

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | May 16, 2024

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 Rottinghaus called the meeting to order at 7:05 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. Laurel Klinkenberg, VP of Academic Affairs and Student Learning
 ♦ Dr. Rachel McGuire, VP of Student Development and Success
 ♦ Dr. Shelly Schmit, VP of Institutional Effectiveness and Organizational Development

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

2.0 Board Items

A. 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.

B. Legislative Report - ♦ The legislature is no longer in session. ♦ The formula bill was signed to equalize per-pupil state general aid among Iowa’s Community Colleges ♦ Financial aid law has come to fruition. NIACC is learning more about SAI and how it flows through the scholarship programs. It does not seem to correlate to EFC. NIACC’s FAFSA applications are not as lagging as the national average.

C. Tentative 2024 – 2025 Board Meeting Schedule – Dr. Schulz shared the meeting dates for 2024 – 2025 with the Board.

D. Board Member Forum—Director Steffens reported that politicians are home from the session and

encouraged directors to communicate concerns for the College to their representatives. Director Rottinghaus shared that the Charles City Ribbon cutting went well last week. Director Rottinghaus also thanked members for attending the AEA meeting and for the quality of the NIACC presentation. Director Prantner suggested holding a board meeting at the Charles City Center. The October Board meeting was discussed as a potential date.

E. Agenda Items for June 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. Director Prantner made a motion, seconded by Director Steffens, to approve the Consent Agenda. Ayes-all. The motion carried.

A. Approval of Minutes

- I. Spring Retreat Minutes, Workshop Meeting Minutes, and Regular Meeting Minutes – April 18, 2024
- II. AEA Joint Meeting Minutes – April 8, 2024

B. Financial Report and Actions

- I. Bills for April 2024 and Budget Statements through April 30, 2024 – Director Rottinghaus reviewed the bills this month and found them 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 FY2025 Tuition, Fees, and Housing – A memorandum from Mindy Eastman was included in the Board book recommending a tuition increase of \$6.00 per credit hour for resident students and \$9.00 per credit hour for nonresident students for the Fall 2024 semester.

The technology fee was recommended to be increased by \$1.25 to \$12.00 per credit hour. The materials and lab fee (\$12.00 per credit hour) and the student activity fee (\$4.50 per credit hour) will remain the same.

The recommendations for tuition increase and maintaining fees are only for Fall 2024. 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 given to the repayment schedule. The recommendation is to increase the food portion of the housing rates from \$15.86 per day to \$18.24 per day, for a total increase of \$256 per semester. This increase moves the single and suite rate to \$5,150 per semester and the double rate to \$4,000 per semester.

A motion was made by Director Steffens and seconded by Director Krabbe to approve the fall tuition increase and to maintain the fees and housing rates Ayes –. Motion carried.

B. Request for Approval of FY24 Major Purchase Request – A memorandum from Mindy Eastman was

included in the Board book requesting approval of the FY24 Major Purchase Request. The items include the following:

- Epilog Fusion Edge 24-laser cutter - \$27,270.00
- Roland SG3-300 vinyl printer/cutter - \$16,210.40
- Form 3L – large format resin printer - \$14,999.00
- Wazer – water jet cutter - \$11,999.00
- Shape Origin CNC routers - \$8,337.00

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

C. Request for Approval of 2024 Summer Projects—Mindy Eastman's memorandum requesting approval of potential summer physical plant projects was included in the board book. The following projects with estimated costs were included:

- Concrete Repair - \$40,000
- Tree Work - \$20,000
- Landscape Work - \$20,000
- Ceiling Tile Replacement - \$25,000
- President's Office - \$30,000
- Student Housing Furniture - \$10,000
- Apartment updates - \$8,000
- Electrical Service - \$100,000
- General Facility Upgrades - \$20,000

Director Rowe made a motion, seconded by Director Julseth, to approve the 2024 Summer Projects. Ayes—all. The motion carried.

D. Request for Approval of Institutional Investment Limits - A memorandum from Mindy Eastman was included in the board book requesting approval of an increase in Investment Institutions and Limits to \$10,000,000 for First Bank Hampton effective May 17, 2024. A motion was made by Director Prantner and seconded by Director Nettleton to approve the institutional investment limits. Ayes – all. Motion carried

E. Request for Approval of FY25 Employee Agreements – A memorandum from Dr. Shelly Schmit was included in the board book requesting approval of the FY2025 employee agreements for Facilities, Office/Clerical, Professional Salaried Staff (PSS), and Faculty. The agreements would include a three percent salary increase and, for faculty, a three percent increase in overload rate and travel stipend to provide instruction at off-campus locations. The College will also offer a Point of Service healthcare care plan this year in addition to the current Preferred Provider Organization plan. The PSS group requested consideration for a Paid Parental Leave policy. The administration agreed to provide up to 2 weeks for employees the College has employed in a full-time board-approved position for less than two fiscal years. A recommendation has also been made to request a pool of dollars equating to three percent of PSS/10 salaries for distribution among PSS/10 employees at the discretion of Dr. Schulz. A motion was made by Director Krabbe and seconded by Director Steffens to approve the 2024-2025 employee agreements for

Facilities, Office Clerical, Professional Salaried Staff, and faculty employee groups with the understanding that a review of the language in the paid parental leave agreement will be conducted. Ayes – 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: ♦ Thanked Dr. Shelly Schmit for her 26 years of conducting meet & confer meetings. ♦ Shared a document of the significant work that has occurred over the last 10.5 years at NIACC ♦ Thanked Board members for their attendance at the Charles City Center opening ♦ Farm construction is expected to begin next week ♦ Gym floor refinishing is underway ♦ Franklin County Center floor plan was shared. ♦ 40 students were inducted in PTK, 48 were recognized at the Pathways event, and over 700 students participated in commencement ceremonies.

7.0 Adjournment - A motion was made by Director Krabbe and seconded by Director Steffens to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Cathy Rottinghaus, President
NIACC Board of Directors

Mindy Eastman, Secretary
NIACC Board of Directors