

NORTHWEST IOWA COMMUNITY COLLEGE
Board of Trustees Meeting
Monday, July 15, 2013
Building A -- Room 122, 5:15 p.m.
Planned Tele-Conference

A G E N D A

Agenda Item	Presenter	Page	Activity	
			Action	Info
1. Call to Order	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	Stubbe		X	
a. Agenda		2		
b. Approval of Minutes		5		
c. Approval of Monthly Bills		6		
d. Modification of Contract for Tax-Deferred Annuity				
6. Education Report	Snyder & Bartelson			X
a. Strategic Plan - Trend Statements				
7. Monthly Financial Report	Brown	8	X	
8. Action Items/Pulled Out Consent Items				
a. 20 1/4¢ Levy Resolution	Stubbe	14	X	
b. Resignation of Nursing Instructor	Hartog	17	X	
c. Employment of Mathematics Instructor	Hartog	18	X	
9. President's Report	Stubbe			X
10. Information Items				X
a. IACCT Report	Hoekstra			
b. IACCT Conference - July 24-26 - West Burlington, IA	Stubbe			
c. ACCT Conference - Oct.2-5 - Seattle, WA	Stubbe			
11. Adjournment			X	

Explanation of agenda activities:

Presenter = Person presenting information.
Action = Board vote needed.
Information = Material or reports presented for information only

Future Agenda Items:

July Review College Bills - Hoekstra
Aug Review College Bills - Berkland

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

MONDAY, JUNE 17, 2013

The Board of Trustees of Northwest Iowa Community College arrived on campus at 6:00 p.m. to tour the Carpentry House prior to the meeting. Following the tour they met in regular session on Monday, June 17, 2013, at NCC (Room 122A), in Sheldon, Iowa.

1. CALL TO ORDER

President Van Kekerix called the meeting to order at 6:30 p.m., with a quorum present. Due notice of the meeting had been posted and e-mailed on June 12, 2013.

a. Public Participation - *No requests.*

2. ROLL CALL

President Van Kekerix asked for roll call.

TRUSTEES PRESENT: President Van Kekerix, Berkland, Besaw, Hoekstra, Kennedy,
Loshman

TRUSTEES ABSENT: Porter

3. INTRODUCTION OF GUESTS

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

Staff - Stubbe, Brown, De Milia, Pennings, D. Kreykes, Nieuwenhuis, Punt,
Reeves, S. Collen, J. Collen, Brewster, Rick Cannoy, Rodger (arrived at
6:55 p.m.)

Guests - 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/information they would like to move.

President Stubbe requested Action Item 8a – Resolutions of Appreciation - follow Consent Items #5.

5. CONSENT ITEMS

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

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

- a. Agenda for June 17, 2013
- b. Minutes of the May 20, 2013 and Special Meeting on May 31, 2013 Board of Trustee's meeting
- c. Bills for the period of May 1, 2013, through May 31, 2013, totaling \$1,553,190.78
- d. Bad Debts - approved the write-off of the bad debts in the amount of \$63,225.95

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

Motion carried.

8. a. Resolutions of Appreciation

President Van Kekerix read aloud the resolution of appreciation for Connie Brewster, Rick Cannoy, Jill Collen, Steve Collen, Stan Gaalswyk, and Dan Reeves for the commitment of 126 years of service to Northwest Iowa Community College. The signed original resolution was presented to Connie Brewster, Rick Cannoy, Jill Collen, Steve Collen, and Dan Reeves at the meeting.



Resolution of Appreciation



RESOLUTION OF APPRECIATION



WHEREAS, Connie Brewster, Rick Cannoy, Jill Collen, Steve Collen, Stan Gaalswyk, and Dan Reeves have committed a total of 126 years of their careers to Northwest Iowa Community College; and

WHEREAS, these retirees have served Northwest Iowa Community College with dedication, professionalism, and loyalty; and

WHEREAS, these retirees have been devoted supporters of Northwest Iowa Community College and the Foundation, committed to the mission of the community college; and

THEREFORE, the Northwest Iowa Community College Board of Trustees wishes to acknowledge the commendable service that they have provided through July 31, 2013.

NOW, BE IT HEREBY RESOLVED that the Board of Trustees extends, on behalf of the Trustees and employees of the College, a unanimous vote of gratitude and admiration to Connie Brewster, Rick Cannoy, Jill Collen, Steve Collen, Stan Gaalswyk, and Dan Reeves.

Approved and adopted by the Northwest Iowa Community College Board of Trustees at its regular Board meeting on this 17th day of June 2013.

By: /s/ Leroy Van Kekerix
Leroy Van Kekerix, President
Board of Trustees
Northwest Iowa Community College

Attest: /s/ Dr. Alethea Stubbe
Dr. Alethea Stubbe
College President
Northwest Iowa Community College

It was moved by Berkland, seconded by Besaw, to approve the **Resolution of Appreciation** for Connie Brewster, Rick Cannoy, Jill Collen, Steve Collen, Stan Gaalswyk, and Dan Reeves.

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

Motion carried.

6. EDUCATION REPORT

- a. LINC Report – Punt and Nieuwenhuis
- b. Identity Theft - Brown

7. MONTHLY FINANCIAL REPORT

It was moved by Kennedy, seconded by Loshman, to acknowledge the review of the monthly financial reports.

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

Motion carried.

8. ACTION ITEMS/PULLED OUT CONSENT ITEMS

- a. **Resolutions of Appreciation** - See minutes above – following Item 5.

b. Employment of Automotive Instructor

It was moved by Hoekstra, seconded by Berkland, to approve the employment of Jim Gaard as a full-time Automotive Instructor and issue him a 172-day contract for \$43,200.

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

Motion carried.

c. Employment of Industrial Instrumentation & Controls Instructor

It was moved by Besaw, seconded by Hoekstra, to approve the employment of Russ Gaalswyk as a full-time Industrial Instrumentation and Controls Instructor and issue him a 172-day contract for \$44,300 with a 19-day supplemental (\$4,893.64).

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

Motion carried.

d. Iowa Community College Online Consortium (ICCO) Tuition and Fees Rate, FY'14

It was moved by Berkland, seconded by Kennedy, to approve the ICCOC tuition and fees rate of \$152 (same as last year) per credit for FY'14.

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

Motion carried.

9. PRESIDENT'S REPORT

10. INFORMATION ITEMS

- a. IACCT Report/Member Site Demo (Larry Hoekstra)

11. ANNOUNCEMENTS/ITEMS OF INTEREST

- a. News Releases/Articles/Ads

12. ADJOURNMENT

It was moved by Hoekstra, seconded by Berkland, to adjourn the meeting at 7:35 p.m. The next regular Board of Trustees meeting is scheduled to be held on Monday, July 15, 2013, 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: \$1,130,334.29

RECOMMENDATION:

It is recommended that the Board of Trustees approve \$1,130,334.29 total College expenditures.

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

AGENDA ITEM INFORMATION

TITLE: MODIFICATION OF CONTRACT FOR TAX-DEFERRED ANNUITY

PURPOSE OF BOARD ACTION:

To comply with Section 260C.14(a) of the Code of Iowa.

BACKGROUND:

The Code of Iowa provides that the Board of Trustees to arrange for the purchase of a group or individual tax-deferred annuity for any of its employees. At the request of an employee, a payroll deduction shall be made for the purpose of paying the premiums of the annuity.

FUNDS TO BE RECEIVED BY THE COLLEGE: \$0.00

FUNDS TO BE EXPENDED BY THE COLLEGE: \$0.00

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract modifications for tax-deferred annuities for college employees.

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STATEMENT OF FUNDS				
30-Jun-13				
		Restricted		
	General Fund	General Fund	Plant	Revolving
Cash:	Operating Account			
Iowa State Bank - Sheldon, IA	12,003,211.11			
ISJIT - Des Moines, IA	0.00			
Investments:				
Citizens State Bank - Sheldon, IA				
C.D. 24659	202,740.86			
Iowa State Bank - Sheldon, IA				
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			
Peoples Bank- Rock Valley, IA				
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			
Premier Bank, Rock Valley, IA				
- NW IA Coalition - Money Market				12,135.67
Sanborn Savings Bank - Sanborn, IA				
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	
TOTAL FUNDS	13,775,584.32	1,198,853.23	3,508,697.07	1,988,715.75

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NORTHWEST IOWA COMMUNITY COLLEGE
 Annual Budget Report Ending 06/30/2013
 Options - All Statuses

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Fiscal Year: 2013

INCOME

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 40100 - Course Fees	0.00	117.10	339,753.25-	350,000.00-	10,246.75-	2.93
OB: 40110 - Technology Fee	0.00	35.60	166,597.40-	172,000.00-	5,402.60-	3.14
OB: 40200 - Application Fees	0.00	150.00-	1,650.00-	0.00	1,650.00	0.00
OB: 40300 - Graduation Fees	0.00	1,580.82	22,039.24-	20,000.00-	2,039.24	10.19-
OB: 40400 - Transcript Fees	0.00	715.00-	9,219.00-	8,700.00-	519.00	5.96-
OB: 40600 - Assessment Test Fees	0.00	0.00	57.00-	0.00	57.00	0.00
OB: 41100 - Resident Tuition	0.00	14,445.99-	3,191,983.30-	3,214,000.00-	22,016.70-	0.69
OB: 41101 - Tuition Surcharge	0.00	75.46-	532.32-	0.00	532.32	0.00
OB: 41120 - Tuition-E College	0.00	4,749.22	1,612,159.75-	1,400,000.00-	212,159.75	15.14-
OB: 41121 - E-College-SE checks	0.00	0.00	262,057.14-	400,000.00-	137,942.86-	34.49
OB: 41190 - Collection Agency	0.00	3,198.00	1,306.64-	0.00	1,306.64	0.00
OB: 41200 - Non-Resident Tuition	0.00	0.00	374,261.61-	275,000.00-	99,261.61	36.09-
OB: 41300 - Secondary Tuition	0.00	36,130.15-	167,985.23-	130,000.00-	37,985.23	29.21-
OB: 41600 - Property Tax-Operations/Pl	0.00	6,738.60-	664,931.66-	664,184.00-	747.66	0.10-
OB: 42100 - General Aid	0.00	347,009.00-	4,164,163.00-	4,164,163.00-	0.00	0.00
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	3,180.50-	12,842.50-	15,000.00-	2,157.50-	14.38
OB: 43400 - Federal Support-Title IV C	0.00	0.00	0.00	18,000.00-	18,000.00-	100.00
OB: 43600 - Federal Support-Title IV P	0.00	0.00	2,470.00-	0.00	2,470.00	0.00
OB: 44110 - Perkins-POS	0.00	0.00	2,023.86-	0.00	2,023.86	0.00
OB: 44600 - Federal Support-ABE Title	0.00	458.12-	31,521.29-	90,000.00-	58,478.71-	64.98
OB: 44900 - Other Federal Funds	0.00	0.00	218.00-	0.00	218.00	0.00
OB: 45300 - Rental-College Facilities	0.00	290.00-	10,477.00-	8,000.00-	2,477.00	30.95-
OB: 47100 - Interest Income	0.00	7,029.44-	136,453.17-	80,000.00-	56,453.17	70.56-
OB: 47300 - Gifts & Grants	0.00	1,294.00-	1,294.00-	0.00	1,294.00	0.00
OB: 47500 - Scholarships	0.00	0.00	35.00-	0.00	35.00	0.00
OB: 48500 - Misc Revenue	0.00	9,495.50-	30,546.76-	15,000.00-	15,546.76	103.64-
OB: 48530 - Equipment Repair Reimb	0.00	0.00	1,679.50-	0.00	1,679.50	0.00
OB: 48800 - Withholding Tax Revenue Fr	0.00	3,141.00-	220,221.00-	226,000.00-	5,779.00-	2.56
OB: 49000 - Transfers	0.00	137,645.45-	166,731.89-	0.00	166,731.89	0.00
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FD: 11 - Operating Fund	0.00	558,117.47-	11,595,210.51-	11,255,047.00-	340,163.51	3.01-

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NORTHWEST IOWA COMMUNITY COLLEGE
 Annual Budget Report Ending 06/30/2013
 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: 51000 - Administrative Salary	0.00	57,258.83	677,355.01	683,751.00	6,395.99	0.94
OB: 52000 - Instructional Salary-Full	0.00	194,310.92	2,121,961.27	1,942,103.00	179,858.27-	9.25-
OB: 52100 - Instructional Salary-Part	0.00	76,068.69	1,085,850.73	1,291,117.00	205,266.27	15.90
OB: 53000 - Professional Staff Salary-	0.00	112,086.97	1,292,201.12	1,387,147.00	94,945.88	6.84
OB: 53100 - Professional Staff Salary-	0.00	8,246.07	98,327.43	93,825.00	4,502.43-	4.79-
OB: 54000 - Secretarial/Cler-Full Time	0.00	37,202.35	449,619.68	380,330.00	69,289.68-	18.21-
OB: 54100 - Secretarial/Cler-Part Time	0.00	7,347.06	86,370.03	105,175.00	18,804.97	17.88
OB: 55000 - Service Staff Salary-Full	0.00	12,365.85	153,675.78	159,982.00	6,306.22	3.94
OB: 55100 - Service Staff Salary-Part	0.00	2,672.36	34,791.53	55,831.00	21,039.47	37.68
OB: 57000 - Student Wages-College Work	0.00	0.00	14,025.88	0.00	14,025.88-	0.00
OB: 57200 - Other Student Wages	0.00	170.38	2,326.71	0.00	2,326.71-	0.00
OB: 59000 - Health/Life/Disability Ins	0.00	125,813.06	1,479,569.98	1,457,017.00	22,552.98-	1.54-
OB: 59200 - F I C A	0.00	36,606.90	428,869.82	451,400.00	22,530.18	4.99
OB: 59300 - IPERS	0.00	17,994.01	197,092.43	194,653.00	2,439.43-	1.24-
OB: 59310 - TIAA-CREF	0.00	18,646.93	249,409.02	261,981.00	12,571.98	4.80
OB: 59810 - Car Allowance	0.00	0.00	3,540.94	0.00	3,540.94-	0.00
OB: 60100 - Professional Services	0.00	20,279.29	265,197.65	295,369.00	30,171.35	10.21
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: 60300 - Custodial Contract Service	0.00	0.00	12.38	0.00	12.38-	0.00
OB: 60400 - Memberships	0.00	95.74	99,378.42	70,196.00	29,182.42-	41.56-
OB: 60500 - Publications-Legal	0.00	0.00	1,144.39	1,050.00	94.39-	8.98-
OB: 60600 - Maintenance & Repair-Equip	159.47	2,614.84	136,124.17	135,375.00	908.64-	0.66-
OB: 60900 - Maintenance & Repair- Buil	0.00	1,668.31	81,587.25	55,000.00	26,587.25-	48.33-
OB: 61000 - Maintenance of Grounds	1,604.59	2,147.00	9,563.62	15,000.00	3,831.79	25.55
OB: 61100 - Advertising & Information	18,756.75	28,035.22	214,433.45	147,530.00	85,660.20-	58.05-
OB: 61200 - Printing & Reproduction Se	0.00	2,902.50	112,182.64	141,645.00	29,462.36	20.80
OB: 61500 - Communications	0.00	8,916.52	95,963.30	75,130.00	20,833.30-	27.72-
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	4,595.56	58,699.57	62,250.00	3,550.43	5.70
OB: 62300 - Postage-Expedite-Other Mat	0.00	162.44	40,705.37	51,622.00	10,916.63	21.15
OB: 62340 - VITA Postage	0.00	0.00	30.36	0.00	30.36-	0.00
OB: 62400 - Group Meetings & Workshops	20.00	25,123.38	68,876.41	53,988.00	14,908.41-	27.60-
OB: 62410 - Meetings-Alt HS Student	0.00	362.75	7,777.62	3,500.00	4,277.62-	122.21-
OB: 62500 - Data Processing Services	596.00	0.00	124,214.97	120,000.00	4,810.97-	4.00-
OB: 62600 - Other Contracted Services	0.00	0.00	50.00	0.00	50.00-	0.00
OB: 63200 - Educ Materials & Supplies	15,380.59	24,970.69	267,410.33	269,679.00	13,111.92-	4.85-
OB: 63220 - Computer Supplies	5,102.13	4,488.38	28,464.33	40,220.00	6,653.54	16.54
OB: 63300 - Minor Equipment-\$2,500 TO	0.00	5,817.19	11,631.69	0.00	11,631.69-	0.00
OB: 63310 - Minor Equipment-\$500 TO \$2	0.00	0.00	2,960.00	12,000.00	9,040.00	75.33
OB: 63320 - Computer Equipment. \$2,500	0.00	689.87	9,757.76	10,000.00	242.24	2.42
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	4,356.10	9,737.18	65,439.95	89,069.00	19,272.95	21.64
OB: 63400 - Periodicals	874.59	9,001.75	28,888.85	30,000.00	236.56	0.79

OB: 63700 - Bldg & Construction Materi	9,149.31	6,456.45	74,662.91	28,000.00	55,812.22-	199.32-
OB: 64100 - Janitorial Materials & Sup	8,691.07	1,876.61	23,912.48	25,000.00	7,603.55-	30.40-
OB: 64200 - Vehicle Materials & Suppli	9,104.77	4,259.89	90,625.52	67,065.00	32,665.29-	48.70-
OB: 64400 - Landscaping Materials & Su	0.00	265.35	1,765.35	8,000.00	6,234.65	77.93
OB: 64600 - Other Materials & Supplies	0.00	273.62	703.22	3,001.00	2,297.78	76.57
OB: 64700 - Travel-Out-of-State	0.00	5,802.18	41,638.71	51,915.00	10,276.29	19.79
OB: 64800 - Travel-In-State	211.03	7,124.77	79,041.74	90,605.00	11,352.23	12.53
OB: 64810 - Travel-Alt HS Student	0.00	246.00	4,394.50	1,650.00	2,744.50-	166.32-
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	1,224.02	12,361.24	20,186.00	7,824.76	38.76
OB: 68000 - Expense Transfer	0.00	0.00	11,555.00	613,540.00	601,985.00	98.12
OB: 69300 - Miscellaneous Expense	0.00	25.90	462.90	0.00	462.90-	0.00
OB: 71000 - Equipment	0.00	0.00	47,510.69	71,000.00	23,489.31	33.08
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	83,906.37	885,953.78	10,611,120.16	11,255,047.00	560,020.47	4.98
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NORTHWEST IOWA COMMUNITY COLLEGE
Annual Budget Report Ending 06/30/2013
Options - All Statuses

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Fiscal Year: 2013

INCOME

FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41500 - Property Tax-Equipment Rep	0.00	2,994.92-	294,928.62-	295,193.00-	264.38-	0.09
OB: 41700 - Property Tax-Unempl Compen	0.00	19.98	0.00	0.00	0.00	0.00
OB: 41710 - Property Tax-Early Retirem	0.00	2,770.30-	280,656.21-	280,007.00-	649.21	0.22-
OB: 41900 - Property Tax-Tort Liabilit	0.00	913.74-	90,883.89-	90,001.00-	882.89	0.97-
OB: 41910 - Property Tax-Insurance	0.00	1,212.29-	117,858.75-	118,012.00-	153.25-	0.13
OB: 42900 - Other State Support	0.00	76,128.50-	200,035.00-	120,000.00-	80,035.00	66.69-
OB: 43200 - Fed. Sup-Title III	0.00	22,543.79-	335,953.72-	380,000.00-	44,046.28-	11.59
OB: 43210 - Fed. Sup-Trio	0.00	20,915.24-	224,240.00-	250,000.00-	25,760.00-	10.30
OB: 44100 - Special Needs-Perkins	0.00	0.00	14,100.88-	66,387.00-	52,286.12-	78.76
OB: 44110 - Perkins-POS	0.00	0.00	1,958.48-	0.00	1,958.48	0.00
OB: 47100 - Interest Income	0.00	1,250.00-	15,000.00-	0.00	15,000.00	0.00
OB: 48500 - Misc Revenue	0.00	0.00	8,568.85-	0.00	8,568.85	0.00
OB: 48800 - Withholding Tax Revenue Fr	0.00	14,617.25-	1,092,139.28-	1,407,523.00-	315,383.72-	22.41
OB: 49000 - Transfers	0.00	0.00	35,394.67-	0.00	35,394.67	0.00
=====						
FD: 22 - Restricted Fund	0.00	143,326.05-	2,711,718.35-	3,007,123.00-	295,404.65-	9.82

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NORTHWEST IOWA COMMUNITY COLLEGE
 Annual Budget Report Ending 06/30/2013
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EXPENSE

FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 52000 - Instructional Salary-Full	0.00	3,643.44	58,624.26	61,855.00	3,230.74	5.22
OB: 52100 - Instructional Salary-Part	0.00	275.00	6,305.00	0.00	6,305.00-	0.00
OB: 53000 - Professional Staff Salary-	0.00	9,750.56	123,850.48	123,224.00	626.48-	0.50-
OB: 53100 - Professional Staff Salary-	0.00	7,081.88	106,265.09	117,935.00	11,669.91	9.90
OB: 54000 - Secretarial/Cler-Full Time	0.00	3,143.20	41,966.15	49,523.00	7,556.85	15.26
OB: 59000 - Health/Life/Disability Ins	0.00	5,825.73	80,734.25	96,403.00	15,668.75	16.25
OB: 59100 - Worker's Compensation	0.00	0.00	579.25	0.00	579.25-	0.00
OB: 59200 - F I C A	0.00	1,784.06	25,187.37	26,968.00	1,780.63	6.60
OB: 59300 - IPERS	0.00	1,789.90	25,068.81	27,422.00	2,353.19	8.58
OB: 59310 - TIAA-CREF	0.00	179.51	3,800.84	3,143.00	657.84-	20.92-
OB: 59500 - Early Retirement Benefits	0.00	26,764.48	26,764.48	290,000.00	263,235.52	90.77
OB: 59700 - Unemployment Compensation	0.00	0.00	17,046.35	10,000.00	7,046.35-	70.45-
OB: 60100 - Professional Services	0.00	1,450.00	142,855.47	56,500.00	86,355.47-	152.83-
OB: 61100 - Advertising & Information	0.00	0.00	157.80	0.00	157.80-	0.00
OB: 61200 - Printing & Reproduction Se	0.00	30.75	4,847.65	1,431.00	3,416.65-	238.75-
OB: 61500 - Communications	0.00	0.00	87.02	0.00	87.02-	0.00
OB: 61800 - Insurance	0.00	0.00	65,678.00	0.00	65,678.00-	0.00
OB: 61810 - General Liability Insurance	0.00	0.00	112,963.70	160,000.00	47,036.30	29.40
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	0.00	570.94	920.00	349.06	37.94
OB: 62400 - Group Meetings & Workshops	1,590.00	142.16	25,661.02	44,991.00	17,739.98	39.43
OB: 63200 - Educ Materials & Supplies	555.67	3,000.00	24,982.18	28,082.00	2,544.15	9.06
OB: 63220 - Computer Supplies	0.00	0.00	1,465.41	0.00	1,465.41-	0.00
OB: 63300 - Minor Equipment-\$2,500 TO	15,360.79	3,382.46	84,304.32	79,800.00	19,865.11-	24.88-
OB: 63310 - Minor Equipment-\$500 TO \$2	0.00	0.00	7,705.00	40,750.00	33,045.00	81.09
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	6,166.61	27,835.69	20,000.00	7,835.69-	39.17-
OB: 64200 - Vehicle Materials & Suppli	0.00	0.00	3,742.70	9,891.00	6,148.30	62.16
OB: 64600 - Other Materials & Supplies	0.00	0.00	604.07	0.00	604.07-	0.00
OB: 64700 - Travel-Out-of-State	0.00	290.77	14,831.94	16,791.00	1,959.06	11.67
OB: 64800 - Travel-In-State	0.00	0.00	9,577.13	15,791.00	6,213.87	39.35
OB: 67000 - Interest on Debt	0.00	124,802.50	256,509.14	233,950.00	22,559.14-	9.63-
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	30,000.00	30,000.00	0.00	0.00
OB: 68000 - Expense Transfer	0.00	137,645.45	216,571.56	18,531.00	198,040.56-	068.69-
OB: 69000 - Employer Reimbursement	0.00	14,995.00	945,161.48	200,000.00	745,161.48-	372.57-
OB: 71000 - Equipment	0.00	4,297.48	163,362.52	99,800.00	63,562.52-	63.68-
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	17,506.46	356,440.94	2,772,809.07	3,007,123.00	216,807.47	7.21

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NORTHWEST IOWA COMMUNITY COLLEGE
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INCOME

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41600 - Property Tax-Operations/Pl	0.00	6,738.60-	664,931.65-	664,184.00-	747.65	0.10-
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	158,285.52-	546,154.08-	365,000.00-	181,154.08	49.62-
OB: 47100 - Interest Income	0.00	2,200.00-	26,400.00-	0.00	26,400.00	0.00
OB: 48500 - Misc Revenue	0.00	0.00	24,961.50-	0.00	24,961.50	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	167,224.12-	1,262,447.23-	2,354,763.00-	1,092,315.77-	46.39

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NORTHWEST IOWA COMMUNITY COLLEGE
Annual Budget Report Ending 06/30/2013
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EXPENSE

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 60100 - Professional Services	0.00	0.00	2,825.00	0.00	2,825.00-	0.00
OB: 60600 - Maintenance & Repair-Equip	0.00	25,210.00	26,433.15	0.00	26,433.15-	0.00
OB: 60900 - Maintenance & Repair- Buil	0.00	9,641.34	82,855.90	120,000.00	37,144.10	30.95
OB: 61900 - Utilities	0.00	23,656.48	204,001.04	250,000.00	45,998.96	18.40
OB: 63100 - Library Books	760.79	4,935.96	29,204.00	30,000.00	35.21	0.12
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	513.45	39,170.86	100,000.00	60,829.14	60.83
OB: 67000 - Interest on Debt	0.00	74,435.47	245,235.55	207,002.00	38,233.55-	18.46-
OB: 67300 - Payment of Debt Principal	0.00	4,000.67	59,190.07	268,577.00	209,386.93	77.96
OB: 76000 - Buildings	369.05	14,156.49	679,817.57	1,329,184.00	648,997.38	48.83
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FD: 27 - Plant Fund	2,089.84	156,549.86	1,368,733.14	2,354,763.00	983,940.02	41.79

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

AGENDA ITEM INFORMATION

TITLE: 20 ¼¢ LEVY RESOLUTION

PURPOSE OF BOARD ACTION:

To comply with Section 260C.22 of the Code of Iowa.

BACKGROUND:

The Code of Iowa restricts the expenditures of the funds to the following purposes: for the purchase of grounds; construction of buildings; payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries; for the purpose of paying utilities; and for the purpose of maintaining, remodeling, improving or expanding the Northwest Iowa Community College. The current 20 ¼¢ per \$1,000 mill levy expires June 30, 2016. This is a continuation of a levy which has been in place since 1966.

FUNDS TO BE RECEIVED BY THE COLLEGE: \$698,000 (estimated amount in 2014)

FUNDS TO BE EXPENDED BY THE COLLEGE: \$698,000 (estimated amount in 2014)

RECOMMENDATION:

It is recommended that the 20 ¼¢ per \$1,000 Mill Levy be placed on the September 10, 2013, regular school election ballot and the following resolution be adopted.

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RESOLUTION
ADOPTED BY BOARD OF DIRECTORS OF
MERGED AREA (EDUCATION) IV

WHEAREAS, Section 260 C.22 of the Code of Iowa 2003, as amended, provides that the voters in a merged area may, at the bi-annual school election, vote a tax not exceeding twenty and one-fourth cents per thousand dollars (20¼ ¢ per \$1,000), in any one year for a period not to exceed ten (10) years for the purchase of grounds; construction of buildings; payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries; for the purpose of paying utilities; and for the purpose of maintaining, remodeling, improving, or expanding the community college of the merged area; and

WHEAREAS, the Merged Area was authorized to levy such twenty and one-fourth cents per thousand dollars (20¼ ¢ per \$1,000) tax for a period of ten (10) years commencing in 2006, and the Board of Directors of MERGED AREA (EDUCATION) IV are of the opinion that the levy of such an additional tax for an additional ten (10) year period is reasonable and necessary for the proper operation of the MERGED AREA (EDUCATION) IV; and,

WHEREAS, the Board of Directors, therefore, believes that there should be submitted to the voters of the district at the bi-annual school election to be held on September 10, 2013, a question as to whether such an additional tax should be authorized.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the MERGED AREA (EDUCATION) IV as follows:

Section I: That at the bi-annual school election to be held on September 10, 2013, there shall be submitted to the voters of the MERGED AREA (EDUCATION) IV, the following proposition:

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

Shall the Board of Directors of Northwest Iowa Community College, Merged Area IV, in the counties of Cherokee, Lyon, O'Brien, Osceola, Sioux, Clay, Dickinson, and Plymouth, State of Iowa, cause to continue to be levied a tax not to exceed twenty and one-fourths cents per thousand dollars (20¼ ¢ per \$1,000) of assessed value in any one year for an additional period of ten (10) consecutive fiscal years beginning with the 2016 tax levy payable in the fiscal year ending June 30, 2017 for any one or more of the following purposes: for the purchase of grounds; construction of buildings; payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries; for the purpose of paying utilities; and for the purpose of maintaining, remodeling, improving, or expanding the Northwest Iowa Community College, Merged Area IV, of the merged area; or for such other purposes as authorized by law, as provided in Section 260C.22 of the Code of Iowa 2003, as amended?"

Section 2: That the polling places for said election shall be the polling places for the various local school districts situated with the MERGED AREA (EDUCATION) IV.

Section 3: That the secretary of the Board of Directors in cooperation with the county commissioner of elections of Merged Area IV, Cherokee, Lyon, O'Brien, Osceola, Sioux, Clay, Dickinson, and Plymouth Counties, is hereby authorized and instructed to issue a notice of said election

on said proposition, and at the time and places thereof, by publication of such notice in accordance with the statutory requirements set forth in the Code of Iowa 2003, as amended.

Section 4: That the secretary of the Board of Directors in cooperation with the county commissioner of elections of Merged Area IV, Cherokee, Lyon, O'Brien, Osceola, Sioux, Clay, Dickinson, and Plymouth Counties, Iowa, shall have ballots to be used for the voting on said proposition at said election substantially in the following form, with the facsimile signatures of the secretary and the county commissioner of elections of Cherokee, Lyon, O'Brien, Osceola, Sioux, Clay, Dickinson, and Plymouth Counties, Iowa, in spaces provided therefore on the back of each ballot:

“BALLOT FOR PUBLIC MEASURE

(NOTICE TO VOTERS: For an affirmative vote upon the questions submitted upon this ballot, make a cross (X) mark or a check (✓) in the square after the word “YES.” For a negative vote make a similar mark in the square following the word “NO.”)

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

Shall the Board of Directors of Northwest Iowa Community College, Merged Area IV, in the counties of Cherokee, Lyon, O'Brien, Osceola, Sioux, Clay, Dickinson, and Plymouth, State of Iowa, cause to continue to be levied a tax not to exceed twenty and one-fourths cents per thousand dollars (20¼ ¢ per \$1,000) of assessed value in any one year for an additional period of ten (10) consecutive fiscal years beginning with the 2016 tax levy payable in the fiscal year ending June 30, 2017 for any one or more of the following purposes: for the purchase of grounds; construction of buildings; payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries; for the purpose of paying utilities; and for the purpose of maintaining, remodeling, improving, or expanding the Northwest Iowa Community College, Merged Area IV, of the merged area; or for such other purposes as authorized by law, as provided in Section 260C.22 of the Code of Iowa 2003, as amended?”

(Back of Ballot)

OFFICIAL BALLOT FOR ADDITIONAL TAX PROPOSITION

School Election, MERGED AREA (EDUCATION) IV, State of Iowa.

September 10, 2013

(Insert precinct and polling place.)

Secretary, Board of Directors, NCC

Cherokee, Lyon, O'Brien, Osceola, Sioux
Clay, Dickinson, and Plymouth Counties
Commissioner of Elections

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

AGENDA ITEM INFORMATION

TITLE: RESIGNATION OF NURSING INSTRUCTOR

PURPOSE OF BOARD ACTION:

To consider the resignation of Karie Stamer effective August 12, 2013.

BACKGROUND:

Karie Stamer has been employed at NCC since August 21, 2006, as a Nursing Instructor. Karie has accepted a nursing faculty position at Northwestern College in Orange City.

FUNDS TO BE RECEIVED BY THE COLLEGE: \$ 0.00

FUNDS TO BE EXPENDED BY THE COLLEGE: \$ 0.00

RECOMMENDATION:

It is recommended that the Board of Trustees accept the resignation of Karie Stamer effective August 12, 2013.

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

AGENDA ITEM INFORMATION

TITLE: EMPLOYMENT OF MATHEMATICS INSTRUCTOR

PURPOSE OF BOARD ACTION:

Approve the employment of a full-time mathematics instructor and issue a 172 day contract.

BACKGROUND:

The College advertised for a mathematics instructor. This position vacancy was posted internally and advertised externally consistent with the College's vacancy procedures. Candidates' credentials were screened by a committee of faculty and staff. Interviews were conducted by an interview team consisting of six individuals. Karla Harris has the professional preparation and experience required for this position.

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

FUNDS TO BE EXPENDED BY THE COLLEGE: \$40,000.00

RECOMMENDATION:

It is recommended that the Board of Trustees approve the employment of Karla Harris as a communications instructor and issue a 172 day contract.

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