director Steffens and Seconded by Director Hill to approve the following resolutions:

Resolution Instituting Proceedings to Take Additional Action for the Issuance of \$1,215,000 Industrial New Jobs Training Certificates, Series 2023-1, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2023-1 Multiple Project.

The roll was called, and the vote was:

Director Steffens - Yes	Director Rottinghaus – Yes
Director Moore – Yes	Director Rowe – Yes
Director Krabbe – Yes	Director Nettleton – Yes
Director Hill - Yes	Director Prantner - Yes

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

V. Request for Approval of Continuing Disclosure Certificates – Iowa Industrial New Jobs Training Certificates, 2023-1 Multiple Projects. – A memorandum from Patti Hanson was included in the board book requesting approval of the Continuing Disclosure Certificate associated with the issuance of not to exceed \$1,215,000 Industrial New Jobs Certificates Training, 202301. The continuing disclosure certificate indicates that NIACC must disclose financial information annually to the MSRB. A motion was made by Director Moore and seconded by Director Hill to approve the Continuing Disclosure Certificate in relation to the Industrial New Jobs Training Certificates, 2023-1. Ayes -all. Motion carried.

The roll was called, and the vote was:

Director Steffens - Yes	Director Rottinghaus – Yes
Director Moore – Yes	Director Rowe – Yes
Director Krabbe – Yes	Director Nettleton – Yes
Director Hill - Yes	Director Prantner - Yes

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

D. Request for Approval of FY24 Equipment Request – A memorandum from Mindy Eastman was included in the board book requesting approval of FY2024 Equipment Request. The items include the following:

- NMR (Nuclear Magnetic Resonance) Spectrometer \$65,000
- Furniture for Science Labs \$60,000
- Blackboard Ally Software \$18,000

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

E. Board Goals 2023-2024 – A motion was made by Director Steffens and seconded by Director Rowe to approve the 2023-2024 Board Goals striking goal #2 Support and participate in the Higher Learning Commission Reaccreditation process. Ayes- all. Motion carried.

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

6.0 President’s Report – ♦ Dr. Schulz provided a construction update: The cafeteria is scheduled to be turned over to NIACC in the next three weeks ♦ Steve will attend the Charles City School Board meeting next week to share an update on the Charles City Center ♦ The grant for the Franklin County Center should be submitted tomorrow. ♦ The Farm Renovation project is underway. A couple of buildings have been torn down, and the site is being prepared for construction to begin next year. ♦ NIACC Offices are closed Thursday and Friday this week. ♦ Community Colleges for Iowa Conference next week, NIACC has 16 attendees. Shelly Schmit and Heather DeWaard-Flickinger will be recognized as outstanding staff and faculty. Tony Colhoff will be awarded the Outstanding Alumni Award.

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 7:43 p.m.

Respectfully submitted,

Cathy Rottinghaus, President
NIACC Board of Directors

Mindy Eastman, Secretary
NIACC Board of Directors