

**MINUTES**  
**NORTH IOWA AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**  
**Regular Board Meeting | August 15, 2025**

**HELD: 7:00 p.m. NIACC Campus – NIACC Career– Room 132 – 203 Brantingham Street  
Charles City, Iowa**

**1.0 Preliminary/Information Items**

A. Call to Order and Declaration of Quorum –President Rottinghaus called the meeting to order at 7:00 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  
                                      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:       Joel Pedersen

BOARD SECRETARY:       Mindy Eastman

RECORDING SECRETARY:   Abby Donald

VISITORS:                   ♦ Dr. Laurel Klinkenberg, VP of Student Development and Success  
                                     ♦ Dr. Rachel McGuire, VP of Student Services  
                                     ♦ Valerie Zahorski-Schmidt, Director of Marketing  
                                     ♦ Greg Bailey, CIO/Director of Enterprise Applications  
                                     ♦ Mark Greenwood, Associate Chief Information Officer

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

C. Board Report – Technology Services – Greg Bailey provided the following highlights from his Technology Services Board report: the department's primary responsibility is to plan, manage, and support technology initiatives and software solutions. Greg provided updates on new personnel and position changes. Updates on internal and external security scores, security improvements, accomplishments in Enterprise Applications, work on cross-training employees to prepare for succession planning, educational software updates, user services accomplishments, infrastructure updates, planned initiatives for FY25, and operational costs.

**2.0 Board Items**

A. Community Colleges for Iowa Update – ♦ There were no updates from CCFI.

B. Legislative Report - ♦ President Pedersen reported on the following: ♦ Joel shared the Community Colleges for Iowa FY25 priorities to use when speaking to legislators.

C. Joint Board Meeting | Thursday, September 19, 2024 - The joint board meeting will be held on Thursday, September 19, 2024, beginning at 7:00 PM in the Activity Center. The regular Board meeting will occur at 5:00 PM in the board room.

D. Board Member Forum – Director Rottinghaus thanked everyone for participating in tonight’s event, introducing Joel to Charles City and showcasing the new center. Director Rowe suggested rotating board meetings once per quarter. Director Moore had another dentist reach out about a hygienist program. He was also approached by a dog groomer who had questions about our program and is currently looking for dog groomers. Director Rottinghaus shared that on September 12, there is a Rural Economic Summit at the NIACC Auditorium from 10:00 a.m.-3:00 p.m.

E. Agenda Items for September 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 discussion was held on the position changes from Division Chairs to Dean structure. A motion was made by Director Moore and seconded by Director Steffens to approve the Consent Agenda as presented. Ayes-all. Motion carried.

A. Approval of Minutes

I. Workshop Meeting Minutes and Regular Meeting Minutes – July 18, 2024

B. Financial Report and Actions

- I. Bills for July 2024 and Budget Statements through July 31, 2024 – Director Moore reviewed the bills this month and found them to be in order.
- II. Year-End Financial Reports

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. Belmond-Klemme Community School District
  - b. Forest City Community School District
- II. 2023 – 2024 Contract for Educational Services for Provisions of an Entrepreneurship Academy Program
  - a. Forest City Community School District
- III. 2024-2025 Addendum to the Contract for Educational Services for Concurrent Enrollment Career Link Programs
  - a. Belmond Klemme Community School District

**4.0 Action Items**

A. 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:

Welcome Archway - \$125,000	VMware Replacement - \$129,351
Hanging Sculpture - \$30,000	Palo Alto Upgrade (2) - \$184,000
Furniture - \$17,800.64	Palo Alto Upgrade (2) - \$20,000
Network Refresh - \$54,660	Palo Alto Upgrade - \$5,000
Camera Refresh - \$35,670	Phone System Upgrade - \$150,000

UPS Batteries - \$11,496  
Tenable Vulnerability - \$18,800  
Data Racks - \$12,000  
Network Connectivity - \$11,380  
Sound Amplification Upgrade - \$12,500  
Livestock Trailer - \$35,000  
Farm Lab Cameras - \$15,349.49  
12' Snow Pusher - \$13,200  
New Remanufactured 4L60E  
Transmissions (6) - \$32,353  
Program Vehicle - \$30,000

Tear Down Engines - \$13,500  
Engine Brackets - \$6,000  
Soft Serve Ice Cream Machine - \$15,965  
Festo Mechanical Drive- Level 2 -  
\$8,585  
Shop Hand Tools with Tol Box -  
\$10,000  
Used Crew Cab Pickup (2) - \$60,000  
Enclosed Cargo Trailer - \$20,000  
eRezLife Software - \$12,475

A motion was made by Director Steffens and seconded by Director Julseth to approve the FY2025 Major Purchases Request. Ayes – all. Motion carried.

**B. Request for Approval of Iowa Workforce Development Subleases** – A memorandum from Mindy Eastman was included in the Board book requesting approval of subleases for the Title I agreement that began July 1, 2024.

- I. Mason City - A motion was made by Director Nettleton and seconded by Director Krabbe to approve the Mason City sublease at 600 South Pierce, Suite 1, Mason City, Iowa, from July 1, 2024, to June 30, 2025
- II. Waterloo - A motion was made by Director Julseth and seconded by Director Prantner to approve the Waterloo sublease at 3420 University Avenue, Waterloo, Iowa, from July 1, 2024, to June 30, 2025

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

**6.0 President's Report**—President Pedersen reported on the following: ♦ thanked his team for their work for the first month and a half and expressed his enthusiasm for the impact that we can all have together in our region ♦ Joel will provide a 90-day update to the Board during the October retreat.

**7.0 Adjournment**—Director Rowe made a motion, and Director Steffens seconded it to adjourn the meeting. Ayes-all. The motion was carried. The meeting adjourned at 8:12 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