Des Moines Area Community College
Board of Directors
Work Session

February 12, 2018 – 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; Greg Martin.
6. DMACC Delivers Capital Campaign and Federal Tax Law; Tara Connolly.
7. Adjourn.
Agenda

1. Call to order.

2. Roll call.

3. Consideration of tentative agenda.

4. Public comments.

5. Presentations:  Sarah Waddle; Director, Honors Program
                    Mark Steffen; Interim Dean, Career Advantage & Distance Learning

6. Consent Items.
   a. Consideration of minutes from December 11, 2017 Board Retreat, Public Hearing and
      Regular Board Meeting. .......................................................... 1-5
   b. Human Resources report. ...................................................... 6-7
   c. Consideration of payables. .................................................. PDF File

7. Board Report 18-001. 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 City of Perry, Perry IA Project #1. .................. 8


10. **Board Report 18-004.** A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under Chapter 260F, Code of Iowa, for *Des Moines Truck Brothers, Norwalk, IA* Project #2.

11. **Board Report 18-005.** A resolution approving the list of financial institutions to be depositories of Des Moines Area Community College.

12. **Board Report 18-006.** Authorization for Filing and Publication (not final approval) of the Proposed FY 2019 General and Plant Fund Budgets (Funds 1, 2, and 7) and establishment of a date for the Public Hearing on said budgets.

13. **Board Report 18-007.** DMACC Urban Campus Student Center.

14. **Board Report 18-008.** DMACC Automotive Building – Ankeny Campus.


16. President’s Report.

17. Campus Updates.

18. Committee Reports.

19. Board Members’ Reports.

20. Information Items:
   - February 16 – College Closed for President’s Day.
   - February 28 – PTK Recognition Program; Embassy Suites, Des Moines; 5:30 p.m.
   - March 12 – Board Meeting; DMACC Newton Campus; 4:00 p.m.
   - March 12-16 – Spring Break.

Board of Directors  
Des Moines Area Community College

BOARD RETREAT  
December 11, 2017

A special meeting of the Des Moines Area Community College Board of Directors was held in the conference room in Building 22 on DMACC’s Ankeny campus on December 11, 2017. Board Chair Joe Pugel called the meeting to order at 12:11 p.m.

ROLL CALL


Others present: Rob Denson, President/CEO and Carolyn Farlow, Board Secretary.

CONSIDERATION OF AGENDA

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

TRAIL POINT DISCUSSION

Karen Stiles, Director of Special Projects, and Bill Blunck, Director of Trail Point, provided an update on Trail Point’s membership numbers, childcare numbers, and partnerships with DMACC academic programs, Unity Point and Ankeny Schools. They also reviewed revenue and expense projections for Trail Point.

*Presnall arrives at 12:33 p.m.

CLOSED SESSION

Buie moved; seconded by Tursi to hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in Section 20.17(3) of the Iowa Code.


*Greiner arrives at 1:50 p.m.

RETURN TO OPEN SESSION

The Board returned to open session at 2:55 p.m. An audio recording of the closed session has been filed by the Board Secretary.

MAYTAG PROPERTY DISCUSSION

Kim Didier, Executive Director of DMACC Business Resources, presented information on our Maytag Campus leases, event rentals and financials. Marketing for this property was also discussed.

*Knott departs at 3:10 p.m.

SCHOLARS PROGRAMS, INTERNSHIPS AND APPRENTICESHIPS

Kim Linduska, Executive Vice President for Academic Affairs, provided an overview of DMACC’s internships, apprenticeships, specialized scholars programs and industry specific training.

DMACC DELIVERS CAPITAL CAMPAIGN

This agenda item was not discussed due to time constraints.
Gallagher moved; seconded by Halterman to adjourn the meeting. Motion passed unanimously and at 4:00 p.m. Board Chair Joe Pugel adjourned the meeting. Aye-Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

__________________________________
JOE PUGEL, Board Chair

______________________________
CAROLYN FARLOW, Board Secretary
Board of Directors
Des Moines Area Community College

PUBLIC HEARING
December 11, 2017

A special meeting of the Des Moines Area Community College Board of Directors was held in the Eldon Leonard Boardroom at DMACC’s Ankeny Campus December 11, 2017. Board Chair Joe Pugel called the meeting to order at 4:05 p.m.

ROLL CALL

Members present: Fred Buie, Felix Gallagher, Fred Greiner, Kevin Halterman, Cheryl Langston, Joe Pugel, Denny Presnall, and Madelyn Tursi.

Members absent: Jim Knott.

Others present: Robert Denson, President; Carolyn Farlow, Board Secretary; Joe DeHart, Board Treasurer, faculty and staff.

CONSIDERATION OF TENTATIVE AGENDA

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

ACKNOWLEDGEMENT OF PUBLIC HEARING

Board Secretary Carolyn Farlow reported that the notice of the time and place for the Public Hearing for the Bond Sale was published in the Des Moines Register on Friday, December 1.

No written objections have been received.

PUBLIC COMMENTS

None.

MULTIPLE PROJECTS 48

Halterman moved; seconded by Tursi to approve Items #6-8 as one consent item. Motion passed on a roll call vote. Aye-Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

Board Report 17-103. Attachment #1. A resolution to proceed with the issuance and sale of the new jobs training certificates.

Board Report 17-104. Attachment #2. A resolution authorizing the issuance of $8,065,000 new jobs training certificates.

Board Report 17-105. Attachment #3. A resolution directing the sale of $8,065,000 new jobs training certificates.

ADJOURN

Greiner moved; seconded by Tursi to adjourn. Motion passed unanimously and at 4:08 p.m. Board Chair Joe Pugel adjourned the meeting. Aye-Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

______________________
JOE PUGEL, Board Chair

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CAROLYN FARLOW, Board Secretary
The regular meeting of the Des Moines Area Community College Board of Directors was held in the Eldon Leonard Boardroom at the Ankeny campus on December 11, 2017. Board Chair Joe Pugel called the meeting to order at 4:09 p.m.

Members present: Fred Buie, Felix Gallagher, Fred Greiner, Kevin Halterman, Cheryl Langston, Denny Presnall, Joe Pugel, and Madelyn Tursi.

Members absent: Jim Knott.

Others present: Rob Denson, President/CEO; Carolyn Farlow, Board Secretary; Joe DeHart, Board Treasurer; faculty and staff.

Approve Agenda

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

Public Comments

None.

Consent Items

Gallagher moved; seconded by Presnall to approve the consent items: a) Minutes from the November 13, 2017 Regular Board Meeting; b) Human Resources report and Addendum (Attachment #1); and c) Payables (Attachment #2).


Approval of Strive Academy Contracts

Board Report 17-106. Tursi moved; seconded by Buie recommending that the Board approve the contracts of the Strive Academy for the fiscal year 2018.


Approve Training or Retraining Agreements

Presnall moved; seconded by Greiner to approve Items #7-12 as one consent item. Motion passed on a roll call vote. Aye-Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

American Enterprise Service Company, Project #2


Broker’s International LTD, Project #2

Global Source Distribution, LLC, Project #1


Pericut Companies, Inc., Project #3


ARAG North America, Inc., Project #3


3M Abrasive Systems Division, Project #2

Board Report 17-112. Attachment #8. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under Chapter 260F, Code of Iowa, for 3M Abrasive Systems Division, Project #2.

REVISED DMACC 2018-2019 ACADEMIC CALENDAR


CAMPUS SIGNAGE UPDATE

Board Report 17-114. Gallagher moved; seconded by Tursi recommending that the Board approve the naming of a street after Dr. Kim Linduska in honor of her service to DMACC and her achievements while Executive Vice President of the College. Motion passed unanimously. Aye-Buie, Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

FINANCIAL REPORT

Greg Martin, Vice President of Business Services, presented the November 2017 Financial Report as seen in Attachment #9 to these minutes.

CAMPUS UPDATES

The following Deans and Provosts provided updates on activities and events at their campus/department: Art Brown, Joe DeHart, Anne Howsare, Drew Nelson and Tony Paustian.

COMMITTEE REPORTS

None.

ADJOURN

Buie moved; seconded by Gallagher to adjourn. Motion passed unanimously and at 4:35 p.m. Board Chair Pugel adjourned the meeting.

JOE PUGEL, Board Chair

CAROLYN FARLOW, Board Secretary
AGENDA ITEM  Human Resources Report

BACKGROUND

I. New Employee

Replacement Position

1.  **Andres, John**
   Instructor, Culinary Arts
   Ankeny Campus
   9 Month Position
   Annual Salary: $61,532
   Effective: January 3, 2018
   Continuing Contract

2.  **Kahookele, Lisa**
   Instructor, Journalism
   Boone Campus
   One Semester Position
   Annual Salary: $67,805
   Effective: January 3, 2018
   Temporary Contract

3.  **Lindberg, Carl**
   Instructor, Drama
   Ankeny Campus
   9 Month Position
   Annual Salary: $59,964
   Effective: January 3, 2018
   Continuing Contract

4.  **Risius, Karissa**
   Instructor, Nursing
   Boone Campus
   9 Month Position
   Annual Salary: $56,828
   Effective: January 8, 2018
   Continuing Contract
5. van Aardt, Theunis  
Instructor, Chemistry  
Boone Campus  
9 Month Position  
Annual Salary: $67,805  
Effective: January 5, 2018  
Continuing Contract

RECOMMENDATION

It is moved that the Board accept the President’s recommendation as to the above personnel actions.
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 City of Perry, Perry, IA PROJECT #1.

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: City of Perry
1102 Willis Avenue
Perry, IA 50220

Product/Service: The City of Perry is a small community in Dallas County providing local government services to a population of 7,810.

Type of Project: Training project for existing work force

Nature of Project: The project will provide for 15 employees to receive a leadership development series delivered by DMACC.

Training Period: December 20, 2017 to December 20, 2018

Average Wage Rate: $26.44
Number of Jobs Affected: 15
First Year of Operation: 1869
Available Training Funds: $8,538

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 McKinstry FMS LLC, West Des Moines, IA PROJECT #1.

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: McKinstry FMS, LLC
8855 Grand Avenue West
West Des Moines, IA 50266

Product/Service: McKinstry FMS, LLC is a critical environment facility management service provider.

Type of Project: Training project for existing work force

Nature of Project: The project will provide for 11 employees to receive a leadership development series delivered by DMACC.

Training Period: October 12, 2017 to October 12, 2018

Average Wage Rate: $32.37
Number of Jobs Affected: 11
First Year of Operation: 1990
Available Training Funds: $21,243.00

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 Summertime Potato Company, Des Moines, IA PROJECT #3.

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: Summertime Potato Company
2001 E. Grand Avenue
Des Moines, IA 50047

Product/Service: Summertime Potato has been in business in Des Moines for 40 years. The business processes bulk potatoes and ships in various sizes for the food industry.

Type of Project: Training project for existing work force

Nature of Project: The project will provide for 8 employees to receive business and team coaching delivered by DMACC.

Training Period: January 2, 2018 to January 2, 2019

Average Wage Rate: $22.61
Number of Jobs Affected: 8
First Year of Operation: 1974
Available Training Funds: $4,851

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 RETRAINING OR TRAINING AGREEMENT UNDER CHAPTER 260F, CODE OF IOWA, FOR, Des Moines Truck Brokers, Norwalk, PROJECT #2

BACKGROUND

Chapter 260F, 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. Funds for projects are obtained from the State of Iowa through the Iowa Economic Development Authority. 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: Des Moines Truck Brokers
1850 Colonial Pkwy
Norwalk, IA 50211

Product/Service: DMTB is a 3rd party logistics firm specializing in truckload food transportation.

Type of Project: Retraining project for existing work force

Nature of Project: This project will cover leadership development & software specific training as well as industry-specific certifications.

Training Period: September 12, 2017 – September 11, 2019

Average Wage Rate: $25.32
Number of Jobs Affected: 16
First Year of Operation: 1969
Available Training Funds: $25,000

Form of Training Funds: Forgivable Loan

RECOMMENDATION

The proposed Resolution, Request for Release of Funds, Agreement, 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 Agreement for this project.

Robert J. Denson, President
AGENDA ITEM

A RESOLUTION APPROVING THE LIST OF FINANCIAL INSTITUTIONS TO BE DEPOSITORIES OF DES MOINES AREA COMMUNITY COLLEGE FUNDS.

BACKGROUND

Annually or as circumstances require the Board approves the financial institutions that may be depositaries of College funds. The listing shows the maximum balance from the prior resolution and the maximum balance per the new resolution. In updating the listing, all banks that have investment affiliations with the Iowa Schools Joint Investment Trust (ISJIT) Fixed Term Automated Program were included along with all banks that the College currently has a depository relationship with.

All banks listed are covered by Chapter 13 of the Iowa Code (Deposit and Security of Public Funds in Banks).

This resolution will be updated on an annual basis or as circumstances require.

RECOMMENDATION

After consideration, it is recommended the Board adopt a resolution approving the list of financial institutions to be depositaries of the College’s funds and the maximum balance allowed for each respective bank.

Attachment: Resolution
RESOLUTION NAMING DEPOSITORIES

Effective February 12, 2018, the Board of Directors of Des Moines Area Community College in Polk County, Iowa, approves the following list of financial institutions to be depositaries of the Des Moines Area Community College funds in conformance with all applicable provisions of Iowa Code Chapter 12C. The Treasurer, the Senior Vice President of Business Services, Controller, Assistant Controller, Senior Accountant, Special Funds Accountant, and the Investment Adviser approved by the Board of Trustees are hereby authorized to deposit the Des Moines Area Community College funds in amounts not to exceed the maximum approved for each respective pledging Bank as set out below.

<table>
<thead>
<tr>
<th>Official College Depository</th>
<th>Location or Home Office</th>
<th>Maximum Balance prior resolution</th>
<th>Maximum Balance this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankers Trust Company, N.A.</td>
<td>Des Moines</td>
<td>$ 40,000,000</td>
<td>$ 50,000,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment Depositories</th>
<th>Location or Home Office</th>
<th>Maximum Balance prior resolution</th>
<th>Maximum Balance this resolution</th>
</tr>
</thead>
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<td>Ackley State Bank</td>
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<tr>
<td>American Bank</td>
<td>Le Mars</td>
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<td>$ 10,000,000</td>
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<tr>
<td>American State Bank</td>
<td>Sioux Center</td>
<td>$ 10,000,000</td>
<td>$ 10,000,000</td>
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<tr>
<td>American Trust &amp; Savings Bank</td>
<td>West Des Moines</td>
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<tr>
<td>Bank Iowa</td>
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<tr>
<td>Bank of America</td>
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<tr>
<td>Bank of the West</td>
<td>Ankeny, WDM</td>
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<tr>
<td>Bankers Trust Company, N.A.</td>
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<td>Bankers Trust Company, N.A.</td>
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<td>Boone Bank &amp; Trust Co.</td>
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<td>Carroll County State Bank</td>
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<td>Central Bank</td>
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<tr>
<td>Charter Bank</td>
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<td>Cherokee State Bank</td>
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<td>Citizens Bank</td>
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<td>City State Bank</td>
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<td>Commercial Savings Bank</td>
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<td>De Witt Bank &amp; Trust</td>
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<td>Exchange State Bank</td>
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<td>F&amp;M Bank-Iowa</td>
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<td>First American Bank</td>
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<td>First Central State Bank</td>
<td>De Witt</td>
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<td>First Community Bank</td>
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<td>First Federal Savings Bank</td>
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<td>Frontier Bank</td>
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<td>Great River Bank &amp; Trust</td>
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<td>CDARS</td>
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</table>

CDARS – Certificate of Deposit
Account Registry Services  | Member Banks  |
$20,000,000  | $20,000,000

CERTIFICATION, I hereby certify that the foregoing is a true and correct copy of a resolution of the Des Moines Area Community College adopted at a meeting of said public body, held on the 12th day of February, 2018 a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.
Dated this 12th day of February, 2018

__________________________
CAROLYN FARLOW, Board Secretary
AGENDA ITEM
Authorization for Filing and Publication (not final approval) of the Proposed FY2019 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 FY2019 Proposed Budget. At the meeting on February 12, 2018, 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 12, 2018. 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 12, 2018 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 FY2019 General and Plant Fund Budgets (Funds 1, 2 and 7), [2] setting the Public Hearing on said budgets for March 12, 2018, 4:00 PM, DMACC Newton Campus, Newton, Iowa 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 Urban Campus Student Center

BACKGROUND

The College has received two large gifts ($1 Million and $100,000) to develop a new or expanded student center for the Urban Campus. The College has contracted with Shive Hattery Firm to proceed with pre-design services for the DMACC Urban Campus. These services will provide conceptual layout sketches that explore a phase remodel/addition option and a new building option. They will also provide probable construction cost for the preferred option.

RECOMMENDATION

After consideration, it is recommended the Board approve the DMACC Administration to proceed with pre-design services for a DMACC Urban Campus Student Center and bring a full construction proposal back to the Board when developed.

Robert J. Denson, President
AGENDA ITEM  
DMACC Automotive Building – Ankeny Campus

BACKGROUND

The College has received a $1 Million gift to expand and remodel the automotive programs facility, Building 13, on the Ankeny Campus. This is needed to help alleviate growth and space concerns. The College has contracted with the DLR Group and the pre-design phase is completed. The total cost of this project is approximately $7 million.

RECOMMENDATION

After consideration, it is recommended the Board approve the DMACC Administration to proceed with fundraising and design completion for the DMACC Automotive expansion, remodel, and bring a full construction proposal back to the Board when developed.

Robert J. Denson, President