

Board of Directors
Des Moines Area Community College

Regular Board Meeting
May 6, 2024 – 4:00 p.m.

DMACC Carroll Campus
906 N. Grant Road, Carroll, Iowa
Knott Common Area

Agenda

1. Call to Order.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments.
5. Presentations: Jen Wollesen; Carroll Campus
Joel Lundstrom; Online Learning
6. Consent Items:
 - a. Consideration of minutes from April 8, 2024 Public Hearing and Regular Board Meeting. 1-4
 - b. Human Resources report. 5
 - c. Consideration of payables. PDF File
7. Board Report 24-030. 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 **KRM Development, Project #5.** 6
8. Board Report 24-031. Review of Board Policies: Section 700. 7-36
9. Board Report 24-032. Consideration of termination of continuing contracts under Iowa Code Chapter 279. 37

10.	<u>Board Report 24-033.</u> Consideration of Collective Bargaining Agreement and approval of the tentative agreement with the Des Moines Area Community College Higher Educational Association (HEA).	38
11.	<u>Board Report 24-034.</u> Consideration of collective bargaining agreements and approval of the tentative agreement with the Des Moines Area Community College Educational Services Association (ESA).	39
12.	<u>Board Report 24-035.</u> Consideration for Administrative/Professional, Confidential Clerical and Trail Point Support Pay Rates.	40
13.	<u>Board Report 24-036.</u> Consideration of Temporary, Adjunct and Student Pay Rates.	41
14.	<u>Board Report 24-037.</u> Urban Campus Student Life Building & Building 1 Renovation.	42
15.	Presentation of Financial Report.	
16.	President's Report.	
17.	Ankeny, Boone, Carroll, Newton, Urban, West – Campus Updates & Academic Pathways Update	
18.	Committee Reports.	
19.	Board Members' Reports.	
20.	Information Items: <ul style="list-style-type: none">➤ May 9 – Workforce Training Academy Graduation; Southridge; 6:00 p.m.➤ May 27 – Memorial Day Holiday – All campuses closed.➤ July 10-11 – CC for Iowa Trustee Conference hosted by Hawkeye Community College.	
21.	Adjourn.	

Board of Directors
Des Moines Area Community College

PUBLIC HEARING
April 8, 2024

A special meeting of the Des Moines Area Community College Board of Directors was held at DMACC's West campus on April 8, 2024. Board Vice Chair Kevin Halterman called the meeting to order at 4:00 p.m.

ROLL CALL

Members present: Jim Gossett, Kevin Halterman, Cheryl Langston, Denny Presnall, Madelyn Tursi.

Members connected electronically: Joe Pugel.

Members absent: Felix Gallagher, Fred Greiner, Angela Jackson.

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

CONSIDERATION OF
TENTATIVE AGENDA

Tursi moved; seconded by Presnall to approve the tentative agenda as presented. Motion passed unanimously. Aye- Gossett, 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 Budget was published in the Des Moines Register on Monday, March 25.

No written objections have been received.

PUBLIC COMMENTS

None.

FY 2025 BUDGET

Board Report 24-025. Attachment #1. Langston moved; seconded by Gossett recommending that the Board pass a resolution adopting the proposed FY 2025 Budget (Funds 1, 2 and 7).

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

ADJOURN

Tursi moved; seconded by Gossett to adjourn. Motion passed unanimously and at 4:03 p.m., Board Vice Chair Kevin Halterman adjourned the meeting. Aye- Gossett, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

JOE PUGEL, Board Chair

CAROLYN FARLOW, Board Secretary

Board of Directors
Des Moines Area Community College

REGULAR BOARD MEETING April 8, 2024	The regular meeting of the Des Moines Area Community College Board of Directors was held at DMACC's West Campus on April 8, 2024. Board Vice Chair Kevin Halterman called the meeting to order at 4:04 p.m.
ROLL CALL	Members present: Jim Gossett, Kevin Halterman, <i>Angela Jackson*</i> , Cheryl Langston, Denny Presnall, Madelyn Tursi. Members connected electronically: Joe Pugel. Members absent: Felix Gallagher, Fred Greiner. Others present: Rob Denson, President/CEO; Carolyn Farlow, Board Secretary; Bill LaTour, Board Treasurer; faculty and staff.
CONSIDERATION OF AGENDA	Tursi moved; seconded by Langston to approve the agenda as presented. Motion passed unanimously. Aye- Gossett, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.
PUBLIC COMMENTS	None.
PRESENTATIONS	Anthony Paustian, Provost of West Campus, welcomed everyone to DMACC's West Campus and introduced his faculty and staff. He provided information on the new disc golf course on campus and the recent ciLive 15 event. Paustian also thanked the Board for all of their support over the years of his tenure at West Campus. Eddie Diaz, Perry Site Director, and Aaron Chittenden, Business Solutions Consultant, briefed the Board on the activities involving the closing of the Tyson Perry Plant. A response team has been working together to provide assistance to the 1,300 people who will be losing their jobs. Michelle Schott, Coordinator of Integrated Education and Training (IET), presented information on the three components of IET: adult education and literacy, workforce training and workforce preparation. These three components are provided concurrently and contextually to participants who gain employment skills.

**Jackson arrives at 4:30 p.m.*

CONSENT ITEMS	Presnall moved; seconded Tursi to approve the consent items: a) Minutes from the March 11, 2024 Regular Board Meeting; b) Human Resources Report and Addendum (Attachment #1); and c) Payables (Attachment #2).
	Motion passed unanimously. Aye- Gossett, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.
REVISED STRATEGIC PLAN INCLUDING MISSION, VISION AND VALUES	<u>Board Report 24-026</u> . Jackson moved; seconded by Tursi recommending that the Board approve the revised Strategic Plan along with the updates to the Mission, Vision and Values.
	Motion passed unanimously. Aye- Gossett, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.
MEMBERSHIP FOR THE DMACC FOUNDATION BOARD OF DIRECTORS	<u>Board Report 24-027</u> . Langston moved; seconded by Tursi recommending that the Board approve the resignation of Jessica Cole from the DMACC Foundation Board of Directors and the appointment of Travis Lautner as a member of the DMACC Foundation Board of Directors.
	Motion passed unanimously. Aye- Gossett, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.
CONSIDERATION OF TERMINATION OF PROBATIONARY TEACHER CONTRACTS	<u>Board Report 24-029</u> . Presnall moved; seconded by Gossett recommending that the Board terminate the probationary teacher’s contract for Weisu Wang effective May 3, 2024 and terminate the specially funded probationary teacher’s contracts for Kyle Bargeon, Tricia Dauterive and Patricia Guevara effective June 30, 2024.
	Motion passed on a roll call vote. Aye- Gossett, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.
RECEIVE AND FILE RECOMMENDATIONS FOR TERMINATION OF CONTINUING CONTRACTS	<u>Board Report 24-028</u> . Langston moved; seconded by Tursi recommending that the Board receive and file the President’s recommendations for termination of termination of five specially funded faculty contracts.
	Motion passed unanimously. Aye- Gossett, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.
FINANCIAL REPORT	Controller Ben Voaklander presented the March 2024 financial report as shown in Attachment #3 to these minutes.
CAMPUS/PATHWAY UPDATES	Updates on activities and events at their campus/pathway were provided by: Drew Nelson and Jim Stick.
COMMITTEE REPORTS	Board Vice Chair Kevin Halterman reported that the Large Projects Committee met recently and discussed upcoming projects throughout the district.

ADJOURN

Tursi moved; seconded by Langston to adjourn. Motion passed unanimously and at 5:00 p.m. Board Vice Chair Kevin Halterman adjourned the meeting. Aye- Gossett, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.

JOE PUGEL, Board Chair

CAROLYN FARLOW, Board Secretary

AGENDA

Human Resources Report

BACKGROUND

I. New Employee

Replacement Position

1. Weber, Thomas

Instructor, Business Administration
West Campus
Annual Salary: \$66,545
Effective: 08/15/2024
Continuing Contract Faculty

II. Promotion

2. Davis, David

Instructor, Automotive Technology
Ankeny Campus
Annual Salary: \$79,587
Effective: 05/01/2024
Continuing Contract Faculty

III. Contract Change

1. Wagner, Richard

Instructor, Computer Science
From: 9 Month Continuing Contract
To: 12 Month Continuing Contract
Effective: August 16, 2024

RECOMMENDATION

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

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 **KRM DEVELOPMENT, PROJECT #5**

BACKGROUND

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

Company Name/Address: KRM Development
10640 Justin Drive
Urbandale, IA 50322

Product/Service: This company builds custom homes.

Type of Project: Retraining project for existing work force

Nature of Project: The project will provide for: Leadership and Project Management Training

Training Period: February 13, 2024 – February 12, 2025

Average Wage Rate: \$36.06/hr

Number of Jobs Affected: 19
First Year of Operation: 2004
Available Training Funds: \$14,369

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.

AGENDA ITEM

Review of Board Policies: Section 700

BACKGROUND

The College is continuously reviewing all DMACC Board Policies. Each year, 1-2 sections of our Board Policies will be submitted to the Board for review and consideration. Following is a summary of the policies included in Section 700 (Business Services):

700	Business Services
BS701	Financial Accounting
BS702	Annual Budget
BS705	Professional Services
BS706	Debt Management
BS707	Investment of College Funds
BS708	Payment of Claims
BS709	Spousal Expense Reimbursement
BS710	Receipt of Funds
BS711	Capitalized Assets
BS712	Tuition and Fees
BS713	Student Refunds
BS715	Purchasing
BS716	Liability Insurance
BS717	Iowa's New Jobs Training Program
BS718	Educational Business Activities
BS719	Record Retention
BS730	Sponsored Programs – Pre and Post Award
BS731	Sponsored Programs – Allowable Costs
BS732	Sponsored Programs – Asset Management
BS733	Sponsored Programs - Publicity
BS734	Sponsored Programs – Matching Funds
BS735	Sponsored Programs – Program Income
BS736	Sponsored Programs – Conflict of Interest
BS737	Sponsored Programs - Termination
BS740	Information Security Responsibilities
BS741	Data Privacy Collection of Internet Data

RECOMMENDATION

It is recommended that the Board discuss Section 700 of our Board policies for approval at our next Board of Directors meeting.

Robert J. Denson, President

Attachments: Board Policies from Section 700

All current Board Policies from Sections 700 are attached and are also located at:
<https://catalog.dmacc.edu/content.php?catoid=20&navoid=1954>

BS701 - Financial Accounting

Policy

Section: Business Services

The College shall comply with Generally Accepted Accounting Principles (GAAP) promulgated by state, federal and professional accounting organizations with the appropriate jurisdiction. The expenditure of public funds shall meet the public purpose and reasonableness standards to be incurred for College business.

Legal Reference:

Iowa Code 260C.35

Cross Reference:

[Procedure BS5702 - Accounting System Mandates](#)

[Procedure BS5707 - New General Ledger Accounts or Indexes](#)

[Procedure BS5715 - Transfer of receipts or disbursements between accounts or indexes](#)

[Procedure BS5725 - Monthly Accounting Cut-Offs](#)

[Procedure BS5818 - Petty Cash and Change Funds](#)

Adopted: June 17, 1986

Reviewed: 2005, 2020

Revised:

January 10, 2000

August 8, 2005

April 12, 2010

December 2019

BS702 - Annual Budget

Policy

Section: Business Services

The Board will direct publication of a budget, hold a public hearing and adopt an annual certified budget for the College. The budget will be set in accordance with the law, College priorities and sound business practices. The President will be given the authority to manage the budget during the fiscal year. In the event the College must amend the budget, the Board will direct publication of the amended budget, hold a public hearing and adopt the amended budget.

Legal Reference:

Iowa Code 260C.17, 24.3, 24.9, 24.17

Cross Reference:

[Procedure BS5760 - Annual Budget Approval Process](#)

[Procedure BS5762 - Fiscal Year/Budget Year](#)

[Procedure BS5764 - Budgets for Grant/Contract Proposals](#)

[Procedure BS5766 - Annual Budget Preparation](#)

[Procedure BS5768 - Management of Expense Budgets](#)

Adopted: June 17, 1986

Reviewed: 2005, 2010, 2020

Revised:

January 10, 2000

December 2019

BS705 - Professional Services

Policy

Section: Business Services

The College shall contract for professional services in the areas of: attorneys, banking, audit, architects, construction management, insurance brokers, security, marketing/printing services, programmers, professional development speakers, performers and others as necessary and appropriate. The College shall look to the development of professional relationships with professional service providers that may not be obtained through the bidding process or the acceptance of low bid. It is at the discretion of the President to bid out for professional services.

Legal Reference:

Iowa Code 11.6, 297.7

Cross Reference:

Procedure BSXXXX - New procedure will be developed

Adopted: September 14, 2020

BS706 - Debt Management

Policy

Section: Business Services

The Board shall direct the issuance of debt instruments to finance the College's financial obligations. The terms and conditions for the sale of debt instruments will be in accordance with the Iowa Code. Adequate safeguards shall be established for post-issuance compliance with respect to tax-exempt qualified obligations issued by the College and to promote efficient, effective procedures to this end.

Legal Reference:

Iowa Code 260C.19, 260C.21, 298.21, 260C.58, 260C.64, 260E

Cross Reference:

Procedure BSXXXX-new procedure will be developed

Adopted: June 17, 1986

Reviewed: 2005, 2010, 2020

Revised:

January 10, 2000

December 2019

BS707 - Investment of College Funds

Policy

Section: Business Services

The College shall invest funds in compliance with the Iowa Code Chapters 12B and 12C. The investment of bond funds shall not only comply with this policy but also must comply with any bond resolutions, related agreements or relevant law. A College depository listing will be approved by the Board on an annual basis or as needed.

Legal Reference:

Iowa Code 12B, 12C, 11.2, 12.62, 22.1, 28E.2, 257, 260C, 283A, 279.29, 285, 502.701, 633.123, 279.33

Cross Reference:

[Procedure BS5711 - Investments](#)

[Procedure BS5784 - Depository Banks](#)

Adopted: June 17, 1986

Reviewed: 2005, 2020

Revised:

May 9, 1990

March 4, 1992

September 9, 1992

June 13, 1994

April 12, 1999

January 10, 2000

January 10, 2005

April 12, 2010

December 2019

BS708 - Payment of Claims

Policy

Section: Business Services

All claims against the College shall be supported by appropriate documentation and paid upon review, approval and audit by College personnel.

Cross Reference:

[Procedure BS5720 - Voiding of Outstanding Checks](#)

[Procedure BS5786 - Jury Duty Pay](#)

[Procedure BS5812 - Travel Expense Reimbursement](#)

[Procedure BS5813 - College Business Meals](#)

[Procedure BS5814 - Payment of Claims Against DMACC Funds, Other than Plant and Auxiliary Funds](#)

[Procedure BS5815 - Payment of Claims From DMACC Plant Fund and Bookstore Accounts](#)

[Procedure BS5816 - Financial Aid Direct Payments to Students](#)

[Procedure BS5820 - Request for Payments](#)

[Procedure BS5830 - Advance Payments for Student Organizations/Clubs](#)

Adopted: June 17, 1986

Reviewed: 2005, 2010, 2020

Revised:

January 10, 1994

January 10, 2000

August 8, 2005

December 2019

BS709 - Spousal Expense Reimbursement

Policy

Section: Business Services

The President may approve the expenditure reimbursement for spouses of Board members or spouses of employees for expenditures related to College business. The Board must approve reimbursement of expenditures related to the President's spouse. All approvals must be in writing.

Cross Reference:

Procedure BSXXXX- new procedure will be developed

Adopted: June 17, 1986

Reviewed: 2005, 2010, 2020

Revised:

January 10, 2000

December 2019

BS710 - Receipt of Funds

Policy

Section: Business Services

Funds received for any College activity shall be receipted by the Business Office in accordance with the state's Uniform Financial Accounting Manual and deposited into an official College depository.

Cross Reference:

[Procedure BS5705 - Bank Check Acceptance](#)

[Procedure BS5730 - IRS Skip Tracing](#)

[Procedure BS5780 - Cash Receipts Processing](#)

[Procedure BS5782 - Billing and Collection Procedures for Non Students](#)

[Procedure BS5788 - Cash Receipts within Instructional Programs](#)

[Procedure BS5790 - Insufficient Funds Checks and Stop Payment Checks](#)

[Procedure BS5792 - Sales Tax Receipts](#)

[Procedure BS5794 - Billing Other DMACC Departments for Goods and Services](#)

[Procedure BS5796 - Collection of Past Due Amounts Owed by Students](#)

[Procedure BS5797 - Payment of Tuition and Fees](#)

[Procedure BS5798 - Credit and Debit Card Acceptance](#)

[Procedure BS5817 - Advance Deposit Required/Nonimmigrant International Students](#)

[Procedure BS5834 - Collection of Library Assessments](#)

Adopted: June 17, 1986

Reviewed: 2005, 2010, 2020

Revised:

January 10, 2000

December 2019

BS711 - Capitalized Assets

Policy

Section: Business Services

The College shall ensure that a detailed listing of capitalized assets and their related depreciation or amortization be maintained for purposes of internal accountability, audit compliance, insurance recovery and equipment replacement. Capital assets will be classified as land, land improvements, buildings, improvements other than buildings, equipment, intangible assets and construction in progress.

Cross Reference:

[Procedure BS5304 - Sale of Surplus Equipment](#)

[Procedure BS5305 - Leased and Lease Purchased Equipment](#)

[Procedure BS5610 - Capital Purchases and Accounting](#)

[Procedure BS5640 - Deleting Equipment from College Records](#)

[Procedure BS5650 - Donations of Equipment to the College](#)

[Procedure BS5660 - Inventory Control System](#)

[Procedure BS5832 - Accounting for Leased Purchase Equipment](#)

Adopted: July 14, 2008

Reviewed: 2010, 2020

Revised:

December 2019

BS712 - Tuition and Fees

Policy

Section: Business Services

The College shall charge tuition and fees in accordance with state statutes and according to the annual tuition and fee schedule established by the College Board.

Legal Reference:

Iowa Code 260C.23

Cross Reference:

Procedure BSXXXX - new procedure will be developed

Adopted: September 14, 2020

BS713 - Student Refunds

Policy

Section: Business Services

The College shall refund students participating in federal financial aid programs as determined by federal law. Students shall also be refunded for any credit balances owed to the students not generated by federal financial aid. All student refunds shall be made in accordance with a refund schedule. The College may issue the refunds or contract with a third party to issue the refunds.

Legal Reference:

Federal Financial Aid Rules & Regulations

Cross Reference:

[Procedure BS5822 - Request for Student Registration Refunds](#)

Procedure BSXXXX - new procedure will be developed

Adopted: September 14, 2020

BS715 - Purchasing

Policy

Section: Business Services

The College shall procure products and services using competitive procedures in compliance with state and federal laws to assure that purchases are procured efficiently, effectively and for the most favorable prices.

Legal Reference:

Iowa Code 73.1

Cross Reference:

[Procedures BS5300 - General Bidding](#)

[Procedure BS5301 - Purchase Requisitions](#)

[Procedure BS5302 - Blanket Purchase Orders](#)

[Procedure BS5303 - Central Receiving](#)

[Procedure BS5810 - Encumbering](#)

Adopted: June 17, 1986

Reviewed: 2005, 2006, 2010, 2020

Revised:

November 13, 1991

January 10, 2000

April 10, 2006

June 9, 2008

December 2019

BS716 - Liability Insurance

Policy

Section: Business Services

The College shall maintain a comprehensive insurance program to provide adequate coverage for public and personnel liability, and loss or damage to College facilities and equipment.

Legal Reference:

Iowa Code 20.9, 85.2, 279.12, 28, 296.7, 517A.1, 670.7

Cross Reference:

[Procedure BS5307 - Insurance - Reporting of Claims and Accidents](#)

Procedure BSXXXX - new procedure will be developed

Adopted: June 17, 1986

Reviewed: 2005, 2010, 2020

Revised:

January 10, 2000

December 2019

BS717 - Iowa's New Jobs Training Program

Policy

Section: Business Services

The College shall participate in the Iowa New Jobs Training Program. The Program allows the College to issue debt for a multiple company project with the proceeds being used to fund training programs for those companies in the project. The debt will be retired through the subsequent collection of withholding from the companies in the multiple project. In the event that the multiple project does not have sufficient withholding to retire the debt, the law provides for the use of a stand-by tax levy against all taxable property in the College's district. The College will review the financial condition of each company in the projects to minimize the risk of the stand-by tax levy being used.

Legal Reference:

Iowa Code 260E

Cross Reference:

[Procedure BS5770 - Financial Due Diligence - 260E Projects](#)

Adopted: December 12, 1994

Reviewed: 2005, 2010, 2020

Revised:

June 12, 1995

January 10, 2000

December 2019

BS718 - Educational Business Activities

Policy

Section: Business Services

The College may engage in business-like activities to provide education and training to its students, faculty, staff and businesses. The business-like activity must be directly and reasonably related to the educational mission of the College. The College may charge fees to recover costs incurred for these activities, as well as a reasonable net return.

Cross Reference:

[Procedure BS5709 - Listing and Sale of Student Constructed Houses](#)

Adopted: February 14, 1989

Reviewed: 2005, 2010, 2020

Revised:

January 10, 2000

August 8, 2005

December 2019

BS719 - Records Retention

Policy

Section: Business Services

The College shall maintain source documents as required by Iowa Code, federal rules and regulations, audit purposes and internal need. The original documents or images of the original documents shall be stored in a manner allowing for safekeeping and availability.

Cross Reference:

[Procedure BS1120 - Retention of Records](#)

Adopted: September 14, 2020

BS730 - Sponsored Programs - Pre and Post Award

Policy

Section: Business Services

The College will implement a system for applying for outside funding, and for administering any funding received by the College. The President shall accept awards for sponsored programs to the College that are consistent with the mission of the College. Signing authority for any sponsored program award resides solely with the President. No other College employee has the authority to commit the College to the terms and conditions of a sponsored program.

Adopted: September 14, 2020

BS731 - Sponsored Programs - Allowable costs

Policy

Section: Business Services

The College will comply with all rules and regulations from external funding sources in relation to allowable expenses for sponsored programs. For federally funded programs, these regulations include those stipulated in 2CFR Part 200.

References:

References: 200 CFR

Adopted: 2020

BS732 - Sponsored Programs -Asset management

Policy

Section: Business Services

The College will ensure that the purchase and use of items funded through sponsored programs follow both College and funder policies, and are exclusive to the project for which the purchases are made.

References:

2 CFR 200.439

<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-439>

BS733 - Sponsored Programs - Publicity

Policy

Section: Business Services

The College will comply with all funder guidance in relation to advertising, news releases, and/or public information materials for sponsored program activities.

BS734 - Sponsored Programs - Matching Funds

Policy

Section: Business Services

The College will comply with all funder rules and regulations relating to matching funds attributed to sponsored programs. For federally funded programs, regulations include those stipulated in 2CFR Part 200 (see Subpart E - Cost Principles).

References:

2CFR Part 200

BS735 - Sponsored Programs - Program Income

Policy

Section: Business Services

The College will comply with all funder rules and regulations relating to program income from sponsored programs. For federally funded programs, regulations include those stipulated in 2CFR Part 200 (see Subpart E - Cost Principles).

References:

References: 2CFR Part 200

BS736 - Sponsored Programs - Conflict of Interest

Policy

Section: Business Services

The College will monitor employees serving as a Principal Investigator or Co-Principal investigator on sponsored programs for potential conflicts of commitment and interest.

BS737 - Sponsored Programs - Termination

Policy

Section: Business Services

The College will identify the appropriate unrestricted funds to cover any outstanding sponsored program-related expenses in the event that said program is terminated.

BS740 - Information Security Responsibilities

Policy

Section: Business Services

SubSection: Information Security

1. IT Security Team shall be chaired by the Executive Director of Information Solutions and comprised of various members in the Information Solutions department.
2. All DMACC employees, administrators, students, contractors, third party users, consultants, suppliers and service providers who require access to DMACC's information and associated assets to carry out their work are commonly termed as "users" throughout DMACC Information Security Policies Manual and procedure documents.
3. All users, who need access to DMACC's information systems environment, are responsible for ensuring that the Information Systems Security Policy and Procedures are adhered to and they operate system in such a manner as to ensure its security.
4. The IT Security Team is responsible for approving the DMACC Information Systems Security Policies and supporting procedures and any modification to the policies after its enactment.
5. The chair of the IT Security Team is responsible for ensuring that DMACC Information Systems Security Manual is current, reflects the requirements of DMACC and for ensuring the development of underlying standards, procedures and roles for managing security.
6. Management at all levels is responsible for ensuring that staff are aware of, and adhere to, this policy manual and standards there under. Information Solution Team may also involve other department heads for their participation in training, updating the policy or implementation.
7. The chair of the IT Security Team is responsible for disseminating the policies and ensuring the compliance of the policies.
8. Internal audit team or trusted external audit agency shall be responsible for auditing the level of compliance with the policies on an annual basis.

Policy and Procedures Framework:

1. The Policy and Procedures are high-level statements that provide guidance to DMACC management and users. The Information Solutions Policy and Procedures are also generalized requirements that must be documented and communicated to specifically identified groups internal and external to the organization. The Information Solutions Policy and Procedures are management instructions indicating a course of action, a guiding principle, or an appropriate procedure, which is appropriate and advantageous to the organization.
2. DMACC's policy and procedures framework is composed of three tiers:
 - Tier 1: This encompasses the Policy with High level policy statements
 - Tier 2: Procedures with process workflows
 - Tier 3: Guidelines, Forms and Templates and Measurement Metrics
3. The Information systems of DMACC contain data / information pertaining to DMACC's customers and other business entities that are fundamental for its daily operations and to render effective service to its customers and regulatory bodies. It is therefore essential that the confidentiality, integrity and availability of the information stored and processed on DMACC's information processing systems are protected by the implementation of adequate and strong security controls at all levels.
 - Part of Procedure or Process documents, contains Measurement Metrics, Forms and Templates which assist in the implementation of the policies, process and procedures
 - These documents shall be reviewed and approved by the IT Security Team

The following procedures are the Information Systems Security Policy documents present at DMACC.

DMACC Information Security Procedures List

1. Human Resources Security Procedure
2. User Access Management Procedure
3. Antivirus Procedure
4. Data Backup & Recovery Procedure
5. Password Security Procedure
6. Patch Management Procedure
7. Logging & Monitoring Procedure
8. Network Security Procedure
9. Mobile Computing Procedure
10. E-Mail Security Procedure
11. Third party & Outsourcing Security Procedure
12. IT Incident Management Procedure
13. Change Management Procedure
14. Capacity Management Procedure

Policy Review:

1. The chair of the IT Security Team shall be responsible for reviewing DMACC Information Security Policy and Procedures manual on an annual basis to ensure that it meets legal requirements and reflects the industry best practices.
 2. The internal auditor /an independent officer/ or an external agency may carry out such review on a regular basis as and when required.
 3. Any changes/ modifications / amendments to the policy shall be discussed and approved by the IT Security Team during periodic management meetings.
-

BS741 - Data Privacy Collection of Internet Data

Policy

Section: Business Services

SubSection: Information Security

Collection of Internet Data

DMACC uses various technologies to collect information for Financial Aid, Student Services and Enrollment Services.

This privacy policy sets out how DMACC uses and protects any information that you give us when you use this website. The processing of personal data is governed by the **General Data Protection Regulation (the "GDPR")**.

DMACC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using any of our services; you can be assured that it will only be used in accordance with this privacy statement.

DMACC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy became effective from **January 2019** to reflect the changes required under the GDPR legislation.

What We Collect About You

We collect personal details in order for us to process as per your requests or provide services from our website or call centers, this forms the legal basis for using your data. We collect:

- **Your name**
- **Telephone number**
- **Address**

If you call or email one of our contact centers or submit an Ask a Question form on our website, we use ticketing technology and any notes of the discussion with the call center agent are collected.

How We Use Cookies

If you use our website, we use cookies for the processing of your website visit where you give us consent for personalization and marketing purposes. A cookie is a small file, which asks permission to be placed on your computer's hard drive. The file is added, and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

How We Process Data

DMACC acts as a data controller for your personal information. This means that we process your data and we may use third parties to process your data on our behalf. We audit all third parties to ensure they meet the standards of data protection required under the GDPR. The third-party data processors that we mainly use are:

OCLC
PeopleAdmin
ABC Virtual Communications
SalesForce

For a list of other data processors that we use click here (This will be a web link on www.dmacc.edu)

International Transfers

We do not transfer any of your data outside USA.

Security

We are committed to ensuring that information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, technical and managerial controls to safeguard and secure the information we collect online.

Links to Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling Your Personal Information

We will not sell, distribute or lease your personal information to third parties unless we gain consent from you or we are required by law to do so. Where we gain consent to share your personal information we make it clear to whom the data is being shared and for what purpose.

Marketing

We would like to send you information about the services of ours which may be of interest to you. By agreeing to this privacy, you are giving your consent for the same. You may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email your request to dpo@dmacc.edu.

Access to Your Information and Correction

You have the right to request a copy of the information that we hold about you. If you would like to see the personal information that we hold about you, please submit a request by emailing it to dpo@dmacc.edu.

Please note that because DMACC is not an advertising company, we do not create or share non-fraudulent profiles.

Your Rights

You have a right to the following:

- To request access to the personal data we hold about you;
- To request that we rectify or erase your personal data;
- To request that we restrict or block the processing of your personal data;
- Under certain circumstances, to receive personal data about you that we store and transmit to another without hindrance from us, including requesting that we provide your personal data directly to another that is a right to data portability; and where we previously obtained your consent, to withdraw consent to processing your personal data.

To exercise these rights, contact us through email sending it to dpo@dmacc.edu. Please be aware that DMACC may be unable to afford these rights to you under certain circumstances, such as if we are legally prevented from doing so.

Retention

We will process and store your personal data the period necessary to achieve the purpose of the storage, or as permitted by law. After expiration of that period, the corresponding data is routinely deleted according to the Data Retention Procedure.

Policy Changes

DMACC may modify this privacy notice from time to time without the consent of users by providing advance notice on our Web site before implementing such modifications. Should you wish to be notified by email of material changes to this policy, please send correspondence to dpo@dmacc.edu with "PRIVACY" in the subject line or to the following mailing address:

Privacy Notice Operations
Attn.: Information Solutions
DMACC
2006 S Ankeny Boulevard,
Ankeny, IA 50023
United States Phone: +1 800-362-2127
Email: pno@dmacc.edu

Contact

If you have questions, comments, or concerns about this privacy notice, please contact us, in our role as data processor, at:

Data Protection Officer
Attn: Information Solutions
DMACC
2006 S Ankeny Blvd
Ankeny, IA 50023
United States
Phone: +1 800-362-2127
Email: dpo@dmacc.edu

AGENDA ITEM

Consideration of termination of continuing contracts under Iowa Code Chapter 279. These items were received and filed by the Board at the April meeting.

BACKGROUND

Teacher contracts of 5 specially funded employees to be terminated effective at the end of the current contract term for the reasons set forth in the President's Notice and Recommendation to Terminate Contract.

None of the employees have requested a hearing before the Board.

RECOMMENDATION

It is recommended that the Board terminate the continuing teacher's contracts (names to be supplied), effective at the end of each individual's current employment contract

Robert J. Denson, President

AGENDA ITEM

Consideration of a bargaining agreement with the Higher Education Association (HEA)

BACKGROUND

Negotiations resulted in an agreement with HEA for FY25 salary increases averaging 4%. Agreed to extend current contract language for two additional years with salary increases to be determined each year.

RECOMMENDATION

It is recommended that the Board approve the agreement reached with HEA pending ratification by union members.

Robert J. Denson, President

AGENDA ITEM

Consideration of a bargaining agreement with the Educational Services Association (ESA)

BACKGROUND

Negotiations resulted in an agreement with ESA for FY25 salary increases averaging 4%. Agreed to extend current contract language for two additional years with salary increases to be determined each year.

RECOMMENDATION

It is recommended that the Board approve the agreement reached with ESA pending ratification by union members.

Robert J. Denson, President

AGENDA ITEM

Consideration of Administrative/Professional, Confidential Clerical and Trail Point Support Pay Rates

BACKGROUND

In accordance with specific budgetary guidelines provided by the Board and with due regard to maintaining a competitive posture in the labor market, administration has prepared a recommendation regarding Administrative/Professional, Confidential Clerical and Trail Point Support pay rates.

RECOMMENDATION

It is recommended that the Board approve the proposed Administrative/Professional, Confidential Clerical and Trail Point Support pay rates to be provided in a separate packet.

Robert J. Denson, President

AGENDA ITEM

Consideration of Temporary, Adjunct and Student Pay Rates

BACKGROUND

In accordance with specific budgetary guidelines provided by the Board and with due regard to maintaining a competitive posture in the labor market, administration has prepared a recommendation regarding Temporary, Adjunct, and Student pay rates.

RECOMMENDATION

It is recommended that the Board approve the proposed Temporary, Adjunct, and Student pay rates to be provided in a separate packet.

Robert J. Denson, President

AGENDA ITEM

Urban Campus Student Life Building & Building 1 Renovation

BACKGROUND

At the March 11, 2019 Board of Directors Meeting, the Board approved a contract with Graphite Construction Group (formerly dba Rochon Corporation) for the Urban Campus Student Life Building & Building 1 Renovation. This project is substantially complete.

DMACC withheld 5% of the amount due to Graphite Construction to ensure the final completion of the project. If the punch list items are completed, payments will be made 30 days after approval.

The Board is required to authorize any of the release of the final 5% due which is currently being held in the amount of \$1,042,186.76.

RECOMMENDATION

It is recommended that the Board approve a partial release for payment in the amount of \$18,011.86, which is a portion of the final 5% retainage, to Graphite Construction Group.

Robert J. Denson, President