

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | October 19, 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 7:02 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
 8 – Debra Hill, Garner
 9 – Nicki Prantner, Hampton

MEMBERS ABSENT: 7 – Stephanie Nettleton, Mason City

EXECUTIVE OFFICER: Dr. Steven Schulz

BOARD SECRETARY: Mindy Eastman

RECORDING SECRETARY: Abby Donald

VISITORS: ♦ Dr. Rachel McGuire, VP of Student Development and Success
 ♦ Patti Hanson, Dean of Continuing Education
 ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs and Student Learning

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

2.0 Board Items

A. Community Colleges for Iowa Update – ♦ Director Rottinghaus shared the following: ♦ The Board meeting is next Wednesday. The Board will meet with the Community College presidents ♦ Director Steffens and President Schulz provided an update on the ACCT legislative congress attended last week in Las Vegas. Dr. Schulz informed the Board of a program that NIACC can apply for an employee retention tax credit. Director Steffens attended a virtual reality session on the potential to be used in education.

B. Legislative Report - ♦ Community Colleges for Iowa will be fundraising and reaching out to legislators ♦ Legislative Breakfast will be held on Tuesday, November 21. ♦ There is a potential for a property tax overhaul ♦ We will be looking for the overall impact of the voucher funding on the budget. ♦ Working to determine the governor’s plan for Future Ready Iowa to inform students in a timely manner.

C. Board Member Forum – There were no reports.

D. Agenda Items for November 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 Rowe and seconded by Director Julseth to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

I. Joint Meeting Minutes and Regular Meeting Minutes – September 21, 2023

B. Financial Report and Actions

I. Bills for September 2023 and Budget Statements through September 30, 2023 – Director Steffens 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

- I. 2023 – 2024 Contract for Educational Services for Concurrent Enrollment Career Link Programs & Courses
 - a. Belmont-Klemme Community School District
- II. 2023 – 2024 Prairie Ridge Contract

4.0 Action Items

A. Request for Approval of Workforce Training & Economic Development (WTED) Fund Plan for FY2024 – A memorandum from Patti Hanson was included in the board book requesting approval of the Workforce Training & Economic Development Fund Plan for FY2024. NIACC’s amount to allocate and spend for FY24 is \$535,896. At least 70 percent of the funding must be spent within Iowa’s target economic development priority areas of Advanced Manufacturing, Biosciences (including Nursing), and Information Technology. A motion was made by Director Krabbe and seconded by Director Prantner to approve the Workforce Training & Economic Development Fund Plan for FY24. Ayes – all. Motion carried.

B. Iowa New Jobs Training 260E Preliminary Agreement –

I. A to Z Drying, Inc. - A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement with A to Z Drying, Inc. of Osage, IA. The Preliminary Agreement was signed on August 2, 2023. Additional information on the new job training will be developed as the company finalizes its hiring and training plans. A motion was made by Director Krabbe and seconded by Director Moore to approve the following resolution:

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

The roll was called, and the vote was:

Director Steffens – Yes
Director Rottinghaus – Yes
Director Moore – Yes
Director Krabbe – Yes
Director Rowe – Yes
Director Julseth – Yes
Director Hill – Yes
Director Prantner – Yes

II. Dras Cases. - A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement with Dras Cases of Lake Mills, IA. The Preliminary Agreement was signed on August 17, 2023. Additional information on the new job training will be developed as the company finalizes its hiring and training plans. A motion was made by Director Rottinghaus and seconded by Director Julseth to approve the following resolution:

Resolution Approving the Preliminary Industrial New Jobs Training Agreement for Dras Cases.

The roll was called, and the vote was:

Director Steffens – Yes
Director Rottinghaus – Yes
Director Moore – Yes
Director Krabbe – Yes
Director Rowe – Yes
Director Julseth – Yes
Director Hill – Yes
Director Prantner – Yes

Yes – 8; No – 0; Motion carried

III. Shells by Design. - A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement with Shells by Design of Garner, IA. The Preliminary Agreement was signed on September 1, 2023. Additional information on the new job training will be developed as the company finalizes its hiring and training plans. A motion was made by Director Hill and seconded by Director Rowe to approve the following resolution:

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

The roll was called, and the vote was:

Director Steffens – Yes
Director Rottinghaus – Yes
Director Moore – Yes
Director Krabbe – Yes
Director Rowe – Yes
Director Julseth – Yes
Director Hill – Yes
Director Prantner – Yes

Yes – 8; No – 0; Motion carried

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

I. Resolution Approving Preliminary Operating Statement and Approving Electronic Bidding Procedures

- A memorandum from Patti Hanson was included in the Board book asking for approval of the preliminary official statement for NIACC’s Iowa Industrial New Jobs Training Program Project, 2023-1 and requests the permission for the use of electronic bidding procedures as it relates to the selling of the training certificates. A motion was made by Director Rowe and seconded by Director Moore to approve the following resolution:

Resolution Approving Preliminary Official Statement and Approving Electronic Bidding Procedures

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 Hill – Yes
Director Prantner – Yes

Yes – 8; No – 0; Motion carried.

II. Resolution Directing Publication of Notice on the Proposition of the Issuance of not to Exceed \$2,000,000 in Industrial New Jobs Training Certificates – This resolution will allow NIACC to publish a public notice of our intent to issue Iowa Industrial New Job Training Certificates in an amount not to exceed \$2,000,000. This publication of notice will inform the public how they should comment on such proposed action if they so choose. A motion was made by Director Rowe and seconded by Director Krabbe to approve the following resolution:

Resolution Directing Publication of Notice on the Proposition of the Issuance of not to Exceed \$2,000,000 in Industrial New Jobs Training Certificates

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 Hill – Yes
Director Prantner – Yes

Yes – 8; No – 0; Motion carried.

D. Request for Approval of FY24 Equipment Request - A memorandum from Mindy Eastman was included in the board book requesting approval of FY23 Equipment Requests. The items include the following:

- Item, Real Career Virtual Reality Welding Kit \$9,800
- Safety Laser Scanner \$10,100

A motion was made by Director Rowe and seconded by Director Prantner to approve the FY23 Equipment Requests. Ayes – all. Motion carried.

E. Request for Approval of NIACC Swine Education Center Bid Award - Mindy Eastman reported that three bids were received for Phase 1 of the NIACC Swine Education Center project. Phase 1 includes demolishing existing buildings, site grading, and water and sewer infrastructure. The low base bid of \$173,000 was from Popp Excavating, Inc. of Osage, IA. Mindy requested approval to accept Popp Excavating, Inc. for this bid award. A motion was made by Director Krabbe and seconded by Director Hill to approve the NIACC Swine Education Center Phase 1 Bid Award. Aye – all. Motion carried.

Phase 2. One official bid was received for Phase 2 of the NIACC Swine Education Center project. Phase 2 is for the general construction of the building, site construction, and mechanical and electrical construction. Alternate #1 is to re-side the existing farm buildings. The low base bid of \$2,340,000 was from Henkel Construction of Mason City. Henkel Construction's alternate #1 bid was \$480,000. The recommendation to the Board is to reject all bids for Phase 2. Plans will be evaluated for possible cost reductions, and the project will be re-bid in January or February 2024. A motion was made by Director Moore and seconded by Director Rottinghaus to reject all bids for Phase 2 and reevaluate the NIACC Swine Education Center project in January or February of 2024. Aye- all. Motion carried.

F. Request for Approval of NIACC Swine Education Center Contract - A memorandum from Mindy Eastman was included in the Board book requesting approval of the NIACC Swine Education Center contract for Phase 1. The contract is for construction services by Popp Excavating Construction for the NIACC Swine Education Center. A motion was made by Director Julseth and seconded by Director Moore to approve the contract for the NIACC Swine Education Center with Popp Excavating, Inc. Aye–

all. Motion carried.

G. Request for Approval of Consultant Contract for President Search - A memorandum from Mindy Eastman was included in the Board book requesting approval of the Consultant Contract with Dr. Larry Ebbers to conduct the Presidential Search. A motion was made by Director Rowe and seconded by Director Rottinghaus to approve the contract for the Presidential search with Dr. Larry Ebbers. Aye- 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: ♦ Community Colleges for Iowa Convention and Tradeshow will be held November 28-30, which will have an awards program. NIACC nominated Shelly Schmit for Staff Member of the Year and Heather DeWaard-Flickinger for Faculty Member of the Year. Tony Coloff was nominated for Alumni of the Year, Innovation Space for Best Practice Award, and Stellar Industries for Business of the Year.

7.0 Adjournment - A motion was made by Director Krabbe and seconded by Director Prantner to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 7:44 p.m.

Respectfully submitted,

David Steffens, Jr., President
NIACC Board of Directors

Mindy Eastman, Secretary
NIACC Board of Directors