

**NORTHWEST IOWA COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**Monday, October 21, 2013**  
**Building A -- Room 122, 5:15 p.m.**

**A G E N D A**

**6:30 p.m. Legislative Forum - Dining Room**

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. Oath of Office	Kreykes	2		
5. Request for Discussion of Consent Items/Agenda Additions	Stubbe			X
6. Consent Items	Stubbe		X	
a. Agenda				
b. Approval of Minutes		3		
c. Approval of Monthly Bills		5		
d. Bank Depositories		6		
7. Education Report				
a. Program Evaluation - HIT	Pennings/Lane	8		X
b. IACCT - M.J. Dolan	Dolan/Hoekstra			X
8. Monthly Financial Report	Brown	14	X	
9. Action Items/Pulled Out Consent Items				
a. Election of President and Vice President of the Board of Trustees	Van Kekerix	21	X	
b. Appointment of Iowa Association of Community College Trustees (IACCT) Representative and Alternate	Van Kekerix	22	X	
c. Appointment of Foundation Representatives	Van Kekerix	23	X	
d. Appointment of Board Secretary and Board Treasurer	Van Kekerix	24	X	
e. Establishment of the Calendar for Regular Monthly Board Meetings	Stubbe	25	X	
10. President's Report	Stubbe			X
11. Information Items				X
a. ACCT Conference Report	Stubbe/Hoekstra			
12. Adjournment			X	

Review College Bills  
 Oct - Van Kekerix  
 Nov - Porter

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

**AGENDA ITEM INFORMATION**

**TITLE:** OATH OF OFFICE

**PURPOSE OF BOARD ACTION:**

To comply with Board Policy 244: "The first order of business shall be to affirm any new members to their office unless they have been affirmed previously."

Under the Code of Iowa §277.28, all newly appointed board members are required to take the oath of office:

"Do you solemnly swear that you will support the Constitution of the United States and the constitution of the state of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Director of the Northwest Iowa Community College area as now or hereafter required by law?"

**BACKGROUND:**

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

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

**RECOMMENDATION:**

No action required.

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

MONDAY, SEPTEMBER 23, 2013

The Board of Trustees of Northwest Iowa Community College met in regular session on Monday, September 23, 2013, at NCC (Room 122A), in Sheldon, Iowa.

**1. CALL TO ORDER**

President Van Kekerix called the meeting to order at 6:33 p.m., with a quorum present. Due notice of the meeting had been posted and e-mailed on September 19, 2013.

a. Public Participation - *No requests.*

**2. ROLL CALL**

President Van Kekerix asked for roll call.

TRUSTEES PRESENT: President Van Kekerix, Berkland, Besaw, Hoekstra (via tele-conference, Kennedy, Porter

TRUSTEES ABSENT: Loshman

**3. INTRODUCTION OF GUESTS**

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

Staff - Stubbe, Brown, Hartog, De Milia, Bartelson, Waldstein, D. Kreykes  
Guests - Lindsey Hoepfner, Staff Writer for The N'West Iowa REVIEW;  
Ron Rensink, Perspective Insurance

**4. EDUCATION REPORT**

- a. Insurance – Ron Rensink
- b. Strategic Plan Implications – President Stubbe

**5. 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.*

**6. CONSENT ITEMS**

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

It was moved by Besaw, seconded by Porter to approve all of the consent items as presented.

- a. Agenda for September 23, 2013
- b. Minutes of the August 19, 2013 Board of Trustee's meeting
- c. Bills for the period of August 1, 2013, through August 31, 2013, totaling \$1,149,813.83
- d. Modification of Contract for Tax-Deferred Annuity

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

Motion carried.

**7. MONTHLY FINANCIAL REPORT**

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

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

Motion carried.

**8. PRESIDENT'S REPORT**

**9. INFORMATION ITEMS**

- a. IACCT Meeting Report (Larry Hoekstra)

**10. ADJOURNMENT**

It was moved by Hoekstra, seconded by Besaw, to adjourn the meeting at 8:09 p.m.

The next regular Board of Trustees meeting is scheduled to be held on Monday, October 21, 2013, at 5:30 p.m. After adjournment of the regular session, the NCC Board of Trustees will host a Legislative Forum beginning at 6:30 p.m., in the Dining Room at Northwest Iowa Community College in Sheldon.

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:** \$2,462,370.12

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve \$2,462,370.12 total College expenditures.

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

**AGENDA ITEM INFORMATION**

**TITLE:** DEPOSITORY BANKS FOR FY'14

**PURPOSE OF BOARD ACTION:**

To consider the banks where the College Treasurer may invest funds in fiscal year 2014 (Code of Iowa 453.2).

**BACKGROUND:**

Annually the College reviews the banks where the College has made arrangements to deposit College funds.

**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 depository banks listed.

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## Depository Banks FY2014

<u>Name of Depository</u>	<u>Home Office Location</u>	<u>Location in Area IV</u>	<u>Maximum Deposit Prior Resolution</u>	<u>Maximum Deposit This Resolution</u>
Community Bank	Alton	Alton and Orange City	\$3,000,000	\$3,000,000
Ashton State Bank	Ashton	Ashton	\$3,000,000	\$3,000,000
First Trust & Savings Bank	Marcus	Cleghorn and Marcus	\$3,000,000	\$3,000,000
Wells Fargo	Des Moines		\$3,000,000	\$3,000,000
United Community Bank	Milford	Hartley, Ocheyedon,	\$3,000,000	\$3,000,000
First State Bank	Hawarden	Hawarden	\$3,000,000	\$3,000,000
Security Savings Bank	Larchwood	Larchwood, Inwood, and George	\$3,000,000	\$3,000,000
Farmers State Bank	Marcus	Marcus	\$3,000,000	\$3,000,000
Melvin Savings Bank	Melvin	Melvin and Sibley	\$3,000,000	\$3,000,000
Iowa State Bank	Orange City	Orange City, Hull, Ireton, Sheldon, Paullina, and Sanborn	\$16,000,000	\$20,000,000
Northwestern Bank	Orange City	Orange City and Sheldon	\$3,000,000	\$3,000,000
First National Bank	Primghar	Primghar	\$3,000,000	\$3,000,000
Savings Bank	Primghar	Primghar and Hartley	\$3,000,000	\$3,000,000
Frontier Bank	Rock Rapids	Rock Rapids, Little Rock, and George	\$3,000,000	\$3,000,000
Peoples Bank	Rock Valley	Rock Valley, Lester, Hawarden, Sheldon, and Sioux Center	\$3,000,000	\$3,000,000
Premier Bank	Rock Valley	Rock Valley, Doon, and Rock Rapids	\$3,000,000	\$3,000,000
U.S. Bank	Minneapolis	Rock Valley, Rock Rapids, and Sibley	\$3,000,000	\$3,000,000
Sanborn Savings Bank	Sanborn	Sanborn	\$3,000,000	\$3,000,000
Citizens State Bank	Sheldon	Sheldon and Boyden	\$3,000,000	\$3,000,000
Sibley State Bank	Sibley	Sibley	\$3,000,000	\$3,000,000
American State Bank	Sioux Center	Sioux Center, Granville, Hospers, Hull and Alvord	\$3,000,000	\$3,000,000
First National Bank	Sioux Center	Sioux Center	\$3,000,000	\$3,000,000
Prime Bank	Le Mars	Sioux Center	\$3,000,000	\$3,000,000
Security State Bank	Sutherland	Sutherland and Paullina	\$3,000,000	\$3,000,000
State Savings Bank of Creston	Creston	Marcus	\$3,000,000	\$3,000,000

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**Program Review & Evaluation Summary**  
**Health Information Technology - October 2013**

PROGRAM REVIEW & EVALUATION SECTIONS		ACTIONS ON RECOMMENDATIONS (ADMINISTRATIVE RESPONSE)			
		Response to Recommendations	Person Responsible	Timeline for Implementation	Follow-Up
<b>Curriculum</b>					
	Strengths				
1	Over the past five years, Health Information Technology (HIT) courses have been revised with updated learning outcomes, including general instructional objectives (GIOs) and specific learning outcomes (SLOs) to enhance student learning.				
2	All learning outcomes and courses for the HIT program at NCC adhere to the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) requirements.				
3	The HIT curriculum has been updated from ICD-9-CM to ICD-10-CM/PCS to meet CAHIIM standards and industry expectations.				
4	Scheduling for the Medical Coding diploma and Health Information degree are flexible for students as all courses are offered both online and on campus.				
	Weaknesses				
1	We are experiencing online issues as we share HIT classes with Scott Community College (SCC). These issues center around equal distribution of HIT online classes and differences in curriculum between NCC and SCC.				
2	Practicum sites for NCC HIT students are getting difficult to find.				
	Recommendations				
1	NCC HIT students should be surveyed to find out their preference in sequences of classes and how to deliver those classes.				
2	NCC should appeal to the ICCOC for additional online HIT classes to create an equal distribution with SCC.				



PROGRAM REVIEW & EVALUATION SECTIONS		ACTIONS ON RECOMMENDATIONS (ADMINISTRATIVE RESPONSE)			
		Response to Recommendations	Person Responsible	Timeline for Implementation	Follow-Up
3	NCC faculty and the HIT Advisory Committee should consider evaluating the number of practicum hours to decrease the total number of practicum hours that students are required to take.				
4	NCC staff and faculty should meet with representatives from Scott Community College to discuss the HIT curriculum.				
<b>Recruitment/Admissions</b>					
	Strengths				
1	The full-time HIT faculty participates in various outreach activities, such as 8th Grade Career Day, Junior Career Day, campus visit days, and orientation days.				
2	The NCC HIT program is featured on the web at the NCC home page, CAHIIM page, and Iowa Health Information Management Association (IaHiMA) page.				
3	Current NCC HIT students are involved in HIT awareness activities, celebrate Health Information Management week, and attend IaHiMA meetings.				
4	The full-time faculty uses the faculty contact list to encourage students to attend NCC.				
	Weaknesses				
1	None				
	Recommendations				
1	NCC staff and faculty should continue to recruit students for the HIT program, and perhaps consider recruiting students from health organizations (hospitals, clinics, etc.).				
<b>Educational Resources</b>					
	Strengths				
1	Use of AHIMA virtual lab software is an asset to NCC HIT students.				
2	Computer lab, equipment, and computer software in the HIT classroom are up-to-date and simulate workforce arrangements.				
	Weaknesses				
1	None				
	Recommendations				

PROGRAM REVIEW & EVALUATION SECTIONS		ACTIONS ON RECOMMENDATIONS (ADMINISTRATIVE RESPONSE)			
		Response to Recommendations	Person Responsible	Timeline for Implementation	Follow-Up
1	HIT faculty should continue to explore Electronic Health Record (EHR) software applications in the future.				
<b>Advisory Committees</b>					
	Strengths				
1	The HIT advisory committee is an active committee that helps with curriculum development changes, equipment recommendation, and development of professional practice sites.				
2	The full-time HIT faculty stays in contact with advisory committee members throughout the year. She often meets informally with them at laHiMA meetings.				
	Weaknesses				
1	There is a lack of gender equity on the HIT Advisory Committee.				
	Recommendations				
1	HIT faculty should investigate using technology to have teleconferences in the future so that members from distance places could attend HIT Advisory Committee meetings.				
2	NCC faculty should consider replacing inactive members and adding more male advisory committee members to create greater gender balance.				
<b>Student Achievement</b>					
	Strengths				
1	The national certification exam pass rate for NCC students has been 88% over the past 5 years.				
2	According to the NCC HIT assessment report, the assessment criterion for success have consistently been met by students over the past 5 years.				
3	Over the past five years, more HIT students have won leadership awards than any other program at NCC. Two HIT students have won the Northwest Iowa Community College award from 2008-2013.				
	Weaknesses				
1	None				
	Recommendations				
1	None				

PROGRAM REVIEW & EVALUATION SECTIONS		ACTIONS ON RECOMMENDATIONS (ADMINISTRATIVE RESPONSE)			
		Response to Recommendations	Person Responsible	Timeline for Implementation	Follow-Up
<b>Enrollment/Graduation</b>					
	Strengths				
1	Online enrollments have steadily increased over the past five years.				
2	Adding the Medical Coding program in 2010 has increased online and on campus enrollments as students are able to choose between a one year diploma or two year degree.				
3	Retention for on campus students has been excellent due to support systems available at NCC such as TRiO and the Learning Center.				
	Weaknesses				
1	There is a limited ability to track online and on campus students.				
	Recommendations				
1	Due to turn over in HIT advisors, the HIT advisor should be knowledgeable of on campus and online programs and follow up with students.				
2	NCC staff and faculty should improve the tracking of online students and graduation rates.				
3	NCC staff and faculty should explore ways to increase retention of online students as they complete their diploma or degree and move toward graduation.				
4	NCC faculty and staff should develop a strategy to increase enrollments in the HIT program.				
<b>Student Satisfaction &amp; Placement</b>					
	Strengths				
1	Students believe that the HIT program prepares them for the workforce.				
2	Students appreciated the hands-on experiences they received through the HIT practicums.				
3	Students indicated that HIT faculty members are knowledgeable in their field and are willing to help them.				
4	Students have high ratings for classroom/lab facilities and instructional equipment.				
	Weaknesses				
1	None				

PROGRAM REVIEW & EVALUATION SECTIONS		ACTIONS ON RECOMMENDATIONS (ADMINISTRATIVE RESPONSE)			
		Response to Recommendations	Person Responsible	Timeline for Implementation	Follow-Up
	Recommendations				
1	NCC HIT faculty should continue to monitor changes in the work field and keep curriculum up-to-date according to workforce standards.				
<b>Employer Satisfaction</b>					
	Strengths				
1	100% of the employers that responded to the survey indicated that they were satisfied or very satisfied with nearly all performance competencies demonstrated by their employees.				
	Weaknesses				
1	None				
	Recommendations				
1	NCC HIT faculty should continue to work with employers to know what is needed in the workplace.				
<b>Staff Recruitment/Development</b>					
	Strengths				
1	The full-time HIT instructor is up-to-date with the QFP.				
2	The full-time HIT instructor is working on her Master's degree.				
3	The full-time HIT instructor is a trainer for ICD-10-CM/PCS.				
	Weaknesses				
1	None				
	Recommendations				
1	NCC should explore options in obtaining a second full-time faculty to meet CAHIIM requirements and to be in compliance by August 1, 2014.				

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Health Information Technology  
Program Evaluation Information  
October/2013

**Enrollment**

*Medical Coding*

	2008-09	2009-10	2010-11	2011-12	2012-13	Average
Fall			12	7	5	8
Spring			17	5	3	8.3

*\*Medical Coding program began in the Fall of 2010.*

*1<sup>st</sup> Year*

	2008-09	2009-10	2010-11	2011-12	2012-13	Average
Fall	5	9	20	7	11	10.4
Spring	8	20	18	19	15	16

*Returning Students (if applicable)*

	2008-09	2009-10	2010-11	2011-12	2012-13	Average
Fall	9	9	18	5	21	12.4
Spring	6	7	13	14	16	11.2

**Graduation**

	08-09	09-10	10-11	11-12	12-13	Average
Medical Coding			6	6	2	4.6
Health Information	3	5	8	6	8	6

*\*Some students are part-time.*

**Placement**

2008	2009	2010	2011	2012	2013	Average
1			2	6		1.8

2008 - 2013	Average
11	73.3%

*\*Two additional people responded to the survey but did not indicate their year of graduation. They are included in the total but not in the individual year designation.*

<b>STATEMENT OF FUNDS</b>				
<b>30-Sep-13</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>	11,754,408.71			
<b>ISJIT - Des Moines, IA</b>	0.00			
<b>Investments:</b>				
<b>Citizens State Bank - Sheldon, IA</b>				
C.D. 25071	203,599.45			
<b>Iowa State Bank - Sheldon, IA</b>				
C.D. 621948				135,196.54
C.D. 621947		477,098.79		
C.D. 621959	592,158.13			
C.D. 621946				393,628.68
C.D. 621952			417,464.48	
C.D. 621960	377,486.31			
C.D. 621934	143,786.83			
C.D. 621967			330,848.63	
C.D. 621925			920,192.99	
C.D. 621889	324,035.48			
C.D. 621888	142,719.37			
<b>Peoples Bank- Rock Valley, IA</b>				
C.D. 61003905			503,930.72	
C.D. 61003336				335,544.69
C.D. 61003360				445,905.82
C.D. 61004367			1,010,594.58	
<b>Premier Bank, Rock Valley, IA</b>				
- NW IA Coalition - Money Market				8,483.51
<b>Sanborn Savings Bank - Sanborn, IA</b>				
C.D. 4370		101,351.05		
C.D. 621773				293,568.81
C.D. 3550				387,885.32
C.D. 3992		511,094.75		
C.D. 4275		119,015.00		
C.D. 4276			352,825.79	
<b>TOTAL FUNDS</b>	13,538,194.28	1,208,559.59	3,535,857.19	2,000,213.37

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NORTHWEST IOWA COMMUNITY COLLEGE  
Annual Budget Report Ending 09/30/2013  
Options - All Statuses

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Fiscal Year: 2014

INCOME

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 40100 - Course Fees	0.00	1,100.94	159,514.71-	339,650.00-	180,135.29-	53.04
OB: 40110 - Technology Fee	0.00	864.00	77,622.62-	167,000.00-	89,377.38-	53.52
OB: 40200 - Application Fees	0.00	0.00	75.00-	0.00	75.00	0.00
OB: 40300 - Graduation Fees	0.00	160.00-	4,562.88-	22,000.00-	17,437.12-	79.26
OB: 40400 - Transcript Fees	0.00	600.00-	2,789.00-	9,200.00-	6,411.00-	69.68
OB: 41100 - Resident Tuition	0.00	24,364.94-	1,413,228.46-	3,088,000.00-	1,674,771.54-	54.23
OB: 41101 - Tuition Surcharge	0.00	77.00-	379.54-	0.00	379.54	0.00
OB: 41120 - Tuition-E College	0.00	8,394.00	733,950.24-	1,650,000.00-	916,049.76-	55.52
OB: 41121 - E-College-SE checks	0.00	0.00	0.00	250,000.00-	250,000.00-	100.00
OB: 41190 - Collection Agency	0.00	1,337.00-	8,775.00-	0.00	8,775.00	0.00
OB: 41200 - Non-Resident Tuition	0.00	480.00	175,644.30-	374,000.00-	198,355.70-	53.04
OB: 41300 - Secondary Tuition	0.00	601.00-	1,227.00-	140,000.00-	138,773.00-	99.12
OB: 41600 - Property Tax-Operations/Pl	0.00	92,100.91-	97,897.64-	682,000.00-	584,102.36-	85.65
OB: 42100 - General Aid	0.00	370,266.00-	1,110,798.00-	4,443,207.00-	3,332,409.00-	75.00
OB: 42900 - Other State Support	0.00	1,750.00-	2,625.00-	10,494.00-	7,869.00-	74.99
OB: 44600 - Federal Support-ABE Title	0.00	0.00	0.00	89,064.00-	89,064.00-	100.00
OB: 45300 - Rental-College Facilities	0.00	175.00-	400.00-	11,000.00-	10,600.00-	96.36
OB: 47100 - Interest Income	0.00	8,913.53-	18,191.78-	130,000.00-	111,808.22-	86.01
OB: 48500 - Misc Revenue	0.00	3,111.00	361.00	10,000.00-	10,361.00-	103.61
OB: 48530 - Equipment Repair Reimb	0.00	1,704.85-	1,704.85-	0.00	1,704.85	0.00
OB: 48800 - Withholding Tax Revenue Fr	0.00	0.00	3,381.00-	233,962.00-	230,581.00-	98.55
OB: 49000 - Transfers	0.00	18,531.44-	18,531.44-	0.00	18,531.44	0.00
=====						
FD: 11 - Operating Fund	0.00	506,631.73-	3,830,937.46-	11,649,577.00-	7,818,639.54-	67.12

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NORTHWEST IOWA COMMUNITY COLLEGE  
 Annual Budget Report Ending 09/30/2013  
 Options - All Statuses

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Fiscal Year: 2014

EXPENSE

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 51000 - Administrative Salary	0.00	46,586.43	139,759.29	462,205.00	322,445.71	69.76
OB: 52000 - Instructional Salary-Full	0.00	181,333.96	523,398.24	1,948,099.00	1,424,700.76	73.13
OB: 52100 - Instructional Salary-Part	0.00	83,428.79	205,966.77	1,113,541.00	907,574.23	81.50
OB: 53000 - Professional Staff Salary-	0.00	133,007.84	409,212.07	1,693,920.00	1,284,707.93	75.84
OB: 53100 - Professional Staff Salary-	0.00	25,594.26	47,208.58	230,928.00	183,719.42	79.56
OB: 54000 - Secretarial/Cler-Full Time	0.00	39,216.51	110,754.79	406,976.00	296,221.21	72.79
OB: 54100 - Secretarial/Cler-Part Time	0.00	7,840.51	22,432.55	108,539.00	86,106.45	79.33
OB: 55000 - Service Staff Salary-Full	0.00	15,839.34	43,785.89	138,029.00	94,243.11	68.28
OB: 55100 - Service Staff Salary-Part	0.00	2,655.71	10,746.88	80,355.00	69,608.12	86.63
OB: 57000 - Student Wages-College Work	0.00	534.91	534.91	0.00	534.91-	0.00
OB: 57200 - Other Student Wages	0.00	293.63	965.86	0.00	965.86-	0.00
OB: 59000 - Health/Life/Disability Ins	0.00	125,752.64	342,500.92	1,490,040.00	1,147,539.08	77.01
OB: 59200 - F I C A	0.00	39,644.32	112,235.76	447,972.00	335,736.24	74.95
OB: 59300 - IPERS	0.00	19,836.10	56,945.25	240,860.00	183,914.75	76.36
OB: 59310 - TIAA-CREF	0.00	21,436.33	61,652.76	236,334.00	174,681.24	73.91
OB: 59500 - Early Retirement Benefits	0.00	0.00	2,655.85	0.00	2,655.85-	0.00
OB: 60100 - Professional Services	0.00	13,247.36	30,635.41	295,497.00	264,861.59	89.63
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	14,772.52	14,772.52	20,000.00	5,227.48	26.14
OB: 60400 - Memberships	927.00	1,683.80	40,582.60	67,395.00	25,885.40	38.41
OB: 60500 - Publications-Legal	0.00	888.49	888.49	1,050.00	161.51	15.38
OB: 60600 - Maintenance & Repair-Equip	7,897.51	5,375.49	15,641.74	141,135.00	117,595.75	83.32
OB: 60900 - Maintenance & Repair- Buil	0.00	5,063.43	9,890.45	75,000.00	65,109.55	86.81
OB: 61000 - Maintenance of Grounds	288.05-	967.62	2,051.50	15,000.00	13,236.55	88.24
OB: 61100 - Advertising & Information	1,650.00-	17,074.52	32,542.01	163,486.00	132,593.99	81.10
OB: 61200 - Printing & Reproduction Se	0.00	16,780.64	29,838.00	139,496.00	109,658.00	78.61
OB: 61500 - Communications	0.00	8,849.32	20,868.96	94,700.00	73,831.04	77.96
OB: 62000 - Rental of Materials	0.00	0.00	0.00	100.00	100.00	100.00
OB: 62100 - Rental of Buildings	0.00	0.00	0.00	14,000.00	14,000.00	100.00
OB: 62200 - Rental of Equipment	0.00	4,553.56	14,456.68	61,900.00	47,443.32	76.65
OB: 62300 - Postage-Expedite-Other Mat	0.00	5,847.59	13,637.46	51,385.00	37,747.54	73.46
OB: 62340 - VITA Postage	0.00	0.00	25.14	0.00	25.14-	0.00
OB: 62400 - Group Meetings & Workshops	50.00-	5,190.32	10,864.22	61,107.00	50,292.78	82.30
OB: 62410 - Meetings-Alt HS Student	0.00	250.00	288.32	5,000.00	4,711.68	94.23
OB: 62500 - Data Processing Services	0.00	25,000.00	61,736.24	155,000.00	93,263.76	60.17
OB: 62600 - Other Contracted Services	0.00	750.13-	750.13-	50.00	800.13	600.26
OB: 63200 - Educ Materials & Supplies	10,059.99	55,664.41	90,835.25	292,971.00	192,075.76	65.56
OB: 63220 - Computer Supplies	5,859.24	5,063.78	5,723.82	38,500.00	26,916.94	69.91
OB: 63310 - Minor Equipment-\$500 TO \$2	0.00	7,891.39	7,891.39	13,100.00	5,208.61	39.76
OB: 63320 - Computer Equipment. \$2,500	0.00	0.00	357.99	10,000.00	9,642.01	96.42
OB: 63321 - Computer Equip. \$500 TO \$2	0.00	0.00	101,220.22	114,400.00	13,179.78	11.52
OB: 63322 - Computer Software-\$0 TO \$4	14,226.10-	1,530.40	21,105.50	49,957.00	43,077.60	86.23



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NORTHWEST IOWA COMMUNITY COLLEGE  
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Fiscal Year: 2014

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 63400 - Periodicals	1,223.52	1,400.14	4,201.69	31,000.00	25,574.79	82.50
OB: 63700 - Bldg & Construction Materi	3,151.06	8,404.67	16,407.05	50,000.00	30,441.89	60.88
OB: 64100 - Janitorial Materials & Sup	3,558.01	1,939.21	3,007.17	25,000.00	18,434.82	73.74
OB: 64200 - Vehicle Materials & Suppli	1,968.64	6,401.04	15,606.41	79,888.00	62,312.95	78.00
OB: 64400 - Landscaping Materials & Su	0.00	0.00	0.00	5,000.00	5,000.00	100.00
OB: 64600 - Other Materials & Supplies	0.00	1,960.34	1,960.34	2,517.00	556.66	22.12
OB: 64700 - Travel-Out-of-State	0.00	2,627.74	6,760.60	60,140.00	53,379.40	88.76
OB: 64800 - Travel-In-State	0.00	2,603.26	9,208.80	92,407.00	83,198.20	90.03
OB: 64810 - Travel-Alt HS Student	0.00	190.00	190.00	3,300.00	3,110.00	94.24
OB: 67500 - Scholarships	0.00	20.00	20.00	20,000.00	19,980.00	99.90
OB: 68000 - Expense Transfer	0.00	0.00	0.00	709,873.00	709,873.00	100.00
OB: 69300 - Miscellaneous Expense	0.00	334.05	4,395.02	0.00	4,395.02	0.00
OB: 71000 - Equipment	0.00	0.00	19,235.00	60,000.00	40,765.00	67.94
OB: 71020 - Equipment/Computer Hardwar	0.00	0.00	0.00	42,500.00	42,500.00	100.00
=====						
FD: 11 - Operating Fund	18,430.82	963,826.24	2,696,852.23	11,660,152.00	8,944,868.95	76.71

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NORTHWEST IOWA COMMUNITY COLLEGE  
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Fiscal Year: 2014

FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41500 - Property Tax-Equipment Rep	0.00	30,974.07-	43,510.17-	310,446.00-	266,935.83-	85.98
OB: 41700 - Property Tax-Unempl Compen	0.00	1,496.44-	2,091.01-	15,004.00-	12,912.99-	86.06
OB: 41710 - Property Tax-Early Retirem	0.00	25,942.68-	37,878.08-	260,015.00-	222,136.92-	85.43
OB: 41800 - Property Tax-Debt Service	0.00	9,977.30-	12,328.49-	99,998.00-	87,669.51-	87.67
OB: 41900 - Property Tax-Tort Liabilit	0.00	10,975.30-	15,152.03-	110,001.00-	94,848.97-	86.23
OB: 41910 - Property Tax-Insurance	0.00	18,956.38-	25,333.08-	189,993.00-	164,659.92-	86.67
OB: 42900 - Other State Support	0.00	116,822.00-	252,852.00-	310,399.00-	57,547.00-	18.54
OB: 43200 - Fed. Sup-Title III	0.00	3,648.19-	15,859.00-	30,000.00-	14,141.00-	47.14
OB: 43210 - Fed. Sup-Trio	0.00	15,710.19-	31,422.08-	230,631.00-	199,208.92-	86.38
OB: 44100 - Special Needs-Perkins	0.00	0.00	0.00	67,000.00-	67,000.00-	100.00
OB: 47100 - Interest Income	0.00	3,000.00-	3,000.00-	0.00	3,000.00	0.00
OB: 48800 - Withholding Tax Revenue Fr	0.00	20,885.13-	157,300.39-	1,300,000.00-	1,142,699.61-	87.90
=====						
FD: 22 - Restricted Fund	0.00	258,387.68-	596,726.33-	2,923,487.00-	2,326,760.67-	79.59

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NORTHWEST IOWA COMMUNITY COLLEGE  
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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	8,908.34	17,832.87	4,224.00	13,608.87-	322.17-
OB: 52100 - Instructional Salary-Part	0.00	750.00	1,950.00	2,000.00	50.00	2.50
OB: 53000 - Professional Staff Salary-	0.00	10,130.82	30,392.46	107,382.00	76,989.54	71.70
OB: 53100 - Professional Staff Salary-	0.00	8,301.78	15,394.71	53,149.00	37,754.29	71.03
OB: 54000 - Secretarial/Cler-Full Time	0.00	4,353.14	11,389.43	32,739.00	21,349.57	65.21
OB: 59000 - Health/Life/Disability Ins	0.00	5,465.78	15,523.63	52,852.00	37,328.37	70.63
OB: 59100 - Worker's Compensation	0.00	0.00	0.00	2,000.00	2,000.00	100.00
OB: 59200 - F I C A	0.00	2,416.79	6,041.34	15,107.00	9,065.66	60.01
OB: 59300 - IPERS	0.00	2,354.62	5,726.77	17,214.00	11,487.23	66.73
OB: 59310 - TIAA-CREF	0.00	542.60	1,092.08	422.00	670.08-	158.78-
OB: 59500 - Early Retirement Benefits	0.00	0.00	107,168.05	260,015.00	152,846.95	58.78
OB: 59700 - Unemployment Compensation	0.00	0.00	3,688.96	15,000.00	11,311.04	75.41
OB: 60100 - Professional Services	0.00	12,129.85	15,605.99	20,850.00	5,244.01	25.15
OB: 61200 - Printing & Reproduction Se	0.00	1,014.96	1,606.68	308.00	1,298.68-	421.64-
OB: 61800 - Insurance	0.00	0.00	28,447.00	0.00	28,447.00-	0.00
OB: 61810 - General Liability Insurance	0.00	0.00	132,861.00	189,993.00	57,132.00	30.07
OB: 61820 - Tort Liability Insurance	0.00	0.00	117,006.00	110,001.00	7,005.00-	6.36-
OB: 62300 - Postage-Expedite-Other Mat	0.00	11.96	129.02	455.00	325.98	71.64
OB: 62400 - Group Meetings & Workshops	1,500.00-	156.61	3,395.99	16,125.00	14,229.01	88.24
OB: 63200 - Educ Materials & Supplies	0.00	531.71	741.15	9,150.00	8,408.85	91.90
OB: 63300 - Minor Equipment-\$2,500 TO	39,270.47	11,224.02	91,950.36	86,771.00	44,449.83-	51.22-
OB: 63310 - Minor Equipment-\$500 TO \$2	259.00	1,632.15	17,290.92	83,173.00	65,623.08	78.90
OB: 63321 - Computer Equip. \$500 TO \$2	0.00	0.00	0.00	0.00	0.00	0.00
OB: 63322 - Computer Software-\$0 TO \$4	0.00	2,430.00	2,430.00	5,000.00	2,570.00	51.40
OB: 64200 - Vehicle Materials & Suppli	0.00	46.80	215.70	4,125.00	3,909.30	94.77
OB: 64700 - Travel-Out-of-State	0.00	1,999.15	5,546.52	4,450.00	1,096.52-	24.63-
OB: 64800 - Travel-In-State	0.00	774.10	1,847.61	8,450.00	6,602.39	78.13
OB: 67000 - Interest on Debt	0.00	0.00	0.00	260,000.00	260,000.00	100.00
OB: 67300 - Payment of Debt Principal	0.00	0.00	0.00	1,217,082.00	1,217,082.00	100.00
OB: 68000 - Expense Transfer	0.00	28,531.44	28,531.44	0.00	28,531.44-	0.00
OB: 69000 - Employer Reimbursement	0.00	168,144.69	292,246.24	200,000.00	92,246.24-	46.11-
OB: 71000 - Equipment	3,352.33	467.97	74,904.92	120,000.00	41,742.75	34.79
OB: 74000 - Vehicles	0.00	0.00	0.00	25,450.00	25,450.00	100.00
=====						
FD: 22 - Restricted Fund	41,381.80	272,319.28	1,030,956.84	2,923,487.00	1,851,148.36	63.32

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NORTHWEST IOWA COMMUNITY COLLEGE  
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Fiscal Year: 2014

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41600 - Property Tax-Operations/Pl	0.00	92,100.91-	97,897.64-	698,503.00-	600,605.36-	85.98
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	366,337.23-	1,337.23-	0.00	1,337.23	0.00
OB: 47100 - Interest Income	0.00	7,500.00-	7,500.00-	0.00	7,500.00	0.00
OB: 48500 - Misc Revenue	0.00	1,826.76-	1,826.76-	0.00	1,826.76	0.00
OB: 49000 - Transfers	0.00	0.00	0.00	500,000.00-	500,000.00-	100.00
=====						
FD: 27 - Plant Fund	0.00	467,764.90-	108,561.63-	1,598,503.00-	1,489,941.37-	93.21

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NORTHWEST IOWA COMMUNITY COLLEGE  
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Fiscal Year: 2014

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 60600 - Maintenance & Repair-Equip	0.00	0.00	0.00	3,000.00	3,000.00	100.00
OB: 60900 - Maintenance & Repair- Buil	0.00	900.00	24,089.46	220,000.00	195,910.54	89.05
OB: 61900 - Utilities	0.00	18,040.33	45,064.29	210,000.00	164,935.71	78.54
OB: 63100 - Library Books	1,107.11	2,921.61	8,460.31	30,000.00	20,432.58	68.11
OB: 63200 - Educ Materials & Supplies	0.00	1,548.52	1,564.18	0.00	1,564.18-	0.00
OB: 63700 - Bldg & Construction Materi	0.00	0.00	14,185.00	235,503.00	221,318.00	93.98
OB: 67000 - Interest on Debt	0.00	10,237.94	28,813.32	281,000.00	252,186.68	89.75
OB: 67300 - Payment of Debt Principal	0.00	4,043.20	12,391.74	219,000.00	206,608.26	94.34
OB: 76000 - Buildings	0.00	22,449.40	44,900.52	400,000.00	355,099.48	88.77
=====						
FD: 27 - Plant Fund	1,107.11	60,141.00	179,468.82	1,598,503.00	1,417,927.07	88.70

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**AGENDA ITEM INFORMATION**

**TITLE:** ELECTION OF PRESIDENT AND VICE PRESIDENT OF THE BOARD OF TRUSTEES

**PURPOSE OF BOARD ACTION:**

To elect from the Board of Trustee membership a president and vice president in compliance with the Code of Iowa 260C.12.

**BACKGROUND:**

The Board of Trustees of the merged area shall organize at the first regular meeting in October of each year.

Leroy Van Kekerix has served as President of the Board from 2009 to present. Dr. Loretta Berkland has served as President of the Board from 2005 to 2009.

Leroy Van Kekerix served as V.P. of the Board from 2007 to 2009. Larry Hoekstra served as V.P. of the Board from 2005 to 2007, and 2012 to 2013. Dr. Loretta Berkland served as V.P. of the Board from 2003 to 2005.

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

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

**RECOMMENDATION:**

It is recommended that a president and vice president be elected for the Board of Trustees for 2013/2014.

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

## **AGENDA ITEM INFORMATION**

**TITLE:** APPOINTMENT OF IOWA ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (IACCT) REPRESENTATIVE AND ALTERNATE

**PURPOSE OF BOARD ACTION:**

Authorize an IACCT representative and/or alternate to cast votes at the IACCT meeting on behalf of the NCC Board of Trustees and to represent the views of the Board before the IACCT Board of Trustees.

**BACKGROUND:**

The Iowa Association of Community College Trustees represents the collective interests of the statewide community college system. The monthly meetings are usually held in the Des Moines area. Larry Hoekstra has been the representative for IACCT from 2009 to present, and Steve Loshman was the alternate from May 2012 to present.

**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 nominate and confirm the appointment of an IACCT representative and an alternate for 2013/2014.

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

## **AGENDA ITEM INFORMATION**

**TITLE:** APPOINTMENT OF FOUNDATION REPRESENTATIVES

**PURPOSE OF BOARD ACTION:**

To identify board members to serve on the NCC Foundation Board.

**BACKGROUND:**

The Board of Trustees annually appoints representatives to the Foundation Board for a one-year term to attend the meetings. The College Foundation is an integral part of NCC and its success has an effect on helping NCC achieve its goals. This past year Trustee representatives to the NCC Foundation Board were: Cynthia Porter served as Foundation representative from 2012 to present and Adam Besaw served from March 2013 to present.

**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 nominate and confirm the appointment of representatives to the Foundation for 2013/2014.

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

**AGENDA ITEM INFORMATION**

**TITLE:** APPOINTMENT OF BOARD SECRETARY AND BOARD TREASURER

**PURPOSE OF BOARD ACTION:**

To appoint a board secretary and board treasurer in compliance with the Code of Iowa 260C.12.

**BACKGROUND:**

Board Policy 244 stipulates that: "The Board shall appoint a secretary and treasurer who shall perform duties as described under Chapter 291 of the Code of Iowa."

Dee Kreykes has served as Secretary of the Board of Trustees since April 2011.

Mark Brown has served as the Treasurer of the Board of Trustees since October 2007.

**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 appoint a Secretary and a Treasurer of the Board for 2013/2014.

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

## **AGENDA ITEM INFORMATION**

**TITLE:** ESTABLISHMENT OF THE CALENDAR FOR REGULAR MONTHLY BOARD MEETINGS

**PURPOSE OF BOARD ACTION:**

It is necessary to establish the preferred monthly meeting date of the Board of Trustees for 2013-2014.

Code of Iowa 260C.12

**BACKGROUND:**

The Board of Trustees has customarily met on the third Monday of each month at 6:30 p.m. for its regular monthly meeting.

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

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

**RECOMMENDATION:**

The Board of Trustees will establish the calendar for the regular monthly meetings November 2013 through October 2014.

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## Board Meeting Dates and Times

### Tentative Schedule for November 2013 – October 2014

DATES	TIME	
Monday, November 18, 2013	6:30 pm	1.
Monday, December 16, 2013	6:30 pm	1.
* Thursday, December 19, 2013	7:00 pm - Winter Graduation	
Monday, January 20, 2014	After Joint Foundation Meeting	1.
February 10-13 -Legislative Session	Washington, DC	
Monday, February 17, 2014	6:30 pm	1.
	Action Items: Certified Budget and Equity Plan (was Affirmative Action)	
Monday, March 17, 2014	6:30 pm	1.
March 31 & April 1, 2014 - IACCT Convention	Des Moines, IA	
April 5-8 - AACC Convention	Washington, DC	
April 10-14 - NCA-HLC	Chicago, IL	
Monday, April 21, 2014	6:30 pm	1.
* Friday, May 16, 2014	1:30 - Spring Graduation	
Monday, May 19, 2014	6:30 pm	
Monday, June 16, 2014	6:30 pm	1.
***Monday, July 14, 2014 (Tentative Tele-conference Mtg.)	6:30 pm	1.
		2.
Tentative - AACC - President's Academy (PASI) July 19-23	Tentative - California	
Monday, August 18, 2014	6:30 p.m. - Board Mtg. Begins	
Monday, September 15, 2014	6:30 pm	1.
October 22-25 - ACCT	Chicago, IL	
Monday, October 20, 2014	<b>Before</b> the Legislative Forum (Time to be determined)	1.

\*\*\*Note Suggested Change (2<sup>nd</sup> Monday rather than the 3<sup>rd</sup> Monday - due to PASI Conference)

\*Advance Notice of Graduation Dates  
Conference Dates

# NORTHWEST IOWA COMMUNITY COLLEGE 2013-2014 Board of Trustee's Meeting Calendar

## NOVEMBER

2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY

2014 (Joint Foundation Meeting)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH

2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL

2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY

2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JUNE

2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## JULY

2014 (Tentative Tele-Conference)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## AUGUST

2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SEPTEMBER

2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

2014 (Legislative Forum)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Board Meeting Start time - usually 6:30 p.m.  
TBD for January 2014 and October 2014

Graduation - 7:00 p.m. - Winter (December) □  
1:30 p.m. - Spring and Summer

LEGEND	
	Board Meeting
	Legislative Session in DC
	Winter/Spring/Summer Graduation
	IACCT Meeting- Des Moines, IA
	ACCT Meeting - Chicago, IL

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