

NORTHWEST IOWA COMMUNITY COLLEGE
Board of Trustees Meeting
Monday, February 26, 2018
Building D -- Room 402, 7:15 p.m.

A G E N D A

5:30 P.M. - NCC Campaign Celebration (Dining Room)

6:30 P.M. - JOINT MEETING/DINNER - - (Dining Room)

Northwest Iowa Community College Foundation Board of Directors
and Northwest Iowa Community College Board of Trustees

Agenda Item	Presenter	Page	Activity	
			Action	Info
1. Call to Order	Hoekstra			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				
b. Approval of Minutes		2		
c. Approval of Monthly Bills		6		
d. Reviewed and Revised Board Policies 717, 801, 802, 803, 805, 806, 807, and 808 (2nd Reading)		7		
e. Reviewed and Revised Board Policies 821, 822, 830, 842, 850, and 851 (1st Reading)		18		
f. Equity Plan 2018		25		
6. Education Report	Waldstein/Hoting			X
a. Program Evaluation - Welding				
b. CTE Partnership (NCC, Interstates, Boyden-Hull, and Sioux Center School Districts)	Snyder			X
7. Monthly Financial Report	Brown	27	X	
8. Action Items/Pulled Out Consent Items				
a. Cherokee, Lyon, O'Brien, and Osceola Hall Rental Rates	Brown	33	X	
b. Public Hearing, FY'19 Certified Budget	Brown	35	X	
9. President's Report	Stubbe			X
10. Information Items				
a. IACCT Report	Hoekstra			X
11. Adjournment			X	

CC Legislative Drive-In - March 6, 2018
IACCT Conference - July 18-20, 2018 - Hosted by NIACC

Review College Bills
February - Van Kekerix
March - Simons

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

MONDAY, JANUARY 22, 2018

The Board of Trustees of Northwest Iowa Community College met in regular session on Monday, January 22, 2018, via tele-conference due to a snowstorm which closed the College all day and a late start on Tuesday. Northwest Iowa had received 8-10 inches of snow with high winds causing blizzard conditions. The change to a teleconference, along with the dial-in phone number, was sent to media when the decision was made (at 11:25 a.m.) to have a teleconference. (The joint meeting with the Foundation Board was postponed until the February 2018 meeting.)

1. CALL TO ORDER

President Hoekstra called the meeting to order at 7:15 p.m., with a quorum present. Due notice of the meeting had been e-mailed and posted on January 19, 2018.

2. ROLL CALL

President Hoekstra asked for roll call.

TRUSTEES PRESENT: President Hoekstra, Berkland, Besaw, Loshman, Porter (dialed in at 7:38 p.m. prior to the Action Items), Simons, Van Kekerix (all via telephone)

TRUSTEES ABSENT: None

3. INTRODUCTION OF GUESTS

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

Staff – Stubbe, Brown, Hartog, Snyder, D. Kreykes, Williams (all via telephone)

Guests – Graham Forbes, Williams and Company; Mark Mahoney, Staff Writer for the N’West Iowa REVIEW (all via telephone)

4. REQUEST FOR DISCUSSION OF CONSENT ITEMS/AGENDA ADDITIONS

President Hoekstra 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

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

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

- a. Agenda for January 22, 2018
- b. Minutes of the December 18, 2017 Board of Trustees’ meetings
- c. Bills for the period of December 1, 2017, through December 31, 2017, totaling \$1,678,340.43
- d. Reviewed Board Policies (301, 302, 304, 310, and 331) 2nd Reading
- e. Reviewed Board Policies (717, 801, 802, 803, 805, 806, 807, and 808) 1st Reading
- f. Supplemental Contract for Roger Solberg

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

Motion carried.

6. MONTHLY FINANCIAL REPORT

- a. It was moved by Van Kekerix, seconded by Besaw, to acknowledge the review of the monthly financial reports.

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

Motion carried.

7. ACTION ITEMS/PULLED OUT CONSENT ITEMS

a. Audit Report

It was moved by Besaw, seconded by Berkland, to acknowledge receipt of the Fiscal Year 2017 audit report and to approve the audit preparation fee of \$38,450.00.

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

Motion carried.

b. Corporate Authorization Resolutions for Peoples Bank

It was moved by Berkland, seconded by Loshman, to approve the Corporate Authorization Resolutions for all NCC Peoples Bank accounts.

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

Motion carried.

c. General Obligation Bond Resolution

Board Member Loshman introduced the following Resolution and moved its adoption. Board Member Besaw seconded the motion to adopt, the roll was called and the vote was:

AYES: Simons, Van Kekerix, Berkland, Besaw, Loshman, Porter, Hoekstra

NAYS: None

Whereupon, the President declared the Resolution adopted as follows:

RESOLUTION

WHEREAS, Section 260C.19 of the Code of Iowa, 2009, as amended, provides that Boards of Directors of merged areas may acquire sites and erect and equip buildings for use by the merged area school district and to contract indebtedness and issue bonds to raise funds for such purposes; and

WHEREAS, Section 260C.21 provides that no indebtedness shall be incurred pursuant to Section 260C.19 until a proposition to incur indebtedness and issue bonds has been submitted at an election to the voters of the Merged Area School District and approved by a sixty percent majority vote of the registered voters voting on the proposition; and

WHEREAS, neither the proposal for the issuance of the bonds, hereinafter set forth, nor any other proposal incorporating any portion of it, has or will have been submitted to the voters of the Merged Area School District for a period of more than six (6) months prior to the date of election hereinafter provided; and

WHEREAS, the election will be held within all precincts within the merged area on Tuesday, April 3, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF NORTHWEST IOWA COMMUNITY COLLEGE, IN THE COUNTIES OF CHEROKEE, CLAY, DICKINSON, LYON, O'BRIEN, OSCEOLA, PLYMOUTH AND SIOUX, STATE OF IOWA:

Section 1. That there is hereby called a special election of the registered voters of Northwest Iowa Community College, in the Counties of Cherokee, Clay, Dickinson, Lyon, O'Brien, Osceola, Plymouth and Sioux, State of Iowa, to be held on Tuesday, the 3rd day of April, 2018, at which election there shall be submitted to the registered voters of the Merged Area School District the following question, to-wit:

"Shall the Board of Directors of Northwest Iowa Community College in the Counties of Cherokee, Clay, Dickinson, Lyon, O'Brien, Osceola, Plymouth and Sioux be authorized to expand nursing/healthcare, career/technical, and agriculture-related training, to strengthen student services and partnerships with high schools and businesses, to expand, renovate, erect, and equip buildings, to contract indebtedness therefore,

and to issue its school bonds in an amount not exceeding \$14,185,000 for those purposes?"

Section 2. That the voting place or places for the election, and the hours the polls shall be opened and closed shall be as set out in the Notice of Election to be prepared and approved by the control County Commissioner of Elections. The Commissioner is requested to provide adequate polling places for the anticipated number of voters consistent with considerations of efficiency and reasonable cost.

Section 3. That the form of ballot to be used at the election shall be prepared and approved by the control County Commissioner of Elections.

Section 4. That the Election Board for the voting precinct or precincts shall be appointed by the control County Commissioner of Elections a certified copy of which appointment shall be officially placed on file in the office of the Secretary.

Section 5. That the Auditor of Sioux County, Iowa, (the Commissioner of Elections of the County containing the greatest amount of taxable valuation of the Merged Area School District) is hereby directed to publish the Notice of Election and form of ballot not less than four clear days nor more than twenty days prior to the date of election.

Section 6. That the control County Commissioner of Elections shall cause to be prepared all such ballots and election registers and other supplies as may be necessary for the proper and legal conduct of the election and the Secretary of the Board of Directors is hereby authorized and directed to cooperate with the control County Commissioner of Elections and to do and prepare all of the necessary proceedings in order to make the election legal and valid.

Section 7. That the Secretary is hereby directed to file a certified copy of this resolution in the Office of the Sioux County Commissioner of Elections, which filing shall also constitute the "written notice" to the control County Commissioner of Elections of the election date, required to be given by the governing body under the provisions of Chapter 47 of the Code of Iowa.

PASSED AND APPROVED, this 22nd day of January, 2018.

/s/Larry Hoekstra
President of the Board of Directors

ATTEST:

/s/Dee Kreykes
Secretary of the Board of Directors

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

Motion carried.

d. Quality Faculty Plan

It was moved by Berkland, seconded by Porter, to approve the revised Quality Faculty Plan as presented.

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

Motion carried.

e. Revise Board Policy 303 (2nd Reading)

It was moved by Besaw, seconded by Simons, to approve the second and final reading of the policy revision.

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

Motion carried.

8. PRESIDENT’S REPORT

9. ADJOURNMENT

It was moved by Simons, seconded by Van Kekerix, to adjourn the regular scheduled meeting at 8:05 p.m. The next regular Board of Trustees meeting is scheduled to be held on Monday, February 26, 2018, at approximately 7:15 p.m.

10. CLOSED SESSION – Evaluation of the President

At 8:10 p.m. following adjournment, it was moved by Berkland, seconded by Van Kekerix, to go into closed session as provided in section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to that individual’s reputation, as that individual has requested a closed session.

It was moved by Besaw, seconded by Van Kekerix, to end the closed session at 8:37 p.m.

Due to the snowstorm we were not able to have the Joint meeting so prior to the next regular scheduled meeting, the NCC Board of Trustees will attend a joint meeting/dinner beginning at 6:30 p.m. with the Northwest Iowa Community College Foundation Board of Directors in the Dining Room.

by _____
Dee Kreykes, Secretary

Larry Hoekstra, President

**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: \$1,008,698.21

RECOMMENDATION:

It is recommended that the Board of Trustees approve \$1,008,698.21 total College expenditures.

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

AGENDA ITEM INFORMATION

TITLE: REVIEWED and REVISED BOARD POLICIES (2nd Reading)

PURPOSE OF BOARD ACTION:

To consider the following Board Policies:

Reviewed – 717, 801, 802, 803, 805, 806, and 808

Revised - 807

BACKGROUND:

Board Policies are periodically reviewed, and as needed, changes are made. The policies listed above under “Revised” have been reviewed and have changes that should be considered.

Those listed above under "Reviewed" have been reviewed, and no changes are being recommended at this time. They are brought for approval to acknowledge the date of review.

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: 717, 801, 802, 803, 805, 806, 807, and 808.

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

REVIEWED: 12-17-12

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

Community Relations

Statement of Guiding Principles

It is the policy of the Board of Trustees to keep area constituents informed of the mission, goals, needs, conditions, and achievements of the College. The President is responsible for initiating and administering a continuous program of communication between Northwest Iowa Community College and Merged Area IV communities.

ADOPTED: 12-17-75
REVISED: 9-19-94
REVIEWED: 11-19-12, 10-27-14

Communications with the Public

Board of Trustees Meetings

In order to assist in fulfilling the statement of guiding principles, meetings of the Board of Trustees shall be open to the public, except on those occasions when the Board goes into executive or strategy session as permitted by Iowa law.

ADOPTED: 12-17-75

REVIEWED: 10-27-14

REVISED: 9-19-94, 11-19-12

LEGAL REFERENCE: Code of Iowa Chapter 21.5 and section 20.17 of the Iowa Code

Communications with the Public

Community Relations and Student Welfare

It is the policy of the Board of Trustees to cooperate with area community agencies and organizations concerned with the welfare of students.

ADOPTED: 12-17-75
REVISED: 9-19-94
REVIEWED: 11-19-12, 10-27-14

Communications with the Public

Releases to News Media - College Information

It is the policy of the Board of Trustees to have news releases prepared on matters of the College and to disseminate such releases to all news media in the area.

ADOPTED: 12-17-75
REVISED: 9-19-94
REVIEWED: 11-19-12, 10-27-14

Communications with the Public

Public Participation at Board of Trustees Meetings

Public participation is encouraged by Northwest Iowa Community College in conducting its affairs to comply with the Iowa Public Meetings law, and to balance the interests and rights of the public in attending and speaking at meetings of the Board of Trustees. The Board of Trustees shall conduct the meeting in an orderly manner with agenda items arranged in a manner to dispatch business of the College.

Definitions as used in these rules and regulations:

"Board Meeting" means any regular, special, or called meeting of the Board for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any formal action.

"Public Participation Segment" means that portion of a Board meeting at which the general public shall be permitted to speak.

"Public Hearing" means a public participation segment called by the Board for the purpose of obtaining input from the general public concerning a specified subject or specified subjects, but not including a hearing requested by staff under the provisions of the Continuing Contract Law, Sections 279.15 and 279.24.

General Rules: All Board meetings shall be announced, held, and conducted in compliance with the Code of Iowa Chapter 21.5. All public participation segments shall be called, held, and conducted in compliance with these rules and regulations.

*Regular Board meetings shall be held each month on the specific date set by the Board. The Board meetings shall be held at a time and place designated by the Board. Additional, special, called, or emergency Board meetings may be held in compliance with the applicable law.

*A public participation segment shall be included in the agenda for and conducted as a part of the regular monthly Board meetings held in June, September, December, and March of each year. The Board may add a public participation segment to any subsequent Board meeting by resolution including that public participation segment in the agenda for such subsequent meeting if that resolution is passed by majority vote.

*A public hearing shall be called and held; (1) as required by any provision of the Code of Iowa, and (2) whenever called by resolution of the Board designating that a public hearing shall be placed on the agenda for the purpose of soliciting public input on a specified subject or specified subjects.

Agenda For Public Participation Segment: Each public participation segment, other than a public hearing, shall be conducted as follows:

*The College President shall maintain a "Register of Intended Speakers." Any person desiring to appear and speak at a public participation segment of any meeting shall enter, by either oral or written request, upon the register the following information: name, residence address, and subject matter to be addressed. Each person may enter their name upon the register as far in advance of the public participation segment as that person chooses, and each intended speaker shall enter his/her name upon the register prior to the time that the Board President closes the register for the specific session.

ADOPTED: 01-16-91
REVIEWED: 10-27-14
REVISED: 9-19-94, 11-19-12

*When the public participation segment is reached as an agenda item of a particular Board meeting, the Board President shall announce the agenda item and inquire as to whether any additional persons present desire to be included in the register for that public participation segment. After each person has had an opportunity to be included in the register, the Board President shall declare the register to be closed. After the register has been closed for a specific public participation segment, no additional names shall be added thereto for that particular public participation segment.

*The Board President shall then examine the register and determine whether for that session speakers should be grouped by subject matter and whether for that session a reasonable time limit need be set.

*The Board President shall call the speakers, recognizing them as follows: the speakers who will be speaking to the same subject matter shall be given group priorities in accordance with the time that group's subject matter appeared on the register. Within the group each speaker shall be called in the chronological order in which the speakers in that group entered their names in the register.

*After each speaker whose name was timely entered on the register for the public participation segment has had the opportunity to speak, the Board President shall declare the public participation segment closed.

Agenda For Public Hearing: Each public hearing shall be conducted as follows:

*The Board President shall declare the public hearing to be open.

*The Board President shall state the questions or questions concerning which public input is solicited and state the groups into which the speakers who are in basic mutual agreement with each other will be placed (e.g., those "for" and "against").

*The Board President shall then determine the number of individuals present who desire to speak and shall place those in one of the speaking groups.

*The Board President shall then determine whether a time limit should be imposed on each speaker or on each "side" and shall announce reasonable limits if he/she deems them necessary.

*The Board President shall then announce the order of the groups, including a determination as to whether there will be any rebuttal or surrebuttal.

*The Board President would next recognize any representative of the college administration who is designated by the College President to present background information on the subject.

*The Board President would then recognize the various speakers within each of the groups, calling all members of a particular group to speak before asking for speakers from other group points of view. Each speaker shall be required to state his/her name, residence address, and point of view before being allowed to speak further.

*After each individual member of the public who is present has, by the foregoing procedures and subject to the rules and regulations applicable, been given the opportunity to speak to the Board, the Board President shall declare the public hearing closed.

ADOPTED: 01-16-91
REVIEWED: 10-27-14
REVISED: 9-19-94, 11-19-12

Regulations: The Board believes that the general public interest requires that reasonable regulations be placed upon the manner in which the members of the general public exercise their rights to speak to the Board. These reasonable regulations are necessary to prevent the business of the Board from being blocked by filibuster, to ensure that no members of the public have their right to be heard pre-empted by another member of the public, to ensure that the purpose of the Board meeting is not subverted onto matters which are not of legitimate relevance to the business and function of the Board, and to keep the time and expense of Board meetings within reasonable bounds. The Board President presiding over each public participation segment, including each public hearing, shall have the right in the exercise of his/her reasonable discretion to declare out-of-order any speaking participant who:

- *Refuses to enter his/her name, residence address, and subject matter of intended speech upon the "Register of Intended Participants" for that public participation segment.
- *Fails to speak only to matters which are relevant to the issue stated by the Board in the case of public hearing or to the issue identified by the speaker in the case of other public participation segments.
- *Is unreasonably repetitive of ideas expressed by himself/herself or of the ideas expressed by previous speakers on the same side of the same issue.
- *Uses abusive or offensive language or makes scandalous or other personal attacks upon any person.
- *Attempts to speak at a time other than when he/she is recognized to do so by the Board President.
- *Violates any time limit set by the Board President.

Once the Board President declares any individual to be out-of-order, that individual shall have no further right to speak to the Board at the Board meeting.

Authority of Board: Notwithstanding any other provision of these rules and regulations, it is understood that:

- *No person other than a member of the Board may make any motion, may require the Board to put any item on the agenda, or may require the Board to act or refrain from acting in any particular manner. No person other than the College President or a member of the Board may put an item on its agenda.
- *The Board may not, in the absence of an emergency, take action with regard to any item which is not given reasonable advance publicized notice as an agenda item in accord with the provisions of Code of Iowa Section 21.4.
- *The Board retains the right and authority, in the public interest, to hold closed sessions in accordance with the provisions of Code of Iowa Section 21.5.
- *These rules and regulations do not apply to hearings requested by staff pursuant to the Continuing Contract Laws sections 279.15 and 279.24. Those hearings shall be conducted in such manner as the instructor and administration agree or, in the absence of agreement, in such a procedural manner as due process of law requires.

ADOPTED: 01-16-91
REVIEWED: 10-27-14
REVISED: 9-19-94, 11-19-12

Communications with the Public

Communications and Information Systems

With the growth of telecommunications in the work place, the Board of Trustees recognize that students and employees will alter the way that ideas are shared, information is transmitted, and people are contacted. As employees and students are connected to the global community, the use of technology brings new responsibilities as well as opportunities.

The College will provide employees and students with communication and information systems for educational and educational support purposes. The systems shall not be used in any way that may be disruptive, offensive, or illegal. The transmission of sexually explicit images, messages, cartoons, or communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, sex, ~~physical or mental~~ disability, age, sexual orientation, gender identity, creed, religion, ~~veteran status~~, actual or potential parental, family or marital status ~~or religious or political beliefs~~ is prohibited. The systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes. Violation of this policy is subject to disciplinary action up to and including expulsion or discharge.

ADOPTED: 9-16-96
REVISED: 11-19-12, 10-27-14

Communications with the Public

Privacy Policy

What we collect and how we use it – If you choose to share personal information by sending us a message or filing out an electronic form with personal information, we will use that information (name, address, e-mail, telephone number, etc.) to process your order and maintain our records.

NCC employs cookie technology to maintain a visitor's browsing experience. When you register, subscribe or place an order online with NCC, your contact information is used to create and maintain certain access privileges. These features include access to protected content or your shopping cart, and are also used to enable your access for future visits to the site.

In order to help evaluate how visitors and subscribers use and navigate our Web site, NCC tracks usage patterns. This information may include the number and frequency of visitors to each Web page, and the length of their visits. Pursuant to federal laws and regulations, this data is never matched to personally identifiable information. Additionally, we do not knowingly collect information from children under the age of 13.

In order to enforce our Subscriber Agreement or Terms of Use, in special circumstances it may be necessary to disclose and use personally identifiable information. This may be for purposes of protecting our intellectual property rights, or when law requires us to do so.

We do not share your information with any outside parties. However, under certain circumstances, the Family Educational Rights and Privacy Act (FERPA) permits some disclosure with third party customers. For more information on FERPA Regulations, see the College Catalog.

If you received an electronic mailing, a postal mailing from us, (a) your e-mail address is either listed with us as someone who has expressly shared your e-mail address for the purpose of receiving information in the future (opt-in), or (b) you have registered or purchased or otherwise have an existing relationship with us.

ADOPTED: 3-16-09
REVIEWED: 10-27-14
REVISED: 11-19-12

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

AGENDA ITEM INFORMATION

TITLE: REVIEWED and REVISED BOARD POLICIES (1st Reading)

PURPOSE OF BOARD ACTION:

To consider the following Board Policies:

Reviewed – 821, 822, 830, and 850

Revised – 842 and 851

BACKGROUND:

Board Policies are periodically reviewed, and as needed, changes are made. The policies listed above under “Revised” have been reviewed and have changes that should be considered.

Those listed above under "Reviewed" have been reviewed, and no changes are being recommended at this time. They are brought for approval to acknowledge the date of review.

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: 821, 822, 830, 842, 850, and 851.

Relations Between College Personnel and the Public

Gifts to Board Members and College Employees

Members of the Northwest Iowa Community College Board of Trustees, college employees, and members of their immediate family shall adhere to the gifts laws as defined in the provisions of Chapter 68B of the Code of Iowa.

A gift is defined as a rendering of anything of value in return for which legal consideration of equal or greater value is not given and received. All gifts, in any amount, are prohibited with the following exceptions:

- *Food and beverages provided at a meal that is part of a bona fide event or program at which the recipient is being honored for public service.
- *Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
- *Actual expenses of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the donee has participation or presentation responsibilities.

Additional exceptions are listed in section 68B.22.

Non-monetary gifts received must be donated within thirty (30) days to Northwest Iowa Community College or the NCC Foundation.

Relations Between College Personnel and the Public

Complaints Concerning College Personnel

A complaint or concern of a college constituent shall be addressed.

ADOPTED: 12-17-75
REVISED: 9-19-94
REVIEWED: 11-19-12

Relations between College Personnel and the Public

Use of Facilities

The Board of Trustees encourages the use of college facilities by citizens of the merged area. The use of college facilities by non-college personnel and for non-college functions will not interfere with college operations. The College reserves the right to restrict the use of college facilities.

ADOPTED: 12-17-75
REVISED: 3-21-90, 9-19-94
REVIEWED: 11-19-12
Also see Board Policy 718 (Rental of Facilities)

Relations Between College Personnel and the Public

Community Activities Involving Students

A. Fund Raising Activities in the College.

No activity requiring students and employees to assist in promoting campaigns, (financial, educational, charitable, or otherwise), which demands the time of students, teachers, and administrators, shall be permitted, except as hereinafter provided, unless the same shall be in accord with the general policies of the Board of Trustees.

No agent or person, or persons shall be permitted to solicit any student or instructor for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind or make announcements of any nature, or take up contributions in any college facility or on the college premises, for any purpose whatsoever, except by approval from the Chief Finance and Operations Officer, as being in accord with the general policies of the Board of Trustees.

Fund raising activities within the College and area communities may be permitted by bona fide, supervised, student organizations by prior approval of the Chief Finance and Operations Officer and if deemed applicable, the Board of Trustees.

B. Use of College for Sales Promotions Prohibited.

College facilities, employees, and students shall not be used in any manner for the promotions of sales of services or products of agencies or organizations operating for profit. The Board of Trustees specifically forbids such activities as the following:

1. Distribution by students of pamphlets urging students, parents, and others to purchase services or products sold for profit.
2. The sale by students or employees of products and/or services, except in relation to production by students as part of the program.
3. Similar activities which would involve the employees and students and which would interfere with the normal time and activities of the College.

Specifically exempted from the provisions of this policy shall be a student insurance program.

Where the Board of Trustees and President feel that the educational gain outweighs any promotional purpose, prior approval can be given by the Board to an activity.

ADOPTED: 12-17-75

REVISED: 9-19-94, 11-19-12

Also see Board Policy 548 (Community Activities Involving Students and Employees)

Relations Between College Personnel and the Public

Citizens Assistance to College Personnel

The Board of Trustees encourages the use of community resources and citizens to assist in furthering the educational program of the College.

The use of outside personnel and resources will be under regulations approved by the President or the Board of Trustees.

ADOPTED: 12-17-75
REVISED: 9-19-94
REVIEWED: 11-19-12

Relations Between College Personnel and the Public

Trespassing on College Property

It is Board policy to maintain order on NCC's campus.

No person shall allow, cause, or permit the operation or use of snowmobiles, motorcycles, mini-bikes, go-carts, or other motorized vehicles on college property, other than those used for ordinary transportation or instructional purposes.

No person shall allow, cause, or permit animals and/or pets on college property without appropriate college approval.

The use of radio controlled airplanes on campus is permitted if each individual files a certificate of liability of at least \$100,000 per accident and \$300,000 per occurrence with the Chief Finance and Operations Officer.

Any violations of the foregoing may result in legal actions taken by the College President to protect college property.

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

AGENDA ITEM INFORMATION

TITLE: EQUITY PLAN 2018

PURPOSE OF BOARD ACTION:

To approve the Equity Plan for 2018 for Northwest Iowa Community College.

BACKGROUND:

Iowa law requires each school corporation to adopt an affirmative action plan, to evaluate and update that plan every two years, and submit an annual progress report on equal opportunity and affirmative action to its local board of directors. Northwest Iowa Community College has established and implemented an Equity Plan to reflect its ethical and legal pledge to comply with laws and regulations requiring equal educational opportunity, equal employment opportunity, and affirmative action. The Equity Committee reviewed the plan and made additions and corrections that support the Equity Plan for 2018.

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 Equity Plan for 2018 for Northwest Iowa Community College.

STATEMENT OF FUNDS				
31-Jan-18				
	General Fund	Restricted General Fund	Plant	Revolving
Cash:	Operating Account			
Iowa State Bank - Sheldon, IA	12,950,425.28			
Citizens Bank - General	12,435.20			
Citizens Bank - Revolving	2,000.00			
ISJIT - Des Moines, IA	7,850.47			
Investments:				
Citizens State Bank - Sheldon, IA				
C.D. 25071	205,678.36			
Iowa State Bank - Sheldon, IA				
C.D. 622507	607,095.81			
C.D. 622579			427,398.37	
C.D. 622537			512,824.99	
C.D. 622506	386,336.85			
C.D. 622552		103,380.08		
C.D. 622553				299,446.03
C.D. 622567	146,926.51			
C.D. 622511			336,557.64	
C.D. 622522		521,064.31		
C.D. 622521		119,015.00		
C.D. 622520			359,699.79	
C.D. 622502				394,540.95
C.D. 622538			1,028,431.39	
Peoples Bank- Sheldon, IA				
C.D. 61005258			138,191.87	
C.D. 61005274		487,669.09		
C.D. 61005266				402,349.68
Premier Bank - Rock Valley, IA				
C.D. 17448	162,307.90			180,186.08
C.D. 17447	164,215.76			290,927.70
Sibley State Bank - Sibley, IA				
C.D. 401636			941,036.67	
C.D. 401534	329,960.37			
C.D. 401535	145,328.94			
TOTAL FUNDS	15,120,561.45	1,231,128.48	3,744,140.72	1,567,450.44

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REVENUES

FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 40100 - Course Fees	0.00	661.50-	261,460.53-	303,000.00-	41,539.47-	13.71
OB: 40110 - Technology Fee	0.00	376.00-	125,385.78-	144,000.00-	18,614.22-	12.93
OB: 40200 - Application Fees	0.00	225.00-	1,095.00-	1,700.00-	605.00-	35.59
OB: 40300 - Graduation Fees	0.00	1,120.00-	17,809.11-	21,800.00-	3,990.89-	18.31
OB: 40400 - Transcript Fees	0.00	645.00-	5,939.50-	9,300.00-	3,360.50-	36.13
OB: 41100 - Resident Tuition	0.00	49,669.95-	2,477,381.16-	3,036,400.00-	559,018.84-	18.41
OB: 41120 - Tuition-E College	0.00	87,682.72-	1,782,173.26-	2,000,000.00-	217,826.74-	10.89
OB: 41121 - E-College-SE checks	0.00	0.00	73,928.00-	115,000.00-	41,072.00-	35.71
OB: 41130 - Forfeited Tuition Deposits	0.00	0.00	2,600.00-	1,500.00-	1,100.00	73.32-
OB: 41190 - Collection Agency	0.00	456.00-	1,577.53-	13,000.00	14,577.53	112.13
OB: 41200 - Non-Resident Tuition	0.00	1,720.00-	158,247.16-	200,000.00-	41,752.84-	20.88
OB: 41220 - Border State Tuition	0.00	3,674.00	107,897.00-	100,000.00-	7,897.00	7.89-
OB: 41300 - Secondary Tuition	0.00	0.00	56,250.65-	177,200.00-	120,949.35-	68.26
OB: 41600 - Property Tax-Operations/Pl	0.00	18,839.42-	509,127.24-	862,122.00-	352,994.76-	40.94
OB: 42100 - General Aid	0.00	382,113.00-	2,674,791.00-	4,585,357.00-	1,910,566.00-	41.67
OB: 42900 - Other State Support	0.00	0.00	41.60-	10,000.00-	9,958.40-	99.58
OB: 43200 - Fed. Sup-Title III	0.00	0.00	17,045.24-	20,000.00-	2,954.76-	14.77
OB: 43600 - Federal Support-Title IV P	0.00	0.00	210.00-	0.00	210.00	0.00
OB: 45300 - Rental-College Facilities	0.00	1,050.00-	1,457.50-	2,500.00-	1,042.50-	41.70
OB: 45500 - Sales & Services-Books	0.00	0.00	2,415.00-	0.00	2,415.00	0.00
OB: 47100 - Interest Income	0.00	20,026.59-	132,822.09-	100,000.00-	32,822.09	32.81-
OB: 48500 - Misc Revenue	0.00	5,644.57-	61,438.95-	46,715.00-	14,723.95	31.51-
OB: 48800 - Withholding Tax Revenue Fr	0.00	0.00	256,211.00-	318,000.00-	61,789.00-	19.43
OB: 49000 - Transfers	0.00	0.00	11,459.04-	0.00	11,459.04	0.00
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FD: 11 - Operating Fund	0.00	566,555.75-	8,738,763.34-	12,041,594.00-	3,302,830.66-	27.43

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FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 51000 - Administrative Salary	0.00	43,596.00	305,172.00	521,667.00	216,495.00	41.50
OB: 52000 - Instructional Salary-Full	0.00	178,006.44	1,204,181.83	2,150,442.00	946,260.17	44.00
OB: 52100 - Instructional Salary-Part	0.00	81,467.30	556,347.33	973,852.00	417,504.67	42.87
OB: 53000 - Professional Staff Salary-	0.00	140,695.30	1,009,900.53	1,849,550.00	839,649.47	45.40
OB: 53100 - Professional Staff Salary-	0.00	6,058.20	41,275.37	120,518.00	79,242.63	65.75
OB: 54000 - Secretarial/Cler-Full Time	0.00	34,626.89	214,638.54	358,708.00	144,069.46	40.16
OB: 54100 - Secretarial/Cler-Part Time	0.00	4,469.84	28,008.82	51,399.00	23,390.18	45.51
OB: 55000 - Service Staff Salary-Full	0.00	15,111.64	87,385.42	92,903.00	5,517.58	5.94
OB: 55100 - Service Staff Salary-Part	0.00	7,646.92	40,292.11	76,400.00	36,107.89	47.26
OB: 57000 - Student Wages-College Work	0.00	856.74	4,781.65	9,400.00	4,618.35	49.13
OB: 57100 - Student Wages-IA CWS	0.00	0.00	0.00	150.00	150.00	100.00
OB: 57200 - Other Student Wages	0.00	228.39	5,365.58	6,050.00	684.42	11.31
OB: 59000 - Health/Life/Disability Ins	0.00	142,505.43	900,380.62	1,506,900.00	606,519.38	40.25
OB: 59200 - F I C A	0.00	38,236.94	258,025.18	476,107.00	218,081.82	45.81
OB: 59300 - IPERS	0.00	22,107.22	147,245.28	244,576.00	97,330.72	39.80
OB: 59310 - TIAA-CREF	0.00	17,936.90	150,621.20	263,089.00	112,467.80	42.75
OB: 59400 - State Unemployment Taxes	0.00	405.09	2,064.69	1,854.00	210.69	11.35
OB: 59810 - Car Allowance	0.00	0.00	0.00	0.00	0.00	0.00
OB: 60100 - Professional Services	0.00	38,494.13	252,756.25	453,233.00	200,476.75	44.23
OB: 60110 - Prof.Serv-Specific	0.00	0.00	9,000.00	9,000.00	0.00	0.00
OB: 60190 - Indirects	0.00	173.22	173.22	0.00	173.22	0.00
OB: 60200 - Election Costs	0.00	0.00	8,016.92	10,000.00	1,983.08	19.83
OB: 60400 - Memberships	660.00	4,550.87	78,670.46	95,930.00	16,599.54	17.30
OB: 60500 - Publications-Legal	0.00	0.00	913.87	1,200.00	286.13	23.84
OB: 60600 - Maintenance & Repair-Equip	1,258.26	9,174.95	52,780.14	129,200.00	75,161.60	58.17
OB: 60900 - Maintenance & Repair- Buil	700.00	3,768.41	19,695.34	50,000.00	29,604.66	59.21
OB: 61000 - Maintenance of Grounds	254.00	758.48	2,270.14	10,000.00	7,475.86	74.76
OB: 61100 - Advertising & Information	7,767.50	26,013.03	94,200.14	212,192.00	110,224.36	51.95
OB: 61200 - Printing & Reproduction Se	0.00	11,742.47	69,809.41	115,794.00	45,984.59	39.71
OB: 61500 - Communications	0.00	10,525.31	65,287.25	87,800.00	22,512.75	25.64
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	2,739.00	14,262.74	29,500.00	15,237.26	51.65
OB: 62300 - Postage-Expedite-Other Mat	0.00	2,919.97	24,415.44	39,315.00	14,899.56	37.90
OB: 62400 - Group Meetings & Workshops	349.75	2,193.07	22,763.27	62,030.00	38,916.98	62.74
OB: 62410 - Meetings-Alt HS Student	0.00	50.00	1,331.79	5,000.00	3,668.21	73.36
OB: 62500 - Data Processing Services	0.00	0.00	1,590.00	10,000.00	8,410.00	84.10
OB: 62600 - Other Contracted Services	0.00	0.00	0.00	51.00	51.00	100.00
OB: 62700 - Other Services	0.00	0.00	2,326.26	0.00	2,326.26	0.00
OB: 63200 - Educ Materials & Supplies	11,145.19	43,605.03	143,113.19	308,265.00	154,006.62	49.96
OB: 63220 - Computer Supplies	758.40	636.39	5,149.91	38,000.00	32,091.69	84.45
OB: 63300 - Minor Equipment-\$2,500 TO	0.00	4,365.00	6,865.00	5,000.00	1,865.00	37.29
OB: 63310 - Minor Equipment-\$500 TO \$2	3,942.12	3.89	2,275.48	8,000.00	1,782.40	22.28
OB: 63320 - Computer Equipment. \$2,500	2,616.33	864.00	9,247.95	10,000.00	1,864.28	18.63
OB: 63321 - Computer Equip. \$500 TO \$2	0.00	0.00	104,539.96	104,955.00	415.04	0.40
OB: 63322 - Computer Software-\$0 TO \$4	0.00	0.00	6,500.00	16,500.00	10,000.00	60.61
OB: 63400 - Periodicals	16.95	3,310.34	10,059.70	31,000.00	20,923.35	67.49
OB: 63700 - Bldg & Construction Materi	9,067.34	32,184.25	52,940.50	70,000.00	7,992.16	11.42
OB: 64100 - Janitorial Materials & Sup	0.00	2,663.42	26,072.93	27,000.00	927.07	3.43
OB: 64200 - Vehicle Materials & Suppli	0.00	6,654.86	51,253.53	83,345.00	32,091.47	38.50
OB: 64400 - Landscaping Materials & Su	0.00	0.00	1,970.00	4,000.00	2,030.00	50.75
OB: 64600 - Other Materials & Supplies	0.00	0.00	3,649.54	2,954.00	695.54	23.54

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FD: 11 - Operating Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 64700 - Travel-Out-of-State	0.00	2,101.35	17,581.29	59,600.00	42,018.71	70.50
OB: 64800 - Travel-In-State	0.00	3,018.03	29,357.44	77,815.00	48,457.56	62.27
OB: 64810 - Travel-Alt HS Student	0.00	38.50	608.00	1,300.00	692.00	53.23
OB: 65100 - Purchases for Resale	0.00	1,200.00	2,100.00	0.00	2,100.00-	0.00
OB: 65105 - Misc Pass Through Exp	0.00	1,407.11	2,931.92	20,000.00	17,068.08	85.34
OB: 67500 - Scholarships	0.00	0.00	40.00	30,000.00	29,960.00	99.87
OB: 68000 - Expense Transfer	0.00	0.00	0.00	869,140.00	869,140.00	100.00
OB: 69300 - Miscellaneous Expense	0.00	50.00	637.55	3,750.00	3,112.45	83.00
OB: 71000 - Equipment	0.00	24,000.00	60,090.00	33,160.00	26,930.00-	81.20-
OB: 76000 - Buildings	87,175.00	7,913.95	115,842.93	200,000.00	3,017.93-	1.50-
OB: 78000 - Other Structures & Improve	0.00	0.00	16,760.13	0.00	16,760.13-	0.00
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FD: 11 - Operating Fund	125,710.84	981,074.27	6,345,535.74	12,041,594.00	5,570,347.42	46.26

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FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41500 - Property Tax-Equipment Rep	0.00	8,373.17-	226,278.15-	383,165.00-	156,886.85-	40.94
OB: 41710 - Property Tax-Early Retirem	0.00	9,615.01-	258,112.84-	440,002.00-	181,889.16-	41.34
OB: 41800 - Property Tax-Debt Service	0.00	2,031.76-	54,947.28-	92,981.00-	38,033.72-	40.90
OB: 41900 - Property Tax-Tort Liabilit	0.00	1,748.24-	47,727.15-	79,996.00-	32,268.85-	40.34
OB: 41910 - Property Tax-Insurance	0.00	14,094.70-	381,725.64-	644,995.00-	263,269.36-	40.82
OB: 42900 - Other State Support	0.00	0.00	512,988.00-	636,010.00-	123,022.00-	19.34
OB: 43200 - Fed. Sup-Title III	0.00	170,654.09-	383,004.79-	300,000.00-	83,004.79	27.66-
OB: 43210 - Fed. Sup-Trio	0.00	83,326.93-	120,766.73-	225,000.00-	104,233.27-	46.33
OB: 44100 - Special Needs-Perkins	0.00	0.00	49,709.95-	90,819.00-	41,109.05-	45.26
OB: 44900 - Other Federal Funds	0.00	21,753.18-	107,877.93-	100,000.00-	7,877.93	7.87-
OB: 47100 - Interest Income	0.00	0.00	6,000.00-	9,000.00-	3,000.00-	33.33
OB: 47300 - Gifts & Grants	0.00	0.00	7,360.22-	0.00	7,360.22	0.00
OB: 48800 - Withholding Tax Revenue Fr	0.00	81,121.07-	500,288.94-	1,160,000.00-	659,711.06-	56.87
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FD: 22 - Restricted Fund	0.00	392,718.15-	2,656,787.62-	4,161,968.00-	1,505,180.38-	36.17

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FD: 22 - Restricted Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 52100 - Instructional Salary-Part	0.00	6,456.39	58,564.46	97,000.00	38,435.54	39.62
OB: 53000 - Professional Staff Salary-	0.00	42,469.00	306,675.28	467,305.00	160,629.72	34.37
OB: 53100 - Professional Staff Salary-	0.00	4,853.76	41,973.40	78,828.00	36,854.60	46.75
OB: 54000 - Secretarial/Cler-Full Time	0.00	3,740.00	22,504.22	40,000.00	17,495.78	43.74
OB: 54100 - Secretarial/Cler-Part Time	0.00	3,336.60	14,687.47	15,327.00	639.53	4.17
OB: 59000 - Health/Life/Disability Ins	0.00	20,087.74	133,316.80	226,060.00	92,743.20	41.03
OB: 59100 - Worker's Compensation	0.00	161.96	728.61	0.00	728.61-	0.00
OB: 59200 - F I C A	0.00	4,614.28	32,854.80	56,423.00	23,568.20	41.77
OB: 59300 - IPERS	0.00	3,989.52	25,389.41	40,817.00	15,427.59	37.80
OB: 59310 - TIAA-CREF	0.00	1,075.00	8,762.22	16,602.00	7,839.78	47.22
OB: 59500 - Early Retirement Benefits	0.00	63,916.61	236,823.44	440,002.00	203,178.56	46.18
OB: 59700 - Unemployment Compensation	0.00	0.00	1,567.49	0.00	1,567.49-	0.00
OB: 60100 - Professional Services	0.00	3,681.67	24,202.69	235,708.00	211,505.31	89.73
OB: 60400 - Memberships	0.00	140.00	2,772.24	0.00	2,772.24-	0.00
OB: 61100 - Advertising & Information	0.00	0.00	18,000.00	40,000.00	22,000.00	55.00
OB: 61200 - Printing & Reproduction Se	0.00	993.76	5,586.60	10,569.00	4,982.40	47.14
OB: 61800 - Insurance	3,211.59	385,887.91-	285,216.10	530,000.00	241,572.31	45.58
OB: 61810 - General Liability Insurance	0.00	1,145.00	169,824.05	170,000.00	175.95	0.10
OB: 61820 - Tort Liability Insurance	0.00	0.00	82,801.93	87,000.00	4,198.07	4.83
OB: 62300 - Postage-Expedite-Other Mat	0.00	11.26	60.93	0.00	60.93-	0.00
OB: 62400 - Group Meetings & Workshops	0.00	129.79	8,219.74	6,344.00	1,875.74-	29.56-
OB: 63200 - Educ Materials & Supplies	5,031.99	17,659.80	26,496.92	11,779.45	19,749.46-	167.65-
OB: 63300 - Minor Equipment-\$2,500 TO	3,250.00	0.00	8,025.00	8,025.00	3,250.00-	40.49-
OB: 63310 - Minor Equipment-\$500 TO \$2	340.00	0.00	58,201.29	66,469.00	7,927.71	11.93
OB: 63322 - Computer Software-\$0 TO \$4	0.00	1,500.00	1,500.00	0.00	1,500.00-	0.00
OB: 64200 - Vehicle Materials & Suppli	0.00	191.40	3,553.50	500.00	3,053.50-	610.69-
OB: 64700 - Travel-Out-of-State	0.00	288.38	22,025.10	13,847.00	8,178.10-	59.05-
OB: 64800 - Travel-In-State	0.00	822.12	11,245.84	18,063.00	6,817.16	37.74
OB: 67000 - Interest on Debt	0.00	0.00	74,933.06	50,000.00	24,933.06-	49.86-
OB: 67500 - Scholarships	0.00	24,783.09	168,898.27	160,000.00	8,898.27-	5.55-
OB: 68000 - Expense Transfer	0.00	0.00	11,459.04	30,000.00	18,540.96	61.80
OB: 69000 - Employer Reimbursement	0.00	8,003.63	47,783.12	85,000.00	37,216.88	43.78
OB: 69010 - Structured Training	0.00	3,261.56	161,500.44	325,000.00	163,499.56	50.31
OB: 69020 - Formal Training	0.00	30,006.27	333,271.03	350,000.00	16,728.97	4.78
OB: 69200 - Student Compensation	0.00	595.25	1,625.89	0.00	1,625.89-	0.00
OB: 69300 - Miscellaneous Expense	0.00	0.00	0.00	154,970.55	154,970.55	100.00
OB: 71000 - Equipment	79,074.88	5,520.00	170,055.01	330,329.00	81,199.11	24.58
OB: 74000 - Vehicles	0.00	0.00	34,046.63	0.00	34,046.63-	0.00
OB: 75000 - Computer Software	0.00	0.00	194,474.00	0.00	194,474.00-	0.00

FD: 22 - Restricted Fund	90,908.46	132,454.07-	2,809,626.02	4,161,968.00	1,261,433.52	30.31
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REVENUES

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 41600 - Property Tax-Operations/Pl	0.00	18,839.42-	509,127.24-	862,122.00-	352,994.76-	40.94
OB: 42900 - Other State Support	0.00	0.00	400,000.00-	400,000.00-	0.00	0.00
OB: 47100 - Interest Income	0.00	0.00	15,000.00-	0.00	15,000.00	0.00
OB: 49000 - Transfers	0.00	0.00	0.00	3,045,108.00-	3,045,108.00-	100.00
=====						
FD: 27 - Plant Fund	0.00	18,839.42-	924,127.24-	4,307,230.00-	3,383,102.76-	78.54

02/19/18

NORTHWEST IOWA COMMUNITY COLLEGE
Annual Budget Report Ending 01/31/18
Options - All Statuses

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Fiscal Year: 2018

EXPENSES

FD: 27 - Plant Fund

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
OB: 60100 - Professional Services	0.00	0.00	1,500.00	0.00	1,500.00-	0.00
OB: 60600 - Maintenance & Repair-Equip	0.00	0.00	0.00	2,000.00	2,000.00	100.00
OB: 60900 - Maintenance & Repair- Buil	0.00	33,224.45	64,904.86	232,000.00	167,095.14	72.02
OB: 61900 - Utilities	0.00	25,869.91	147,894.16	240,000.00	92,105.84	38.38
OB: 63100 - Library Books	1,045.03	952.76	3,022.49	30,000.00	25,932.48	86.44
OB: 63200 - Educ Materials & Supplies	2.92-	0.00	233.23	0.00	230.31-	0.00
OB: 63220 - Computer Supplies	0.00	0.00	2,577.01	0.00	2,577.01-	0.00
OB: 63310 - Minor Equipment-\$500 TO \$2	11,521.40	0.00	0.00	0.00	11,521.40-	0.00
OB: 63322 - Computer Software-\$0 TO \$4	0.00	0.00	0.00	0.00	0.00	0.00
OB: 63700 - Bldg & Construction Materi	0.00	0.00	0.00	260,000.00	260,000.00	100.00
OB: 64400 - Landscaping Materials & Su	0.00	0.00	0.00	20,000.00	20,000.00	100.00
OB: 67000 - Interest on Debt	0.00	0.00	122,667.05	235,415.00	112,747.95	47.89
OB: 67300 - Payment of Debt Principal	0.00	0.00	19,718.92	287,815.00	268,096.08	93.15
OB: 76000 - Buildings	14,622.30	191,099.40	1,276,795.78	3,000,000.00	1,708,581.92	56.95
OB: 78000 - Other Structures & Improve	0.00	21,092.00	104,928.97	0.00	104,928.97-	0.00
=====						
FD: 27 - Plant Fund	27,185.81	272,238.52	1,744,242.47	4,307,230.00	2,535,801.72	58.87

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

AGENDA ITEM INFORMATION

TITLE: CHEROKEE, LYON, O'BRIEN, AND OSCEOLA HALL RENTAL RATES

PURPOSE OF BOARD ACTION:

To consider increasing the room rates for Cherokee, Lyon, O'Brien, and Osceola Halls.

BACKGROUND:

The Cherokee Residence Hall was constructed in the fall of 1992 with improvements made in 2013. Given the improvements, Cherokee Hall has been upgraded to O'Brien and Lyon Hall standards. Lyon Hall was constructed in the summer of 2007, and O'Brien Hall was constructed in the summer of 2009. Osceola Hall construction was completed Summer 2017. The attached page represents recent per person rates and rate increases.

We recommend no changes to the current rates.

FUNDS TO BE RECEIVED BY THE COLLEGE: To Be Determined

FUNDS TO BE EXPENDED BY THE COLLEGE: To Be Determined

RECOMMENDATION:

It is recommended that the Board of Trustees approve the following per person rental rates:

- Lyon Hall and O'Brien Hall per person rates as follows:
 - Fall 2018 Semester \$1925, Spring 2019 Semester \$1925, Summer 2019 \$925.
- Cherokee Hall per person rates:
 - Fall 2018 1 Bedroom Rate \$1700, Spring 2019 1 Bedroom Rate \$1700, Summer 2019 1 Bedroom Rate \$825
 - Fall 2018 2 Bedroom Rate \$1600, Spring 2019 2 Bedroom Rate \$1600, Summer 2019 2 Bedroom Rate \$775
- Osceola Hall per person rates:
 - Fall 2018 Semester and Spring 2019 Semester - \$2,300; and Summer 2019 - \$1,100.

Northwest Iowa Community College
Residence Hall Rate Analysis
Prepared by Mark Brown on February 20, 2018

	Fall 2014	Summer 2015	Fall 2015	Summer 2016	Fall 2016	Summer 2017	Fall 2017	Summer 2018	Fall 2018	Summer 2019
Cherokee Hall										
1 Bedroom	1475	725	1475	725	1625	800	1700	825	1700	825
2 Bedroom	1375	675	1375	675	1525	750	1600	775	1600	775
Lyon Hall										
1 Suite (4 Residents)	1750	875	1750	875	1850	925	1925	925	1925	925
O'Brien Hall										
1 Suite (4 Residents)	1750	875	1750	875	1850	925	1,925	925	1,925	925
Osceola Hall										
1 Suite (4 Residents)							2,300	1,100	2,300	1,100

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

AGENDA ITEM INFORMATION

TITLE: PUBLIC HEARING, FY'19 BUDGET

PURPOSE OF BOARD ACTION:

To consider the college budget for FY'19 as required by Section 24.17 of the Code of Iowa.

BACKGROUND:

NCC is required by law to annually certify its proposed budget with the county auditors by March 15. The notice of the hearing has been published as required. The estimated budget and tax request for FY'19 will be reviewed. The proposed levy of .795 cents per \$1,000 of taxable valuation.

FUNDS TO BE RECEIVED BY THE COLLEGE: \$20,409,389

FUNDS TO BE EXPENDED BY THE COLLEGE: \$20,751,142

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the FY'19 budget and direct the Secretary of the Board to certify the budget with the county auditors.

NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE
Fiscal Year July 1, 2018 - June 30, 2019
Northwest Iowa Community College

The Board of Directors of Northwest Iowa Community College, Merged Area 04, in the counties of Cherokee, Clay, Dickinson, Lyon, O'Brien, Osceola, Plymouth, and Sioux

in Iowa will conduct a PUBLIC HEARING on the proposed 2018-2019 budget as follows:

Meeting Date:	Meeting Time:	Meeting Location:
26-Feb-18	7:15 PM	Northwest Iowa Community College-Room D402

At the public hearing, any resident or taxpayer may present their objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of budget receipts and expenditures on file with the Board Secretary. Copies of the Supplemental Detail will be furnished to any taxpayer upon their request.

2-8-18
(date)
Dee Krykes
(signature)
Board Secretary

BUDGET ESTIMATE SUMMARY:

		(A) General Funds FY 2019 Budget	(B) Plant Funds FY 2019 Budget	(C) Bond&Interest Funds FY 2019 Budget	(D) Total of All Funds FY 2019 Budget	(E) FY 2018 Re-estimated Budget	(F) FY 2017 Audited Actual
Resources:							
Taxes Levied on Property	1	2,561,253	876,565	0	3,437,818	3,293,360	3,195,295
Utility Replacement Tax	2	56,747	19,435	0	76,182	74,040	0
Student Fees	3	480,000			480,000	479,800	479,615
Tuition	4	5,620,000			5,620,000	5,617,100	5,470,012
State Aid	5	4,510,000			4,510,000	4,510,357	4,547,744
Other State Aid	6	810,814	17,575		828,389	767,000	800,554
Federal Aid	7	790,000			790,000	888,000	885,408
Sales-Service	8	17,000			17,000	17,000	16,998
Other	9	2,550,000	600,000		3,150,000	3,355,000	6,939,076
Proceeds from Certificates	10	1,500,000			1,500,000	0	0
Total Resources	11	18,895,814	1,513,575	0	20,409,389	19,001,657	22,334,702
Expenditures:							
Liberal Arts and Sciences	12	1,620,000			1,620,000	1,607,290	1,570,095
Vocational and Technical	13	5,390,000			5,390,000	5,405,306	4,831,830
Adult Education	14	893,000			893,000	832,795	821,261
Cooperative Programs/Services	15	2,594,826			2,594,826	873,000	183,003
Administration	16	1,116,000			1,116,000	1,154,130	3,796,330
Student Services	17	1,200,000			1,200,000	1,197,806	1,174,577
Learning Resources	18	200,000			200,000	233,975	190,355
Physical Plant	19	2,510,316	1,897,000		4,407,316	4,942,209	7,261,939
General Institution	20	3,330,000			3,330,000	3,389,000	3,363,524
Total Expenditures	21	18,854,142	1,897,000	0	20,751,142	19,635,511	23,192,914
Net Resources minus Expenditures	22	41,672	(383,425)	0	(341,753)	(633,854)	(858,212)
Beginning Fund Balance	23	1,216,518	3,532,036		4,748,554	5,382,408	6,240,620
Ending Fund Balance	24	1,258,190	3,148,611	0	4,406,801	4,748,554	5,382,408

Estimated Total Tax Rate per \$1000 Valuation 0.79462

Supplemental Detail - Current Budget Year
Fiscal Year July 1, 2018 - June 30, 2019

Name: Northwest Iowa Community College

		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
		<-----General Funds----->									Total
Resources:		Unrestricted	Restricted	Unemployment	Tort Liability	Insurance	Early Retirement	Equipment Replacement	Cash Reserve	Standby	General Funds
Taxes Levied on Property	1	876,565		0	73,375	763,085	366,876	390,368		90,984	2,561,253
Utility Replacement Tax	2	19,435		0	1,625	16,915	8,124	8,632		2,016	56,747
400-409 Student Fees	3	480,000									480,000
410-414 Tuition	4	5,620,000									5,620,000
421-424 State Aid	5	4,510,000									4,510,000
429 Other State Aid	6	27,000	750,000		1,473	15,316	7,364	7,835		1,826	810,814
430-449 Federal Aid	7	40,000	750,000								790,000
450-469 Sales-Service	8	17,000									17,000
470-499 Other	9	950,000	1,000,000			600,000					2,550,000
480 Proceeds from Certificates	10		1,500,000								1,500,000
Total Resources	11	12,540,000	4,000,000	0	76,473	1,395,316	382,364	406,835	0	94,826	18,895,814
Expenditures:											
1000 Liberal Arts and Sciences	12	1,620,000						0			1,620,000
2000 Vocational and Technical	13	4,300,000	690,000					400,000			5,390,000
3000 Adult Education	14	543,000	350,000								893,000
4000 Cooperative Programs/Services	15		2,500,000							94,826	2,594,826
5000 Administration	16	886,000	220,000				10,000				1,116,000
6000 Student Services	17	1,200,000									1,200,000
7000 Learning Resources	18	200,000						0			200,000
8000 Physical Plant	19	825,000	110,000		90,000	1,385,316		100,000			2,510,316
9000 General Institution	20	3,200,000	130,000								3,330,000
Total Expenditures	21	12,774,000	4,000,000	0	90,000	1,385,316	10,000	500,000	0	94,826	18,854,142
Net Resources minus Expenditures	22	(234,000)	0	0	(13,527)	10,000	372,364	(93,165)	0	0	41,672
Beginning Fund Balance	23	1,482,492	1,159,073	39,784	52,413	(44,672)	(1,961,702)	370,115	119,015	0	1,216,518
Ending Fund Balance	24	1,248,492	1,159,073	39,784	38,886	(34,672)	(1,589,338)	276,950	119,015	0	1,258,190