

MINUTES
NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS
Regular Board Meeting | November 21, 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 7:04 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
 5 - Doug Krabbe, Osage
 6 – Andy Julseth, Northwood
 8 – Debra Hill, Garner
 9 – Nicki Prantner, Hampton

MEMBERS ABSENT: 4 - John Rowe, Mason City
 7 – Stephanie Nettleton, Mason City

EXECUTIVE OFFICER: Joel Pedersen

BOARD SECRETARY: Mindy Eastman

RECORDING SECRETARY: Abby Donald

VISITORS: ◆ 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

B. Adjournment of 2023-2024 Board of Directors – Director Krabbe made a motion, seconded by Director Steffens, and unanimously to adjourn the 2023-2024 Board of Directors’ meeting. Ayes – all. Motion carried.

C. Call to Order and Declaration of Quorum—Board Secretary Mindy Eastman called the organizational meeting of the 2024-2025 NIACC Board of Directors to order. A quorum was present.

D. Election and Appointment of 2024-2025 Officers

I. Election of President and Vice President – Speaking on behalf of the Nominating Committee (Directors Prantner, Nettleton, and Julseth), Director Prantner nominated Director Rottinghaus for

President and Director Julseth for Vice President. A motion was made by Director Prantner and seconded by Director Julseth to accept the recommendation of the Nominating Committee. Ayes – all. Motion carried. Director Rottinghaus assumed the chair responsibilities for the board meeting.

II. Appointment of Board Secretary/Treasurer – A motion was made by Director Hill and seconded by Director Julseth 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 Julseth 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.

E. 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 (\$0.50/mile) 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.

F. 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 Hill reported the group met on November 7 and held a joint meeting with CCFI Presidents. Director Snow of the Department of Education joined via Zoom. It was reported that Governor Reynolds's vision is that all high schools will use work-based learning, and currently, 800 employers are interested in participating. Director Hill encouraged directors to use the Quorum grassroots software to connect with legislators. The IASB President was also in attendance at the meeting. The board identified community colleges' challenges: funding, male enrollment, changing demographics, recruitment and retention, mental health awareness, recruiting, and hiring.

B. Legislative Report - ♦ President Pedersen reported on the following: Abby will show a demo of the Quorum Grassroots advocacy website next month when all of the new legislators are loaded in the system ♦ Joel will learn more about the newly formed higher education committee at the state level and keep the Board informed.

C. Board Member Forum—Director Rottinghaus attended an NIACC advisory committee meeting in Charles City to discuss the building trades non-credit program that will begin at the Charles City Center in January.

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

E. Board Goals 2024-2025 – A motion was made by Director Julseth and seconded by Director Krabbe to approve the 2024-2025 Board goals. Ayes- all. Motion carried.

3. CONSENT AGENDA—President Rottinghaus asked if anyone would like to discuss or remove items from the Consent Agenda. Director Hill made a motion and seconded it 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 17, 2024

B. Financial Report and Actions

- I. Bills for the Month of October 2024 and Budget Statements through October 31, 2024 – Director Hill 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. 2024-2025 Contract for Educational Services for Concurrent Enrollment Career Link Programs & Courses
 - a. Turkey Valley Community School District
 - b. Rudd-Rockford-Marble Rock Community School District
- II. 2023-2024 Addendum to Contract for Educational Services for the Concurrent Enrollment Career Link Programs & Courses
 - a. Forest City Community School District
 - b. Northwood-Kensett Community School District
 - c. Rudd-Rockford-Marble Rock Community School District
- III. Prairie Ridge Contract

4.0 Action Items

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

I. Plas-Tech Tooling, Inc. – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Plas-Tech Tooling, Inc. of Garner, IA. A motion was made by Director Hill and seconded by Director Krabbe to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Plas-Tech Tooling, Inc.

The roll was called, and the vote was:

Director Rottinghaus- Yes
Director Moore – Yes
Director Julseth - Yes
Director Prantner – Yes

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

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

II. Stellar Industries: Garner & Kanawha. – A memorandum from Patti Hanson was included in the board book requesting approval of the final Industrial New Jobs Training Agreement for Stellar Industries of Garner & Kanawha, IA. A motion was made by Director Hill and seconded by Director Prantner to approve the following resolution:

Resolution Approving the Final Industrial New Jobs Training Agreement for Stellar Industries: Garner & Kanawha.

The roll was called, and the vote was:

Director Rottinghaus - Yes
Director Moore – Yes
Director Julseth - Yes
Director Prantner – Yes

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

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

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

Resolution Approving the Final Industrial New Jobs Training Agreement for Stellar Industries of Mason City

The roll was called, and the vote was:

Director Rottinghaus – Yes
Director Moore – Yes
Director Julseth – Yes
Director Prantner – Yes

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

Yes – 7; No – 0 Absent -2; 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 Moore and seconded by Director Julseth 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 Rottinghaus – Yes
Director Moore – Yes
Director Julseth – Yes
Director Prantner – Yes

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

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

B. 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, 2024-1 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 Steffens and seconded by Director Krabbe to approve the following resolution:

Resolution Approving Preliminary Official Statement and Approving Electronic Bidding Procedures

The roll was called, and the vote was:

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

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

II. Resolution Directing Publication of Notice on the Proposition of the Issuance of not to Exceed \$3,500,000 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 \$3,500,000. 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 Steffens and seconded by Director Julseth to approve the following resolution:

Resolution Directing Publication of Notice on the Proposition of the Issuance of not to Exceed \$3,500,000 in Industrial New Jobs Training Certificates

The roll was called, and the vote was:

Director Rottinghaus – Yes

Director Steffens – Yes

Director Moore – Yes

Director Krabbe – Yes

Director Julseth – Yes

Director Hill – Yes

Director Prantner – Yes

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

C. Request for Approval of FY25 Major Purchase Request - A memorandum from Mindy Eastman was included in the board book requesting approval of the FY25 Major Purchase Request. The items include the following:

- o Parchment Diploma Services - \$11,260.00

A motion was made by Director Prantner and seconded by Director Hill to approve the FY25 Major Purchase Request. Ayes – all. Motion carried.

D. Request for Approval to Seek Bids and Set a Public Hearing for the Franklin County Career Center in Hampton - A memorandum from Mindy Eastman was included in the Board book requesting approval to seek bids and set a public hearing for the Franklin County Career Center in Hampton. This request was approved at the September 2024 and October 2024 Board meetings, but due to additional requirements related to the federal EDA grant, a public hearing notice has not been made, and bids have not been sought. A motion was made by Director Prantner and seconded by Director Steffens for approval. Ayes – all. Motion carried.

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

6.0 President's Report – ♦ President Pedersen shared the following: Asked the Board to complete the annual conflict of interest form, ♦ Thanked Patti and Mindy for their work on the Bond sale ♦ Shared data on the Charles City Career and John V. Hanson Center enrollment and discussed ways to think differently to allow more students to enroll in classes in the academy. ♦ Shared preliminary plans to increase collaboration with Mason City High School. ♦ Joel began meeting 1:1 with faculty members this week. They have been productive, and he will continue to schedule meetings with each faculty member over the next few months.

7.0 Adjournment—Director Steffens made a motion, seconded by Director Julseth, to adjourn the meeting. Ayes-all. The motion was carried. The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Cathy Rottinghaus, President
NIACC Board of Directors

Mindy Eastman, Secretary
NIACC Board of Directors