

# NORTHWEST IOWA COMMUNITY COLLEGE

## Board of Trustees Meeting

Monday, December 17, 2012

Building A -- Room 122, 6:30 p.m.

### A G E N D A

Agenda Item	Presenter	Page	Activity	
			Action	Info
1. Call to Order a. Public Participation	Van Kekerix			X
2. Roll Call	Kreykes			X
3. Introduction of Guests	Stubbe			X
4. Request for Discussion of Consent Items/Agenda Additions	Stubbe			X
5. Consent Items a. Agenda b. Approval of Minutes c. Approval of Monthly Bills d. Supplemental Contract	Stubbe	2 5 6	X	
6. Education Report a. Continuing Education and B & I	De Milia			X
7. Financial Report a. Monthly Financial Report	Brown	7	X	
8. Action Items/Pulled Out Consent Items a. Audit Report, FY-'12 b. Industrial New Jobs Training Agreement with Glynlyon Inc., Rock Rapids c. Industrial New Jobs Training Agreement with The Harbor Group Inc., Sioux Center d. Industrial New Jobs Training Agreement with JTV Manufacturing Inc., Sutherland e. Industrial New Jobs Training Agreement with Simply Said Inc., Rock Rapids f. Revised Board Policies (2nd Reading) g. Revised and Reviewed Board Policies (1st Reading)	Brown/Reeves De Milia De Milia De Milia De Milia Stubbe Stubbe	14 15 20 25 30 35 67	X X X X X X X	
9. President's Report	Stubbe			X
10. Information Items a. IACCT Report Student Legislative Forum b. January 30 and 31, 2013 ACCT Legislative Summit c. Feb. 11-14, 2013	Hoekstra Stubbe/Snyder Stubbe			X X X
11. Adjournment			X	

Explanation of agenda activities:

Presenter = Person presenting information.  
Action = Board vote needed.

Review Monthly Bills

December - Loshman  
January - Berklund

M I N U T E S  
of the  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE

MONDAY, NOVEMBER 19, 2012

The Board of Trustees of Northwest Iowa Community College met in regular session on Monday, November 19, 2012, at NCC (Room 122A), in Sheldon, Iowa.

**1. CALL TO ORDER**

President Van Kekerix called the meeting to order at 5:00 p.m., with a quorum present. Due notice of the meeting had been e-mailed on November 14, 2012.

**2. ROLL CALL**

President Van Kekerix asked for roll call.

TRUSTEES PRESENT: President Van Kekerix, Berkland, Hamill, Hoekstra, Kennedy, Loshman, Porter

TRUSTEES ABSENT: None

**3. INTRODUCTION OF GUESTS**

President Van Kekerix asked for introduction of guests. College President Stubbe introduced guests and staff members.

Staff - Stubbe, Snyder, Brown, Pennings, Hartog, Waldstein, De Milia, D. Kreykes, Reeves

Guests - M.J. Dolan, Executive Director of IACCT; Jerry Fitzgerald, IACCT; Ann Watts, IACCT; Lindsey Hoepfner, Staff Writer for The N'West Iowa REVIEW

**4. REQUEST FOR DISCUSSION OF CONSENT ITEMS/AGENDA ADDITIONS**

President Van Kekerix asked President Stubbe and the NCC Board Members if there were issues under consent/discussion they would like to move.

*No requests.*

**5. CONSENT ITEMS**

(Larry Hoekstra reviewed the monthly bills prior to the meeting and stated everything was in order.)

It was moved by Hoekstra, seconded by Berkland to approve the following consent items as presented.

- a. Agenda for November 19, 2012
- b. Minutes of the October 15, 2012 Board of Trustee's meeting
- c. Bills for the period of October 1, 2012, through October 31, 2012, totaling \$1,481,304.67
- d. Modification of contract for Tax-deferred Annuity
- d. Donations
  - Four relays and one voltage regulator from Pro Tech Power Sales/SEL of Roseville, Minnesota, to the Substation Technician program.
  - 1996 Ford Contour LX/Sport from Evan Palmer of Sheldon, Iowa, to the Charitable Chariots program.
  - 1997 Plymouth Breeze from the Judy Oldenkamp Estate to the Charitable Chariots program.
  - Eight tires from Larry's Repair, Inc. of Sheldon, Iowa, to the Charitable Chariots program.
  - Batteries, engine parts, belts, hoses, filters, fluids, wheel studs, plugs, wires, and tensioners from Johnston Auto Stores of Sheldon, Iowa, to the Charitable Chariots program.

Vote: Aye –Berkland, Hamill, Hoekstra, Kennedy, Loshman, Porter, Van Kekerix  
Nay - None

Motion carried.

**6. MONTHLY FINANCIAL REPORT**

It was moved by Berkland, seconded by Porter, to acknowledge the review of the monthly financial reports.

Vote: Aye – Hamill, Hoekstra, Kennedy, Loshman, Porter, Berkland, Van Kekerix  
Nay – None

Motion carried.

**7. EDUCATION REPORT**

- a. Business Office Annual Report – Reeves
- b. IACCT – M.J. Dolan

**8. ACTION ITEMS/PULLED OUT CONSENT ITEMS**

- a. **Reviewed, Revised and Repealed Board Policies (2<sup>nd</sup> Reading)**

Reviewed Board Policies: 566, 609, 801, 803, 805, 822, 830, 850

Revised Board Policies: 504, 505, 520, 526, 531, 541, 561, 579, 610, 611, 613, 614,  
617, 619, 802, 806, 807, 808, 821, 842, 851

Repealed Board Policies: 519, 522, 546, 560

It was moved by Berkland, seconded by Kennedy to approve the second and final reading of policies as noted above.

Vote: Aye – Hoekstra, Kennedy, Loshman, Porter, Berkland, Hamill, Van Kekerix  
Nay - None

Motion carried.

- b. **New, Reviewed, Revised , and Repealed Board Policies (First Reading)**

New - 408

Reviewed - 615

Revised – 659, 701, 702, 707, 708, 710, 717, 718, 719, 720, 722, 723, 731, 732, 734, 735,  
736, 738, 740, 741, 745, 748, 772, 775, 777, 778, 782, 786

Repealed - 658

It was moved by Kennedy, seconded by Loshman, to approve the first of two readings of board policies as listed above.

Vote: Aye – Kennedy, Loshman, Porter, Berkland, Hamill, Hoekstra, Van Kekerix  
Nay - None

Motion carried.

- c. **Northwest Iowa Community College Academic Calendar 2013-2014, 2014 to 2015, 2015 to 2016.**

It was moved by Loshman, seconded by Hoekstra, to approve the academic calendars for FY 2013-2014, 2014-2015, and 2015-2016.

Vote: Aye –Loshman, Porter, Berkland, Hamill, Hoekstra, Kennedy, Van Kekerix  
Nay - None

Motion carried.

- d. **Limited Contract with the Clements Group.**

It was moved by Loshman, seconded by Hamill, to approve a contract with The Clements Group, L.C. to move forward with developing the structure that will lead the College into launching its fourth major gifts campaign. The contract period will run from December 2012 through November 2013.

Vote: Aye – Porter, Berkland, Hamill, Hoekstra, Kennedy, Loshman, Van Kekerix  
Nay - None

Motion carried.

**9. PRESIDENT'S REPORT**

**10. INFORMATION ITEMS**

a. IACCT Report

**11. ADJOURNMENT**

It was moved by Kennedy, seconded by Hoekstra, to adjourn the regular scheduled meeting at 5:50 p.m. with the Legislative Forum to follow. The next regular Board of Trustees meeting is scheduled to be held on Monday, December 17, 2012, at 6:30 p.m.

by \_\_\_\_\_  
Dee Kreykes, Secretary

\_\_\_\_\_  
Leroy Van Kekerix, President

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** APPROVAL OF MONTHLY BILLS

**PURPOSE OF BOARD ACTION:**

To consider the approval of the monthly bills.

**BACKGROUND:**

The Board of Trustees is required by the Code of Iowa to approve the expenditures incurred by the college. Prior to the monthly Board meeting, the bills were reviewed by Board of Trustee member(s).

Code of Iowa 260C.43

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$ - 0 -

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$1,651,908.29

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve \$1,651,908.29 total College expenditures.

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** SUPPLEMENTAL CONTRACT FOR ROGER SOLBERG

**PURPOSE OF BOARD ACTION:**

To approve a supplemental contract for Roger Solberg for spring semester of 2012-2013.

**BACKGROUND:**

Roger Solberg may be hired up to 44 days between March 11 and May 10, 2013, to instruct and supervise Heavy Equipment students when they work on Heavy Equipment projects during the spring semester.

The salary for this supplemental contract is based on the per diem as determined by Mr. Solberg's current contract.

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$-0-

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$10,859.64

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the supplemental contract for Roger Solberg.

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<b>STATEMENT OF FUNDS</b>				
<b>30-Nov-12</b>				
		<b>Restricted</b>		
	<b>General Fund</b>	<b>General Fund</b>	<b>Plant</b>	<b>Revolving</b>
<b>Cash:</b>	Operating Account			
<b>Iowa State Bank - Sheldon, IA</b>	11,895,363.85			
<b>Investments:</b>				
<b>Citizens State Bank - Sheldon, IA</b>				
C.D. 24659	202,740.86			
<b>Iowa State Bank - Sheldon, IA</b>				
C.D. 621649				133,987.74
C.D. 621650		472,820.78		
C.D. 621677	589,848.01			
C.D. 621651				390,150.04
C.D. 621676	374,338.37			
C.D. 621773				291,163.09
C.D. 621772		100,508.12		
C.D. 621615			913,535.87	
C.D. 621690			328,218.97	
C.D. 621729			1,002,575.55	
C.D. 621751	321,119.59			
<b>Peoples Bank- Rock Valley, IA</b>				
C.D. 669268	142,946.21			
C.D. 61003085			500,797.81	
C.D. 61003336				332,595.58
C.D. 61003360				441,989.38
C.D. 621750	141,380.17			
<b>Premier Bank, Rock Valley, IA</b>				
- NW IA Coalition - Money Market				12,135.67
<b>Sanborn Savings Bank - Sanborn, IA</b>				
C.D. 1945			413,840.11	
C.D. 3550				386,694.25
C.D. 3992		506,509.33		
C.D. 4275		119,015.00		
C.D. 4276			349,728.76	
<b>TOTAL FUNDS</b>	13,667,737.06	1,198,853.23	3,508,697.07	1,988,715.75

12-05-12

NORTHWEST IOWA COMMUNITY COLLEGE  
Annual Budget Report Ending 11/30/2012  
Options - All Statuses  
INCOME

Page: 1

Fiscal Year: 2013

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 40100 - Course Fees	0.00	118,547.50-	300,705.37-	350,000.00-	49,294.63-	14.08
OB: 40110 - Technology Fee	0.00	56,888.00-	147,916.02-	172,000.00-	24,083.98-	14.00
OB: 40200 - Application Fees	0.00	75.00-	240.00-	0.00	240.00	0.00
OB: 40300 - Graduation Fees	0.00	3,840.00-	8,322.12-	20,000.00-	11,677.88-	58.39
OB: 40400 - Transcript Fees	0.00	490.00-	3,776.00-	8,700.00-	4,924.00-	56.60
OB: 40600 - Assessment Test Fees	0.00	0.00	57.00-	0.00	57.00	0.00
OB: 41100 - Resident Tuition	0.00	874,668.96-	2,629,671.62-	3,614,000.00-	984,328.38-	27.24
OB: 41101 - Tuition Surcharge	0.00	0.00	11.86-	0.00	11.86	0.00
OB: 41120 - Tuition-E College	0.00	253,104.00-	1,119,741.99-	1,400,000.00-	280,258.01-	20.02
OB: 41190 - Collection Agency	0.00	136.00-	3,327.00-	0.00	3,327.00	0.00
OB: 41200 - Non-Resident Tuition	0.00	144,144.00-	340,715.91-	275,000.00-	65,715.91	23.89-
OB: 41300 - Secondary Tuition	0.00	138.00-	2,491.00-	130,000.00-	127,509.00-	98.08
OB: 41600 - Property Tax-Operations/Pl	0.00	23,840.21-	355,258.35-	664,184.00-	308,925.65-	46.51
OB: 42100 - General Aid	0.00	347,014.00-	1,735,070.00-	4,164,163.00-	2,429,093.00-	58.33
OB: 42600 - State Work Study	0.00	0.00	0.00	5,000.00-	5,000.00-	100.00
OB: 42900 - Other State Support	0.00	875.00-	4,375.00-	15,000.00-	10,625.00-	70.83
OB: 43400 - Federal Support-Title IV C	0.00	0.00	0.00	18,000.00-	18,000.00-	100.00
OB: 44600 - Federal Support-ABE Title	0.00	620.00-	1,030.00-	90,000.00-	88,970.00-	98.86
OB: 44900 - Other Federal Funds	0.00	0.00	218.00-	0.00	218.00	0.00
OB: 45300 - Rental-College Facilities	0.00	0.00	5,255.00-	8,000.00-	2,745.00-	34.31
OB: 47100 - Interest Income	0.00	11,907.34-	58,240.03-	80,000.00-	21,759.97-	27.20
OB: 47500 - Scholarships	0.00	35.00-	35.00-	0.00	35.00	0.00
OB: 48500 - Misc Revenue	0.00	114.40-	774.40-	15,000.00-	14,225.60-	94.84
OB: 48800 - Withholding Tax Revenue Fr	0.00	15,184.00-	45,968.00-	226,000.00-	180,032.00-	79.66
OB: 49000 - Transfers	0.00	0.00	18,531.44-	0.00	18,531.44	0.00
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FD: 11 - Operating Fund	0.00	1,851,621.41-	6,781,731.11-	11,255,047.00-	4,473,315.89-	39.74



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NORTHWEST IOWA COMMUNITY COLLEGE  
Annual Budget Report Ending 11/30/2012  
Options - All Statuses

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Fiscal Year: 2013

EXPENSE

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 64100 - Janitorial Materials & Sup	14,676.96	2,751.47	9,164.10	25,000.00	1,158.94	4.64
OB: 64200 - Vehicle Materials & Suppli	5,602.98	6,512.58	34,272.22	67,065.00	27,189.80	40.54
OB: 64400 - Landscaping Materials & Su	0.00	1,500.00	1,500.00	8,000.00	6,500.00	81.25
OB: 64600 - Other Materials & Supplies	0.00	0.00	98.59	3,001.00	2,902.41	96.71
OB: 64700 - Travel-Out-of-State	0.00	5,744.04	12,576.97	51,915.00	39,338.03	75.77
OB: 64800 - Travel-In-State	98.97-	8,260.95	30,251.40	90,605.00	60,452.57	66.72
OB: 64810 - Travel-Alt HS Student	0.00	0.00	815.00	1,650.00	835.00	50.61
OB: 64860 - Travel-Skills Pilot Progra	0.00	0.00	1,469.00	0.00	1,469.00-	0.00
OB: 67500 - Scholarships	0.00	5,593.09	6,067.09	20,186.00	14,118.91	69.94
OB: 68000 - Expense Transfer	0.00	0.00	1,000.00	613,540.00	612,540.00	99.84
OB: 71000 - Equipment	18,950.00	531.00	32,595.19	71,000.00	19,454.81	27.40
OB: 71020 - Equipment/Computer Hardwar	15.00	0.00	17,498.54	0.00	17,513.54-	0.00
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FD: 11 - Operating Fund	125,914.67	873,650.15	4,153,514.07	11,255,047.00	6,975,618.26	61.98

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NORTHWEST IOWA COMMUNITY COLLEGE  
Annual Budget Report Ending 11/30/2012  
Options - All Statuses  
INCOME

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Fiscal Year: 2013

FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41500 - Property Tax-Equipment Rep	0.00	10,596.16-	157,296.74-	295,193.00-	137,896.26-	46.71
OB: 41700 - Property Tax-Unempl Compen	0.00	133.38-	133.38-	0.00	133.38	0.00
OB: 41710 - Property Tax-Early Retirem	0.00	10,521.47-	150,574.83-	280,007.00-	129,432.17-	46.22
OB: 41900 - Property Tax-Tort Liabilit	0.00	3,226.95-	48,917.25-	90,001.00-	41,083.75-	45.65
OB: 41910 - Property Tax-Insurance	0.00	4,134.45-	62,736.00-	118,012.00-	55,276.00-	46.84
OB: 42900 - Other State Support	0.00	0.00	47,778.00-	0.00	47,778.00	0.00
OB: 43200 - Fed. Sup-Title III	0.00	52,367.41-	120,734.28-	380,000.00-	259,265.72-	68.23
OB: 43210 - Fed. Sup-Trio	0.00	17,802.59-	85,125.50-	250,000.00-	164,874.50-	65.95
OB: 44100 - Special Needs-Perkins	0.00	0.00	0.00	66,387.00-	66,387.00-	100.00
OB: 47100 - Interest Income	0.00	1,250.00-	6,250.00-	0.00	6,250.00	0.00
OB: 48800 - Withholding Tax Revenue Fr	0.00	150,542.89-	685,355.54-	1,527,523.00-	842,167.46-	55.13
OB: 49000 - Transfers	0.00	0.00	0.00	0.00	0.00	0.00
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FD: 22 - Restricted Fund	0.00	250,575.30-	1,364,901.52-	3,007,123.00-	1,642,221.48-	54.61

12-05-12

NORTHWEST IOWA COMMUNITY COLLEGE  
 Annual Budget Report Ending 11/30/2012  
 Options - All Statuses

Page: 1

Fiscal Year: 2013

EXPENSE

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 51000 - Administrative Salary	0.00	56,803.50	277,909.19	683,751.00	405,841.81	59.36
OB: 52000 - Instructional Salary-Full	0.00	190,554.66	747,423.58	1,942,103.00	1,194,679.42	61.51
OB: 52100 - Instructional Salary-Part	0.00	105,883.06	404,236.30	1,291,117.00	886,880.70	68.69
OB: 53000 - Professional Staff Salary-	0.00	107,339.80	530,325.35	1,387,147.00	856,821.65	61.77
OB: 53100 - Professional Staff Salary-	0.00	8,418.89	36,436.92	93,825.00	57,388.08	61.17
OB: 54000 - Secretarial/Cler-Full Time	0.00	36,271.55	163,923.34	380,330.00	216,406.66	56.90
OB: 54100 - Secretarial/Cler-Part Time	0.00	6,717.44	30,736.87	105,175.00	74,438.13	70.78
OB: 55000 - Service Staff Salary-Full	0.00	12,437.39	54,986.84	159,982.00	104,995.16	65.63
OB: 55100 - Service Staff Salary-Part	0.00	2,718.96	12,126.04	55,831.00	43,704.96	78.28
OB: 57000 - Student Wages-College Work	0.00	1,401.08	5,139.09	0.00	5,139.09-	0.00
OB: 57200 - Other Student Wages	0.00	328.06	1,174.50	0.00	1,174.50-	0.00
OB: 59000 - Health/Life/Disability Ins	0.00	133,975.32	587,492.58	1,457,017.00	869,524.42	59.68
OB: 59200 - F I C A	0.00	37,148.44	159,730.39	451,400.00	291,669.61	64.61
OB: 59300 - IPERS	0.00	17,608.21	69,217.74	194,653.00	125,435.26	64.44
OB: 59310 - TIAA-CREF	0.00	18,961.11	111,681.39	261,981.00	150,299.61	57.37
OB: 60100 - Professional Services	1,050.00	11,212.33	91,691.43	295,369.00	202,627.57	68.60
OB: 60110 - Prof.Serv-Alt HS Student	0.00	0.00	0.00	500.00	500.00	100.00
OB: 60200 - Election Costs	0.00	0.00	0.00	10,000.00	10,000.00	100.00
OB: 60400 - Memberships	95.00	1,959.41	54,630.44	70,196.00	15,470.56	22.04
OB: 60500 - Publications-Legal	0.00	0.00	953.11	1,050.00	96.89	9.23
OB: 60600 - Maintenance & Repair-Equip	1,009.07	6,274.63	45,446.60	135,375.00	88,919.33	65.68
OB: 60900 - Maintenance & Repair- Buil	0.00	4,795.71	48,639.48	55,000.00	6,360.52	11.56
OB: 61000 - Maintenance of Grounds	1,629.59	0.00	3,134.29	15,000.00	10,236.12	68.24
OB: 61100 - Advertising & Information	9,657.55	11,789.87	53,489.20	147,530.00	84,383.25	57.20
OB: 61200 - Printing & Reproduction Se	0.00	6,551.27	45,184.64	141,645.00	96,460.36	68.10
OB: 61500 - Communications	0.00	8,446.83	36,496.05	75,130.00	38,633.95	51.42
OB: 62000 - Rental of Materials	0.00	0.00	0.00	125.00	125.00	100.00
OB: 62100 - Rental of Buildings	0.00	0.00	0.00	14,025.00	14,025.00	100.00
OB: 62200 - Rental of Equipment	0.00	1,420.00	22,075.46	62,250.00	40,174.54	64.54
OB: 62300 - Postage-Expedite-Other Mat	0.00	5,890.42	17,223.76	51,622.00	34,398.24	66.63
OB: 62400 - Group Meetings & Workshops	30.00-	2,999.18	14,369.49	53,988.00	39,648.51	73.44
OB: 62410 - Meetings-Alt HS Student	0.00	485.00	1,827.24	3,500.00	1,672.76	47.79
OB: 62500 - Data Processing Services	596.00	0.00	77,972.99	120,000.00	41,431.01	34.53
OB: 63200 - Educ Materials & Supplies	24,887.83	23,623.96	117,584.47	269,679.00	127,206.70	47.17
OB: 63220 - Computer Supplies	0.00	347.01	14,052.78	40,220.00	26,167.22	65.06
OB: 63300 - Minor Equipment-\$2,500 TO	5,100.00	0.00	714.50	0.00	5,814.50-	0.00
OB: 63310 - Minor Equipment-\$500 TO \$2	0.00	0.00	1,100.00	12,000.00	10,900.00	90.83
OB: 63320 - Computer Equipment. \$2,500	0.00	3,485.75	5,758.98	10,000.00	4,241.02	42.41
OB: 63321 - Computer Equip. \$500 TO \$2	9,884.97	0.00	98,036.52	107,500.00	421.49-	0.38-
OB: 63322 - Computer Software-\$0 TO \$4	10,081.00	3,341.06	25,528.62	89,069.00	53,459.38	60.02
OB: 63400 - Periodicals	1,295.88	0.00	7,971.18	30,000.00	20,732.94	69.11
OB: 63700 - Bldg & Construction Materi	21,511.81	13,567.12	29,784.62	28,000.00	23,296.43-	83.19-

12-05-12

NORTHWEST IOWA COMMUNITY COLLEGE  
 Annual Budget Report Ending 11/30/2012  
 Options - All Statuses

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Fiscal Year: 2013

EXPENSE

FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 52000 - Instructional Salary-Full	0.00	5,573.52	20,870.56	61,855.00	40,984.44	66.26
OB: 52100 - Instructional Salary-Part	0.00	1,000.00	5,780.00	0.00	5,780.00-	0.00
OB: 53000 - Professional Staff Salary-	0.00	10,372.72	51,863.60	123,224.00	71,360.40	57.91
OB: 53100 - Professional Staff Salary-	0.00	9,154.98	37,154.18	117,935.00	80,780.82	68.50
OB: 54000 - Secretarial/Cler-Full Time	0.00	3,417.60	15,699.13	49,523.00	33,823.87	68.30
OB: 59000 - Health/Life/Disability Ins	0.00	6,474.05	36,077.57	96,403.00	60,325.43	62.58
OB: 59200 - F I C A	0.00	2,202.30	9,779.80	26,968.00	17,188.20	63.74
OB: 59300 - IPERS	0.00	2,200.39	9,398.40	27,422.00	18,023.60	65.73
OB: 59310 - TIAA-CREF	0.00	272.17	1,744.41	3,143.00	1,398.59	44.50
OB: 59500 - Early Retirement Benefits	0.00	0.00	0.00	290,000.00	290,000.00	100.00
OB: 59700 - Unemployment Compensation	0.00	0.00	7,325.31	10,000.00	2,674.69	26.75
OB: 60100 - Professional Services	0.00	0.00	55,330.81	56,500.00	1,169.19	2.07
OB: 61200 - Printing & Reproduction Se	0.00	203.08	1,582.12	1,431.00	151.12-	10.55-
OB: 61500 - Communications	0.00	0.00	87.02	0.00	87.02-	0.00
OB: 61800 - Insurance	0.00	0.00	24,438.00	0.00	24,438.00-	0.00
OB: 61810 - General Liability Insurance	0.00	6,799.30-	114,866.70	160,000.00	45,133.30	28.21
OB: 61820 - Tort Liability Insurance	0.00	0.00	103,422.00	103,422.00	0.00	0.00
OB: 62300 - Postage-Expedite-Other Mat	0.00	20.05	284.78	920.00	635.22	69.05
OB: 62400 - Group Meetings & Workshops	0.00	293.14	21,346.61	44,991.00	23,644.39	52.55
OB: 63200 - Educ Materials & Supplies	4,571.52	3,405.33	9,061.84	28,082.00	14,448.64	51.45
OB: 63220 - Computer Supplies	0.00	0.00	209.96	0.00	209.96-	0.00
OB: 63300 - Minor Equipment-\$2,500 TO	22,558.99	3,885.28	54,211.10	79,800.00	3,029.91	3.80
OB: 63310 - Minor Equipment-\$500 TO \$2	11,400.00	5,710.00	7,705.00	40,750.00	21,645.00	53.12
OB: 63321 - Computer Equip. \$500 TO \$2	0.00	0.00	1,220.00	0.00	1,220.00-	0.00
OB: 63322 - Computer Software-\$0 TO \$4	0.00	0.00	0.00	20,000.00	20,000.00	100.00
OB: 64200 - Vehicle Materials & Suppli	0.00	227.20	1,935.84	9,891.00	7,955.16	80.43
OB: 64600 - Other Materials & Supplies	0.00	97.80	97.80	0.00	97.80-	0.00
OB: 64700 - Travel-Out-of-State	0.00	0.00	5,343.55	16,791.00	11,447.45	68.18
OB: 64800 - Travel-In-State	0.00	2,481.60	6,592.80	15,791.00	9,198.20	58.25
OB: 67000 - Interest on Debt	0.00	0.00	0.00	233,950.00	233,950.00	100.00
OB: 67300 - Payment of Debt Principal	0.00	0.00	0.00	970,000.00	970,000.00	100.00
OB: 67500 - Scholarships	0.00	0.00	20,000.00	30,000.00	10,000.00	33.33
OB: 68000 - Expense Transfer	0.00	0.00	18,531.44	18,531.00	0.44-	0.00
OB: 69000 - Employer Reimbursement	0.00	195,000.25	260,812.23	200,000.00	60,812.23-	30.40-
OB: 71000 - Equipment	19,358.30	1,224.88	132,128.81	99,800.00	51,687.11-	51.78-
OB: 74000 - Vehicles	0.00	0.00	0.00	70,000.00	70,000.00	100.00
OB: 75000 - Computer Software	0.00	0.00	12,500.00	0.00	12,500.00-	0.00
=====						
FD: 22 - Restricted Fund	57,888.81	246,417.04	1,047,401.37	3,007,123.00	1,901,832.82	63.24

12-05-12

NORTHWEST IOWA COMMUNITY COLLEGE  
Annual Budget Report Ending 11/30/2012  
Options - All Statuses  
INCOME

Page: 3

Fiscal Year: 2013

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41600 - Property Tax-Operations/Pl	0.00	23,840.21-	355,258.33-	664,184.00-	308,925.67-	46.51
OB: 42500 - State Capital Outlay	0.00	0.00	0.00	400,000.00-	400,000.00-	100.00
OB: 42900 - Other State Support	0.00	0.00	369,263.00-	365,000.00-	4,263.00	1.16-
OB: 47100 - Interest Income	0.00	2,200.00-	11,000.00-	0.00	11,000.00	0.00
OB: 49000 - Transfers	0.00	0.00	0.00	925,579.00-	925,579.00-	100.00
=====						
FD: 27 - Plant Fund	0.00	26,040.21-	735,521.33-	2,354,763.00-	1,619,241.67-	68.76

12-05-12

NORTHWEST IOWA COMMUNITY COLLEGE  
Annual Budget Report Ending 11/30/2012  
Options - All Statuses  
EXPENSE

Page: 4

Fiscal Year: 2013

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 60900 - Maintenance & Repair- Buil	0.00	0.00	0.00	120,000.00	120,000.00	100.00
OB: 61900 - Utilities	0.00	12,283.01	59,179.96	250,000.00	190,820.04	76.33
OB: 63100 - Library Books	8,920.29	1,052.24	4,958.98	30,000.00	16,120.73	53.74
OB: 63200 - Educ Materials & Supplies	960.00	0.00	0.00	0.00	960.00-	0.00
OB: 63300 - Minor Equipment-\$2,500 TO	0.00	0.00	0.00	50,000.00	50,000.00	100.00
OB: 63700 - Bldg & Construction Materi	0.00	0.00	0.00	100,000.00	100,000.00	100.00
OB: 67000 - Interest on Debt	0.00	10,363.00	48,130.24	207,002.00	158,871.76	76.75
OB: 67300 - Payment of Debt Principal	0.00	16,400.33	29,958.33	268,577.00	238,618.67	88.85
OB: 76000 - Buildings	159.00	103,956.38	434,729.68	1,329,184.00	894,295.32	67.28
=====						
FD: 27 - Plant Fund	10,039.29	144,054.96	576,957.19	2,354,763.00	1,767,766.52	75.07

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** AUDIT REPORT

**PURPOSE OF BOARD ACTION:**

To acknowledge the receipt of the Fiscal Year 2012 audit report completed by the office of Williams & Company.

**BACKGROUND:**

Section 11.6 of the Code of Iowa states that the financial condition of the community colleges shall be examined at least once each year.

**PLEASE BRING YOUR COPY OF THE AUDIT REPORT TO THE MEETING.**

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$0.00

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$27,500.00

**RECOMMENDATION:**

It is recommended that the Board of Trustees acknowledge receipt of the Fiscal Year 2012 audit report.

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** Industrial New Jobs Training Agreement (260E) between Northwest Iowa Community College and Glynlyon Inc. Rock Rapids, Iowa

**PURPOSE OF BOARD ACTION:**

To consider the “RESOLUTION APPROVING INDUSTRIAL NEW JOBS TRAINING AGREEMENT”(260E) Glynlyon Inc. Rock Rapids, Iowa

**BACKGROUND:**

Glynlyon has provided thousands of students with an academically rigorous education, earned several distinguished awards, and partnered with approximately 400 bookstores and online retailers to carry its brands, which include online, CD-ROM, and print-based curriculum. Their first project was in 2005 with a base of zero, they added 50 employees. Their second project was in 2007 and they added 57 additional employees. The third project was in 2008 and 26 employees were added.

Employment projections:  
19 full time positions which have been filled

Issuance	\$130,000
Training Fund	\$ 87,672

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$130,000

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$130,000

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Resolution approving Industrial New Jobs Training Agreement with Glynlyon Inc. Rock Rapids, Iowa

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\_\_\_\_\_, 2012

The Board of Directors of Northwest Iowa Community College met in \_\_\_\_\_ session, at \_\_\_\_\_, Iowa, at \_\_\_\_\_ o'clock \_\_\_\_ M., on the above date. There were present President Leroy VanKekerix, in the chair, and the following named Board Members:

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*



Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT", and moved that the same be adopted. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT

WHEREAS, the Community College is in need of funds to carry out a new jobs training project as hereinafter described; and, it is deemed necessary that it should issue Job Training Certificates to the amount of not to exceed \$130,000 as authorized by Chapter 260E, Code of Iowa, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a New Jobs Training Agreement has been negotiated with Glynlyon, Inc. which Agreement establishes a new jobs training program to educate and train certain persons employed by Glynlyon, Inc. in new jobs and such Agreement is deemed to be beneficial to the Community College and to Glynlyon, Inc.; and

WHEREAS, the form of Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before Industrial New Jobs Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to approve the execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTHWEST IOWA COMMUNITY COLLEGE:

That the New Jobs Training Agreement with Glynlyon, Inc. and the form thereof are hereby approved and the President and Secretary are authorized to sign the Agreement on behalf of the Community College.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF SIOUX )

I, the undersigned Secretary of the Board of Directors of the Northwest Iowa Community College in the Counties of Cherokee, Clay, Dickinson, Lyon, O'Brien, Osceola, Plymouth and Sioux, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Secretary of the Board of Directors of the  
Northwest Iowa Community College in the  
Counties of Cherokee, Clay, Dickinson, Lyon,  
O'Brien, Osceola, Plymouth and Sioux, State of  
Iowa

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** Industrial New Jobs Training Agreement (260E) between Northwest Iowa Community College and The Harbor Group Inc., Sioux Center, Iowa

**PURPOSE OF BOARD ACTION:**

To consider the RESOLUTION APPROVING INDUSTRIAL NEW JOBS TRAINING AGREEMENT (260E) with The Harbor Group Inc., Sioux Center, Iowa

**BACKGROUND:**

Interstates Electric & Engineering Co. began in the 1950's and over the past 60 years has grown to design-build electrical packages for companies throughout the United States. Their first project was in 1998 with a base of 80, they added 38 positions. Their second project was in 2002 and 45 positions were added. The third project was in 2008 and 33 positions were added.

Employment projections by March 31, 2014  
40 full time positions

Issuance	\$425,000
Training Fund	\$286,620

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$425,000

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$425,000

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the RESOLUTION INDUSTRIAL NEW JOBS TRAINING AGREEMENT with The Harbor Group, Inc., Sioux Center, Iowa.

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\_\_\_\_\_, 2012

The Board of Directors of Northwest Iowa Community College met in \_\_\_\_\_ session, at \_\_\_\_\_, \_\_\_\_\_, Iowa, at \_\_\_\_\_ o'clock \_\_.M., on the above date. There were present President Leroy VanKekerix, in the chair, and the following named Board Members:

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT", and moved that the same be adopted. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT

WHEREAS, the Community College is in need of funds to carry out a new jobs training project as hereinafter described; and, it is deemed necessary that it should issue Job Training Certificates to the amount of not to exceed \$425,000 as authorized by Chapter 260E, Code of Iowa, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a New Jobs Training Agreement has been negotiated with The Harbor Group, Inc. which Agreement establishes a new jobs training program to educate and train certain persons employed by The Harbor Group, Inc. in new jobs and such Agreement is deemed to be beneficial to the Community College and to The Harbor Group, Inc.; and

WHEREAS, the form of Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before Industrial New Jobs Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to approve the execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTHWEST IOWA COMMUNITY COLLEGE:

That the New Jobs Training Agreement with The Harbor Group, Inc. and the form thereof are hereby approved and the President and Secretary are authorized to sign the Agreement on behalf of the Community College.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF SIOUX )

I, the undersigned Secretary of the Board of Directors of the Northwest Iowa Community College in the Counties of Cherokee, Clay, Dickinson, Lyon, O'Brien, Osceola, Plymouth and Sioux, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Secretary of the Board of Directors of the  
Northwest Iowa Community College in the  
Counties of Cherokee, Clay, Dickinson, Lyon,  
O'Brien, Osceola, Plymouth and Sioux, State of  
Iowa

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** Industrial New Jobs Training Agreement (260E) with JTV Manufacturing Inc.,  
Sutherland, Iowa

**PURPOSE OF BOARD ACTION:**

To consider the “RESOLUTION APPROVING INDUSTRIAL NEW JOBS TRAINING AGREEMENT” (260E) between Northwest Iowa Community College and JTV Manufacturing Inc., Sutherland, Iowa

**BACKGROUND:**

JTV Manufacturing Inc. is a metal fabrication contract manufacturer incorporating laser technology in its cutting operation. The business began operations in 1999 and is located in Sutherland, Iowa. It was founded by three individuals each with unique experiences and expertise in the metal manufacturing area. JTV contract to not only cut metal components but to form and weld them into desired specification allowing customers to outsource and take advantage of JTV efficiencies and productivity. In 2001 the company moved into a new building.

This will be their second project, their base after the first project was 47.

Employment projections by: March 31, 2014  
31 full time positions

Issuance	\$270,000
Training Fund	\$182,088

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$270,000

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$270,000

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Industrial New Jobs Training Agreement with JTV Manufacturing, Inc., Sutherland, Iowa

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\_\_\_\_\_, 2012

The Board of Directors of Northwest Iowa Community College met in \_\_\_\_\_ session, at \_\_\_\_\_, Iowa, at \_\_\_\_\_ o'clock \_\_\_\_ .M., on the above date. There were present President Leroy VanKekerix, in the chair, and the following named Board Members:

\_\_\_\_\_  
\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT", and moved that the same be adopted. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT

WHEREAS, the Community College is in need of funds to carry out a new jobs training project as hereinafter described; and, it is deemed necessary that it should issue Job Training Certificates to the amount of not to exceed \$270,000 as authorized by Chapter 260E, Code of Iowa, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a New Jobs Training Agreement has been negotiated with JTV Manufacturing, Inc. which Agreement establishes a new jobs training program to educate and train certain persons employed by JTV Manufacturing, Inc. in new jobs and such Agreement is deemed to be beneficial to the Community College and to JTV Manufacturing, Inc.; and

WHEREAS, the form of Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before Industrial New Jobs Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to approve the execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTHWEST IOWA COMMUNITY COLLEGE:

That the New Jobs Training Agreement with JTV Manufacturing, Inc. and the form thereof are hereby approved and the President and Secretary are authorized to sign the Agreement on behalf of the Community College.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** Industrial New Jobs Training Agreement with Simply Said Inc., Rock Rapids, Iowa

**PURPOSE OF BOARD ACTION:**

To consider the “RESOLUTION APPROVING INDUSTRIAL NEW JOBS TRAINING AGREEMENT” (260E) between Northwest Iowa Community College and Simply Said Inc. Rock Rapids, Iowa

**BACKGROUND:**

Simply Said, LLC manufactures and distributes custom lettering which can be used for a variety of purposes. The venture began as a hobby, and has matured into a full time business. Company leadership has successfully trained a vast network of distributors. The company continues to grow and is looking to expand to a larger facility.

Employment Projections: March 31, 2013  
34 full time positions

Issuance	\$220,000
Training Fund	\$148,368

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$220,000

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$220,000

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt the “RESOLUTION APPROVING THE INDUSTRIAL NEW JOBS TRAINING AGREEMENT” with Simply Said Inc. Rock Rapids, Iowa.

[Back to Agenda](#)

\_\_\_\_\_, 2012

The Board of Directors of Northwest Iowa Community College met in \_\_\_\_\_ session, at \_\_\_\_\_, \_\_\_\_\_, Iowa, at \_\_\_\_\_ o'clock \_\_.M., on the above date. There were present President Leroy VanKekerix, in the chair, and the following named Board Members:

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

Board Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT", and moved that the same be adopted. Board Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION APPROVING NEW JOBS TRAINING AGREEMENT

WHEREAS, the Community College is in need of funds to carry out a new jobs training project as hereinafter described; and, it is deemed necessary that it should issue Job Training Certificates to the amount of not to exceed \$220,000 as authorized by Chapter 260E, Code of Iowa, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a New Jobs Training Agreement has been negotiated with Simply Said, Inc. which Agreement establishes a new jobs training program to educate and train certain persons employed by Simply Said, Inc. in new jobs and such Agreement is deemed to be beneficial to the Community College and to Simply Said, Inc.; and

WHEREAS, the form of Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before Industrial New Jobs Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to approve the execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTHWEST IOWA COMMUNITY COLLEGE:



That the New Jobs Training Agreement with Simply Said, Inc. and the form thereof are hereby approved and the President and Secretary are authorized to sign the Agreement on behalf of the Community College.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF SIOUX )

I, the undersigned Secretary of the Board of Directors of the Northwest Iowa Community College in the Counties of Cherokee, Clay, Dickinson, Lyon, O'Brien, Osceola, Plymouth and Sioux, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_,  
2012.

\_\_\_\_\_  
Secretary of the Board of Directors of the  
Northwest Iowa Community College in the  
Counties of Cherokee, Clay, Dickinson, Lyon,  
O'Brien, Osceola, Plymouth and Sioux, State of  
Iowa

**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** NEW, REVIEWED, REVISED, and REPEALED BOARD POLICIES (2<sup>nd</sup> Reading)

**PURPOSE OF BOARD ACTION:**

To consider the following Board Policies:

New – 408

Reviewed – 659, 701, 702, 707, 708, 710, 717, 718, 719, 720, 722, 723, 731, 732, 734, 735, 736, 738, 740, 741, 745, 748, 772, 775, 777, 778, 782, 786

Revised Board Policy – 615

Repeal – 658

**BACKGROUND:**

Board Policies are periodically reviewed, and as needed, changes are made. Board Policy 408 is a new policy – as required by Senate File 2225. Those listed above under “Reviewed” have been reviewed by legal counsel and Executive Council, and no changes are being recommended at this time. They are brought for approval to acknowledge the date of review. The policy under “Revised” has changes that should be considered: 615. The policy listed above under “Repeal” - - Board Policy 658 – Early Release, after review by legal counsel and Executive Council, this policy is determined to be a procedure and not a policy.

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$ - 0 -

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$ - 0 -

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the second and final reading of the following Board Policies: 408, 615, 658, 659, 701, 702, 707, 708, 710, 717, 718, 719, 720, 722, 723, 731, 732, 734, 735, 736, 738, 740, 741, 745, 748, 772, 775, 777, 778, 782, and 786.

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Employment Policies

## Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged to report (and instructors who are classified by law as mandatory reporters shall report) alleged incidents of child abuse that they become aware of within the scope of their professional duties.

For purposes of this policy, a "child" is any person under the age of eighteen years. The definition of "child abuse" is found in section 232.68 of the Iowa Code.

When a mandatory reporter suspects a student who is a child is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services ("DHS") within twenty-four hours. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and,
- name and address of the person making the report.

It is not the responsibility of employees to prove that a child has been abused or neglected; employees thus should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The course shall be re-taken at least every five years.

Retaliatory action against an employee for participation in making a good faith report of child abuse or aiding and assisting in an assessment of a child abuse report is prohibited.

ADOPTED:

LEGAL REFERENCE: Iowa Code sections 232.67 through 232.77

Educational Program and Instruction

Course Criteria

1. A course is a unit of instruction containing an organized body of knowledge.
2. A course shall meet the definitional requirements specified in the - Department of Education MIS Data Dictionary, MIS Reporting Manual, and Iowa administrative rules. Contact Hour Manual.
3. All credit courses shall have a syllabus on file with the appropriate office.
4. All ~~vocational~~ career and technical education offerings will be competency based and provide minimum competencies required by the Department of Education.

When a course is determined to have met the established criteria, it will be approved by the ~~Vice President of Instructional Services~~ Chief Academic Officer or designee.

ADOPTED: 7-15-87

REVISED: 9-19-94

LEGAL REFERENCE: Code of Iowa Chapter ~~260.23~~ 260c.14

Progress Reports and Graduation Requirements

Early Release

The Board of Trustees recognizes that students may be considered for early release from their program or course of study due to an early employment opportunity or other extenuating circumstances. Basic program requirements must be met before issuance of a program diploma/degree.

ADOPTED: 3-21-90

REVISED: 9-19-94

Progress Reports & Graduation Requirements

Grading System

The President, assisted by the Vice Presidents, Deans, and faculty members, will establish a system of evaluation and grade reporting that is applicable to all credit instruction through the College.

ADOPTED: 12-15-82

REVISED: 9-19-94

Business and Operating Procedures

Statement of Guiding Principles

The Board of Trustees recognizes that its primary purpose is to provide quality education and service within the financial limits of the College. The Board of Trustees also recognizes its responsibility to the citizens of Merged Area IV for the efficient use of public funds and to conduct college affairs in a business-like manner.

ADOPTED: 12-17-75

REVISED: 09-19-94

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Budget

Annual Budget

Northwest Iowa Community College shall prepare an annual budget that includes projected revenue and anticipated expenses.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.17, 24.17, 24.3, 24.5, 24.9

Budget

Budget as a Spending Plan

The final certified budget shall be considered as the authority for all expenditures during the fiscal year.

Any expenditure to be made that exceeds the final certified budget shall be made only in accordance with procedures specified in the Code of Iowa. If the Board of Trustees needs to amend the approved budget, a public hearing shall be held.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 24.9

Budget

Transfer of Funds - Inactive

When the need to maintain any fund has ceased to exist, and a balance remains in said fund, the Board of Trustees shall declare by resolution and upon such declaration shall transfer said balance to the fund or funds designated by the Board.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 24.21

Budget

Fund Balance

This policy is established for undesignated reserves within Board controlled unrestricted funds for the purpose of providing fiscal stability to the College.

A. General Fund (Current Operating)

The undesignated reserve within this fund balance should be greater than or equal to eight percent of this fund's total annual expenditures and transfers.

B. (Unrestricted) Plant Fund

The undesignated reserve within this fund balance should be greater than or equal to three percent of Investment in Plant. Investment in Plant means land, buildings, furniture, equipment, and building improvements.

C. Auxiliary Fund

The undesignated reserve within this fund balance should be greater than or equal to five percent of this fund's annual revenues.

ADOPTED: 9-15-03

Income

Red Flag Rules

The College will establish a program through which College employees working with covered accounts, detect and respond to red flags that could identify theft.

**I. Terms and Definitions**

- Red Flag – a pattern, practice, or specific activity that indicates the possible existence of identity theft.
- Covered Account – an account that is designed to permit multiple payments or transactions.

**II. Purpose**

The program will achieve its objectives by including procedures to:

- Identify relevant red flags for covered accounts offered by Northwest Iowa Community College
- Detect the relevant red flags that were identified and incorporated into the program as they occur
- Respond properly to the red flags that are detected in order to prevent or mitigate identity theft
- Ensure the program is adjusted to accommodate changes in identity theft risks on an ongoing basis

ADOPTED: 05-24-10

REVISED:

LEGAL REFERENCE: 16 CFR Part 681 implementing the identity theft red flags portion of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

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Income

Rental of Facilities

The President shall develop the regulations governing the use of college facilities by outside groups.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCES: Code of Iowa Chapter 297.9  
Code of Iowa Chapter 297.10

Income

Sale of Bonds

The Board of Trustees shall, under legal petition, conduct an election for authorization to issue bonds. The election, the issuance, the sale, the receipts from the sale, and the payment of the bonds shall be made in accordance with the statutes of the state of Iowa.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCES: Code of Iowa Chapter 260C.19, 260C.20, 260C.21

Income

Investments

It is the policy of the college to invest funds of the college in those banks approved for depository by the Treasurer of the State of Iowa and the College Board of Trustees. Investments shall be made by the Treasurer of the college and will comply with all local, state, and federal regulations regulating the investment of public funds.

ADOPTED: 12-17-75

REVISED: 2-17-97

REFERENCE: Code of Iowa Chapter 12C.2



Income

Depository of Funds

At the organizational meeting, the Board of Trustees shall designate by resolution the name, the maximum deposit, and the location of the bank or banks selected as the official college depositories.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 12C.2

Income

Solicitation for Grants and Contracts

The President of the College shall initiate a program of developing proposals for grants and contracts with other governmental agencies, foundations, and private businesses.

The procedure developed shall conform to other college policies and state/federal laws and regulations.

ADOPTED: 7-15-87

REVISED: 09-19-94

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Expenditures

Purchasing on behalf of Employees

The College shall not purchase items on behalf of employees for their personal use in the absence of unusual and unique circumstances. The College President or designee shall be responsible for determining if the requisite "unusual and unique circumstances" exist and, upon making such a determination, shall provide written authorization to proceed with such a purchase. In no event, however, shall a purchase of any item be made for the personal use of an employee unless (prior to the purchase) the employee has paid the College in full (including any shipping fees, taxes, or other incidental expenses) or has made a satisfactory payroll-deduction arrangement with the College's Business Office.

ADOPTED: 10-20-08

REVISED:

Expenditures

Credit Cards

The College may issue credit cards to its employees for payment of authorized travel-related expenditures incurred in the performance of work related activities.

The College may issue departmental credit cards for payment of all other authorized work-related expenditures.

ADOPTED: 12-16-02

REVISED: 12-15-08

LEGAL REFERENCE: Code of Iowa Chapter 260C.14(11)

Expenditures

Approval and Payment for Goods and Services

Payment for incurred expenses by Northwest Iowa Community College shall be made after a review of the claims by the Board of Trustees. The Secretary of the Board is authorized to issue payments prior to the audit by the Board, and to make payment of salaries pursuant to the terms of written contracts entered into by the Board of Trustees. All claims and salaries for which payment has been made prior to audit by the Board shall be acted upon by the Board at the next Board meeting.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.42

Expenditures

Unpaid Warrants

The Board of Trustees authorizes the Treasurer of the Board to issue warrants according to procedures stated in the Code of Iowa in those situations where there are no funds to meet financial obligations.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 74.1-74.7

Expenditures

Payroll Periods

College employees shall be paid monthly on the last working day of each month that the college is open for business in accordance with their contract salary, salary agreement, or hourly rate of pay.

ADOPTED: 9-21-83

REVISED: 09-19-94, 9-20-99

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Expenditures

Travel Allowance

The employees of Northwest Iowa Community College shall be reimbursed for travel expenses incurred for travel authorized by the President or his/her designee and/or for travel incurred under the policies of the Board of Trustees.

The rates for reimbursement shall be for approved expenses incurred for travel in accordance with current collective bargaining contracts and/or the Board approved rate. This does not include travel to and from work.

ADOPTED: 10-20-76

REVISED: 09-19-94



Expenditures

Bad Debts

Northwest Iowa Community College shall review all uncollectible debts due the College at the June Board of Trustees' meeting each year.

ADOPTED: 12-15-82

REVISED: 09-19-94

Expenditures

Awards, Recognition, and Special Occasions

The expenditures of College monies for awards, recognition, and special occasions is an allowable expense. It is understood that college monies are to be made for public purposes and the expenditures of College funds for gratification of employees, social affairs, and other pleasures will not be permitted.

ADOPTED: 11-28-90

REVISED: 09-19-94

Reports

Monthly Financial Report

The Secretary of the Board of Trustees shall file with the Board of Trustees at the regular monthly meeting a complete financial statement of the preceding month's business.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 291.7

Reports

Audits

Annually, the Treasurer of the Board shall secure a financial audit of the financial affairs of the college.

Such annual audit reports shall remain on permanent file.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 11.6

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Maintenance and Operation

Emergency Repairs

When emergency repairs are necessary to prevent closing the college, the provisions of the law (Chapter 297.8) with reference to advertising for bids shall not apply.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 297.8

Maintenance and Operation

College Vehicle Usage

The College may provide vehicles for use by college personnel in conducting official college business. Some of the College owned vehicles require the operator to have a valid commercial drivers license (CDL). The operator of a college vehicle is subject to drug and alcohol testing if a commercial driver's license is required.

ADOPTED: 7-15-87

REVISED: 9-19-94, 6-18-96

LEGAL REFERENCES: Code of Iowa Chapter 730.5  
Omnibus Transportation, Employee Testing Act of 1991

Maintenance and Operation

Hazardous Chemical Risks Right to Know

It shall be the policy of the Board of Trustees to develop and implement a procedure to comply with the "Hazardous Chemicals Risks Right to Know Act" (Chapter 89B).

ADOPTED: 2-17-88

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 89B

Maintenance and Operation

Emergency Team

It is the policy of the College to provide a safe environment for the staff and students of the institution, and to provide a plan of action in the event of an emergency situation.

ADOPTED: 6-29-88

REVISED: 09-19-94



Construction, Buildings, and Sites

Site Specifications

The Board of Trustees may acquire sites and erect and equip buildings for use by the college and may contract indebtedness and issue bonds to raise funds for such purposes.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.19

Construction, Buildings, and Sites

Financing Sites and Construction

The Board of Trustees, may authorize an election to incur indebtedness by issuing bonds or to levy a twenty and one-fourth cent per thousand dollars of assessed value in any one year for the purpose of financing the purchase of Northwest Iowa Community College, Merged Area IV, sites, buildings, and/or equipment as provided in Chapter 260C.22.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.21 and 260C.22

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**BOARD OF TRUSTEES  
NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**AGENDA ITEM INFORMATION**

**TITLE:** REVIEWED, and REVISED BOARD POLICIES (1<sup>st</sup> Reading)

**PURPOSE OF BOARD ACTION:**

To consider the following Board Policies:

Reviewed – 755, 776

Revised – 221, 657, 709, 715, 716, 721, 724, 730, 737, 747, 760, 763, 764, 771, 773, 774

**BACKGROUND:**

Board Policies are periodically reviewed, and as needed, changes are made. Those listed above under “Reviewed” have been reviewed by legal counsel and Executive Council, and no changes are being recommended at this time. They are brought for approval to acknowledge the date of review. The policies under “Revised” have changes that should be considered.

**FUNDS TO BE RECEIVED BY THE COLLEGE:** \$ - 0 -

**FUNDS TO BE EXPENDED BY THE COLLEGE:** \$ - 0 -

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the first reading of the following Board Policies: 221, 657, 709, 715, 716, 721, 724, 730, 737, 747, 755, 760, 763, 764, 771, 773, 774, and 776.

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Board Members  
Code of Ethics

I. A CREED FOR BOARD MEMBERS

I will listen.

I will recognize the integrity of my predecessors and associates and the merits of their work.

I will be motivated only by a desire to serve the students and the citizens of my area.

I will recognize that it is my responsibility together with that of my fellow board members to see that the College is properly run, not to run it myself.

I will work through the administrative employees of the Board and not over or around them.

I will recognize that Board business may be legally transacted only in open meetings legally called.

I will inform myself on the proper duties and functions of a board member.

II. IN PERFORMING THE FUNCTIONS OF A BOARD MEMBER:

I will deal in terms of general education policies.

I will function in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body.

I will consider myself a trustee of public education and will attempt to protect and conserve it.

III. IN MAINTAINING DESIRABLE RELATIONS WITH OTHER MEMBERS OF THE BOARD:

I will respect the opinions of others.

I will recognize that authority rests with the Board in legal session, not in individual members of the Board.

I will make no disparaging remarks in or out of meetings about other members of the Board or their opinions.

I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered, is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.

I will make decisions in board meetings only after all sides of the question have been presented.

I will insist that committees be appointed to serve only in an ~~investigating and~~ advisory capacity.

I will consider unethical and will thus avoid ~~star chamber or~~ secret sessions of board members held without presence of the administration.

IV. IN MEETING MY RESPONSIBILITY TO THE AREA:

I will attempt to appraise fairly both the present and the future educational needs of the area.

~~I will be aware that student needs are not confined to the development of vocational skills and I will support programs with broad educational goals in addition to specialized courses.~~

In considering the needs of the students of the area I will not be provincial in my thinking, but will realize that their opportunities will transcend the borders of the area and I will support program offerings accordingly.

I will attempt to procure adequate financial support for educational facilities and programs.

I will interpret to the President as best I can the needs and attitudes of the area.

~~I will consider it an important responsibility of the Board to interpret the aims and methods of the College and the materials used in them to the people of the area.~~

I will insist that business transactions of the organization be on an ethical open and above-board basis.

V. IN WORKING WITH THE PRESIDENT AND HIS/HER STAFF:

I will hold the President responsible for the administration of the College in accordance with the policies established by the Board.

I will give the President authority commensurate with his/her responsibility.

I will expect the College to be administered by the best trained technical and professional personnel that is possible to procure.

I will appoint employees only on the recommendation of the President.

I will participate in board legislation only after considering the recommendation of the President and only after he/she has furnished complete information supporting the recommendation.

I will expect the President to keep the Board of Trustees adequately informed at all times through both oral and written reports.

I will expect to spend more time in Board meetings on educational challenges and opportunities ~~problems and procedures~~ than on business detail.

I will give the President friendly counsel and advice.

I will refer all complaints to the proper administrative officer or insist that they be presented in writing to the Board as a whole through the President.

I will present any personal criticisms of employees to the President.

ADOPTED: 1-4-67

REVISED: 7-18-94

Progress Reports and Graduation Requirements

Student Assessment

All degree and diploma seeking students ~~will~~ shall participate in a ~~comprehensive~~ an assessment relevant to their program of study.

ADOPTED: 11-21-94

REVISED:

Budget

Financial Accounting System

The Board of Trustees adopts the Department of Education approved Uniform Financial Accounting Manual for Iowa Area Colleges as its system for financial accounting.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter ~~260C.25 (10) (9)~~ 260C.5(9)

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Income

Local, State, and Federal

All income received by the College shall be classified under the official accounting system and be placed in the hands of the Secretary and Treasurer of the Board to be deposited into the official college depositories as set by the Board of Trustees and in accordance with the laws of the state of Iowa.

ADOPTED: 12-17-75

REVISED: 09-19-94

~~LEGAL REFERENCES: Code of Iowa Chapter 453.1~~

Income

Tuition and Fees

The Board of Trustees shall establish and charge tuition and fees.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter ~~260C.23(2)~~ 260C.14

Income

Disposition of Property - Lease or Sell

The Board of Trustees will approve the leasing or sale of college real estate or buildings. To the extent required by Iowa law, a public hearing will be held on any proposed sale, lease, or other disposition of real or personal property belonging to the college.

ADOPTED 12-18-91

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 297.22

Income

New Jobs Training Contracts

The Board of Trustees shall consider for approval all 260E and 260F contracts.

ADOPTED: 10-21-87

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260E and 260F

## Expenditures

### Purchasing Products and Services

Northwest Iowa Community College will purchase products and services from within the Merged Area IV community provided that such products and services shall be reasonably competitive. Purchasing decisions in awarding college contracts shall be made without prejudice or favoritism. A goal of at least \$25,000 10% of the value of goods and services purchased shall be from certified targeted small business. Awards will be made on the merits of the situation, such as vendor compliance with specifications, quality, price, delivery, service, terms, conditions, and compatibility.

It shall be the responsibility of the Board of Trustees and all College personnel to take appropriate steps to assure that the College does not knowingly enter into any purchase commitment which could result in a conflict of interest situation.

College policies concerning purchasing apply to all funds under the jurisdiction of the College regardless of the source. All funds deposited with the College are handled consistently in accordance with policies of the College.

The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The responsibility of approval of all purchases and contractual agreements for the College is delegated by the Board of Trustees to the College President except those authorized by direct action of the Board of Trustees.

~~No official may make a purchase or contract in the name of Northwest Iowa Community College, Merged Area IV, exceeding five thousand dollars (\$5,000) for an item or single group of items without competitive quotations or bids, or evidence that quotations are not available. These bids shall be made in accordance with the laws of the state of Iowa.~~

Purchasing Procedures shall be as follows:

#### **Equipment:**

For purchases between \$1000 and \$5000, verbal quotes from at least 2 vendors should be obtained. The narrative information on quotes should be maintained by the originator.

For purchases in excess of \$5000, written quotes from three vendors should be obtained and maintained by the originator.

If multiple quotes are not reasonably available, the purchaser will document this fact.

**Purchasing Procedures for Capital Improvements:**

For capital improvements between \$10,000 - \$30,000, verbal quotes from at least 2 vendors should be obtained and maintained by the originator.

For capital improvements in excess of \$30,000, written competitive quotes shall be required and maintained by the originator.

If multiple quotes are not reasonably available, the purchaser will document this fact.

For capital improvement in excess of \$100,000, sealed bids will be required. Sealed bid information will be maintained by the Board Treasurer.

No College employee may make a purchase or contract in the name of the College without instituting the proper documents which are authorized for the purchase by the Business Office.

All purchases will be made in accordance with the laws of the state of Iowa.

ADOPTED: 6-20-79

REVISED: 09-19-94

LEGAL REFERENCE: Section 73.15 through 73.21 of the Code of Iowa

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Expenditures

Payroll Deductions

Payroll deductions shall consist of federal income tax withholding, Iowa income tax withholding, social security, and Iowa Public Employees' Retirement System (IPERS) or Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF).

Any employee may elect to have payments withheld for group insurance, annuity programs, and other programs approved by the Board of Trustees. If payment is not made in full, the Board of Trustees authorizes the President to deduct the full amount from the employee's paycheck. All such deductions shall comply with the written-authorization requirements of chapter 91A of the Iowa Code.

ADOPTED: 6-20-79

REVISED: 09-19-94

LEGAL REFERENCE: ~~Code of Iowa Chapter 260C.23(17)(18)~~ Section 91A.5 of the Iowa Code

Reports

Annual Financial Statement, Published

Annually, the Secretary of the Board shall publish in at least one area newspaper a statement verified by affidavit showing receipts and disbursements of funds.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.~~23(12)~~ 14(12)



Insurance

Property and Casualty Insurance

The Board of Trustees shall maintain a comprehensive insurance program that will provide coverage for College buildings and equipment.

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 279.28

Records

Board of Trustees

The Secretary of the Board of Trustees shall keep and preserve, according to the schedule below:

- |  |              |
|--|--------------|
| 1. Secretary's financial records   | Permanently  |
| 2. Treasurer's financial records   | Permanently  |
| 3. Minutes of the Board of Trustees  | Permanently  |
| 4. Bonds and bond coupons  | Permanently  |
| 5. Annual budget   | Permanently  |
| 6. Annual audit reports  | Permanently  |
| 7. Record of payments of judgments against Northwest Iowa Community College, Merged Area IV    | Twenty Years |
| 8. Written contracts   | Ten Years    |
| 9. Canceled warrants, check stubs, bank statements, bills, invoices, and other related records | Five Years   |
| 10. Annual financial reports   | Permanently  |
| 11. Personnel Records  | Five Years   |

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter ~~304.9~~ 305.10

Records

Bonds for Officers and Employees

The Secretary and Treasurer of the Board of Trustees shall be bonded for no less than ~~five thousand dollars (\$5,000.00)~~ five hundred thousand (\$500,000).

All other employees shall be covered by a blanket bond in the amount of not less than ~~five thousand dollars (\$5,000.00)~~ five hundred thousand (\$500,000).

ADOPTED: 12-17-75

REVISED: 09-19-94

LEGAL REFERENCE: Code of Iowa Chapter 291.2

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Records

Inventory

An annual inventory of all equipment shall be maintained under the supervision of the ~~Vice President of College Services~~. Chief Finance and Operations Officer.

ADOPTED: 12-17-75

REVISED: 09-19-94

Maintenance and Operation

Use of College Resources

It is the policy of the College to reserve the right to limit, restrict, approve or deny the use of any or all its resources, including, but not limited to, physical property, equipment, electronic media, furniture, supplies, and any and all other resources.

All employees and students will be required to ~~sign an agreement~~ to abide by the NCC Communications and Information Systems Use Policy. Any college computer may be monitored and files including e-mail and internet may be accessed and reviewed by the president and/or his/her authorized representative.

ADOPTED: 10-20-08

REVISED:

Maintenance and Operation

Prohibited Weapons

Except as provided in this policy, no person shall bring or possess a firearm, ammunition, or prohibited weapon of any kind:

- On or in any college property;
- To or at any college-related function at any location; or
- While acting on behalf of or representing the college in any capacity at any location.

This policy applies to all persons regardless of whether they are licensed to carry a concealed weapon. Only peace officers whose duties require them to carry a weapon are exempt from the above-stated prohibition.

A “prohibited weapon” includes any form of firearm, knife, explosive, incendiary, or other weapon restricted under local, state, or federal regulation. “College property” includes, without limitation, all college-owned or leased vehicles, buildings or other structures, and real property (such as sidewalks, walkways, driveways, open spaces, and parking lots) under college control.

Any person who questions the applicability of this policy to his or her potential situation shall obtain written permission from the college’s president or his or her designee before bringing or possessing the item(s) at issue to or at any location that would potentially be covered by this policy.

ADOPTED: 10-20-08

REVISED: 05-24-10

LEGAL REFERENCE: 724.4B of the Iowa Code

Maintenance and Operation

Disposition of Equipment

The disposition of equipment/furniture shall be the responsibility of the ~~Vice-President of College Services~~ Chief Finance and Operations Officer. Equipment/furniture identified as being obsolete, worn out, outdated technology, or no longer needed by the College shall be presented to the ~~Vice-President of College Services~~ Chief Finance and Operations Officer. The method of disposal and the deposit of funds shall be approved by the ~~Vice-President of College Services~~ Chief Finance and Operations Officer and shall be conducted in a manner consistent with section 297.22 of the Iowa Code.

ADOPTED: 12-17-75

REVISED: 9-19-94, 7-17-00

LEGAL REFERENCE: Code of Iowa Chapter 297.22-297.25

Maintenance and Operation

Smoking & Tobacco Policy

The Board of Trustees is committed to providing a safe and healthy environment for students, employees and visitors. It is, therefore, a policy of the college that no smoking shall occur on any college property, including buildings, college-owned vehicles, parking lots and all other outdoor areas, and any vehicle located on college grounds. "Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other tobacco product in any manner or in any form. Any person who violates this policy may incur a civil penalty under Iowa law. This policy is consistent with the Iowa Smokefree Air Act.

ADOPTED: 7-15-87

REVISED: 9-19-94, 4-21-98, 8-18-08

LEGAL REFERENCES: Code of Iowa Chapters 142D.2,  
Iowa Smokefree Air Act, HF 2212

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**Economic  
Development &  
Continuing  
Education**



# Frank DeMilia

- ✓ 260C.1 Statement of Policy
- ✓ The first two years of college work including pre-professional education.
- ✓ Vocational and technical training.
- ✓ **Programs for in-service training and retraining of workers.**
- ✓ Programs for high school completion for students of post-high school age.
- ✓ **Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.**



# Frank DeMilia

- ✓ Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
- ✓ Student personnel services.
- ✓ **Community services.**
- ✓ Vocational education for persons who have academic, socioeconomic, or other disabilities which prevent succeeding in regular vocational education programs.
- ✓ Training, retraining, and all necessary preparation for productive employment of all citizens.
- ✓ Vocational and technical training for persons who are not enrolled in a high school and who have not completed high school.
- ✓ Developmental education for persons who are academically or personally underprepared to succeed in their program of study.



# Jason Anderson Director of Economic Development & Workforce Training

- ✓ Assists in the development and coordination of the new and existing Jobs Training Programs (260E and 260F programs)
- ✓ Monitors the implementation of approved 260E and 260F Job Training Programs
- ✓ Approves and reimburses companies for completed training within Job Training Programs
- ✓ Supports 260G (ACE) monitoring of existing Business Partnership Agreements
- ✓ Provides guidance to regional companies in identifying training and development needs
- ✓ Aids in the development of training and workforce plans
- ✓ Organizes company training administered by NCC instructors and staff
- ✓ Supports Northwest Iowa Development and other regional development partners
- ✓ Acts as intermediary between NCC and state, county, and local government entities involved with economic development



# Roy Wohlerlert

## Safety Coordinator

- ✓ VECTOR
- ✓ Provides Safety Training for 11 cities & municipalities:

(Alta, Alton, Aurelia, Hartley, Lake Park, Laurens, Paullina, Pocahontas, Primghar, Sanborn, & Sibley)

- ✓ Develops material specific to local safety needs (based primarily on OSHA Standards)



# Lori Punt, Continuing Education Coordinator

- ✓ State-Mandated:
  - ✓ Moped Safety
  - ✓ Motorcycle Rider Courses
  - ✓ Driver Improvement
  - ✓ Talking About Alcohol and Other Drugs
- ✓ Relicensure:
  - ✓ School Bus Drivers
  - ✓ Cosmetology
  - ✓ Mine Safety
  - ✓ Used Auto Dealers
- ✓ Online Courses through "ed2go" and  
Gatlin
- ✓ General Interest Classes
- ✓ Community Classes



# Scott Abbott Trade and Industry Coordinator

✓ Coordinator of:

✓ Welding

✓ State approved electrical

✓ State approved plumbing and HVAC

✓ Class A commercial driver's license testing 121 to date

✓ DNR approved wastewater, water treatment and water distribution

✓ Instructor of:

✓ IA EEB approved for Electrical CEHs **Class A Master**

✓ IDPH certified for Lead Safe Renovator & Abatement **Inspector/Risk Assessor**

Also for: IWCC, ILCC, IVCC, WIT



# Twyla Vogel

## Business Coordinator

- ✓ Coordinator of:
- ✓ Real Estate
- ✓ Insurance
- ✓ Notary Training
- ✓ Sales Tax
- ✓ Human Resources
- ✓ Web Based Applications
- ✓ Business Soft Skills
- ✓ Command Spanish
- ✓ Instructor of:
- ✓ Microsoft Office Products
- ✓ Classes at NCC and in Sioux Center Library



**Evan Bensley,  
Emergency Services  
Education Coordinator**

- ✓ EMT/First Responder Training
- ✓ EMS Continuing Education
- ✓ Firefighter Courses
- ✓ CPR & First Aid
- ✓ Weapon Permit Classes
- ✓ Some Law Enforcement Continuing Ed
- ✓ Business & Industry Safety to Include: Asbestos Safety, Lead Safety, Forklift Safety, etc.



# Marilyn Stille Health Occupations Coordinator

- ✓ Provides Continuing Education Hours/Units for Allied Health
- ✓ Supervision in Long Term Care
- ✓ Advanced Cardiac Life Support Recertification
- ✓ Certified Nurse Aide Training & Testing
- ✓ Medication Aide Training
- ✓ Mandatory Abuse Reporting
- ✓ First Aid and CPR for child care
- ✓ Coordinates with Iowa Lakes Community College to offer an annual health conference for area nurses and social workers



**Lesa Stofferan**  
**Business &**  
**Industry/Economic**  
**Development Secretary**

- ✓ Support of Frank DeMilia, Jason Anderson, & Roy Wohlert
- ✓ Business & Industry billing and receipting
- ✓ Recordkeeping for 260E, 260F, & 260G(ACE) training grants and also Vector
- ✓ Secretary for Northwest Iowa Development
- ✓ Room scheduler for Orange City classroom and computer lab, Sioux Center computer lab



**Jennifer Dokter**  
**Continuing Education**  
**Secretary & Accounting**  
**Specialist**

- ✓ Support of Evan Bensley
- ✓ Course Registrations
- ✓ EMS Certificate Distribution
- ✓ CPR Card Distribution
- ✓ All Continuing Education Billing and Receipting
- ✓ Year End Reporting



**Vicki Irwin**  
**Continuing Education**  
**Secretary**

- ✓ Support of Lori Punt & Scott Abbott
- ✓ First contact for telephone registrations
- ✓ Course registrations
- ✓ Preparation of rosters, attendance sheets, and certificates for courses
- ✓ Room scheduling for outside groups on campus
- ✓ All contracts/payroll forms for Continuing Education Instructors
- ✓ State Reporting for DUI, DIP, School Bus, Electrical, and Water/Waste Water courses



**Katelyn Koiman**  
**Continuing Education**  
**Secretary**

- ✓ Support of Marilyn Stille & Twyla Vogel
- ✓ Course registration
- ✓ Certificate distribution
- ✓ Communication with area facilities regarding upcoming courses, etc.
- ✓ CNA Testing
- ✓ Reporting to the Dept. of Inspections & Appeals, Iowa Direct Care worker Registry, and the Iowa Board of Nursing
- ✓ Continuing Education website maintenance
- ✓ Instant Enrollment tracking
- ✓ Year End Reporting



Economic Development  
& Continuing Education

1-712-324-5061 or 1-800-352-4907

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