

**Des Moines Area Community College  
Board of Directors  
Work Session**

**February 11, 2019 – 2:00 P.M.**

Eldon Leonard Boardroom  
DMACC Ankeny Campus

**AGENDA**

1. Call to order.
2. Roll call.
3. Consideration of tentative agenda.
4. Budget Presentation; Ben Voaklander.
5. Review of Proposed FY 2020 Budget; Ben Voaklander.
6. Adjourn.

Board of Directors  
Des Moines Area Community College

Public Hearing

February 11, 2019 – 4:00 p.m.

Ankeny Campus, Eldon Leonard Boardroom  
2006 S. Ankeny Boulevard, Ankeny, Iowa

**Agenda**

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1. Call to order.
2. Roll call.
3. Consideration of tentative agenda.
4. Acknowledgement of public hearing.
5. Public comments.
6. Board Report 19-002. Oralabor Road and DMACC Boulevard Intersection Improvements. 1
7. Adjourn.

Board of Directors  
Des Moines Area Community College

Regular Board Meeting

February 11, 2019 – Immediately following Public Hearing

Ankeny Campus, Eldon Leonard Boardroom  
2006 S. Ankeny Boulevard, Ankeny, Iowa

**Revised Agenda**

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1. Call to order.	
2. Roll call.	
3. Consideration of tentative agenda.	
4. Public comments.	
5. <u>Presentations:</u> Drew Nelson; Boone Provost, and BJ McGinn; Athletic Director	
6. <u>Consent Items.</u>	
a. Consideration of minutes from January 14, 2019 Telephonic Board Meeting.	2-3
b. Human Resources report.	4
c. Consideration of payables.	
7. <u>Board Report 19-003.</u> Building 13 Automotive Addition and Renovation.	5
8. <u>Board Report 19-004.</u> Urban Campus Student Life Building and Building 1 Renovation.	6
9. <u>Board Report 19-005.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>Creative Werks, Inc., Project #7.</b>	7
10. <u>Board Report 19-006.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>Farmers Mutual Hail Insurance Company of Iowa, Project #5.</b>	8
11. <u>Board Report 19-007.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>Quality Machine of Iowa, Inc., Project #5.</b>	9

12. Board Report 19-008. Authorization for Filing and Publication (not final approval) of the Proposed FY 2020 General and Plant Fund Budgets (Funds 1, 2, and 7) and establishment of a date for the Public Hearing on said budgets. 10
13. Board Report 19-009. Campus Safety and Security Recommendation. 11
14. Board Report 19-010. *Receive and file President's recommendation for termination of contract under Iowa Code Chapter 279.*
15. Presentation of Financial Report.
16. President's Report
17. Campus Updates.
18. Committee Reports.
19. Board Members' Reports.
20. Information Items:
  - February 15 – College Closed for President's Day.
  - March 4 – PTK Recognition Program; Embassy Suites, Des Moines; 5:30 p.m.
  - March 11 – Board Meeting; DMACC Newton Campus; 4:00 p.m.
  - March 18-22 – Spring Break.
21. Adjourn.

**AGENDA ITEM** Oralabor Road and DMACC Boulevard Intersection Improvements

**BACKGROUND**

At the January 14, 2019 Board meeting, the Board adopted the proposed Plans and Specifications for the Oralabor Road and DMACC Boulevard Intersection Improvements. The Board set the receipt of bids for February 5, 2019 at 2:00 p.m. and a public hearing for February 11, 2019 at 4:00 p.m.

The engineer, Snyder and Associates, will tabulate and analyze the bids received on February 5, 2019 and at the February 11, 2019 Board meeting will present a recommendation for award of contract.

**RECOMMENDATION**

It is recommended that the Board:

- A. **Public Hearing** - At the conclusion of the Public Hearing and after consideration of the information presented, move to adopt the Resolution Approving Plans and Specifications, Form of Contract and Estimated Costs for the Oralabor Road and DMACC Boulevard Intersection Improvements
- B. **Consideration of Award of Contract.** Move to recommend the Award of Contract after review of the bid tabulation and engineer's recommendation.

Robert J. Denson, President

Board of Directors  
Des Moines Area Community College

TELEPHONIC MEETING  
January 14, 2019

A telephonic meeting of the Des Moines Area Community College Board of Directors was held on January 14, 2019. This meeting was necessary to approve a time-sensitive issue, and it was cost-effective to hold the meeting via conference call. Board Chair Joe Pugel called the meeting to order at 4:00 p.m.

ROLL CALL

Members connected via telenet: Fred Buie, Felix Gallagher, Fred Greiner, Kevin Halterman, *Jim Knott\**, Cheryl Langston, Denny Presnall, Joe Pugel and Madelyn Tursi.

Others present: Robert Denson, President; Carolyn Farlow, Board Secretary; Greg Martin, Board Treasurer; Stan Jensen, Executive Vice President of College Operations; Scott Ocken, Vice President of Academic Affairs; Andy Burke, Snyder & Associates.

APPROVE AGENDA

Tursi moved; seconded by Gallagher to approve the agenda. Motion passed unanimously. Aye- Buie, Gallagher, Greiner, Halterman, Knott, Langston, Presnall, Pugel, Tursi. Nay-none.

PUBLIC COMMENTS

None.

CONSENT ITEM

Greiner moved; seconded by Buie to approve the consent items: a) Minutes from December 10, 2018 Board Retreat, Public Hearing and Regular Board Meeting and from December 18, 2018 Telephonic Meeting; b) Human Resources report (Attachment #1); and c) Consideration of Payables (Attachment #2). Motion passed unanimously. Aye- Buie, Gallagher, Greiner, Halterman, Knott, Langston, Presnall, Pugel, Tursi. Nay-none.

ORALABOR ROAD AND  
DMACC BOULEVARD  
INTERSECTION  
IMPROVEMENTS

Board Report 19-001. Attachment #3. Greiner moved; seconded by Tursi recommending that the Board adopt a resolution adopting the proposed plans and specifications and form of contract and estimated costs for the Oralabor Road and DMACC Boulevard Intersection Improvements, setting the Public Hearing date as February 11, 2019 at 4:00 p.m. and setting February 5, 2019 at 2:00 p.m. as the date for receipt of bids.

Motion passed on a roll call vote. Aye- Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

*\*Jim Knott departed the call at 4:08 p.m.*

ADJOURN

Tursi moved; seconded by Greiner to adjourn. Motion passed unanimously and at 4:15 p.m. Board Chair Joe Pugel adjourned the meeting. Aye- Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

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JOE PUGEL, Board Chair

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CAROLYN FARLOW, Board Secretary

**AGENDA ITEM** Human Resources Report

**BACKGROUND**

**I. Resignation**

**1. Moehlmann, Stephen**

Associate Professor, Water/Wastewater Treatment  
Ankeny Campus  
Effective: August 14, 2019

**RECOMMENDATION**

It is moved that the Board accepts the President's recommendation as to the above personnel actions.



**AGENDA ITEM**      BUILDING 13 AUTOMOTIVE ADDITION & RENOVATION

**BACKGROUND**

The Building 13 Automotive Addition & Renovation consists of the renovation of auto labs, classrooms, and associated spaces totaling 41,050 square feet of interior renovation work, and an addition of new auto labs, classrooms, showrooms, and offices totaling 14,200 square feet. There is also an alternate bid for an additional auto lab and classrooms totaling 10,500 square feet.

DLR Architects has prepared plans and specifications for this addition. The architect has established the probable construction costs at: \$7,400,000. The established probable construction costs for the alternate are \$3,260,000. The cost for this project, including data and equipment, is approximately \$14,000,000.

**RECOMMENDATION**

It is recommended that the Board adopt the following resolutions:

- A. Resolution Setting Public Hearing Date and Adopting Proposed Plans and Specifications and Form of Contract and Estimated Costs for the BUILDING 13 AUTOMOTIVE ADDITION & RENOVATION  
(The proposed public hearing date is March 11, 2019 at 4:00 p.m.)
- B. Resolution Fixing Date for Receipt of Bids for the BUILDING 13 AUTOMOTIVE ADDITION & RENOVATION (This resolution sets the date of March 5, 2019 at 2:00 p.m. for the receipt of bids.)

Robert J Denson, President

**AGENDA ITEM** URBAN CAMPUS STUDENT LIFE BUILDING & BUILDING 1  
RENOVATION

**BACKGROUND**

The Urban Campus Student Life Building and Building 1 Renovation project consists of a new 59,950 square foot building including a single story wing with student lounge space and a conference center, and a three story wing including student services offices, classrooms, and science labs. The renovation of Building 1 consists of a 14,500 square foot renovation of a portion of the first floor for the media center and the academic achievement center. An automatic fire sprinkler system will also be added to all of Building 1 as part of this project.

SHIVE-HATTERY Architects has prepared plans and specifications for this addition. The architect has established the probable construction costs at: \$21,100,000. The cost for this project, including furniture and other expenses, is approximately \$25,000,000.

**RECOMMENDATION**

It is recommended that the Board adopt the following resolutions:

- A. Resolution Setting Public Hearing Date and Adopting Proposed Plans and Specifications and Form of Contract and Estimated Costs for the URBAN CAMPUS STUDENT LIFE BUILDING & BUILDING 1 RENOVATION  
(The proposed public hearing date is March 11, 2019 at 4:00 p.m.)
- B. Resolution Fixing Date for Receipt of Bids for the URBAN CAMPUS STUDENT LIFE BUILDING & BUILDING 1 RENOVATION (This resolution sets the date of February 28, 2019 at 2:00 p.m. for the receipt of bids.)

Robert J Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A WORKFORCE TRAINING AND ECONOMIC DEVELOPMENT TRAINING CONTRACT UNDER **CHAPTER 260C**, CODE OF IOWA, FOR **CREATIVE WERKS, INC., PROJECT #7**

**BACKGROUND**

Chapter 260C.18A, Code of Iowa, provides for retraining programs for businesses currently conducting retooling of a production facility and training programs for small businesses which meet other criteria established by the State of Iowa. Workforce Training and Economic Development Funds for projects are obtained from the State of Iowa through the Iowa Department of Education. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

**Company Name/Address:** Creative Werks Inc.  
1434 E. Fleming Avenue  
Des Moines, IA 50313

**Product/Service:** Creative Werks is a prototyping manufacturing company in the automotive industry

**Type of Project:** Retraining project for existing work force

**Nature of Project:** The project will provide for: leadership development and coaching

**Training Period:** November 1, 2018 to October 30, 2019

**Average Wage Rate:** \$24.64  
**Number of Jobs Affected:** 8  
**First Year of Operation:** 2000  
**Available Training Funds:** \$14,296

**Form of Training Funds:** Forgivable Loan

**RECOMMENDATION**

The proposed Resolution, Contract and Budget are on file with the Board Secretary and available for inspection. It is recommended that the Board adopt the Resolution approving the form and content and execution and delivery of the Contract for this project.

Robert J. Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A WORKFORCE TRAINING AND ECONOMIC DEVELOPMENT TRAINING CONTRACT UNDER **CHAPTER 260C**, CODE OF IOWA, FOR **FARMERS MUTUAL HAIL COMPANY OF IOWA, PROJECT #5**

**BACKGROUND**

Chapter 260C.18A, Code of Iowa, provides for retraining programs for businesses currently conducting retooling of a production facility and training programs for small businesses which meet other criteria established by the State of Iowa. Workforce Training and Economic Development Funds for projects are obtained from the State of Iowa through the Iowa Department of Education. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

**Company Name/Address:** Farmers Mutual Hail Insurance Company of Iowa  
6785 Westown Parkway  
West Des Moines, IA 50266

**Product/Service:** Farmers Mutual Hail Insurance Company is a Property/Casualty insurance company.

**Type of Project:** Retraining project for existing work force

**Nature of Project:** The project will provide for: leadership development/communication training.

**Training Period:** January 2, 2019 to January 2, 2020

**Average Wage Rate:** \$31.42  
**Number of Jobs Affected:** 28  
**First Year of Operation:** 1893  
**Available Training Funds:** \$7,750.00

**Form of Training Funds:** Forgivable Loan

**RECOMMENDATION**

The proposed Resolution, Contract and Budget are on file with the Board Secretary and available for inspection. It is recommended that the Board adopt the Resolution approving the form and content and execution and delivery of the Contract for this project.

Robert J. Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A WORKFORCE TRAINING AND ECONOMIC DEVELOPMENT TRAINING CONTRACT UNDER **CHAPTER 260C**, CODE OF IOWA, FOR **Quality Machine of Iowa, Inc., Audubon, IA PROJECT #5**.

**BACKGROUND**

Chapter 260C.18A, Code of Iowa, provides for retraining programs for businesses currently conducting retooling of a production facility and training programs for small businesses which meet other criteria established by the State of Iowa. Workforce Training and Economic Development Funds for projects are obtained from the State of Iowa through the Iowa Department of Education. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

**Company Name/Address:** Quality Machine of Iowa, Inc.  
1040 4<sup>th</sup> Ave.  
Audubon, IA 50025

**Product/Service:** Precision production machining

**Type of Project:** Training project for existing work force

**Nature of Project:** The project will provide for GD&T training as well as Advanced Motor Controls.

**Training Period:** January 1, 2019 to August 1, 2019

**Average Wage Rate:** \$19.22

**Number of Jobs Affected:** 6

**First Year of Operation:** 1968

**Available Training Funds:** \$10,651

**Form of Training Funds:** Forgivable Loan

**RECOMMENDATION**

The proposed Resolution, Contract and Budget are on file with the Board Secretary and available for inspection. It is recommended that the Board adopt the Resolution approving the form and content and execution and delivery of the Contract for this project.

Robert J. Denson, President

**BOARD REPORT**

*To the Board of Directors of  
Des Moines Area Community College*

**AGENDA ITEM** Authorization for Filing and Publication (not final approval) of the Proposed FY2020 General and Plant Fund Budgets (Funds 1, 2, and 7) and establishment of a date for the Public Hearing on said budgets.

**BACKGROUND**

This is the first overview and presentation of the FY2020 Proposed Budget. At the meeting on February 11, 2019, a presentation will be made outlining the budgeting principles and the direction underlying this Proposed Budget, and the Board will have the opportunity for input.

The annual budget must be adopted by March 15th of the year preceding the start of the new budget fiscal year. Prior to the adoption, the Board is required to hold a public hearing to allow members of the public to discuss the Proposed Budget. It is necessary to select the date, time and place of the Public Hearing. The proposed date for this Public Hearing is March 11, 2019. The public must be notified by a legal publication at least ten days in advance of this date.

The final vote on this Proposed Budget will occur on March 11, 2019 and modifications may be made before this final vote.

**RECOMMENDATION**

It is recommended that the Board adopt a motion [1] authorizing filing and publication of the Proposed FY2020 General and Plant Fund Budgets (Funds 1, 2 and 7), [2] setting the Public Hearing on said budgets for March 11, 2019, 4:00 PM, DMACC Newton Campus, Newton, and [3] directing the Board Secretary to publish the required notices and estimate summary as required by law.

Robert J. Denson, President

AGENDA ITEM      DMACC Campus Safety and Security

BACKGROUND

At the March 12, 2018 DMACC Board Meeting, an update was given regarding DMACC Campus Safety and Security. Responding to the recent number of shooting incidents in America, particularly in educational settings, DMACC Administration has reviewed our current Emergency Procedures and Response Plans, including a meeting with Metro Area Police Chiefs, Polk County Sheriff and Police Chiefs from communities where DMACC has Campus locations.

Discussions have been held with President's Cabinet, Board Subcommittee, Homeland Security, Iowa State Fair Police, faculty and staff forums and student SAC representatives. Discussions have also been held with like-sized Community Colleges from surrounding states.

Additional information on campus safety and security was presented at the July 9, 2018 DMACC Board of Directors meeting. After some discussion, DMACC Board President Joe Pugel stated that the vote on this issue would be deferred until a committee could be established to look at this further.

A committee was formed with representation from each DMACC location as well as a member from the DMACC Board. This committee met every other week during Fall 2018 semester and listened to input from students, staff, faculty, and outside safety personnel. The committee's recommendation was presented and approved by Cabinet on Monday, January 28, 2019.

RECOMMENDATION:

After consideration, it is recommended that the DMACC Board of Directors grant the DMACC Administration the authority to increase Security to include arming some or all well-trained police or security personnel on DMACC campus facilities, as deemed appropriate.

Robert J. Denson, President

**AGENDA ITEM**

Receive and file President's recommendation for termination of contract under Iowa Code Chapter 279.

**BACKGROUND**

This is initiating the process for a mid-year termination of contract.

**RECOMMENDATION**

It is recommended that the Board receive and file the President's recommendation for termination of contract under Iowa Code Chapter 279.