

**MINUTES**  
**NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**  
**Regular Board Meeting | September 19, 2024**

**HELD: 5:00 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 5:00 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  
  7 – Stephanie Nettleton, Mason City  
  8 – Debra Hill, Garner  
  9 – Nicki Prantner, Hampton

MEMBERS ABSENT:           4 - John Rowe, Mason City

EXECUTIVE OFFICER:       Joel Pedersen

BOARD SECRETARY:       Mindy Eastman

RECORDING SECRETARY:   Abby Donald

VISITORS:                   ♦ Dr. Rachel McGuire, VP of Student Development and Success  
                                     ♦ Laurel Klinkenberg, VP of Academic Affairs and Student Learning  
                                     ♦ Ailis McCardle, Globe Gazette

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

**2.0 Board Items**

A Community Colleges for Iowa Update – ♦ Director Hill shared the following: ♦ CCFI received a clean opinion on their audit at the August meeting. Assets increased due to an increase in dues, CD interest, and revenue from the Convention and Tradeshow, as well as rent revenue. ♦ The Department of Education eliminated the Community Colleges Council, but an advisory group was created to increase representation and discussion. ♦ The finance committee has decided to make recommended updates to the exterior of the building ♦ Deb shared a new grassroots advocacy site called Quorum, which CCFI is utilizing. She will send information to Abby to share with the Board.

B. Legislative Report - ♦ President Pedersen reported on the following: ♦ Joel shared that Emily Shields from CCFI plans to join us for the November meeting. ♦ Joel has had opportunities to connect with Rep. Shannon Latham, Henry Stone, Jane Bloomingdale, and Charley Thomson. ♦ There may be some focus on property taxes this legislative session.

C. Selection of Committee to Nominate 2024 – 2025 Board Officers—President Rottinghaus asked for volunteers to serve on the nominating committee. Directors Prantner, Nettleton, and Julseth volunteered.

D. Appointment of Voting Delegate for ACCT Congress – Director Rowe will serve as voting delegate at the 2024 ACCT Congress. A motion was made by Director Hill and seconded by Director Krabbe Ayes – all. Motion carried.

E. Board Retreat | October 17, 2024 – President Pedersen shared that the Board retreat is on October 17. He will provide an update on his first 100 days, a 5-year marketing/campus beautification, Mason City Schools Athletic Facilities Partnerships, student panel, Enrollment data analysis, Tours of McAllister Hall, and Farm Tour—board suggestions: staff panel, bond money update, 5-year facility plan feedback.

F. Board Member Forum—Director Krabbe reported that the Rotary and Kiwanis Fox River Sox Sale is October 3-6 in Osage. This weekend is the Autumn Artistry weekend in Osage. Director Hill recognized that Stellar and Cody Renner were receiving an award at the Pappajohn Gala and expressed her regret that she would be out of town.

G. Agenda Items for October 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 Krabbe and seconded by Director Julseth to approve the Consent Agenda. Ayes-all. Motion carried.

A. Approval of Minutes

- I. Workshop Meeting Minutes and Regular Meeting Minutes – August 15, 2024

B. Financial Report and Actions

- I. Bills for the month of August 2024 and Budget Statements through August 31, 2024 – Director Krabbe 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. 2024 – 2025 Contract for Educational Services for Concurrent Enrollment Career Link Programs & Courses
  - a. Central Springs Community School District
  - b. Garner-Hayfield-Ventura Community School District
  - c. North Iowa Community School District
- II. 2024 – 2025 Contract for Educational Services of an Entrepreneurship Academy
  - a. Garner-Hayfield-Ventura Community School District
- III. 2024 – 2025 Addendum for Educational Services for Concurrent Enrollment Career Link Programs & Courses
  - a. Osage Community School District

**4.0 Action Items**

A. Resolution Naming Depository – A resolution was included in the board book to approve First Citizens Bank as the depository of North Iowa Area Community College funds. A motion was made by Director Nettleton and seconded by Director Krabbe to approve First Citizens Bank as the College’s depository. Ayes – 7; Nays – 0; Abstain – 1. Motion carried.

B. Request for Approval of Investment Institutions and Limits – A memorandum from Mindy Eastman was included in the board book requesting approval of Investment Institutions and Limits for the College. These institutions and limits will become effective September 20, 2024. A motion was made by Director Prantner and seconded by Director Steffens to approve the Investment Institutions and Limits. Ayes – 5; Nays – 0; Abstain – 3. Motion carried.

C. Request for Approval of FY2025 Major Purchase Requests – A memorandum from Mindy Eastman was included in the Board book requesting approval of the FY2025 Equipment Request. The items include the following:

- Public Spaces Furniture - \$300,000
- Adult Education & Literacy iPads - \$24,528
- Nursing Beds, Headwalls, Manikins & other small items -\$58,162.75

A motion was made by Director Julseth and seconded by Director Nettleton to approve the agreement. Aye – all. Motion carried.

D. Request for Approval of Design Partnership Agreement with Bergland + Cram– A memorandum from Mindy Eastman was included in the Board book requesting the approval of the Design Partnership Agreement with Bergland + Cram. A motion was made by Director Hill and seconded by Director Steffens to approve the agreement. Aye – all. Motion carried.

E. Request for Approval of the NIACC Regional Career Center Educational Service Agreements– A memorandum from Joel Pedersen was included in the Board book requesting the approval of the educational services agreements. A motion was made by Director Steffens and seconded by Director Prantner to approve the agreement. Aye – all. Motion carried.

F. 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. A motion was made by Director Prantner and seconded by Director Steffens to approve the agreement. Aye – all. Motion carried.

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

**6.0 President’s Report** – President Pedersen reported on the following: ♦ Joel attended community events in Clear Lake and Hampton this week. ♦ Met with local dentists exploring a dental hygiene program. Joel will keep the board updated. ♦ We are in discussions with the airport to discuss an aviation program. ♦ The Humane Society brought dogs to campus today to celebrate the increased enrollment. Rachel and Joel will be breaking down enrollment data. ♦ Joel encouraged board members to reach out if they have people or groups they would like him to meet in their communities. ♦ the rural economic summit was a great event and a great way to get people on campus

**7.0 Adjournment** - A motion was made by Director Krabbe and seconded by Director Julseth to adjourn the meeting. Ayes-all. Motion carried. The meeting adjourned at 5:44 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