

MINUTES  
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS  
Regular Board Meeting | February 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 – President Steffens called the meeting to order at 6:02 p.m. A quorum was declared with the following persons in attendance.

MEMBERS PRESENT:           2 - Cathy Rottinghaus, Charles City  
                                      3 – David Moore, Clear Lake  
                                      4 - John Rowe, Mason City  
                                      5 - Doug Krabbe, Osage  
                                      7 – Stephanie Nettleton, Mason City (Zoom)  
                                      8 – Debra Hill, Garner  
                                      9 – Nicki Prantner, Hampton

MEMBERS ABSENT:           1 - David Steffens, Jr., Lake Mills  
                                      6 – Andy Julseth, Northwood

EXECUTIVE OFFICER:       Joel Pedersen

BOARD SECRETARY:       Mindy Eastman

RECORDING SECRETARY:   Abby Donald

VISITORS:                   ♦ Patti Hanson, Dean of Continuing Education  
                                     ♦ Dr. Laurel Klinkenberg, VP of Academic Affairs  
                                     ♦ Rachel McGuire, VP Student Development  
                                     ♦ Valerie Zahorski-Schmidt, Director of Marketing

B. Additions to the Agenda and Adoption of the Agenda—Director Krabbe moved, seconded by Director Hill, to adopt the agenda. Ayes—all. The motion carried.

C. Audit – A motion was made by Director Rowe and seconded by Director Prantner to table the Audit until the regular March meeting. Ayes-all. Motion carried.

### 2.0 Board Items

A. Community Colleges for Iowa Update – ♦ Director Hill reported on the following ♦ attended the Community Colleges Day on the Hill yesterday. Plas Tech represented NIACC and did an excellent job. ♦ CCFI discussed holding a faculty-only compensation study ♦ The CCFI Board retreat will be held on April 25-26 ♦ CCFI is putting together a handbook for new trustees and requested input on information to include. They also requested President evaluation forms currently used by the Colleges. ♦ The legislature has not determined Community College funding for next year. ♦ Ghost students and

bot applications were discussed at the last meeting.

B. Legislative Report - ♦ President Pedersen reported: ♦ the President’s meeting was held on Tuesday in Des Moines and Community Colleges Day on the Hill on Wednesday. Plas Tech shared their story of working with NIACC. ♦ Attended the ACCT legislative summit in Washington, DC, and met with Senators Ernst and Grassley and Representative Hinson and held discussions to have Pell Grants available for short-term certificates, eliminate taxes on Pell Grants, and look at how land ownership is considered on the FAFSA. ♦ The community college system will report to Representative Collins about the feasibility of offering bachelor’s degrees. This was not initiated by the colleges but was requested by the House Higher Education Committee

C. AEA267 Joint Board Meeting—The joint meeting of AEA267, Hawkeye Community College, Iowa Valley Community College District, and NIACC will be held on Monday, April 2, beginning at 4:30 p.m. via Zoom.

D. Spring Board Retreat – The Spring Board Retreat will be held on Thursday, April 17, 2025. Potential topics: student and staff panels, health science remodel tour, strategic plan activity, president update.

E. Board Member Forum—Director Rowe provided an update on his trip to the ACCT Legislative Summit in Washington, D.C. There was a lot of focus on short-term certificates, the importance of community colleges getting in front of legislators, and the potential of having students attend in future years. Director Rottinghaus shared her positive experience at the HSED graduation last month. Director Moore appreciated the opportunity to participate in the ACCT Legislative Summit.

F. Agenda Items for March 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 Krabbe to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

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

B. Financial Report and Actions

- I. Bills for January 2025 and Budget Statements through January 31, 2025 – Director Rottinghaus reviewed the bills this month and found them 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. 2026 Budget Development

I. Preliminary Approval of the 2026 Public Budget – The proposed FY26 public budget and a memorandum showing NIACC’s tax history were included in the board book. The public budget sets our spending limits and the levy. Mindy Eastman calculated NIACC’s 2026 levy at \$1.13675 per \$1,000. Mindy requested preliminary approval for the FY25 public budget.

II. Setting a Public Hearing—Mindy Eastman requested permission to hold the Public Hearing for the FY2025 public budget on Thursday, March 20, 2025, at 7:00 p.m.

III. Authorization to Publish the Preliminary Budget and Notice of Public Hearing – Mindy Eastman requested authorization to publish the preliminary budget and notice of Public Hearing.

Mindy requested preliminary approval of the FY26 public budget, permission to set the Public Hearing for March 20, 2025, and authorization to publish the preliminary budget and notice of Public Hearing. Director Rowe made a motion, seconded by Director Krabbe, to approve the preliminary FY26 public budget, set a public hearing, and publish the preliminary budget and notice of public hearing. Ayes—all. Motion carried.

B. Request for Approval of FY25 Major Purchase Request – A memorandum from Mindy Eastman requesting approval of the FY25 Major Purchase Request was included in the board folders with the following items:

- Barracuda M365 Backup Solution - \$14,850.00
- Mass Interact Virtual Tour - \$30,800.00
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A motion was made by Director Rowe and seconded by Director Prantner to approve the FY25 Equipment.

C. Request for Approval of Design Partnership Agreement with Bergland + Cram – A memorandum from Mindy Eastman was included in the Board book requesting approval of the design partnership agreement with Bergland & Cram for Athletic Facilities. A motion was made by Director Hill and seconded by Director Rowe for approval. Ayes – all. Motion carried.

D. Request for Permission to Seek Bids and Set Public Hearing for the Franklin County Career Center – A motion was made by Director Rowe and seconded by Director Prantner for approval to seek bids for the and approval for setting the Public Hearing at the Board meeting for March 20, 2025, at 7:00 p.m. Ayes – all. Motion carried.

E. Request for Approval of Quality Faculty Plan Revisions - A memorandum from Laurel Klinkenberg was included in the board book requesting approval for the revisions to the Quality Faculty Plans (Quality Faculty Plan and Quality Adjunct Plan). A motion was made by Director Hill and seconded by Director Krabbe for approval. Ayes – all. Motion carried.

E. Request for Approval of Aviation Professional Pilot as An Accelerated Career Education (ACE)

Program – A memorandum from Patti Hanson was included in the Board book requesting approval of Aviation Professional Pilot as an accelerated career education (ACE) program. A motion was made by Director Nettleton and seconded by Director Rowe for approval. Ayes – all. Motion carried.

F. Request for Approval of Dental Hygiene as An Accelerated Career Education (ACE) Program – A

memorandum from Patti Hanson was included in the Board book requesting approval of Dental Hygiene as an accelerated career education (ACE) program. A motion was made by Director Nettleton and seconded by Director Krabbe to approve. Ayes – all. Motion carried.

G. Request for Approval of Respiratory Care as An Accelerated Career Education (ACE) Program – A

memorandum from Patti Hanson was included in the Board book requesting approval of Respiratory Care as an accelerated career education (ACE) program. A motion was made by Director Rowe and seconded by Director Prantner to approve. Ayes – all. Motion carried.

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

I. Iowa Powdercraft, LLC – A memorandum from Patti Hanson was included in the Board book asking for approval of a Preliminary Iowa New Jobs Training 260E Agreement with Iowa Powdercraft, LLC. The preliminary agreement was signed on December 12, 2024. Additional new job training information will be developed as the company finalizes its hiring and training plans. A motion was made by Director Prantner and seconded by Director Krabbe to approve the following resolutions: Resolution Approving the Preliminary Industrial New Jobs Training Agreement for Iowa Powdercraft, LLC.

The roll was called, and the vote was:

Director Rowe – Yes

Director Krabbe – Yes

Director Hill – Yes

Director Prantner – Yes

Director Nettleton – Yes

Director Rottinghaus – Yes

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

**6.0 President's Report** – President Pedersen shared initial research on the dental hygiene program. ♦ Reported on a positive experience having lunch with a group of students last week. ♦ Continues to tour local businesses with Patti Hanson and build relationships. ♦ Shared updates from the state's recent Condition of the Community Colleges report. NIACC graduation rate is 61%; the state average is 44.4%. NIACC's transfer rate is 43.2%, with the state average at 27.7%. NIACC leads the state at 67.7% in student success, while the state average is 55.2%. ♦ Attended the PTK dinner. It was a very positive experience to see how community colleges are making a difference in people's lives.

**7.0 Adjournment**—Director Prantner made a motion, seconded by Director Krabbe, to adjourn the meeting. Ayes-all. The motion was carried. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

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Cathy Rottinghaus, President  
NIACC Board of Directors

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Mindy Eastman, Secretary  
NIACC Board of Directors