

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | November 20, 2025

HELD: 6:00 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 – Vice President Julseth called the meeting to order at 6:01 p.m. A quorum was declared with the following persons in attendance.

MEMBERS PRESENT: 1 - David Steffens, Jr., Lake Mills
 2 – Kurt Herbrechtsmeyer, Charles City
 3 – David Moore, Clear Lake
 4 - John Rowe, Mason City
 5 – Willie Weis, St. Ansgar
 6 – Andy Julseth, Northwood
 9 – Nicki Prantner, Hampton

MEMBERS ABSENT: 2 - Cathy Rottinghaus, Charles City
 5 - Doug Krabbe, Osage
 7 – Stephanie Nettleton, Mason City
 8 – Debra Hill, Garner

EXECUTIVE OFFICER: Joel Pedersen

BOARD SECRETARY: Abby Donald

RECORDING SECRETARY: Abby Donald

VISITORS: ♦ Mindy Eastman, VP of Finance & Administration-CFO
 ♦ Dr. Rachel McGuire, VP of Student Development and Success
 ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs and Student Learning
 ♦ Patti Hanson, Dean of Continuing Education & Economic Development
 ♦ Tim Oswald, Piper Sandler
 ♦ Michelle Petznick, Registrar
 ♦ Michelle Bamrick, Director of Institutional Advancement
 ♦ Andrew Clausen, Training & Development Specialist

B. Canvass of Election: Mindy Eastman reported on the Canvass of Election information in the Board book. Directors Moore and Steffens were re-elected, and Directors Herbrechtsmeyer and Weis were elected to serve until 2029.

C. Oath of Office: Mindy Eastman administered the Oath of Office to Kurt Herbrechtsmeyer, Dave Moore, David Steffens, Jr., and Willie Weis.

D. Adjournment of 2024-2025 Board of Directors: A motion was made by Director Steffens and seconded by Director Prantner, and unanimously approved to adjourn the 2024-2025 Board of Directors' meeting. Ayes – all. Motion carried.

E. Call to Order and Declaration of Quorum: Board Secretary Mindy Eastman called the organizational meeting of the 2025-2026 NIACC Board of Directors to order. A quorum was present.

F. Election and Appointment of 2025-2026 Officers

I. Election of President and Vice President: Speaking on behalf of the Nominating Committee (Directors Prantner, Steffens, and Julseth), Director Steffens nominated Director Andy Julseth for President and Director Dr. Stephanie Nettleton for Vice President. A motion was made by Director Moore and seconded by Director Rowe to accept the recommendation of the Nominating Committee. Ayes – all. Motion carried. Director Julseth assumed the chair responsibilities for the board meeting.

II. Appointment of Board Secretary and Treasurer: A motion was made by Director Rowe and seconded by Director Steffens to appoint Abby Donald as Board Secretary and Mindy Eastman as Board 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 Steffens 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 to reimburse travel and Board-related expenses upon documentation of costs. Mileage for Trustee meetings is reimbursed annually at the stated mileage rate (\$0.50/mile). The current practice does not include a stipend or other compensation. A motion was made by Director Rowe and seconded by Director Steffens 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. Director Moore made a motion, seconded by Director Prantner, to adopt the agenda. Ayes—all. The motion carried.

2.0 Board Items

A. Community Colleges for Iowa Update: ♦ There was no update.

B. Legislative Report: President Pedersen reported on the following: ♦The annual Legislative Breakfast was held yesterday. There were seven legislators in attendance and around 75 guests. There was a discussion of the budget and baccalaureate degrees. ♦ Will learn more about the governor's priorities during the State of the State ♦ Patti Hanson is working with the team to make sure that legislators

know the importance of 260 programs. Reps. Latham and Bloomingdale will host a roundtable on December 10.

C. Board Member Forum: Director Moore brought a concern from a constituent regarding a textbook, which has been addressed ♦ Director Rowe acquired valuable information, especially on cybersecurity, at the ACCT convention in New Orleans.

D. Agenda Items for December Board Meeting: No agenda items were requested.

E. Board Goals 2025-2026 – A motion was made by Director Prantner and seconded by Director Steffens to approve the 2025-2026 Board goals with the amendments to strike the word “ongoing” in goal #1 and to add goal #8, “Win the Aspen Award”. Ayes- all. Motion carried.

3.0 CONSENT AGENDA—President Julseth asked if anyone would like to discuss or remove items from the Consent Agenda. Director Rowe made a motion, seconded by Director Steffens, to approve the Consent Agenda. Ayes-all. The motion carried.

A. Approval of Minutes

- I. Retreat Meeting Minutes, Workshop Meeting Minutes, and Regular Meeting Minutes – October 16, 2025

B. Financial Report and Actions

- I. Bills for the Month of October 2025 and Budget Statements through October 31, 2025 – Director Rowe 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. 2025-2026 Contract for Educational Services for Concurrent Enrollment Career Link Programs & Courses
 - a. Humboldt Community School District
 - b. North Butler Community School District
- II. 2025-2026 Addendum to Contract for Educational Services for the Concurrent Enrollment Career Link Programs & Courses
 - a. North Iowa Community School District
 - b. Forest City Community School District

4.0 Action Items

A. Request for Approval of 2025-2030 Strategic Plan: The 2025-2030 Strategic Plan was included in the Board book. President Pedersen requested approval of the new plan. A motion was made by Director Rowe and seconded by Director Herbrechtsmeyer to approve the 2025-2030 Strategic Plan. Ayes – all. Motion carried.

B. Request for Approval of 2026-2027 Academic Calendar - A memorandum from Michelle Petznick was included in the Board book requesting approval of the 2026-2027 academic calendar. A motion was made by Director Steffens and seconded by Director Weis to approve the 2026-2027 academic calendar. Ayes – all. Motion carried.

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

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

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

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer- Yes

Director Prantner– Yes

Director Moore – Yes

Director Julseth- Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

II. Iowa Powdercraft, LLC. – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Iowa Powdercraft, LLC of Mason City. 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 Iowa Powdercraft, LLC of Mason City

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer- Yes

Director Prantner– Yes

Director Moore – Yes

Director Julseth- Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

III. Sukup Manufacturing; – 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. A motion was made by Director Rowe and seconded by Director Steffens to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Sukup Manufacturing Co., of Sheffield

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer- Yes

Director Prantner– Yes

Director Moore – Yes

Director Julseth- Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

IV. Woodharbor Custom Cabinetry – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Woodharbor Custom Cabinetry of Mason City. A motion was made by Director Steffens and seconded by Director Prantner to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Woodharbor Custom Cabinetry of Mason City.

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer- Yes

Director Prantner– Yes

Director Moore – Yes

Director Julseth- Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

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

1. Receipt of Bids – Tim Oswald of Piper Sandler presented a summary of the bids received. Four bids were received. Northland Securities of Minneapolis, MN, was the winning bid with an average interest rate of 4.2018%.
2. Resolution Instituting Proceedings to Take Additional Action for the Issuance Not to Exceed \$1,200,000 Industrial New Jobs Training Certificates, 2025-2– 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 2025-2 A motion was made by Director Rowe and Seconded by Director Steffens to approve the following resolutions:

Resolution Instituting Proceedings to Take Additional Action for the Issuance Not to Exceed \$1,200,000 Industrial New Jobs Training Certifications, 2025-2.

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer– Yes

Director Prantner – Yes

Director Moore – Yes

Director Julseth – Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

3. Request for Approval of Continuing Disclosure Certificates – Iowa Industrial New Jobs Training Certificates, 2025-2 – 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 \$1,200,000 Industrial New Jobs Certificates Training, 2025-2. The continuing disclosure certificate indicates that NIACC must disclose financial information annually to the MSRB. A motion was made by Director Herbrechtsmeyer and seconded by Director Steffens to approve the Continuing Disclosure Certificate in relation to the Industrial New Jobs Training Certificates, 2025-2. Ayes -all. Motion carried.

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer– Yes

Director Prantner – Yes

Director Moore – Yes

Director Julseth – Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

4. Resolution Directing the Sale and Delivery of \$1,080,000 Industrial New Jobs Training Certificates, Series 2025-2. A memorandum from Patti Hanson was included in the board book requesting approval of the resolution directing the sale and delivery of the \$1,080,000 Industrial New Jobs Training Certificate, 2025-2. A motion was made by Director Steffens and seconded by Director Prantner to approve the following resolutions:

Resolution Directing the Sale and Delivery of \$1,080,000 Industrial New Jobs Training Certificates, Series 2025-2.

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer– Yes

Director Prantner – Yes

Director Moore – Yes

Director Julseth – Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

5. Resolution Authorizing Issuance of \$1,080,000 Industrial New Jobs Training Certificates, 2025-2, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designed as the 2025-2 Multiple Project. – A memorandum from Patti Hanson was included in the board book requesting approval of the resolution authorizing the issuance of \$1,080,000 Industrial New Jobs Training Certificates, Series 2025-2, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Designated as the 2025-2 Multiple Project. A motion was made by Director Steffens, seconded by Director Herbrechtsmeyer, to approve the following resolutions:

Resolution Instituting Proceedings to Take Additional Action for the Issuance of \$1,080,000 Industrial New Jobs Training Certificates, Series 2025-2, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out an Industrial New Jobs Training Program Project Designated as the 2025-2 Multiple Project.

The roll was called, and the vote was:

Director Steffens – Yes

Director Weis– Yes

Director Herbrechtsmeyer– Yes

Director Prantner – Yes

Director Moore – Yes

Director Julseth – Yes

Director Rowe – Yes

Yes – 7; No – 0 Absent -2; Motion carried.

E. Request for Approval of Lease Agreement with Buena Vista University: A memorandum from Mindy Eastman was included in the Board book requesting approval of the lease agreement with Buena Vista University. A motion was made by Director Prantner and seconded by Director Weis to approve the Lease Agreement with Buena Vista University. Ayes – all. Motion carried.

F. Board Policy Revision – 1.03 and 1.06 Board Organization & Board Reports | Second Reading

Joel Pedersen presented the following Board Policy Revision to sections 1.03 and 1.06 for the second reading. The new policy would read:

1.03 - Compensation: Members of the board, other than the Secretary~~and~~ Treasurer, shall be allowed their actual expenses incurred in the performance of their duties and may be eligible to receive per diem compensation (Iowa Code 260C.12). As part of the election-year process, after the installation of the newly elected directors, the members of the Board will review their compensation.

(1) ~~Secretary/Treasurer:~~ To perform such duties as prescribed by law or action of the Board.

(2) Treasurer: To perform such duties as prescribed by law or action of the Board.

1.06 - Audit: The Board of Directors shall have a certified public accountant conduct, or cause to be initiated by the state auditing agency, an annual audit of the financial affairs of the North Iowa Area Community College in accordance with the statutes of the State of Iowa.

*Such annual audit reports shall remain in a permanent file with the Board ~~Secretary~~ **Treasurer** as custodian.*

A motion to approve the first reading was made by Director Steffens and seconded by Director Rowe. Ayes – all. Motion carried.

G. Approval of Strategic Initiative Proposal: A memorandum from Patti Hanson was included in the Board book requesting approval of the Strategic Initiative Proposal for \$150,000 over 3 years to implement the Happiness Advantage Training for all staff and faculty at NIACC. This project is aligned with NIACC's mission and the strategic priority to invest in people. A motion was made by Director Prantner and seconded by Director Weis to approve the Strategic Initiative Proposal. Ayes-all. Motion

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

6.0 President's Report – President Pedersen shared the following: ♦ Provided an update on the lease of the MacNider Mansion/Indianhead Property and options after all tenants vacate it following the 2025-2026 school year. ♦ Provided an update on the Athletics Facilities improvements proposal. Joel will take the request to the Foundation executive committee next week and plans to take it to the full Foundation Board at their December meeting.

7.0 Adjournment—Director Steffens made a motion, seconded by Director Moore, to adjourn the meeting. Ayes-all. The motion was carried. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Andy Julseth, President
NIACC Board of Directors

Abby Donald, Secretary
NIACC Board of Directors