Board of Directors
Des Moines Area Community College

Regular Board Meeting
July 13, 2026 – 4:00 p.m.

DMACC Hunziker Career Academy
1420 South Bell Avenue, Room 222 & 223
Ames, IA

Agenda

		Page #
1.	Call to order.	
2.	Roll call.	
3.	Consideration of tentative agenda.	
4.	Public comments. *The Board welcomes public input. A person wishing to address the Board shall complete a Request to Address Board form at least 2 business days before the Board meeting.*	
5.	Presentations: Jose Lopez – Ames Hunziker Erica Spiller & Amee Austin - AI Strategy	
6.	Consent Items.	
	a. Consideration of minutes from June 8, 2026 Regular Board Meeting.	1-7
	b. Human Resources report.	8-9
	c. Consideration of payables.	PDF
7.	Board Report 26-074. Second Reading of DMACC Policies Chapter 1: Board of Directors	10-26
8.	Board Report 26-075. First Reading of DMACC Policies Chapter 2: Community Colleges	27-51
9.	Board Report 26-076. A Resolution Approving the Form and Content and Execution and Delivery of a Retraining or Training Agreement Under **Chapter 260F**, Code of Iowa, for **Archer Daniels Midland Company Project #1.**	52

10. Presentation of Financial Report.

11. President's Report.

12. Committee Reports.

13. Board Members' Reports.

14. Information Items:
    - August 10 - Electronic Board Meeting (only if needed); 4:00 p.m.
    - August 13 – WTA Summer Graduation; Southridge Center; 6:00 p.m.
    - September 7 – Holiday; All campuses closed.

15. Adjourn.

Board of Directors
Des Moines Area Community College

REGULAR BOARD MEETING June 8, 2026	The regular meeting of the Des Moines Area Community College Board of Directors was held at DMACC's Carroll Campus on June 8, 2026. Board President Kevin Halterman called the meeting to order at 4:02 p.m.
ROLL CALL	Members present: Kevin Halterman, Angela Jackson, Cheryl Langston, Trish Roberts, Madelyn Tursi. Members connected electronically: *Denny Presnall Members absent: Chaz Allen, Felix Gallagher, Fred Greiner Others present: Dr. Wee, Interim President/CEO; Brooke Stowe, Board Secretary; Ben Voaklander, Board Treasurer; administrators, faculty, staff, and members of the community. **(Presnall joined at 4:27 p.m.)*
CONSIDERATION OF AGENDA	Tursi moved; seconded by Jackson to approve the agenda as presented. Motion passed unanimously. Aye-Halterman, Jackson, Langston, Roberts, Tursi. Nay-none.
PUBLIC COMMENTS	None.
PRESENTATIONS	Jen Wollesen, Carroll Executive Campus Dean, welcomed everyone to DMACC's Carroll Campus and highlighted the campus's community involvement, student successes, and the impact of DMACC programs.
CONSENT ITEMS	Jackson moved; seconded Langston to approve the consent items: a) Minutes from the May 11, 2026 Regular Board Meeting; b) Human Resources Report and Addendum (Attachment #1); and c) Payables (Attachment #2). Motion passed unanimously. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.
1ST READING: CHAPTER 1 DMACC POLICIES	<u>Board Report 26-043</u>. Roberts moved; seconded by Tursi recommending that the Board review the Chapter 1 policies and provide feedback to help improve up-to-dateness, clarity, and alignment before the second reading next month. Motion passed unanimously. Aye-Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

COLLECTIVE BARGAINING AGREEMENT WITH DES MOINES AREA COMMUNITY COLLEGE HIGHER EDUCATIONAL ASSOCIATION (HEA)

Board Report 26-044. Jackson moved; seconded by Tursi recommending that the Board approve the agreement reached with HEA pending ratification by union members.

Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

COLLECTIVE BARGAINING AGREEMENT WITH DES MOINES AREA COMMUNITY COLLEGE EDUCATIONAL SERVICES ASSOCIATION (ESA)

Board Report 26-045. Roberts moved; seconded by Langston recommending that the Board approve the agreement reached with ESA pending ratification by union members.

Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

CONSIDERATION OF ADMINISTRATIVE/PROFESSIONAL, CONFIDENTIAL CLERICAL, AND TRAIL POINT SUPPORT PAY RATES

Board Report 26-046. Tursi moved; seconded by Langston recommending that the Board approve the proposed Administrative/Professional, Confidential Clerical, and Trail Point Support pay rates.

Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

CONSIDERATION OF TEMPORARY, ADJUNCT, AND STUDENT PAY RATES

Board Report 26-047. Langston moved; seconded by Tursi recommending that the Board approve the proposed Temporary, Adjunct, and Student pay rates.

Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

APPROVE RETRAINING OR TRAINING CERTIFICATES

Tursi moved; seconded by Roberts to approve Items #12-19 as one consent item.

Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

ChildServe Foundation, Inc. Project #3

Board Report 26-048. Attachment #3. 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 **ChildServe Foundation, Inc. Project #3.**

Iowa Association of Municipal Utilities Project #1

Board Report 26-049. Attachment #4. 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 **Iowa Association of Municipal Utilities Project #1.**

Progress Industries Project #13	Board Report 26-050. Attachment #5. 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 **Progress Industries Project #13**
Central Iowa Televising LLC Project #1	Board Report 26-051. Attachment #6. A resolution approving the form and content and execution and delivery of retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Central Iowa Televising LLC Project #1**
Estes Company, LLC Project #2	Board Report 26-052. Attachment #7. A resolution approving the form and content and execution and delivery of retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Estes Company, LLC Project #2**
Home Kneads, LLC Project #1	Board Report 26-053. Attachment #8. A resolution approving the form and content and execution and delivery of retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Home Kneads, LLC Project #1**
Paper Systems, Inc. Project #3	Board Report 26-054. Attachment #9. A resolution approving the form and content and execution and delivery of retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Paper Systems, Inc. Project #3**
Record Printing Co, Inc. of Story City Project #14	Board Report 26-055. Attachment #10. A resolution approving the form and content and execution and delivery of retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Record Printing Co, Inc. of Story City Project #14**
APPROVE NEW JOBS TRAINING CERTIFICATES	Langston moved; seconded by Tursi to approve Items #20-32 as one consent item. Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none
Accu-mold, LLC #12	Board Report 26-056. Attachment #11. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$535,000** aggregate principal amount of new jobs training certificates (**Accu-mold, LLC #12)** of the Des Moines Area Community College.

ADR Axles USA Inc. Project #1	Board Report 26-057. Attachment #12. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$250,000** aggregate principal amount of new jobs training certificates (**ADR Axles USA Inc. Project #1)** of the Des Moines Area Community College.
CFS North American LLC Project #2	Board Report 26-058. Attachment #13. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$75,000** aggregate principal amount of new jobs training certificates (**CFS North American LLC Project #2)** of the Des Moines Area Community College.
Daisy Brand, LLC Project #1	Board Report 26-059. Attachment #14. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$415,000** aggregate principal amount of new jobs training certificates (**Daisy Brand, LLC Project #1)** of the Des Moines Area Community College.
Kline Electric, Inc #2	Board Report 26-060. Attachment #15. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$295,000** aggregate principal amount of new jobs training certificates (**Kline Electric, Inc #2)** of the Des Moines Area Community College.
Library Binding Service Inc Project #2	Board Report 26-061. Attachment #16. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$120,000** aggregate principal amount of new jobs training certificates (**Library Binding Service Inc Project #2)** of the Des Moines Area Community College.

Source Allies Inc. Project #2	Board Report 26-062. Attachment #17. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$430,000** aggregate principal amount of new jobs training certificates (**Source Allies Inc. Project #2)** of the Des Moines Area Community College.
Telligen, Inc. #5	Board Report 26-063. Attachment #18. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$745,000** aggregate principal amount of new jobs training certificates (**Telligen, Inc #5)** of the Des Moines Area Community College.
The Baker Group #7	Board Report 26-064. Attachment #19. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$5,515,000** aggregate principal amount of new jobs training certificates (**The Baker Group #7)** of the Des Moines Area Community College.
TPI Iowa, LLC #7	Board Report 26-065. Attachment #20. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$3,195,000** aggregate principal amount of new jobs training certificates (**TPI Iowa, LLC #7)** of the Des Moines Area Community College.
VCS Management Company, LLC Project #1	Board Report 26-066. Attachment #21. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$265,000** aggregate principal amount of new jobs training certificates (**VCS Management Company, LLC Project #1)** of the Des Moines Area Community College.

Vermeer Manufacturing Company #16	Board Report 26-067. Attachment #22. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$1,760,000** aggregate principal amount of new jobs training certificates (**Vermeer Manufacturing Company #16)** of the Des Moines Area Community College.
Walsh Door and Hardware Co. #4	Board Report 26-068. Attachment #23. A resolution approving the form and content and execution and delivery of a new jobs training agreement under **Chapter 260E**, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed **$480,000** aggregate principal amount of new jobs training certificates (**Walsh Door & Hardware Co. #4)** of the Des Moines Area Community College.
REVISION OF THE DES MOINES AREA COMMUNITY COLLEGE QUALITY FACULTY PLAN	Board Report 26-069. Roberts moved; seconded by Tursi recommending the Board approve the 2026 Quality Faculty Plan. Motion passed unanimously. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.
FY26 CIRRICULUM ACTIVITY SUMMARY	Board Report 26-070. Tursi moved; seconded by Jackson recommending the Board approve the FY26 Curriculum Activity Summary. Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.
APPROVAL OF THE EVELYN K. DAVIS CENTER OPERATING AGREEMENT	Board Report 26-071. Attachment #24. Jackson moved; seconded by Roberts recommending the Board approve the operating agreement for the Evelyn K. Davis Center building between DMACC and Luthern Services in Iowa. Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.
APPROVAL OF THE *PATHWAYS TO OPPORTUNITIES STRATEGIC PLAN 2026*	Board Report 26-072. Tursi moved; seconded by Jackson recommending the Board approve the Pathways to Opportunities Strategic Plan 2026. Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

COMMUNITY COLLEGES FOR IOWA DUES RENEWAL	Board Report 26-073. Langston moved; seconded by Tursi recommending the Board renew membership to Community Colleges for Iowa and authorize payment of annual dues in the amount of $112,277.36. Motion passed on a roll call vote. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.
FINANCIAL REPORT	Controller Ben Voaklander presented the May 2026 financial report as shown in Attachment #25 to these minutes.
COMMITTEE REPORTS	None.
ADJOURN	Tursi moved; seconded by Jackson to adjourn. Motion passed unanimously and at 5:24 p.m. Board President Kevin Halterman adjourned the meeting. Aye- Halterman, Jackson, Langston, Presnall, Roberts, Tursi. Nay-none.

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KEVIN HALTERMAN, Board President

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BROOKE STOWE, Board Secretary

Date: July 13, 2026
Pages: 1

BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

AGENDA ITEM

Human Resources Report

BACKGROUND

I. **Contract Change**

1. **Dolinsek, Cody**
   From: Instructor, Philosophy
   To: Pathway Academic Chair
   Ankeny Campus
   Annual Salary: $85,632 (FY26)
   Effective: 08/17/2026

II. **Replacement Position**

1. **Carney, Christina**
   Instructor, Sociology
   Carroll Campus
   Annual Salary: $68,127 (FY26)
   Effective: 08/17/2026

2. **DeJaynes, Hadley**
   Instructor, Biology
   Metro Locations
   Annual Salary: $68,127 (FY26)
   Effective: 08/17/2026

3. **Moscaritolo, Jeff**
   Instructor, English
   Metro Locations
   Annual Salary: $68,437
   Effective: 08/17/2026

4. **Norgaard, Rebekah**
   Instructor, Welding
   Southridge Center
   Annual Salary: $58,216 (FY26)
   Effective: 08/17/2026

5. **Pospisil, Kendra**
   Instructor, Sociology
   Ankeny Campus
   Annual Salary: $68,127 (FY26)
   Effective: 08/17/2026

6. **Sleister, Heidi**
   Instructor, Biology
   Ankeny Campus
   Annual Salary: $71,431 (FY26)
   Effective: 08/17/2026

7. **Spray, Lydia**
   Instructor, Biology
   Metro Locations
   Annual Salary: $68,127 (FY26)
   Effective: 08/17/2026

8. **Travis, Tessa**
   Instructor, Nursing
   Newton Campus
   Annual Salary: $63,172 (FY26)
   Effective: 08/17/2026

III. **Resignation**

1. **Fertig, Amy**
   Instructor, Veterinary Technology
   Ankeny Campus
   Effective: 08/06/2026

RECOMMENDATION

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

Liang Chee Wee, Ph.D
Interim President & CEO

BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 26-074
Date: July 13, 2026
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AGENDA ITEM

Second Reading of DMACC Policies Chapter 1: Board of Directors

BACKGROUND

The College is continuously reviewing all Board policies. Policies within Chapter 1: Board of Directors were presented to the Board for review at the June 2026 Board meeting.

As part of this review, several policies were recommended to be renamed, retired, consolidated, and amended. The following policies are recommended to be retired due to consolidation or being deemed unnecessary:

- BD106 – Board Orientation
- BD107 – Board Expense Report
- BD109 – Board Ethics Code
- BD112 – Delegates at Conventions
- BD117 – Board Meeting Public Participation

The following polices will be brought to the Board at a later time:

- BD105 – Standing and Temporary Board Committees
- BD118 – Contract Policy and Signing Authority

The recommended final versions of the remaining policies in Chapter 1 are attached.

RECOMMENDATION

It is recommended that the Board approve the finalized Chapter 1 policies.

Lori Suddick, Ed.D
President & CEO

DMACC

Chapter: Board of Directors
Number: BD101
Type: Board Policy
Title: Board Power and Duties
Approval Authority: Board of Directors

POLICY

A. The Board of Directors derives its legal status from the Constitution of the State of Iowa and statutes enacted by the Iowa General Assembly, primarily Iowa Code Chapter 260C.

B. The Board acts as a whole, not through individual Board members, except as authorized by specific Board action or statute. Members shall always function as part of a policy-making body, not as administrative officers, and shall meet their legal responsibilities as trustees of the College.
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C. The Board has the responsibility and authority to formulate broad public policy in community college education according to Iowa Code Section 260C.14. It shall function as the governing and policy-making body charged with the oversight and control of College activities. The Board shall maintain continuous supervision of the College through the study and evaluation of reports concerning implementation of its policies and its supervision of the President.

D. Key duties of the Board include:

- Determining the curriculum to be offered, subject to approval by the State Department of Education.
- Ensure that all career and technical education offering are competency-based, and meet applicable legal requirements and any minimal competencies required by the State Department of Education.
- Determine tuition rates for instruction according to guidelines provided in Iowa Code Section 260C.14(2).
- Entering into contracts and taking other necessary action to ensure sufficient curriculum, efficient operation and management of the College, and maintenance and protection of the physical plant, equipment, and other property of the College.
- Establishing policy and rules for its own governance and that of the administrative, teaching and other personnel, and the students of the College, and aid in the enforcement of such policy and rules. The Board has the exclusive responsibility of adopting new Board policies or amending or rescinding its existing policies. Any formal action adding, modifying, or changing Board policies will be by a majority membership vote during an open meeting. Proposed changes must appear as agenda items before the Board may take official action to approve them.
- Having the authority to sell any article (to include any property upon which the article is located) resulting from a career or technical program or course offered by the College by any procedure which may be adopted by the Board.
- Employ and set the salary of the President and at least annually evaluate the President.

- With the permission of the inventor, secure letters, patent, or copyright on inventions of students, instructors, or staff of the College. Such letters, patent, or copyright on inventions become the property of the Board.
- Annually approving the academic calendar.
- Exercising such other authorities and powers as are granted by law.

This list does not limit in any manner the duties, obligations, or authority given to the Board under Iowa Code Chapter 260C, Chapter 279, or other applicable law.

Legal Reference: Iowa Code 260C.14; Iowa Code 279
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: 2005, 2011, 2019, 2023, 2026
Revised: January 10, 2000, July 13, 2026

DMACC

Chapter: Board of Directors
Number: BD102
Type: Board Policy
Title: The College President
Approval Authority: Board of Directors

POLICY

A. The Board hires, evaluates, and may terminate the College President, consistent with applicable Iowa law.

B. The Board may appoint the College President for a term not exceeding three years. Terms and conditions of the College President's employment shall be reflected in an employment agreement between the College and the College President, and approved by the Board. Any such employment agreement shall contain terms determined by the Board, consistent with Iowa Code.

C. The College President acts as the chief executive and administrator of the College. The Board delegates to the College President the authority for formulating and overseeing all administrative rules and regulations, plans, and details necessary to ensure the Board policies are fulfilled in the College's daily operation. The Board recognizes and supports the College President as a main line of communication between itself and the internal and external College community.

D. The Board delegates to the College President the authority to hire support personnel and sign support personnel employment contracts consistent with the Board's Contract Authority Policy and Iowa Code Section 279.20.

E. In the absence of a College President, the Board has the authority to appoint an Acting or Interim College President until a permanent replacement has been determined.

Legal Reference: Iowa Code 260C.14; Iowa Code 279.20
Legal Review: May 2026
Adopted: July 16, 1985
Reviewed: 2005; 2011; 2019; 2023, 2026
Revised: January 10, 2000; July 13, 2026

Chapter: Board of Directors
Number: BD103
Type: Board Policy
Title: Board Membership
Approval Authority: Board of Directors

POLICY

A. The Board of Directors shall be composed of nine (9) members, one (1) from each director district. Members shall reside in the respective districts from which they are elected. No member shall serve on the Board who is a member of a board of directors of a local school district or a member of an area education agency board.

B. A member is elected for a term of four (4) years, which commences with the organization meeting. Successors shall be chosen at the biennial school election for members whose terms expire. Terms shall expire at the organization meeting.

C. Board vacancies, as defined by Iowa Code 277.29, shall be filled by appointment at the next regular Board meeting. The Board must publish a notice stating that the Board intends to fill the vacancy by appointment, but that its electors have the right to file a petition requiring that the vacancy be filled by a special election. The Board may proceed to make an appointment to fill the vacancy after the notice is published or after the vacancy occurs, whichever is later. A member so chosen must be a resident of the director district in which the vacancy occurred. A person so appointed to fill the vacancy holds office until a successor is elected and qualified at the next regular college area election, unless there is an intervening special election, in which event a successor shall be elected at the intervening special election, in accordance with Iowa Code Section 69.12.

   However: A vacancy shall be filled at the next regular election if a member of the Board resigns from the Board not later than forty-five days before the election and the notice of resignation specifies an effective date at the beginning of the next term of office. The person elected at the next regular merged area election to fill the vacancy shall hold office for the unexpired term of the resigning member.

D. Members shall qualify by taking the oath of office prescribed in Iowa Code 277.28. Pursuant to Iowa Code, all newly elected and appointed members of the Board must complete a training on Iowa Code Chapters 21 and 22, the Open Meetings and Open Records laws, within 90 days of taking the Oath of Office.

E. Members shall serve without pay. They shall be reimbursed for actual and necessary expenses incurred in the performance of their duties as members.

Legal Reference: Iowa Code 69.12; Iowa Code 260C.11, .15; Iowa Code 277.28, .30; Iowa Code 279.6
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: 2005, 2010, 2011, 2019, 2023, 2026
Revised: January 10, 2000; October 10, 2011; July 13, 2026

DMACC

Chapter: Board of Directors
Number: BD104
Type: Board Policy
Title: Board Officers
Approval Authority: Board of Directors

POLICY

A. The Board shall elect a Board president and vice president at the organizational/annual meeting for terms lasting one year. If the Board chooses, they may elect the Board president and other officers by written ballot; however, all members shall identify their ballots. As it is tallied, each ballot shall comply with Iowa's Open Meetings Law.

B. The Board shall also appoint a secretary and a treasurer at the organizational/annual meeting for terms lasting one year. The secretary shall not be selected from the Board membership but may be a College employee and shall give bond as prescribed by law in Section 291.2, Code of Iowa, and may receive a salary determined by the Board. The secretary shall qualify within ten days following the appointment.

C. The treasurer shall not be selected from the Board membership, but may be a College employee, including the Board secretary. If the treasurer is a College employee, they shall be a Direct Report to the President. The treasurer shall give bond as prescribed in Section 291.2, Code of Iowa, and may receive a salary as determined by the Board. The treasurer shall qualify within ten days following the appointment.

Legal Reference: Iowa Code 12B.10; Iowa Code 64; Iowa Code 260C.12; Iowa Code 279.3
Legal Review: April 2026
Adopted: January 17, 1984
Reviewed: 2005; 2011; 2019, 2026
Revised: January 10, 2000; August 8, 2005; October 10, 2011; June 12, 2023, May 11, 2026

DMACC

Chapter: Board of Directors
Number: BD108
Type: Board Policy
Title: Board Conflicts of Interest
Approval Authority: Board of Directors

SCOPE

Board members have fiduciary duties to always act in the best interest of the College, exercising independent judgment on behalf of and for the benefit of the College. It is each Board member's responsibility to avoid transactions or arrangements that might benefit them, their business or financial interests, or their immediate family members. This policy does not replace any applicable state or federal laws governing conflicts of interest applicable to public officials or employees. Any conflicts between this policy and applicable law are to be resolving in favor of the law.

POLICY

Iowa Code Section 68B.2A prohibits a public official or employee from taking outside employment or participating in activities that conflict with that person's official duties and responsibilities. It also prohibits an elected official or employee from using the College's time, facilities, equipment, or supplies, or evidences of their position (badge, uniform, card, etc.) to gain for themselves, or an immediate family member, an advantage or pecuniary benefits that is not otherwise available to members of the general public.

Board members are prohibited from seeking or receiving material financial or other benefit from using knowledge or information confidential to the College.

Contracting

No Board member shall knowingly be interested, directly or indirectly, in any contract or transaction for services to be performed and/or material to be furnished for the College.

Furthermore, no Board member shall cast a vote or attempt to influence those who cast votes on any matter where the member has an interest, directly or indirectly, financial or otherwise, in the matter. This prohibition includes, but is not limited to transactions involving the awarding of financial assistance or procurement of services or property.

This does not apply to contracts for purchasing goods and services if the benefit to the Board member does not exceed the amount set forth by Iowa code. This also does not apply to contracts made by competitive bids in writing (publicly invited and opened) or those contracts specifically excepted from these prohibitions by law. When the Board purchases supplies, equipment, or personal services from a firm or corporation in which a member or an employee of the Board has a direct or indirect pecuniary interest, that member or Board employee shall not participate in Board actions associated with that interest. Contracts entered in violation of this policy shall be void.

Compensation

No Board member shall receive compensation directly from the College, unless the compensation is for part-time or temporary employment and does not exceed any limit set by Iowa Code.

DEFINITIONS

A. For this policy's purposes, an "immediate family member" shall include one's spouse and dependent children.

B. Financial interest: A Board member has a financial interest if the member has or expects to have, directly or indirectly through business, investment, or an immediate family member:

    1. An ownership or investment interest in any entity with which the College has or expects to have a transaction or arrangement ("transaction"),

    2. A compensation arrangement with the College or with any entity or individual with which the College has or expects to have a transaction, or

    3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction.

    Compensation includes direct and indirect remuneration as well as gifts or favors that are not nominal.

C. Personal interest: A member has a personal interest if the member has, has had, or expects to have, directly or indirectly, through an immediate family member, business associate, or other acquaintances, relationships, memberships, or associations with any organization or person involved in a transaction with the College and whose interests may be contrary to the best interests of the College. The best interests of the College are primary.

A. Conflict of Interest Statement and Recusal

    1. Board members will be required to complete a "Conflict of Interest Statement" on an annual basis to disclose actual, apparent, or potential conflicts to the Board.

    2. Each Board member will recuse themselves from any action, vote, or other item/deliberation before the Board in which they have an actual, apparent, or potential conflict-of-interest, unless the full Board votes to allow the member's participation.

Legal Reference: Iowa Code 68B; Iowa Code 71.1; Iowa Code 277.27; Iowa Code 279.7A
Legal Review: May 2026
Adopted: January 13, 2015
Reviewed: 2019; 2026
Revised: June 12, 2023; July 13, 2026

DMACC

Chapter: Board of Directors
Number: BD110
Type: Board Policy
Title: Gifts
Approval Authority: Board of Directors

SCOPE

Iowa law prohibits public elected officials and employees from receiving "gifts" from restricted donors, in the interests of transparency and adherence to the public interest. This policy uses the same definitions of Iowa Code 68B, and in the event of a conflict, Iowa Code 68B controls.

POLICY

A. A Board member, employee, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor.

B. A member, employee, or the person's immediate family member may accept a non-monetary gift or series of non- monetary gifts from a restricted donor and not be in violation of the law if the gift is donated within thirty (30) days to the College, another public body, or bona fide not-for-profit educational or charitable organization.

C. Gifts of food, beverages, travel and lodging which would otherwise be prohibited may be received by a Board member or employee if all of the following apply:

    1. The member or employee is officially representing the College in a delegation whose sole purpose is to attract a specific new business to locate in the state or encourage expansion or retention of an existing business already established in the state; and,

    2. The donor of the gifts is not the business being contacted; and

    3. The member or employee plays a significant role in a planned presentation to the business on behalf of the College.

    OR

    1. The member or employee is attending a meeting, and the aforementioned items are 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 member or employee have participation or presentation responsibilities.

    2. A member, employee, or the person's immediate family member shall not solicit any gift or series of gifts at any time.

D. Members/employees may receive nonmonetary items at conventions and conferences of less than $3.00 in value, per calendar day, from any one donor.

E. A member or employee may accept a plaque or item of negligible resale value which is given as recognition for the public services of the recipient.

Legal Reference: Iowa Code 68B
Legal Review: May 2026
Adopted: September 10, 2019
Reviewed: 2019; 2026
Revised: July 13, 2026

Chapter: Board of Directors
Number: BD111
Type: Board Policy
Title: Board Legal Counsel
Approval Authority: Board of Directors

POLICY

The Board may employ legal counsel to represent the College as necessary for the proper conduct of the College's legal affairs. When requested, the legal counsel shall attend regular and special meetings and be available for consultation as needed. The Board or College President shall designate individuals who may have access to legal counsel without prior Board approval.

Legal Reference: Iowa Code 260C
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: 2005; 2011; 2019; 2023; 2026
Revised: January 10, 2000; October 10, 2011; July 13, 2026

DMACC

Chapter: Board of Directors
Number: BD113
Type: Board Policy
Title: Board Meeting Schedule and Notice
Approval Authority: Board of Directors

POLICY

A. The Board shall hold regular, annual, organizational, and special/emergency meetings pursuant to Iowa law. Meetings may be formal or informal and may be held in person or by electronic means in accordance with the law. Members gathering for purely ministerial or social purposes when there is no discussion of policy shall not constitute a Board meeting.

B. Iowa Code requires the Board provide for electronic meeting options for members of the governmental body. The College will make a form of remote access (hybrid meeting, teleconference participation, virtual meetings, remote participation, and other hybrid options) available for each official meeting, even if none of the members have requested or anticipated remote participation in the meeting.

C. All meetings of the Board and Board committees shall be open session unless they constitute closed or exempt sessions as expressly permitted by law.

D. The Board shall organize at the first regular meeting in December following the regular school election. The meeting shall be called to order by the immediate past Board president. If that person is no longer a member, the secretary shall act as temporary chair. The first order of business shall be to swear into office any new members who have not yet been so sworn. The Board shall elect a Board president and vice president and shall appoint a secretary and treasurer.

E. A regular meeting schedule for the remaining year (through the following November) shall be adopted at the organizational/annual meeting. It may be amended or changed during the year by Board action.

F. The secretary shall be responsible for public notification of Board meetings consistent with Iowa law and Board policy. Emergency meetings may be called with less than 24 hours' notice, giving as much notice as is reasonably possible, and the nature of the good cause justifying departure from the normal requirements shall be stated in the minutes.

Legal Reference: Iowa Code 21.3-.8; Iowa Code 279.1-.33
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: 2005; 2010; 2011; 2019; 2023; 2026
Revised: January 10, 2000; October 10, 2011; July 13, 2026

Chapter: Board of Directors
Number: BD114
Type: Board Policy
Title: Board Meeting Agenda and Minutes
Approval Authority: Board of Directors

POLICY

A. The date, time, place and tentative agenda for all meetings of the Board or its committees shall be posted in a place which is easily accessible to the public at least twenty-four (24) hours prior to the meeting, unless such notes is impossible or impractical, in which case as much notice as is reasonably possible is given. The secretary shall be responsible for the posting of Board meetings,

B. The secretary may include unanimous consent items on the agenda. Any member may ask to have any item removed from a unanimous consent order of business or have the unanimous consent order of business divided. The Board may vote on all items in the unanimous consent agenda or a motion to adopt the unanimous consent order of business, or upon the items as separated or divided.

C. Records of all meetings transactions shall be set forth in official minutes. The minutes will include the results of each vote taken and information sufficient to show the vote of each member present.

D. The secretary shall serve as the custodian of the minutes, making minutes of open meetings available to the public upon request.

Legal Reference: Iowa Code Chapter 21
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: 2005; 2010; 2011; 2019; 2023; 2026
Revised: January 10, 2000; October 10, 2011; July 13, 2026

DMACC

Chapter: Board of Directors
Number: BD115
Type: Board Policy
Title: Board Meeting Rules of Order
Approval Authority: Board of Directors

POLICY

A. The Board shall generally follow Robert's Rules of Order with some modifications when conducting meetings. These procedural rules include:

   1. The Board president:
      a. shall preside over all meetings and is a voting member.
      a. may decide the order in which members shall be recognized to address an issue and will alternate between pro and con positions.
      b. may rule on points of order brought before the Board.
      c. shall rule on all motions coming before the Board.
      d. shall have the authority to declare a recess at any time to restore decorum to a meeting.

   2. A meeting shall require a quorum of members to transact business. The majority (5) constitutes a quorum.

   3. Board action shall be restricted to published agenda items.

   4. Only Board members shall have the authority to make and second motions and vote on issues before the Board.

   5. Board members need not rise to gain the Board president's recognition.

   6. All motions shall be made as positive actions.

   7. All motions shall receive a second prior to opening the issue for discussion. If a motion does not receive a second, the Board president may declare the motion dead.

   8. A motion shall be adopted or carried if it receives an affirmative vote from more than half of the votes cast unless by law or Board policy a greater number of votes is required.

   9. Roll Call Votes

      a. All Board members shall be listed in alphabetical order by last name.

      b. All roll call votes shall be called in alphabetical order, beginning at various positions on the list.

c. The first roll call vote shall begin at the top of the list and proceed down. The second vote shall begin with the second name on the list and proceed down with the last name called to be the first person called on the previous vote.

10. Voting
    a. Any Board member may request a roll call vote. All votes regarding the distribution of funds or contractual agreements shall be roll call votes recorded as "ayes" or "nays" with indications of abstentions or passes.

    b. No Board member may vote by proxy. Every Board member present shall vote on all questions unless excused by the Board by a majority vote. Reconsidering a vote may be moved only by a Board member who voted with the majority. If the motion to reconsider prevails, the matter under consideration shall be decided at that or at the next regular meeting as guided by the Board president

    c. Board members shall not be allowed to give or change their votes on any questions after the Board president has announced the results unless by unanimous consent.

11. A quorum needs not be present to adjourn a meeting. A majority vote of present members shall adjourn.

12. Public Participation

    a. The Board encourages public comment and allows citizens to address the Board on agenda and non-agenda items. An individual may submit written comment in lieu of verbally addressing the Board.

    b. To conduct College business in an orderly and deliberative fashion, speakers must limit their remarks to two minutes in length and concerning the business of the Board.

    c. Only individuals officially recognized by the Board president will be allowed to speak. The use of profanity, obscenity, threats, and/or other unlawful or intentionally disruptive language shall be sufficient cause for the Board president to withdraw a citizen's permission to address the Board.

Legal Reference: Iowa Code 21.2; Iowa Code 279.4
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: 2005; 2010; 2011; 2019; 2023; 2026
Revised: January 10, 2000; October 10, 2011; June 12, 2023; July 13, 2026

DMACC

Chapter: Board of Directors
Number: BD116
Type: Board Policy
Title: Board Meeting Closed Sessions
Approval Authority: Board of Directors

POLICY

A. In general, all meetings shall be conducted in open public sessions. Closed sessions may be held in accordance with Iowa Code 21.5, and certain sessions are exempt from the Iowa Open Meetings Law.

1. Closed Sessions – Iowa Code Section 21.5.

a. This type of closed session occurs during an open meeting. A special motion stating the reason for the closed session must be made and seconded followed by an affirmative roll call vote of either two thirds of the total membership or all members present. The reason for holding the closed session by reference to a specific exception under this provision of the law, and each member's vote on the question of holding the closed session shall be announced at the open session and entered in the minutes.

a. The Board shall not discuss any business during a closed session not directly related to the specific reason announced for the closed session. All sessions closed under this provision shall be audio recorded and include detailed minutes. The minutes and audio recordings shall be kept for one year from the meeting date. Real estate-related minutes and recordings become public record after completing the transaction.

b. The Board may enter this type of closed session for the reasons specified in Iowa Code 21.5, or other reasons as may be allowed by law.

2. "Exemptions" to the Iowa Open Meetings Law

a. This type of closed session is exempt from the Iowa Open Meetings Law, may be held separately from an open public meeting, and may be held without public notice. The Board may enter this type of closed session as provided by law, including discussing negotiation strategies regarding a certified bargaining unit, discussing conditions of employment for employees not included in a certified bargaining unit, and conducting private hearings relating to the termination of faculty contracts.

b. No record needs to be maintained of negotiation strategy sessions. The private hearing in a teacher's contract termination shall be recorded, including by a court reporter.

Legal Reference: *Iowa Code Chapter 21; Iowa Code 279.15-16*
Legal Review: May 2026
Adopted: January 17, 1984
Reviewed: *2005; 2010; 2011; 2019; 2023; 2026*
Revised: January 10, 2000; October 10, 2011; July 13, 2026

BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 26-075
Date: July 13, 2026
Page: 1

AGENDA ITEM

First Reading of DMACC Policies Chapter 2: Community Colleges

BACKGROUND

Chapter 2 of DMACC's policies, titled Community Colleges, establish the basic framework for how the College is governed and operated. They define the College's legal status and governance structure, establish operating hours and procedures for emergency closures, and provide legal protections for individuals acting on behalf of the College. They also set expectations for financial and administrative matters, including employee charitable giving and other operational processes that support the College's day-to-day functions. These policies promote collaboration and engagement by supporting shared governance and providing opportunities for employees and students to participate in institutional decision-making.

We are continuing work on a number of Chapter 2 policies and those will be brought to the Board at a later date.

As a part of this first reading, we have invited legal counsel to join us in reviewing this chapter to ensure we are in line with state and federal code.

This is a first reading and no vote is being requested this month.

RECOMMENDATION

It is recommended that the Board review the chapter 2 policies and provide feedback to help improve up-to-dateness, clarity and alignment before the second reading in September.

Lori Suddick, Ed.D
President & CEO

Chapter: Community College
Number: CC201
Type: Board Policy
Title: Name and Legal Status of College

Policy:

A. The College is a school corporation formed under the provisions of Chapter 260C, Code of Iowa. The College is legally organized as Merged Area XI and known as Des Moines Area Community College. In these policies or in any other College document, the name "Des Moines Area Community College" shall mean Merged Area XI, and the term "College" shall mean Merged Area XI. The initials "DMACC" shall refer to Des Moines Area Community College.

Legal Reference: *Iowa Code 260C.12 and .16*
Adopted: *January 17, 1984*
Reviewed: *2005; 2011; 2019; and 2022*
Revised: *January 10, 2000*

~~**Chapter:** Community College~~
~~**Number:** CC203~~
~~**Type:** Board Policy~~
~~**Title:** Strategic Plan~~

~~Policy:~~

~~A. The Board believes in gathering data-based metrices regarding students, staff, and community to assess the College's progress toward its mission, vision, values, and related goals.~~

~~B. The President/designee's responsibility shall be to ensure the College is informed about student progress as required by federal programs, state indicators and metrics, and locally determined benchmarks. The President/designee shall also share annually with the Board the methods used to report this information and the College's progress toward these goals.~~

~~***Legal Reference:*** *Iowa Code 281-24.5(6)*~~
~~***Adopted:*** *September 10, 2019*~~
~~***Reviewed:*** *2022*~~

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Commented [RR1]: I would recommend elimination of this Board policy, since it is not a strategic plan itself, and does not provide helpful, concrete steps. The admin rule reference is outdated, and likely referred to the current following regulation:

21.62(6) *Institutional effectiveness and outcomes-based planning*.

a. Institutional effectiveness. The community college will prepare a high-quality, board-approved strategic plan that is regularly reviewed and revised, at least once every five years. The plan will guide the college and its decision-making. It will contain a list of goals, objectives and metrics and will be developed with input from internal and external stakeholders. The college should regularly track and communicate progress towards meeting plan goals.

b. Outcomes-based planning. The community college will review outcomes data regularly provided by the department and illustrate how the data informs institutional decision making in order to meet the plan goals identified in paragraph 21.62(6)*"a."*

Iowa Admin. Code r. 281-21.62(260C)

This states the board will approve a strategic plan every five years; but it does not need a policy of this nature.

~~**Chapter:** Community College~~
~~**Number:** CC205~~
~~**Type:** Board Policy~~
~~**Title:** Acting President Presidential Succession~~

~~Policy:~~

~~A. This policy sets out the Board's role in filling the Presidency upon notice of a temporary, short-term, long-term, or permanent vacancy. It is the Board's goal to outline a process that transitions leadership of the College in the event of a planned or unplanned leave from the President position. Succession may be necessary in several scenarios: temporary, short-term, long-term, and planned.~~

~~B. Upon notification to the Board of the President's absence, the Board President will assess the anticipated length and reason for the absence. The applicable succession plan will be implemented within 24 hours unless otherwise directed by the President of the Board.~~

Commented [RR1]: Under Iowa Code, the Board appoints the President, meaning it would deal with issues with the president. This policy does not say much of substance, not lay out a specific plan. The plan may also need to vary based on the circumstances. This policy seems unhelpful overall

~~***Legal Reference: IA Code 279.20 ; 260C.14***~~
~~***Adopted:** July 16, 1985*~~
~~***Reviewed:** 2000; 2005; 2011; 2019; 2020; 2024*~~
~~***Revised:** January 10, 2000; September 14, 2020; February 12, 2024*~~
4915-1776-8631-1\10384-000

~~**Chapter:** Community College~~
~~**Number:** CC207~~
~~**Type:** Board Policy~~
~~**Title:** Absence of Policy~~

~~Policy:~~

~~A. When action must be taken involving College operations and no relevant Board policies exist, the President shall have authority to act as permitted by law.~~

~~***Adopted:*** *January 10, 2000*~~
~~***Reviewed:*** *2005; 2011; 2019; 2020*~~
~~***Revised:*** *October 10, 2011; September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC208~~
~~**Type:** Board Policy~~
~~**Title:** Management of Organization~~

~~Policy:~~

~~A. The College administrative responsibility lines shall be designated by the organizational chart. The President shall revise the chart and revise job descriptions as necessary to maintain maximum College operation effectiveness consistent with Board policy.~~

~~***Adopted:** July 16, 1985*~~
~~***Reviewed:** 2000; 2005; 2011; 2019; 2020*~~
~~***Revised:** January 10, 2000; September 14, 2020*~~

Chapter: Community College
Number: CC209
Type: Board Policy
Title: Hours of College Operation

Policy:

A. The College operations should best serve~~should be open to serve~~ students, and the~~staff, and~~ community. The President shall confer with administration in setting calendars, work hours, and closures. The President, or their designee, shall have authority to temporarily suspend part or all of college operations due to weather conditions or other emergency situations.

Adopted: *November 20, 1984*
Reviewed: *2000; 2005; 2011; 2019; 2020*
Revised: *January 10, 2000; September 14, 2020*

Chapter: Community College
Number: CC211
Type: Board Policy
Title: Indemnification

Commented [RR1]: I am not sure this policy is necessary since these principles generally operate as a matter or law, but it is alright if the Board wants it.

Policy:

A. Indemnitees include Board members, Board officers, Board advisory committee members, College employees, and College agents.

B. To the fullest extent of the law, the College shall indemnify and hold harmless indemnitees against liabilities, tort claims, demands, and expenses including attorney fees, judgments, penalties, fines, settlements, and other reasonable expenses incurred from alleged acts or omissions occurring within the scope of their employment or duties.

C. Indemnitees shall also be entitled to have the College pay to them directly, expenses reasonably incurred in defending proceedings against them, or any similar proceeding in advance of final resolutions.

~~D. Any independent College entity having authority to pay funds for functions without Board approval shall similarly defend, save harmless and indemnify its indemnitees.~~

Commented [RR2]: I cannot imagine what an "independent College entity" is, and if so, what its relationship would be to the Board. This statement raises too many questions

~~E.~~D. Indemnification shall not apply to acts or omissions the College deems willful and wanton, outside the scope of employment, or judgments, penalties, fines, settlements, attorney fees, and other expenses arising from any proceeding where indemnitees are judged liable to the College.

~~F.~~E. To determine indemnification entitlement, an act or omission must have occurred within the scope of employment or duties if they are of the same general nature as conduct implicitly or explicitly authorized by the College or in any way incidental to such conduct. The scope of employment or duties shall cover activities directly or indirectly fulfilling the College's interests.

~~G.~~F. Indemnitees' rights shall include indemnification entitlement with respect to punitive damages to the extent the College has purchased insurance for this purpose. The Board shall determine whether the College shall indemnify any other College employees or agents regarding punitive damages.

Adopted: *December 8, 1987*
Reviewed: *1992; 1997; 2000; 2005; 2010; 2011; 2019; 2020*
Revised: *November 24, 1992; July 14, 1997; January 10, 2000; February 8, 2010; October 10, 2011; September 14, 2020*

4912-3262-1495-1\10384-000

~~**Chapter:** Community College~~
~~**Number:** CC212~~
~~**Type:** Board Policy~~
~~**Title:** External Complaints~~

Commented [RR1]: Not necessary, perhaps unhelpful

~~Policy:~~

~~A. Individuals not enrolled in, employed by, or representing the College may file an external complaint if they believe they have been mistreated by the College, believe departmental policies and procedures are unclearly written or inconsistently applied, or believe they have extenuating circumstances regarding the College.~~

~~B. Anyone concerned about the college's ability to meet the Higher Learning Commission accreditation criteria may submit complaints to:~~

~~https://www.hlcommission.org/Student-Resources/complaints.html~~

~~***Adopted:*** *July 16, 1985*~~
~~***Reviewed:*** *2000; 2005; 2011; 2019*~~
~~***Revised:*** *January 10, 2000; September 14, 2020*~~
4919-5404-1783-1\10384-000

Chapter: Community College
Number: CC213
Type: Board Policy
Title: Public Records Request

Policy:

A. In accordance with the Iowa Code, Chapter 22, the College acknowledges its responsibility to open government and the public's right of access, and shall respond promptly to requests for examining or receiving copies of public records it maintains.

Requests for Public Records:

A. All College records ~~shall be~~are open to public examination, except the College may designate as "confidential"~~hose specifically~~ records ~~exempted by the I~~under Iowa Code, Section 22.7; the ~~judicial decisions under the~~ Family Educational Rights and Privacy Regulations Act (FERPA) and its implementing regulations; ~~; Code of Federal Regulations, Title 43, Part 99.3;~~ and other applicable laws or rulings.

B. ~~The Process Improvement/Lean Facilitator has been designated as~~ T~~t~~he College's Public Records Custodian ~~and~~ shall respond ~~promptly~~ timely in accordance with IA Code Chapter 22 (generally 10 days but no more than 20) (~~generally within 10 business days)~~ to requests for examining and receiving its public records.

C. The request for public records must be made in writing using the Public Request Form located on the College website at https://www.dmacc.edu/about/publicrecords.html. ~~o request public records,~~ R~~r~~equestors may ~~should may~~ send an email to requestforpublicrecords@dmacc.edu for questions. ~~requestforpublicrecords@dmacc.edu, or contact the Public Records Custodian by phone or in person during College hours of operation.~~

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D. The Public Record Custodian shall be the College's single point of access for public records requests and will be responsible for both receiving requests and replying to requests. The Public Record Custodian may, as needed, seek records or data from other College employees or departments to comply with public record requests, but will remain the sole source for organizing such records and replying to public record requests.

E. If no public record contains information related to a request, the Public Records Custodian shall inform the requester. The College is not required to create information related to any requests, or provide narrative answers to questions.

F. Examining and copying public records shall occur during regular College administration office hours under the Public Record Custodian's, or designee's supervision. Persons wishing to examine College public records should contact the Public Record Custodian who will schedule appointments as soon as is reasonably practical, depending on specific requests.

G. The Public Record Custodian will maintain necessary ~~shall may seek legal advice before allowing or refusing requests to examine select legally~~regarding the confidentiality of public records.

H. The Public Record Custodian is authorized by the Iowa Code, Section 22.3 to charge reasonable fees for the actual cost ~~services tha~~of compiling, reviewing, and producing records,~~t~~ including~~e supervising examinations,~~ copying, mailing, or electronically ~~submitting~~ producing records. DMACC will not charge for records which take less than 30 minutes to produce. ~~The Public Record Custodian~~

~~shall provide reasonable numbers of copies and determine fees not exceeding the actual costs of providing services.~~ The Public Record Custodian shall require pre-payment of all fees or costs for providing the services.

Legal Reference: Iowa Code Chapter 22
Adopted: *October 9, 2017*
Reviewed: *2019; 2023*
Revised: *September 14, 2020; October 9, 2023*

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Chapter: Community College
Number: CC214
Type: Board Policy
Title: Lobbying

~~Policy:~~

~~A. The President shall establish official lobbying guidelines persons representing the College must appropriately follow. The President shall determine, either by job description or contract, persons who shall lobby for the College. For purposes of client reporting found in the Code of Iowa, Chapter 68B, the President shall act as the client on behalf of the College for lobbyists representing the College except as otherwise provided by rule or law.~~

~~***Legal Reference:*** *Iowa Code 68B.2; Iowa Code 68B.36*~~
~~***Adopted:*** *December 16, 1992*~~
~~***Reviewed:*** *2000; 2005; 2011; 2019*~~
~~***Revised:*** *January 10, 2000; October 10, 2011; September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC217~~
~~**Type:** Board Policy~~
~~**Title:** Redaction of Personally Identifiable Information~~

~~Policy:~~

~~A. The College shall redact identifiable personal information from material where it is not essential to understanding the material, irrelevant to the material's focus or intent, the recipient is not authorized to know it, or where it may be exposed when combined with other information.~~

~~***Adopted:** December 10, 2018*~~
~~***Reviewed:** 2019*~~
~~***Revised:** September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC218~~
~~**Type:** Board Policy~~
~~**Title:** Tuition, Fees, and Fines~~

~~Policy:~~

~~A. The President shall recommend that the Board establish tuition rates, academic fees, and fines for credit and non-credit classes, and other programs available to registered students.~~

Commented [BS1]: BD101 lists 'determine tuition rates' as a Board duty. Is this policy still needed?

Commented [RR2R1]: It is also mentioned in CC206 - Duties of President. Agreed it is not necessary

~~***Adopted:** July 16, 1985*~~
~~***Reviewed:** 2000; 2005; 2010; 2011; 2019*~~
~~***Revised:** January 10, 2000; August 8, 2005; February 8, 2010; October 10, 2011; September 14, 2020*~~

4938-1637-8295-1\10384-000

~~**Chapter:** Community College~~
~~**Number:** CC219~~
~~**Type:** Board Policy~~
~~**Title:** Honorary Awards and Degrees~~

~~Policy:~~

~~A. Upon recommendation of the President, the Board may offer honorary awards or degrees to recognize community members who contribute extraordinary time, talent, leadership, or financial commitments to the College. The President shall establish ceremonial procedures.~~

~~***Adopted:** August 8, 2005*~~
~~***Reviewed:** 2005; 2011; 2019*~~
~~***Revised:** September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC220~~
~~**Type:** Board Policy~~
~~**Title:** Electronic Records~~

~~Policy:~~

~~A. Electronic records include but are not limited to emails, websites, documents, digital receipts, data bases, text messages, social media postings, sites, learning management systems, and other content management systems. Electronic records have equal legal status as print records, and the College shall maintain them following legally established records retention schedules. Individual departments' leadership should set appropriate retention schedules for records without legal, accreditation, or regulatory obligations.~~

~~***Adopted:** September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC221~~
~~**Type:** Board Policy~~
~~**Title:** Electronic Signatures~~

~~Policy:~~

~~A. The College accepts electronic signatures where laws or other scenarios do not specifically require written signatures.~~

~~B. The College shall ensure proper security and abilities to link signatures with their signers; consider the relationships between parties in electronic transactions; consider electronic signatures' necessity and convenience; and consider intrusion, repudiation, and risks of fraud.~~

~~C. Electronic signatures are not acceptable for releasing student records as per the Family Education Rights and Privacy Act (20 U.S.C & 1232g).~~

~~***Adopted:** September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC222~~
~~**Type:** Board Policy~~
~~**Title:** Administration of the Combined Charitable Campaign~~

~~Policy:~~

~~A. College employees shall have opportunities to voluntarily contribute to the College's combined charitable campaigns. The President shall establish procedures ensure that the combined charitable campaign does not interfere with ongoing College operations and schedules.~~

~~***Adopted:** September 12, 1994*~~
~~***Reviewed:** 2000; 2005; 2011; 2019*~~
~~***Revised:** January 10, 2000; September 14, 2020*~~

~~**Chapter:** Community College~~
~~**Number:** CC223~~
~~**Type:** Board Policy~~
~~**Title:** Gambling~~

~~Policy:~~

~~A. Gambling shall not be permitted on campus unless legally authorized by the College.~~

~~***Adopted:** July 6, 1985*~~
~~***Reviewed:** 2000; 2005; 2011; 2019*~~
~~***Revised:** January 10, 2000; September 14, 2020*~~

Chapter: Community College
Number: CC224
Type: Board Policy
Title: Copyright Compliance

Policy:

A. Des Moines Area Community College endeavors to comply with the U.S. Copyright Act and other federal and state law establishing and protecting intellectual property rights~~Article 1, Section 8 of the U.S. Constitution in the use of copyrighted works~~. DMACC requires DMACC students, faculty, and staff to respect and acknowledge the works of others and to act responsibly and lawfully in the use of such materials. The College recognizes its responsibility to provide educational resources regarding copyright, trademark, and intellectual property to members of the DMACC community.

~~B. Use of copyrighted materials in any manner not allowed by the U.S. Copyright Act, subsequent guidelines, and/or other proprietary permissions is strictly prohibited.~~

~~C.~~B. Students, faculty, and staff are responsible for understanding and adhering to this Policy. Students, faculty, and staff who violate this Policy and/or the Act may be subject to discipline, and/or personally liable as provided by applicable law.

Adopted: *October 10, 2022*

4935-6485-1127-1\10384-000

Chapter: Community College
Number: CC231
Type: Board Policy
Title: Shared Governance

Policy:

A. The College recognizes the importance of shared governance to provide College leadership with input on matters impacting the College and its students, faculty, staff, and communities. The College supports a shared governance model that gives representation to faculty, staff, and students on shared governance committees as follows:

    1. Shared governance committees will have members rotating off annually as established by each committee's operating standards and approved by College leadership. A call for new members will be coordinated between representatives from College leadership and College Council.

    2. College leadership will retain authority to establish or eliminate shared governance committees as they deem appropriate to meet the needs of the College.

    3. Supervisors will work to accommodate full-time employees who are in good standing and who wish to participate in at least one shared governance committee.

    4. Participation in a shared governance committee will count towards Service to the College hours for faculty.

B. Consult the Shared Governance Handbook for relevant procedures and the Shared Governance Committee page on the College's website, for more information on how employees and students can participate in shared governance.

Adopted: *June 9, 2025*

4931-6232-9015-1\10384-000

Chapter: Community College
Number: CC2355~~5~~
Type: Community College ~~Policy~~Policy
Title: Artificial Intelligence

Procedure:

A. The purpose of this overarching ~~Procedure~~ Policy is to establish guidelines and requirements for the ethical and responsible use of artificial intelligence (AI) technologies within the College community. This overarching ~~Procedure~~ Policy aims to ensure that AI is used to enhance educational outcomes, support administrative functions, and protect the rights and privacy of all stakeholders.

B. This overarching ~~Procedure~~ Policy applies to all faculty, staff, and students. Procedures supporting this overarching ~~Procedure~~ Policy are ~~noted~~ linked below.

C. Contracted third-party vendors need to be transparent about AI usage and data security in their agreement with DMACC.

Definitions:

A. Artificial Intelligence (AI): Refers to the simulation of human intelligence in machines designed to mimic human intelligence. AI is a broad field of computer science that involves the creation of smart algorithms and systems capable of performing tasks. These tasks include understanding natural language, recognizing patterns, and solving problems, as some examples.
~~A. The capability for computer systems to make suggestions, recommendations, and decisions resembling human reasoning or performing tasks that would ordinarily require human intelligence.~~

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Guidelines:

A. Ethical Use: AI technologies must be used in a manner that is ethical, transparent, and respects the rights and dignity of individuals.

B. Transparent Use: It is the expectation that the use of AI in work products should be transparent and properly acknowledged.~~Faculty, staff, and students ought to identify and acknowledge the use of AI in official internal communication only.~~

C. Privacy and Security: The College will make accessible guidance to faculty, staff, and students to support AI technology compliance with all relevant privacy and data protection laws. Personal data must be handled with the highest standards of security and within legal parameters.

D. Accountability: Users of AI technologies must be knowledgeable in their usage, and therefore accountable for their actions and the outcomes of their use of AI.

Data Compliance:

A. The College is committed to protecting the data privacy of students, faculty, staff, community members, and vendors. AI that uses or searches for personal data in a prompt must comply with the Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA)~~the General Data Protection Regulation (GDPR)~~, and other relevant privacy laws.

Adopted: *~~October~~ March 4~~14~~, 2026~~5~~*

Chapter: Community College
Number: CC236
Type: Community College Policy

Title: Data Governance

~~Definitions:~~

- ~~Data Owners - Senior leaders accountable for the proper management and use of data within their business unit.~~
- ~~Data Stewards - Functional experts who ensure the accuracy, consistency, and proper use of data within their area. This responsibility should be included in relevant job descriptions.~~
- ~~Data Custodians - IT staff or system administrators who manage the technical systems and environments where data resides.~~
- ~~Data Trustees – Designated employees who provide access to data for compliance and strategic decision-making.~~
- ~~Data Users - Individuals who access or use institutional data to perform assigned duties. Access must be limited to a legitimate educational or business need-to-know, in compliance with FERPA and other applicable regulations.~~

Policy:

A. All DMACC employees, contractors, and third-party service providers who handle DMACC data acknowledge that any data created or collected in the course of College operations—including, but not limited to, instruction, enrollment, student services, administration, finance, human resources, research, facilities management, technology, and compliance activities—is the property of DMACC and must be treated as an institutional asset.
B. The institution has designated Data Owners, Data Stewards, Data Trustees, Data Custodians and Data Users. ~~as defined in the Data Governance Procedures.~~ Each role will operate within a clearly defined framework, with responsibilities and limitations explicitly set by procedural guidelines.
C. All employees, regardless of role, shall comply with all federal and state laws governing data privacy.
D. Conflicts over data definitions, access, or usage will be elevated to the Data Governance Committee for resolution. The Committee's decisions are final unless appealed to the President's Executive Committee.
~~D.~~

Definitions:

a. Data: any resource, record, or element collected by the College as a result of current and past events or activities.
b. Data Owners - Senior leaders accountable for the proper management and use of data within their business unit.
c. Data Stewards - Functional experts who ensure the accuracy, consistency, and proper use of data within their area. This responsibility should be included in relevant job descriptions.
d. Data Custodians - IT staff or system administrators who manage the technical systems and environments where data resides.
e. Data Trustees – Designated employees who provide access to data for compliance and strategic decision-making.
f. Data Users - Individuals who access or use institutional data to perform assigned duties. Access must be limited to a legitimate educational or business need-to-know, in compliance with FERPA and other applicable regulations.

Commented [RR1]: Recommend a definition of "data."

Adopted: 2026
Reviewed:
Revised:

BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 26-076
Date: July 13, 2026

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**, ARCHER DANIELS MIDLAND COMPANY PROJECT #1.**

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 Workforce Development. 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:	Archer Daniels Midland Company 1935 E Euclid Ave. Des Moines, IA 50313
Product/Service:	Manufacturing & processing oilseeds and food commodities
Type of Project:	Retraining project for existing work force
Nature of Project:	The project will provide for: Safety and Technical Trainings including fire protection, forklift, first aid/cpr, electrical
Training Period:	5/6/26 – 5/5/28
Average Wage Rate:	$33.40
Number of Jobs Affected:	80
First Year of Operation:	1902
Available Training Funds:	$30,590
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.

Lori Suddick, Ed.D
President & CEO