The Board may appoint the President for a term not to exceed three years. The terms and conditions of the employment of the President may be reflected in an employment agreement between the College and the President and approved by the Board. Any such employment agreement shall contain such terms as shall be determined by the Board provided they are not inconsistent herewith.
The duties and responsibilities of the President shall include the following:

1. To execute all policies established by the Board of Directors and act as the Executive Officer of the Board.

2. To direct the formulation of all proposed statements of philosophy and objectives which govern all programs and services of the College.

3. To direct and coordinate the work of College employees and committees toward achieving the philosophical goals of the College; and to delegate maximum feasible authority for the supervision and operation of the programs and services under their jurisdiction.

4. To represent the College in its external relationships with governmental agencies, institutional accrediting and professional associations, other institutions of higher education, and area school systems.

5. To determine College staffing needs; ensure the development of recruitment, selection and retention strategies in order to meet these staffing needs; and to authorize, delegate or recommend to the Board, as appropriate, personnel actions affecting College employees.

6. To approve criteria used in the performance evaluations systems.

7. To review and prioritize current and future facilities and equipment requirements.

8. To direct the preparation of all operating and capital budgets and recommend approval by the Board.

9. To establish rates for student fees, facility use, and other ministerial aspects of College operations.

10. To execute and sign all appropriate communications and documents as authorized or designated by the Board. The President is authorized for, and on behalf of, the College to act as an agent of the Board to enter into contracts consistent with the procedures and policies of the Board, provided the authorization to enter into the particular type of contract is not reserved by law or policies of the Board of Directors to the Board.

11. To recommend the College calendar for approval by the Board.

12. To coordinate and direct the long-range planning for the College in all areas, including the areas of program development and revision, to reflect student interests, needs, and employment patterns.

13. To communicate effectively with employees and students and represent their concerns to the Board.

14. To ensure that a system is in effect to preserve College records.

15. To direct the preparation and submission of such reports as are required by the Board and by local, state, and national agencies.

16. To direct the preparation of such manuals, guides, and other publications which will enhance the operation, administration and public awareness and perception of the College and its programs.

17. To recognize individuals exhibiting outstanding service to the College.
18. To promote the College and its programs to the community. To work on behalf of the Des Moines Area Community College Foundation and the College to attract financial support and other contributions of benefit to the College; to be active in community affairs and to promote legislation (state and federal) of benefit to community colleges; and to establish a variety of information programs appropriate for the betterment of community relations.

19. To assist the Board with its commitment of equal educational opportunities for students and equal employment opportunities for employees regardless of race, color, national origin, creed, religion, gender, sexual orientation, age, gender identity, disability and to the extent covered by the law, veteran status, pursuant to Board policy.

20. To perform other duties as required by law or assigned by the Board or as necessary or appropriate in the best interests of the College. The President shall have the authority to delegate such of the foregoing duties and responsibilities as he/she shall determine.

Adopted: July 16, 1985
Revised: February 1994
January 10, 2000
August 8, 2005
October 10, 2011
In cases where action must be taken involving the operation of the College, and where no guidelines have been established by Board policy, the President shall have the authority to act as may be permitted by law.

Adopted: January 10, 2000
Revised: October 10, 2011
The President shall appoint a person to serve as Acting President when he/she is incapacitated or absent from the College. In the event of the absence or incapacitation of the President, the Acting President shall have the same powers, duties, and responsibilities as the President. If the absence of the President is expected to be of more than one week’s duration, the Board Chair shall be advised of this fact.
The lines of responsibility in the management of the College shall be as designated by the organizational chart. The President shall revise the organizational chart and make changes in job descriptions as necessary to maintain maximum effectiveness in the operation of the College consistent with Board policy.

Adopted: July 16, 1985
Revised: January 10, 2000
I. Credit Classes

Upon recommendation by the President, the Board shall establish rates for credit classes that are made available to regularly admitted students to the College including but not limited to: Tuition, Service Fee, Audit Tuition, Non-Resident Tuition, Activity Fee, Admission Fee, Graduation Fee, Late Registration Fee, Foreign Student Processing Fee, Transcript Fee, Malpractice Insurance Fee, Convenience Fee for On-line and TV classes, Music Fee, Correspondence Course Fee, Web Blended Course Fee.

II. Non-Credit Classes

Upon recommendation by the President, the Board shall establish rates for non-credit classes, conferences, seminars, etc. that are made available to the general public, including but not limited to: Flat Tuition, Contract Tuition (through area high school), English as a Second Language (contact hour rate), High School Diploma and High School Equivalency (contact hour rate), and Certificate Fee.

A. The Board also authorizes the President to charge, when appropriate, a course fee or fees to cover the cost of materials/supplies, instructors/leaders, overhead, food, co-sponsor charges/miscellaneous.

B. Such a fee or fees (per enrollee) for reimbursable events shall be determined by dividing the total of such costs by the anticipated enrollment.

III. Special Projects

Credit and non-credit special projects may be offered by the College, in conjunction with external agencies, for identifiable populations under circumstances which preclude the charging of the rates established in parts I and II (above). Under these circumstances, the President is authorized to negotiate tuition/fee rates utilizing the following guidelines.

A. Reimbursable Special Projects

1. Credit - The tuition rate may be reduced up to 50% of the established rate. Other credit-related fees may be reduced or waived.

2. Non-credit - The guidelines for II (above) shall be followed.

B. Non-reimbursable Special Projects

1. Credit - The tuition rate may vary but will not be less than one-half of the established rate nor more than double the established rate as permitted by law. The Service Fee, per student, may vary but will not exceed double the amount calculated from II.A (above). Other credit-related fees shall be charged when deemed appropriate.

2. Non-credit - The flat tuition rate will not be reduced below the established rate and will not exceed more than double the established rate as permitted by law. Course fees will not exceed double the amount calculated from II.A (above) per student.

Any project requiring tuition/fee rates greater or less than can be established under the guidelines in III shall require Board approval. All special projects undertaken within these established guidelines shall require approval through appropriate administrative channels and shall include relevant documentation.
IV. Other

The President shall approve other fees and charges for College resources, including, but not limited to:

Auxiliary Services (Bookstore, Food Service, Vending, Word Processing, Duplicating Services, Game Room, Recreation)
Fines (Library)
Services (to students, staff, public) offered by instructional programs
GED Testing
Club Dues

A schedule of tuition/fees described under I and II and IV shall be adopted by the Board and included in an appropriate section of the College catalog.

Adopted: July 16, 1985
Revised: January 10, 2000
August 8, 2005
February 8, 2010
October 10, 2011
Whenever a citizen takes issue with any aspect of College operation, that individual shall discuss the problem with the party most immediately involved. If the matter is not satisfactorily resolved, the appeal process shall be as follows:

1. Supervisors or administrators in the line of responsibility.
2. The College President.

In the event a citizen makes a complaint against an employee, the President shall determine whether a hearing to the Board is appropriate. Complaints anticipated by this policy shall be in writing and signed by the complainant.

Employees wishing to file a complaint should proceed according to Board Policy 3031.

Adopted: July 16, 1985
Revised: January 10, 2000
The College shall indemnify and save harmless members and the officers of the DMACC Board of Directors, members of any Advisory Committee, and officers, employees, and agents of the College ("Indemnitees") to the fullest extent permitted by law against liabilities, claims, demands and expenses, including attorney's fees, judgments, penalties, fines, settlements, and other reasonable expenses incurred by any such Indemnitee arising out of an alleged tortuous act or omission occurring within the scope of their employment or duties, except that the indemnification provided hereby shall not apply to (I) conduct which is determined in an action commenced by the College against the Indemnitee to constitute a willful and wanton act or omission; or (II) judgments, penalties, fines, and settlements and attorney's fees and other expenses arising from any proceeding where such Indemnitee shall be adjudged liable to the College.

In addition to the right of indemnification conferred in the foregoing paragraph, said Indemnitees shall also be entitled to have paid directly by the College the expenses reasonably incurred in defending any such proceeding against an Indemnitee, or any similar type of proceeding against such Indemnitee, in advance of its final disposition, to the fullest extent authorized by applicable law.

For purposes of determining entitlement to indemnification hereunder, an act or omission shall be deemed to have occurred within the scope of employment or duties if the act or omission is of the same general nature as conduct implicitly or explicitly authorized by the College or is in any way incidental to such authorized conduct. The scope of employment or duties shall be construed broadly to cover all activities or duties which directly or indirectly further the interests of the College.

Any independent or autonomous board or commission of the College having authority to disburse funds for a particular function without approval of the Board shall similarly defend, save harmless and indemnify its members, officers, employees, and agents against tort claims or demands to the extent permitted by law.

**Punitive Damages**

The right of indemnification of a member or officer of the DMACC Board of Directors, a member of any Advisory Committee, or an officer of the College shall include the right to indemnification with respect to punitive damages to the extent the College has purchased insurance for this purpose. The President of the College shall determine whether the College shall indemnify any other employee or agent of the College with respect to punitive damages.

Adopted: December 8, 1987
Revised: November 24, 1992
January 10, 2000
February 8, 2010
October 10, 2011
A member of the Board of Directors, Board officer, candidate for the Board, or College employee, or that person’s immediate family member shall not, directly or indirectly, accept, receive, solicit, or offer any gift or series of gifts, or honorarium, except as provided in this policy.

Definitions:

1. “Gift” means a rendering of anything of value in return for which legal consideration of equal or greater value is not given and received, if the donor is any of the following:
   a. Is or is seeking to be a party to any one or any combination of sales, purchases, leases, or contracts to, from, or with the agency in which the donee holds office or is employed.
   b. Is engaged in activities which are regulated or controlled by a regulatory agency in which the donee holds an office or is employed.
   c. Will be directly and substantially affected financially by the performance or nonperformance of the donee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region.
   d. Is a lobbyist or client of a lobbyist with respect to matters within the donee’s jurisdiction.

   “Gift” does not include those items specifically excluded by law, including but not limited to: contributions to candidates; informational material or registration costs for informational meetings relevant to a public servant’s official functions; things received from a person related within the fourth degree of kinship or marriage; inheritance; things normally distributed to the public generally; food, beverages, registration, travel, and lodging for a meeting given in return for participation in a panel or speaking engagement which relate to the day(s) of such participation or presentation responsibilities; plaques or items of negligible resale value; food and drink and other nonmonetary items with the value of less than $3.00 received from any one donor during one calendar day; items or services solicited by or given to state, national, or regional government organizations in which the state or political subdivision of the state is a member, or which are primarily composed of state or local government employees or officials, for purposes of a business or educational meeting; items or services received as a part of a regularly scheduled event as part of a conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional government organization in which the state or political subdivision is a member, or which are primarily composed of state or local government officials or employees.

2. “Honorarium” means anything of value that is accepted by, or on behalf of, a public official or public employee as consideration for an appearance, speech, or article if the person giving the thing of value is in any of the following categories:
   a. Is or is seeking to be a party to any one or any combination of sales, purchases, leases, or contracts to, from, or with the agency in which the public official or public employee serves or is employed.
   b. Is engaged in activities which are regulated or controlled by a regulatory agency in which the public official holds an office or the public employee is employed.
   c. Will be directly and substantially affected financially by the performance or nonperformance of the donee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region.
   d. Is a lobbyist or client of a lobbyist with respect to matters within the donee’s jurisdiction.
Honorarium does not include any of the following:

a. Actual expenses of a donee for registration, food, beverages, travel, and lodging given in return for participation in a panel or speaking engagement when the expenses related directly to the day(s) of such participation or presentation responsibilities.

b. A nonmonetary item or series of nonmonetary items donated within thirty days to a public body, a bona fide educational or charitable organization, or the department of administrative services.

c. A payment made to a public official or public employee for services rendered as part of a bona fide private business, trade, or profession in which the public official or public employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person’s status as a public official or public employee, but, rather, because of some special expertise or other qualification.

Duties and Requirements.

1. Members of the Board of Directors, Board officers, candidates for the Board, or College employees and their immediate family members may accept those items which are excluded from the definition of a gift or honorarium.

2. Members of the Board of Directors, Board officers, candidates for the Board, or College employees may be reimbursed for expenses incurred for food, beverages, travel, or lodging pursuant to College policy. The College may provide food, beverages, travel, or lodging in lieu of the expense reimbursement.

3. Gifts of food, beverages, travel, and lodging which would otherwise be prohibited may be received by a College official or employee if all of the following apply:
   a. The person 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 or to develop markets for Iowa businesses/products.
   b. The donor of the gifts is not the business being contacted.
   c. The person makes a planned presentation to the business on behalf of the College.

4. A Board member, Board officer, candidate for the Board, College employee, or such person’s immediate family member, may accept a nonmonetary gift or a series of nonmonetary gifts if the nonmonetary gift or series of nonmonetary gifts is donated within 30 days to the College, and the President of the College accepts the gift. If the President does not accept the gift, it shall be returned to the donor, or if the gift is donated to another public body, the Department of Administrative Services, or a bona fide educational or charitable organization, the Board member, Board officer, Board candidate, or College employee shall report to the President that the nonmonetary gift or series of nonmonetary gifts has been donated. The secretary shall keep a record of such reports.

Adopted: December 16, 1992
Revised: January 10, 2000
October 10, 2011
The President shall be authorized to approve and accept private or public gifts, grants, contracts, or bequests of money, equipment, supplies, and other items on behalf of the College and to delegate the authority to approve or accept such items as allowed by law. This policy refers only to gifts, contracts, grants, and bequests made directly to or with the College and nothing in this policy is intended to conflict with the Des Moines Area Community College Foundation. The Board wholeheartedly endorses the activity of the Foundation and encourages its support.

Adopted: July 16, 1985
Revised: January 10, 2000
Definitions:

“Lobbyist” is a person who is paid compensation for encouraging the passage, defeat, or modification of legislation or regulation or for influencing the decision of state officials; or is a person who represents on a regular basis an organization which has as one of its purposes the encouragement of the passage, defeat, approval, veto, or modification of legislation or a regulation or influencing the decisions of state officials; or is a person who is a federal, state, or local government official or employee who represents the official or employee’s agency, and who encourages the passage, defeat, approval, veto, or modification of legislation or a regulation, or influences the decision of state officials, or spends more than $1000 in a year to communicate in person with state officials to encourage the passage, defeat, approval, veto, or modification of legislation or regulation.

“Lobbyist” does not mean political party officials, representatives of the news media only when engaged in reporting and dissemination of news and editorials, all elected officials while performing official duties, persons limited to formal appearances to give testimony, legislative staff, a lawyer licensed to practice law in this state representing a client before any agency or in a contested case, or a person who might otherwise qualify as a lobbyist solely on the basis of an appearance before the Board of Directors, or officials/employees engaged in activities within the agency in which they serve or are employed, or other persons excluded from the definition of “lobbyist” as provided by law.

Duties and Requirements:

1. Persons who are members of the Board of Directors or who represent the Board before the legislature or a regulatory agency as defined by law shall comply with the registration requirements if they qualify as lobbyists.

2. The President shall establish, within the College policies and budgets, the official position of the College for the purpose of lobbying. Only persons designated by the President, including the members of the Board, shall represent the College as lobbyists. Establishment of the official position of the College shall be in writing and may be both specific or general as necessary to provide appropriate guidelines for persons who represent the College before the General Assembly or a state agency. Recognition should be given to the fact that legislative issues which are unanticipated may arise and that there will be no specific reference to these issues. The President shall develop general guidelines as to the appropriate manner that persons who represent the College must follow.

3. The President shall determine either by job description or contract those persons who shall represent the College for the purpose of lobbying and the client reporting provision found in Chapter 68B of the Code of Iowa. The President shall determine what percentage of salaries, fees, or retainers paid to those persons represent service for lobbying purposes. This percentage may be changed by the President.

4. For the purpose of client reporting, the President shall act as the client on behalf of the College for those lobbyists representing the College except as otherwise provided by rule or law.

5. Any person not specifically designated as a lobbyist on behalf of the College, whether an official, employee or any person purporting to represent the College, who lobbies by espousing a position of the College or speaking in favor of or in opposition to a legislative or regulatory proposal, is presumed to be exercising that person’s own right to free speech and the right to petition a person’s government if that person is not a person designated as a lobbyist who represents the official position of the College.
6. Any person designated as or employed by the College as a lobbyist shall comply with all registration, reporting, campaign contribution, and gift requirements of law or rule.

Adopted: December 16, 1992
Revised: January 10, 2000
October 10, 2011
Des Moines Area Community College facilities, employees and students shall not be used in any manner for the promotion or sale of products or services of outside organizations or agencies operating for profit. The Board specifically forbids such activities as:

1. Distribution of pamphlets urging students and others to purchase services or products sold for profit by outside organizations.

2. The sale of products or services, except in relation to production by students as part of their program of study or as otherwise approved by the College.

3. Any other sales promotion activities which would involve the students and staff and which would interfere with the normal activities of the College.

Specifically exempted from the provisions of this policy shall be a student insurance program and fund-raising activities which have received prior approval from the student government and the President.

Also exempted from the provisions of this policy shall be those DMACC sponsored educational and/or training events wherein exhibitors, whose product or service relates directly to the education or training, sell products or services to the event participants.

Adopted: July 16, 1985
Revised: February 14, 1990
January 10, 2000
General Statement: Any employee or student who develops inventions, educational materials, or media for publication or production shall be solely responsible, with the exclusions specified below, for maintaining all copyright or patent rights, if any, and further, any royalties or profits resulting from said publications or products shall belong solely to the employee or student.

Special Support Provided by the College: In those cases in which the College provides support of work which leads or may lead to the development of inventions, or copyrightable materials, or media, the College and the particular employee and/or student shall enter into a copyright/patent agreement concerning the resulting rights prior to the commencement of the support. “Support” by the College includes the following:

1. **RELEASE TIME** - A reduction in normal teaching or administrative duties to develop new courses, inventions, curricula, materials, or media.

2. **EMPLOYMENT** - A particular specification in the job description or employment agreement indicating development of inventions, curricula, materials, or media, where such development is a prescribed duty.

3. **EXTRA PAY** - A grant or additional remuneration by the College for a project designed for the development of inventions, curricula, materials, or media.

4. **FACILITIES USE** - Use of special College facilities or equipment, on non-duty time, for the production of an invention or copyrightable product.

Outside Grants or Fundings: If inventions, materials, or media in question are created with the assistance of a special grant made to the College by an outside funding agency contracting with the College, and where the terms of the grant include “support” as defined above, an apportionment of rights or an assignment of the rights to the College shall be arranged by the President.

Adopted: July 16, 1985
Revised: January 10, 2000
The College participates in new jobs training programs and retraining programs directed to the training of employees of Iowa companies. As part of these programs, the College prepares training program materials that are specific to the new or retrained jobs being initiated by the participating company. The training program materials are primarily comprised of information and materials that are fully within the public domain. Some of the training program materials, however, necessarily include proprietary information of the participating company, the confidentiality of which must be protected by the College.

Information provided to the College by a company for the purpose of preparing training program materials is considered non-proprietary and non-confidential information that may be used by the College without restriction unless, at the time the information is first communicated to the College by a participating company, the company has identified in writing the information as proprietary information. If such a written notice is received by the College, the identified proprietary information will be accorded the following protective measures, to the extent permitted by law:

1. The information will be disclosed only to such College personnel as have a need to know the information as a part of their responsibilities in preparing the training program materials for the company.

2. All copies of the training program materials will be given to the company at the completion of the project.

3. All information and materials identified by the company as proprietary, and all copies of such information and materials, will be returned to the company at the completion of the project.

4. The College will take such other reasonable measures as are commensurate with the value of the proprietary information and which have been agreed upon in writing between the company and the College.

Adopted: August 18, 1987
Revised: January 10, 2000
          October 10, 2011
Access to academic and administrative facilities on the College campuses shall generally be limited to students, employees and visitors for the purpose of study, work, teaching and conducting other College business.

Access to individual classrooms and laboratories shall be limited to those enrolled in the courses meeting there and access to most program areas shall be limited to those enrolled in the program; however, an instructor may grant permission for the presence of one or more visitors if, in the instructor's judgment, such presence is consistent with maintaining a proper educational environment.

Visitors on College campuses who are not students or employees shall conduct themselves in accordance with the law, as well as commonly accepted standards of behavior and safety. Conduct including, but not limited to, intentional or negligent disruption of the orderly process of the College, noise, threats, harassment, physical abuse, endangerment of the health or safety of any person or inappropriate entry into, obstruction of, or occupation of any College property by a visitor, shall be deemed a violation of Board Policy. If a visitor engages in such conduct and does not cease such conduct when requested, the College employee who is present and in immediate charge of the area shall have the authority to inform such visitor that his or her permission to occupy College property is withdrawn, that such visitor shall leave College property immediately, and that failure to leave DMACC property shall result in law officers being summoned to take appropriate law enforcement action.

This policy does not require any College employee to take any action that would jeopardize the personal safety of any employee, student, visitor, or other party.

Adopted: November 13, 1995
Revised: January 10, 2000
The educational mission of Des Moines Area Community College requires that students and employees function in a secure learning and working environment. Community colleges are a microcosm of the larger community and face the same challenges associated with weapons, crime and violence.

Other kinds of risks to students, employees and the physical infrastructure of the College also exist. Acts of violence, fire, or natural disasters pose different but similarly dangerous risks to the personal security of students and employees and to the serviceability of College facilities.

All of these concerns--from the risk of personal violence in the workplace to the risk of fire or tornado--should be addressed comprehensively.

Firearms And Weapons On College Property

The introduction of firearms and other weapons into the DMACC campus environment by students, employees, or others poses a uniquely grave risk requiring extraordinary measures. Possession of firearms or other weapons on DMACC property is prohibited, unless it falls within an exception defined in DMACC Procedures ES5040 and HR3341. Unauthorized firearms and other weapons (including simulated weapons) will not be tolerated on campus. The President shall formulate procedures to assure prompt, certain and severe consequences for the unauthorized introduction of firearms and other weapons (including simulated weapons) onto campus by students, employees, or others.

Threat Assessment

The President shall develop procedures to assure timely assessment of firearms/weapons-related and other threats to individual and campus security on a case-by-case basis and to develop and direct appropriate short-term and long-term institutional interventions designed to reduce or eliminate such risks of danger.

Crisis Management

The President shall develop procedures to manage, contain and reduce the adverse consequences of actual College crises emerging out of threats or other dangerous circumstances and to promptly restore normal College functions and activities in the wake of such crises.

Adopted: March 6, 1995
Revised: January 10, 2000
October 10, 2011
July 10, 2017
The College shall take appropriate action, to the extent possible, to provide a work environment free of drugs and other illegal substances. The manufacture, possession, use and/or distribution of illegal substances is forbidden on any College property or at any College sponsored activity. No employee or student may appear on College property if, as a result of the use of drugs or other illegal substances, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College. This shall not prohibit proper use of legally prescribed medication.

Compliance with this policy shall be a condition of employment. Any workplace-related violation leading to conviction shall be immediately reported to Human Resources. Prior to consideration of reinstatement of any employee so convicted, or as a condition of continuing employment, completion of a drug abuse assistance or rehabilitation program shall be required.

Educational information on drug abuse shall be made available to employee and students.

Adopted: April 11, 1989
Revised: January 10, 2000
February 8, 2010
October 10, 2011
The use of alcohol is prohibited on College property except as noted below. All Iowa state laws and local statutes regarding the possession, use, and distribution of alcohol must be observed in all cases. No employee or student may appear on College property if, as a result of the use of alcohol, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College.

As permitted by the Special Class C Liquor License, only beer and wine may be sold at College events, or at the gourmet dinners or for instructional purposes.

Beer, wine, and other alcoholic beverages may only be served on a complimentary basis at events other than those described in the paragraph above. All events where alcoholic beverages are sold or served must be approved in advance in writing by the President or designee.

Any violation of this policy will result in prosecution under Iowa law when applicable, as well as disciplinary action by the college deemed appropriate within the policies of conduct prescribed and approved by the Board.

DMACC encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information regarding alcohol counseling, treatment, or rehabilitation programs. The counseling staff can provide information and prevention programs for those seeking help with substance abuse.

Adopted: January 15, 1985
Revised: July 16, 1985
October 18, 1993
January 10, 2000
November 12, 2007
February 8, 2010
October 10, 2011
Des Moines Area Community College (DMACC) is committed to providing a safe and healthy environment for its employees, students and visitors. In compliance with Iowa Code Chapter 142D, the Smoke-Free Air Act, and findings of the U.S. Surgeon General that use of tobacco is a contributing factor to significant health hazards, it is the intent of the DMACC Board to establish a tobacco-free environment.

No consumption of tobacco is allowed on any college property or in any college facility; this includes all buildings, grounds, sidewalks and streets within the campus proper. DMACC will display notice of its tobacco-free policy at all college locations.

For the purpose of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All DMACC employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. DMACC will follow the provisions outlined in Iowa’s Smoke-Free Air Act (Iowa Code 142D) concerning enforcement requirements.

Adopted: January 15, 1985
Revised: October 18, 1993
January 10, 2000
June 12, 2006
June 9, 2008
February 8, 2010
October 10, 2011
Gambling shall not be permitted on College property unless provided for by law and authorized by the College.
The College shall maintain a written exposure control plan which applies to all employees occupationally exposed to blood or other potentially infectious materials. The exposure control plan shall follow the Occupational Safety and Health Administration standards.

Adopted: December 16, 1992
Revised: January 10, 2000
The Board of Directors of the Des Moines Area Community College believes that College employees should have an opportunity to voluntarily make charitable contributions in the work place with maximum efficiency, little disruption to essential College activities, and minimum administrative cost.

The President shall establish procedures to insure that the combined charitable campaign does not interfere with ongoing College operations and schedules.

Adopted: September 12, 1994
Revised: January 10, 2000
Multiple buildings within campuses shall be numbered in order to facilitate easy identification and location of buildings by students, employees, visitors and emergency services personnel. The President shall have responsibility for the assignment or reassignment of building numbers on all DMACC campuses.

The Board recognizes that it may sometimes be appropriate to name certain College buildings, rooms or facilities as a means of honoring and acknowledging persons who have made a unique and significant contribution to the general educational mission of the College or to the particular function or mission of the College building, room or facility being named. Names for College buildings, rooms and facilities shall be subject to the approval of the Board of Directors.

Policy for Naming of Facilities

I. The Naming of Buildings, Property, and/or Any Space Therein

A. Minimum Funding Requirements for Naming Both New and Existing Facilities

1. Donors who wish to name a facility may do so for a minimum gift of 30 percent of the College’s local construction or acquisition and renovation costs of the facility, or a minimum contribution of $500,000.

2. To name a public area or section of a facility, such as a lobby, floor, atrium, athletic field or auditorium, a minimum gift of $150,000 will be required.

3. To name a high traffic area, such as a street plaza, trail or building connector, a minimum gift of $150,000 will be required.

4. To name a functional space of a facility, such as a laboratory or study area, a minimum gift of $50,000 will be required.

5. To name an educational classroom, a minimum gift of $50,000 will be required.

6. Notwithstanding the minimum funding requirements, the College makes no promise or guarantee that a college facility or other property will be named in exchange for such contributions, nor shall a particular use of the facility or property be guaranteed.

B. Requirements for Gift Receipt Prior to Conferring New Facility Names

1. Des Moines Area Community College will make no firm commitment to the naming, or even the construction of a new facility, until all of the funds have been raised and/or the Board and all appropriate governmental agencies have approved the project.

2. New facilities may be named for non-donors when other donors wish to fund the project in the non-donor’s honor.

3. New facilities may be named on the basis of irrevocable deferred gifts.

4. New facilities may be named for persons making gifts of property (real or personal) after the property is converted to cash.

C. Requirements for Gift Receipt Prior to Conferring Existing Facility Names
1. Existing facilities, public areas and functional spaces may be named in return for deferred gifts and specified term pledges approved by the Board. However, DMACC must have received at least 25 percent of the pledge before the naming may be conferred and should the pledge or deferred gift not be fulfilled, the name may be changed at the discretion of the Board.

2. Existing facilities, public areas and functional spaces may be named and the name conferred for gifts of property prior to sale of the property, provided there is a reasonable expectation of a successful sale.

D. Authority

The DMACC Foundation Board may elect to forward any recommendation at its discretion to the DMACC President who may, at his or her discretion, present the recommendations to the DMACC Board. The final decision as to naming of any college property shall be made by the Board.

II. Other Considerations for Granting Names, Awards or Recognitions.

A. Consultations

When the DMACC Foundation receives any recommendation for honors and recognition, it shall consult with the President of the College before action is taken. Prior to action by the Board, adequate consultation with the honoree or his or her family or their representative(s) shall be conducted to assure that the naming is accomplished with appropriate dignity and decorum.

B. Special Circumstances

The DMACC Board may, at its discretion, name a building or any area or section of any DMACC campus in honor or in memory of the accomplishments or leadership of individuals or groups for extraordinary contributions to the College, its communities, or the cause of community college education in the region or state, without requiring the funding requirements outlined above.

C. Former DMACC Presidents

1. Individuals or groups associated with DMACC may initiate a request to name buildings, rooms and facilities of the College in recognition of former DMACC Presidents.

2. All requests are presented to the current Office of the President and include the following:

   a. A rationale for requesting the naming of buildings, rooms and facilities of the College in recognition of the person.
   b. If appropriate, a biography or resume of the person.
3. To be considered for recognition a former President of DMACC must meet or exceed the following criteria
   
a. Served in the capacity of President for a minimum of five years.
b. Made substantial personal and monetary contributions to DMACC.
c. Provided recognizable and notable achievements during their tenure.
An Honorary Award or Degree may be awarded by the Board to recognize those members of the community who make extraordinary contributions of time, talent, leadership, and financial commitments to the College.

Procedures involving Honorary Awards or Degrees shall be established by the President.

Adopted: August 8, 2005
DMACC Identity Theft - Red Flags Policy

The purpose of this Policy is to establish a DMACC Identity Theft-Red Flags Program designed to detect, prevent and mitigate identity theft in connection with the opening of a Covered Account or an existing Covered Account and to provide for continued administration of the Program in compliance with the Red Flag rules of the Federal Trade Commission (“FTC”) implementing the Fair and Accurate Credit Transactions Act of 2003 (“FACTA”).

DMACC’s Identity Theft Program will:

A. Identify relevant Red Flags for new and existing Covered Accounts and incorporate those Red Flags into the Program;

B. Train all DMACC staff to respond appropriately to Red Flags that are detected to prevent and mitigate Identity Theft as best as possible;

C. Ensure that the Program is updated periodically, to reflect changes in risks to DMACC students, employees or patients from Identity Theft; and

D. Comply with all applicable laws and regulations.

Adopted: October 11, 2010
Reviewed: 2011
The College acknowledges the right of the public to access public records maintained by the College in accordance with applicable law. The College takes this public responsibility seriously and is committed to open government. It is the policy of the College to respond in an orderly and expeditious manner in accordance with Iowa Code Chapter 22 to requests to inspect or to receive copies of public records maintained by the College.

Requests for Public Records

a. It is the policy of Des Moines Area Community College that all records of or belonging to the College shall be open to examination by the public with the exception of those records specifically exempt from public examination by Iowa Code Section 22.7, judicial decisions under the Act, Family Educational Rights and Privacy (FERPA) Regulations, Code of Federal Regulations, Title 43, Part 99.3, and any other applicable law or ruling.

b. The Board Secretary shall act as the custodian of public records of the College. It is the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public records of the College.

c. The form to request access to public records is located at the following link: https://www.dmacc.edu/about/Pages/boardofdir.aspx

If there is no public record responsive to the request, it is appropriate for the Board Secretary to respond to the request that there is no record with the requested information. The College is not required to compile information or create reports related to any request for public records.

d. The examination and copying of public records shall be done under the supervision of the custodian or the custodian’s authorized designee. Public records of the College may be examined during the regular business hours of the administration offices of the College. Persons wishing to examine the College’s public records should contact the Board Secretary and make arrangements. The Board Secretary will make arrangements for examination of the records as soon as reasonably practicable, depending on the nature of the request.

e. Some public records are confidential under the law. Where the status of a record as confidential cannot be readily ascertained, the Board Secretary shall seek legal advice before allowing or refusing examination of a record.

The custodian is authorized to charge a reasonable fee for supervising the examination and copying of the records. The custodian shall provide any person a reasonable number of copies of any public record upon payment of the fee. The fee for copying services as determined by the custodian shall not exceed actual cost of providing the service. Actual cost shall include those expenses attributable to supervising the examination of and making and providing copies of the public records. For requests for copies of public records, the College will require pre-payment of the costs prior to copying, mailing, or submitting them electronically.

Adopted: October 9, 2017
Reviewed:
Revised: