

# **Des Moines Area Community College**

## **Board of Directors Work Session**

**February 12, 2024 – 2:00 P.M.**

DMACC Ankeny Campus  
2006 S Ankeny Boulevard, Ankeny, Iowa

Eldon Leonard Boardroom

### ***Revised* AGENDA**

1. Call to order.
2. Roll call.
3. Consideration of tentative agenda.
4. Budget Presentation; Ben Voaklander.
5. Review of Proposed FY 2025 Budget; Ben Voaklander.
6. Strategic Plan Update; Debbie Kepple-Mamros.
7. *Closed Session for Litigation - Section 21.5(1)(c)*
8. *Return to Open Session.*
9. Adjourn.

Board of Directors  
Des Moines Area Community College

Public Hearing

February 12, 2024 – 4:00 p.m.

DMACC Ankeny Campus  
2006 S Ankeny Boulevard, Ankeny, Iowa

Eldon Leonard Boardroom

Agenda

- |  | <b><u>Page #</u></b> |
|--|----------------------|
| 1. Call to order.  |                      |
| 2. Roll call.  |                      |
| 3. Consideration of tentative agenda.                                      |                      |
| 4. Acknowledgment of public hearing.                                       |                      |
| 5. Public comments.  |                      |
| 6. <u>Board Report 24-003.</u> DMACC Legacy Plaza Greenspace Improvements. | 1                    |
| 7. Adjourn.  |                      |

Board of Directors  
Des Moines Area Community College

Regular Board Meeting

February 12, 2024 – Immediately following Public Hearing

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

**Agenda**

	<u>Page #</u>
1. Call to order.	
2. Roll call.	
3. Consideration of tentative agenda.	
4. Public comments.	
5. <u>Presentation:</u> Tara Connolly and Scott Bennett; DMACC Foundation	
6. <u>Consent Items.</u>	
a. Consideration of minutes from December 11, 2023 Board Retreat, Organizational and Regular Board Meeting and January 8, 2024 Electronic Meeting.	2-8
b. Human Resources report.	9-11
c. Consideration of payables.	PDF File
7. <u>Board Report 24-004.</u> Authorization for Filing and Publication (not final approval) of the Proposed FY 2025 General and Plant Fund Budgets (Funds 1, 2, and 7) and establishment of a date for the Public Hearing on said budgets.	12
8. <u>Board Report 24-005.</u> A resolution authorizing the Early Redemption of New Jobs Training Certificates for Multiple Projects 47.	13
9. <u>Board Report 24-006.</u> Revision to Board Policy MC302 – Acting President/ Succession of Authority.	14-15
10. <u>Board Report 24-007.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>KRM Development, Project #4.</b>	16

11. Board Report 24-008. 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 **Leighton State Bank, Project #1**. 17
12. Board Report 24-009. 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 **Pella Corporation, Project #5**. 18
13. Board Report 24-010. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Auto-Jet Muffler, Inc., Project #6**. 19
14. Board Report 24-011. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Computer Transportation Services, LTD, Project #3**. 20
15. Board Report 24-012. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Dyma Brands, Inc., Project #1**. 21
16. Board Report 24-013. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Electrical Power Products, Project #3**. 22
17. Board Report 24-014. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Keen Project Solutions, LLC, Project #1**. 23
18. Board Report 24-015. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Perfection Learning Corporation, Project #8**. 24
19. Board Report 24-016. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **RCS Millwork, LC, Project #1**. 25
20. Board Report 24-017. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **The ExpandIT Company, Inc., Project #3**. 26
21. Board Report 24-018. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **The Stelter Company, Project #5**. 27

22. Board Report 24-019. Program Elimination.

28

23. Presentation of Financial Report.

24. President's Report.

25. Campus/Pathways Updates.

26. Committee Reports.

27. Board Members' Reports.

28. Information Items:

- February 16 – College Closed for In-service Day.
- February 27 – Community College Day on the Hill; Des Moines.
- March 11 – Board Meeting; DMACC Newton Campus; 4:00 p.m.

29. Adjourn.

**AGENDA ITEM**

DMACC Legacy Plaza Greenspace Improvements

**BACKGROUND**

At the January 8, 2024, the Board set a date for a public hearing on the proposed Plans and Specifications, Form of Contract and Estimated Costs for the DMACC Legacy Plaza, Greenspace Improvements for February 12, 2024, at 4:00 p.m. The Board also set the receipt of bids for February 6, 2024 at 2:00 p.m.

The architect, OPN Architects will tabulate and analyze the bids received on February 6, 2024, and at the February 12, 2024, Board meeting will present a recommendation for award of contract.

**RECOMMENDATION**

It is recommended that the Board:

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

Robert J. Denson, President

## Board of Directors Des Moines Area Community College

BOARD RETREAT December 11, 2023	A special meeting of the Des Moines Area Community College Board of Directors was held in the Eldon Leonard Boardroom on DMACC's Ankeny campus on December 11, 2023. Board Chair Joe Pugel called the meeting to order at 12:34 p.m.
ROLL CALL	Members present: Felix Gallagher, Jim Gossett, Fred Greiner, Kevin Halterman, Cheryl Langston, Denny Presnall, Joe Pugel, Madelyn Tursi.  Members absent: Angela Jackson.  Others present: Rob Denson, President/CEO; Carolyn Farlow, Board Secretary; Bill LaTour, Board Treasurer; staff.
CONSIDERATION OF AGENDA	Tursi moved; seconded by Langston to approve the agenda. Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.
FACILITIES MASTER PLANNING DISCUSSION WITH CONSULTANTS	Megan Storm and Adam Post with DLR Group updated the Board on the status of DMACC's Facilities Master Planning process. DLR Group has gathered both quantitative and qualitative data via focus groups, SWOT analysis and cultural continuum. Information on planning goals and principles, broken down by campus, was presented. As they continue to verify and analyze data, more information will be provided to the College. This Master Plan will be a 10-Year Plus Plan with flexibility to prioritize opportunities and projects that arise during that timeframe.
GUIDED PATHWAYS AND ALIGNMENT UPDATE	Executive Director of OPAD Debbie Kepple-Mamros, Vice President of Academic Affairs MD Isley, and Vice President of Student Affairs Erica Spiller provided an overview of DMACC's 10 Pathways, which were created to guide students in their general interest of study. The Guided Pathway model has also allowed the College to gain efficiencies, align administrative work and instruction in our Academic Affairs division, and reorganize Student Affairs to reduce redundancies of services across the district.
SUCCESSION PLANNING	President Rob Denson presented information on succession planning at DMACC. A Board policy and procedure will be finalized and brought back to the Board at our February Board meeting. The College needs to evaluate our bench strength and ensure that appropriate personnel are receiving proper professional development opportunities.
DENTAL PROGRAM DISCUSSION	Executive Academic Dean of Health and Public Services Jeanie McCarville Kerber and Coordinator of Dental Clinic and Programs Johanna Land provided the current status of our Dental Accreditation review. The Commission on Dental Accreditation (CODA) has no concerns about our Dental Hygiene program accreditation status. However, the Intent to Withdraw Accreditation of our Dental Assisting program is still pending.

Kerber and Land have addressed several of the concerns, including the purchase of new equipment and the implementation of a new grading system. DMACC will present to CODA in January, and the College will probably not hear anything back from them until February.

OPEN DISCUSSION

The following topics were discussed: 1) Possibility of establishing a Board portal for Board members; 2) Future of our Simulation Center; 3) Online only programs; 4) Effect of Charter Schools on DMACC; 5) Signage at all of our campuses and centers; 6) DMACC's partnership with Amazon; 7) Pell for Prisoners; 8) Data Book and LGBTQ representation.

ADJOURN

Gallagher moved; seconded by Gossett to adjourn the meeting. Motion passed unanimously and at 3:47 p.m., Board Chair Joe Pugel adjourned the meeting. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

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JOE PUGEL, Board Chair

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CAROLYN FARLOW, Board Secretary



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

ORGANIZATIONAL AND REGULAR BOARD MEETING December 11, 2023	The organizational and regular meeting of the Des Moines Area Community College Board of Directors was held in the Eldon Leonard Boardroom on DMACC's Ankeny Campus on December 11, 2023. Board Chair Joe Pugel called the meeting to order at 4:00 p.m.
ROLL CALL	Members present: Felix Gallagher, Jim Gossett, Fred Greiner, Kevin Halterman, Cheryl Langston, Denny Presnall, Joe Pugel, Madelyn Tursi.  Members absent: Angela Jackson.  Others present: Rob Denson, President/CEO; Carolyn Farlow, Board Secretary; Bill LaTour, Board Treasurer; staff.
REVIEW OFFICIAL RESULTS OF NOVEMBER 7, 2023 SCHOOL ELECTION	Board Secretary Farlow reported that the Polk County Board of Supervisors had canvassed the results of the November 7, 2023 school elections with the following report:  Director District #1 – Cheryl Langston – 5,999 votes cast Director District #2 – Fred Greiner – 13,339 votes cast Director District #3 – Jim Gossett – 12,419 votes cast Director District #6 – Denny Presnall – 11,915 votes cast Director District #7 – Madelyn Tursi – 13,091 votes cast Director District #8 – Felix Gallagher – 6,482 votes cast Director District #9 – Angela Jackson – 11,225 votes cast
RECEIVE AND FILE OFFICIAL RESULTS OF ELECTION	The official results of the election held on November 7, 2023 have been received and filed and made a matter of record. A copy of the Abstract of Election is attached hereto and made a part of these minutes as shown in Attachment #1.
OATH OF OFFICE	Board Secretary Carolyn Farlow issued the Oath of Office to Cheryl Langston, Fred Greiner, Jim Gossett, Denny Presnall, Madelyn Tursi and Felix Gallagher. Because she was unable to attend the Organizational meeting of the Board, the Oath of Office was issued to Angela Jackson individually at 3:17 pm on January 2, 2024.
CONSIDERATION OF REVISED AGENDA	Board Chair Pugel announced that the second Exempt Session listed on our agenda is no longer needed. Halterman moved; seconded by Tursi to approve the revised agenda. Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.
ELECTION OF BOARD PRESIDENT AND BOARD VICE PRESIDENT	Board Chair Pugel announced that nominations for Board officers were in order. Tursi moved the nomination of Joe Pugel as President and Kevin Halterman as Vice President for the 2024 term and that nominations cease. Langston seconded the motion.  Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.
OATH OF OFFICE	Board Secretary Carolyn Farlow issued the Oath of Office to Joe Pugel and Kevin Halterman, newly elected Board President and Vice President respectively. 4

<p>APPOINTMENTS TO STANDING COMMITTEES</p>	<p>According to Board policy, members of Standing Committees shall serve terms of one (1) year, and appointments or reappointments will be made at the Organizational/Annual meeting of the Board. Board Secretary Farlow stated Board Chair Joe Pugel has appointed the following members to the Board’s three Standing Committees:</p> <p style="padding-left: 40px;">Audit-Finance Committee – Gossett, Halterman, Langston and Presnall.</p> <p style="padding-left: 40px;">President’s Review Committee – Gallagher, Greiner, Pugel and Tursi.</p> <p style="padding-left: 40px;">Security Committee – Gallagher, Gossett and Greiner.</p>
<p>APPOINTMENT OF BOARD SECRETARY AND BOARD TREASURER</p>	<p>Tursi moved that Carolyn Farlow be reappointed Board Secretary and Bill LaTour be reappointed Board Treasurer for the 2024 term. Greiner seconded the motion.</p> <p>Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p>
<p>PUBLIC COMMENTS</p>	<p>None.</p>
<p>CONSENT ITEMS</p>	<p>Presnall moved; seconded by Gallagher to approve the consent items: a) Consideration of regular Board meeting dates for Calendar Year 2024; b) Minutes from the November 13, 2023 Regular Board Meeting; c) Human Resources report and Addendum (Attachment #2); and d) Payables (Attachment #3).</p> <p>Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p>
<p>APPROVAL OF MEMBERSHIP FOR THE DMACC FOUNDATION BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE OFFICERS</p>	<p><u>Board Report 23-130.</u> Presnall moved; seconded by Greiner recommending that the Board approve the DMACC Foundation Board of Directors and Executive Committee Officers.</p> <p>Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p>
<p>2024-2025 ACADEMIC CALENDAR</p>	<p><u>Board Report 23-131.</u> Tursi moved; seconded by Presnall to adopt the 2024-2025 Academic Calendar.</p> <p>Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p>
<p>APPROVE TRAINING OR RETRAINING AGREEMENTS</p> <p><i>Level Up Media Interactive, LLC, Project #1</i></p>	<p><u>Board Report 23-132.</u> Attachment #4. Presnall moved; seconded by Greiner to approve a resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b>, Code of Iowa, for <b>Level Up Media Interactive, LLC, Project #1.</b></p> <p>Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p>

<p>APPROVE TRAINING OR RETRAINING AGREEMENTS</p> <p><i>Peoples Savings Banks, Project #2</i></p>	<p><u>Board Report 23-133.</u> Attachment #5. Greiner moved; seconded by Presnall to approve a resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b>, Code of Iowa, for <b>Peoples Savings Banks, Project #2.</b></p> <p>Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Langston, Presnall, Pugel, Tursi. Nay-none. Abstain-Halterman.</p>
<p>APPROVE TRAINING OR RETRAINING AGREEMENTS</p> <p><i>The Well Resource Center, Project #3</i></p>	<p>Tursi moved; seconded by Presnall to approve Items #18-21 as one consent item. Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p> <p><u>Board Report 23-134.</u> Attachment #6. A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b>, Code of Iowa, for <b>The Well Resource Center, Project #3.</b></p>
<p><i>Aronson Woodworks, LLC., Project #1</i></p>	<p><u>Board Report 23-135.</u> Attachment #7. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under <b>Chapter 260F</b>, Code of Iowa, for <b>Aronson Woodworks, LLC., Project #1.</b></p>
<p><i>Hy-Vee Inc., Project #1</i></p>	<p><u>Board Report 23-136.</u> Attachment #8. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under <b>Chapter 260F</b>, Code of Iowa, for <b>Hy-Vee Inc., Project #1.</b></p>
<p><i>The Tension Envelope Corporation, Project #1</i></p>	<p><u>Board Report 23-137.</u> Attachment #9. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under <b>Chapter 260F</b>, Code of Iowa, for <b>The Tension Envelope Corporation, Project #1.</b></p>
<p>FINANCIAL REPORT</p>	<p>There was no financial report because Controller Ben Voaklander was not available to attend today’s meeting. However, President Denson mentioned that Voaklander had sent out information prior to the meeting and that he could be contacted if any of the Board members had questions. Board Vice Chair Halterman stated that the College should consider investing in CDs if at all possible.</p>
<p>CAMPUS/ACADEMIC PATHWAY UPDATES</p>	<p>The following provided updates on activities and events at their campus/pathway: Albert Farr, Joel Lundstrom, Tony Paustian and Scott Schultz.</p>
<p>COMMITTEE REPORTS</p>	<p>None.</p>
<p>EXEMPT SESSION</p>	<p>The Board entered into Exempt Session as provided by Iowa Code 21.9.</p>
<p>CONSIDERATION OF UPDATED PAY RATES</p>	<p><u>Board Report 23-138.</u> Presnall moved; seconded by Halterman to approve the Administrative/Professional and Confidential Clerical pay rates as provided.</p> <p>Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.</p>

EXEMPT SESSION

This Exempt Session was no longer needed.

BOARD ACTION ON  
RECOMMENDATION TO  
TERMINATE

Halterman moved; seconded by Greiner to terminate the employment of Joe Bormann.

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

ADJOURN

Presnall moved; seconded by Greiner to adjourn. Motion passed unanimously and at 5:19 p.m. Board Chair Pugel adjourned the meeting. Aye- Gallagher, Gossett, Greiner, Halterman, Langston, Presnall, Pugel, Tursi. Nay-none.

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JOE PUGEL, Board Chair

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CAROLYN FARLOW, Board Secretary

Board of Directors  
Des Moines Area Community College

ELECTRONIC BOARD  
MEETING  
January 8, 2024

An electronic meeting of the Des Moines Area Community College Board of Directors was held on January 8, 2024. This meeting was necessary to approve a time-sensitive issue, and it was cost-effective to hold the meeting via Zoom. Board Chair Joe Pugel called the meeting to order at 4:06 p.m.

ROLL CALL

Members present: Felix Gallagher, Fred Greiner, Kevin Halterman, Angela Jackson, Cheryl Langston, *Denny Presnall\**, Joe Pugel, Madelyn Tursi.

Members absent: Jim Gossett.

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

CONSIDERATION OF  
AGENDA

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

PUBLIC COMMENTS

None.

DMACC LEGACY PLAZA  
GREENSPACE  
IMPROVEMENTS

Board Report 24-001. Attachment #1. Greiner moved; seconded by Tursi recommending that the Board adopt a resolution adopting the proposed plans and specifications and form of contract and estimated costs for the DMACC Legacy Plaza, Greenspace Improvements, setting the Public Hearing date as February 12, 2024 and setting February 6, 2024 as the date for receipt of bids.

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

*\*Presnall arrives at 4:22 pm.*

REVISED 2024-2025  
ACADEMIC CALENDAR

Board Report 24-002. Presnall moved; seconded by Tursi to adopt the revised 2024-2025 Academic Calendar.

Motion passed unanimously. Aye- Gallagher, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.

ADJOURN

Gallagher moved; seconded by Langston to adjourn. Motion passed unanimously and at 4:27 p.m. Board Chair Pugel adjourned the meeting. Aye- Gallagher, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.

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JOE PUGEL, Board Chair

AGENDA

Human Resources Report

BACKGROUND

**I. New Employee**

**Replacement Position**

- 1. Braune, Joseph**  
Instructor, Welding  
Ankney/Southridge Campus  
Annual Salary: \$79,587  
Effective: 01/02/2024  
Continuing Contract Faculty
- 2. Hartsfield, Stacy**  
Instructor, Sociology  
Ankney Campus  
Annual Salary: \$63,318  
Effective: 01/02/2024  
Continuing Contract Faculty
- 3. Havlovic, Andy**  
Instructor, Culinary Arts  
Ankney Campus  
Annual Salary: \$63,318  
Effective: 01/02/2024  
Continuing Contract Faculty
- 4. Lawton, Amber**  
Instructor, Anatomy & Physiology/Biology  
Carroll Campus  
Annual Salary: \$66,545  
Effective: 01/02/2024  
Continuing Contract Faculty

**5. Tuxhorn, Rebecca**

Instructor, Sociology  
Ankeny Campus  
Annual Salary: \$66,545  
Effective: 01/02/2024  
Continuing Contract Faculty

**New Position**

**1. Kokemuller, Roy**

Instructor, Power Equipment Technology  
Boone Campus  
Annual Salary: \$71,474  
Effective: 01/02/2024  
Continuing Contract Faculty

**II. Contract Change**

**1. Dustyn Dickhaut**

Associate Academic Dean, Health Sciences  
From: Employment Agreement  
To: Continuing Contract Administrative Professional  
Effective: January 22, 2024

**2. Neuendorf, Andrew**

Associate Academic Dean, Building Trades & Transportation/Engineering & Manufacturing  
From: Employment Agreement Administrative Professional  
To: Continuing Contract Administrative Professional  
Effective: January 2, 2024

**3. Walker, Derrick**

Director, Manufacturing, Engineering, Trades & Transportation  
From: 12 Month Continuing Contract  
To: Employment Agreement Administrative Professional  
Effective: January 29, 2024

**III. Resignation**

**1. Curry, Riley**

Instructor, Electric Utilities Technology  
Ankeny Campus  
Effective: 05/03/2024

**2. Derry, Karin**

Instructor, Paralegal  
Urban Campus  
Effective: 12/15/2023

**3. Toledo Parada, Carlos**

Instructor, English  
Ankeny Campus  
Effective: 01/05/2024 due to employment authorization expiration

**RECOMMENDATION**

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

Robert J. Denson, President



**AGENDA ITEM**

Authorization for Filing and Publication (not final approval) of the Proposed FY2025 General and Plant Fund Budgets (Funds 1, 2, and 7) and establishment of a date for the Public Hearing on said budgets.

**BACKGROUND**

This is the first overview and presentation of the FY2025 Proposed Budget. At the budget retreat prior to the Board Meeting, a presentation was made outlining the budgeting principles and the direction underlying this Proposed Budget, and the Board had the opportunity for input.

The annual budget must be adopted by April 30th of the year preceding the start of the new budget fiscal year. Prior to the adoption, the Board is required to hold a public hearing to allow members of the public to discuss the Proposed Budget. It is necessary to select the date, time and place of the Public Hearing. The proposed date for this Public Hearing is April 8, 2024. The public must be notified by a legal publication at least ten days in advance of this date.

The final vote on this Proposed Budget will occur on April 8, 2024 and modifications may be made before this final vote.

**RECOMMENDATION**

It is recommended that the Board adopt a motion [1] authorizing filing and publication of the Proposed FY2025 General and Plant Fund Budgets (Funds 1, 2 and 7), [2] setting the Public Hearing on said budgets for April 8, 2024, 4:00 PM, DMACC West Campus, and [3] directing the Board Secretary to publish the required notices and estimate summary as required by law.

Robert J. Denson, President

**AGENDA ITEM**

**A RESOLUTION AUTHORIZING THE EARLY REDEMPTION OF NEW  
JOBS TRAINING CERTIFICATES FOR MULTIPLE PROJECTS 47.**

**BACKGROUND**

Bonds sold to fund the 260E Training Program are issued for a ten year period. A portion of the bonds matures each year over the ten year period. The bonds issued to mature in year 8, 9 and year 10 can be called/redeemed prior to their maturity date. Multiple Projects 47 has the option of calling the bonds on June 1, 2024.

We are in a position to call/redeem the outstanding bonds sold under Multiple Projects 47. DMACC does not receive a financial benefit for calling bonds prior to maturity. However, the redemption of these bonds will save Iowa taxpayers up to \$89,995.00 in interest expense not paid on the called bonds.

**RECOMMENDATION**

It is recommended that the Board adopt a resolution authorizing the calling of bonds for Multiple Projects 47.

Robert J. Denson, President

**AGENDA ITEM**

Revision to Board Policy MC302 – Acting President/Succession of Authority

**BACKGROUND**

Board Policy MC302 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 a number of scenarios: temporary, short-term, long-term, and planned.

A procedure will also be established to guide implementation of this policy.

**RECOMMENDATION**

It is recommended that the Board discuss the proposed changes to Board Policy 302 – Acting President/Succession of Authority for approval at our March Board meeting.

Robert J. Denson, President

## Current Policy

### MC302 – Acting President

**Section:** Management of the College

If the President is incapacitated or absent from the College, the Board shall appoint an acting President who shall have the same powers and responsibilities as the President. The Board chair shall be advised if the President's absence is expected to last more than one week.

**Adopted:** July 16, 1985

**Reviewed:** 2000, 2005, 2011, 2019

**Revised:**

January 10, 2000; September 14, 2020

## New Policy

### MC302 – Succession of Authority

**Section:** Management of the College

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 a number of scenarios: temporary, short-term, long-term, and planned.

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.

**Adopted:** July 16, 1985

**Reviewed:** 2000, 2005, 2011, 2019

**Revised:**

January 10, 2000; September 14, 2020

**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 #4**

**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: Change Leadership training

**Training Period:** November 21, 2023 – November 20, 2024

**Average Wage Rate:** \$33.65/hr

**Number of Jobs Affected:** 8  
**First Year of Operation:** 2004  
**Available Training Funds:** \$7,868

**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**

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 **LEIGHTON STATE BANK, PROJECT #1**

**BACKGROUND**

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

**Company Name/Address:** Leighton State Bank  
900 Washington St.  
Pella, IA 50219

**Product/Service:** This company is a financial services entity.

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

**Nature of Project:** The project will provide for: Respectful Workplace & Leadership Development

**Training Period:** November 29, 2023 – November 28, 2024

**Average Wage Rate:** \$35.11/hr

**Number of Jobs Affected:** 10  
**First Year of Operation:** 1911  
**Available Training Funds:** \$17,009

**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**

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 **PELLA CORPORATION, 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:** Pella Corporation  
1750 E US Highway 30  
Carroll, IA 51401

**Product/Service:** This company manufactures wood windows and doors.

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

**Nature of Project:** The project will provide for: Hydraulics and Pneumatics

**Training Period:** June 1, 2024 – January 30, 2025

**Average Wage Rate:** \$24.38/hr

**Number of Jobs Affected:** 4  
**First Year of Operation:** 1983  
**Available Training Funds:** \$17,285

**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**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A RETRAINING OR TRAINING AGREEMENT UNDER **CHAPTER 260F**, CODE OF IOWA, FOR, **AUTO-JET MUFFLER INC., PROJECT #6**

**BACKGROUND**

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

<b>Company Name/Address:</b>	Auto-Jet Muffler Inc. 9550 Swanson Blvd Clive, IA 50325
<b>Product/Service:</b>	This company manufactures OEM, construction and agricultural equipment exhaust, truck exhaust, school bus exhaust, and off-road vehicle exhaust markets.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Lean 5S, DMACC Engineering Transfer Degree, Excel, Access
<b>Training Period:</b>	2 years
<b>Average Wage Rate:</b>	\$28.84
<b>Number of Jobs Affected:</b>	45
<b>First Year of Operation:</b>	1959
<b>Available Training Funds:</b>	\$ 25,000
<b>Form of Training Funds:</b>	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.



**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, **COMPUTER TRANSPORTATION SERVICES, LTD, PROJECT #3**

**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 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:

<b>Company Name/Address:</b>	Computer Transportation Services, LTD 103 Movelt Drive Breda, Iowa 51436
<b>Product/Service:</b>	Transportation and logistics services for high value equipment.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Business Specific and Technical training, Computer Hardware and Software training, and Professional Skill Development.
<b>Training Period:</b>	December 10, 2023 – December 9, 2025
<b>Average Wage Rate:</b>	\$26.44/ hr
<b>Number of Jobs Affected:</b>	9
<b>First Year of Operation:</b>	1979
<b>Available Training Funds:</b>	\$15,000
<b>Form of Training Funds:</b>	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.

**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, **DYMA BRANDS, INC, 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 Economic Development Authority. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

<b>Company Name/Address:</b>	Dyma Brands, Inc 1600 2 <sup>nd</sup> St. NE Bondurant, IA 50035
<b>Product/Service:</b>	This company provides portion control food packaging meal enhancers products such as salad dressings, drink mixes, sauces, condiments, and mixes.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: job skill pathway training for manufacturing employees.
<b>Training Period:</b>	August 9, 2023 – August 8, 2025
<b>Average Wage Rate:</b>	\$18.71
<b>Number of Jobs Affected:</b>	25
<b>First Year of Operation:</b>	2004
<b>Available Training Funds:</b>	\$50,000
<b>Form of Training Funds:</b>	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.

**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, **ELECTRICAL POWER PRODUCTS, PROJECT #3**

**BACKGROUND**

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

- Company Name/Address:** Electrical Power Products  
4240 Army Post Rd  
Des Moines, IA 50321
- Product/Service:** This company provides electrical control panels for commercial use.
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: project management, safety training, LMS training, and leadership training
- Training Period:** September 29, 2023 – September 28, 2025
- Average Wage Rate:** \$26.27
- Number of Jobs Affected:** 16
- First Year of Operation:** 1988
- Available Training Funds:** \$50,000
- Form of Training Funds:** Forgivable Loan

**RECOMMENDATION**

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

Robert J. Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A RETRAINING OR TRAINING AGREEMENT UNDER **CHAPTER 260F**, CODE OF IOWA, FOR, **KEEN PROJECT SOLUTIONS, LLC, 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 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:

<b>Company Name/Address:</b>	Keen Project Solutions, LLC, 3001 SE Convenience Blvd, Ankeny, IA 50021
<b>Product/Service:</b>	Engineering and Construction
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Business Specific and Technical training, Safety training, and Professional Skill Development.
<b>Training Period:</b>	January 1, 2024 – December 31, 2025
<b>Average Wage Rate:</b>	\$43.05/ hr
<b>Number of Jobs Affected:</b>	43
<b>First Year of Operation:</b>	2014
<b>Available Training Funds:</b>	\$25,000
<b>Form of Training Funds:</b>	Forgivable Loan

**RECOMMENDATION**

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

Robert J. Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A RETRAINING OR TRAINING AGREEMENT UNDER **CHAPTER 260F**, CODE OF IOWA, FOR, **PERFECTION LEARNING CORPORATION, PROJECT #8**

**BACKGROUND**

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

<b>Company Name/Address:</b>	Perfection Learning Corporation 2680 Berkshire Pkwy Clive, IA 50325
<b>Product/Service:</b>	This company provides designing warehousing and distribution of educational products for K-12 schools.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Cybersecurity training, LinkedIn learning and Job skill training
<b>Training Period:</b>	October 13, 2023 – October 12, 2025
<b>Average Wage Rate:</b>	\$34.38
<b>Number of Jobs Affected:</b>	30
<b>First Year of Operation:</b>	1926
<b>Available Training Funds:</b>	\$25,245
<b>Form of Training Funds:</b>	Forgivable Loan

**RECOMMENDATION**

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

Robert J. Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A RETRAINING OR TRAINING AGREEMENT UNDER **CHAPTER 260F**, CODE OF IOWA, FOR, **RCS MILLWORK, LC, 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 Economic Development Authority. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

**Company Name/Address:** RCS Millwork, LC  
1554 NE 69<sup>th</sup> Street  
Ankeny, IA 50131

**Product/Service:** This company provides custom architectural millwork.

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

**Nature of Project:** The project will provide for: Traction/EOS

**Training Period:** October 23, 2023 – October 22, 2025

**Average Wage Rate:** \$27.29

**Number of Jobs Affected:** 5

**First Year of Operation:** 1997

**Available Training Funds:** \$ 25,000

**Form of Training Funds:** Forgivable Loan

**RECOMMENDATION**

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

Robert J. Denson, President

**AGENDA ITEM**

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A RETRAINING OR TRAINING AGREEMENT UNDER **CHAPTER 260F**, CODE OF IOWA, FOR, **THE EXPANDIT COMPANY INC., PROJECT #3**

**BACKGROUND**

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

<b>Company Name/Address:</b>	The ExpandIT Company Inc. 617 N. 10 <sup>th</sup> Street Winterset, IA 50273
<b>Product/Service:</b>	This company manufactures performance exhaust systems for the automotive industry, specifically for Chevrolet, Dodge and Ford.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Lean 5S and VSM, DMACC Engineering Transfer Degree, Excel, Safety, Leadership
<b>Training Period:</b>	June 8, 2023 – June 7, 2025
<b>Average Wage Rate:</b>	\$22.50
<b>Number of Jobs Affected:</b>	12
<b>First Year of Operation:</b>	1999
<b>Available Training Funds:</b>	\$ 25,000
<b>Form of Training Funds:</b>	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.

**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, **THE STELTER COMPANY, PROJECT #5**

**BACKGROUND**

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

<b>Company Name/Address:</b>	The Stelter Company 10435 New York Ave Des Moines, IA 50322
<b>Product/Service:</b>	This company provides donor marketing materials and programs for about 2,000 charitable organizations.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: job specific and leadership training
<b>Training Period:</b>	September 19, 2023 – September 18, 2025
<b>Average Wage Rate:</b>	\$42.92
<b>Number of Jobs Affected:</b>	20
<b>First Year of Operation:</b>	1962
<b>Available Training Funds:</b>	\$50,000
<b>Form of Training Funds:</b>	Forgivable Loan

**RECOMMENDATION**

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

Robert J. Denson, President



**AGENDA ITEM**

Program Elimination

**BACKGROUND**

At the November 2023 DMACC Board of Directors meeting, the Board approved Policy AA611 – Academic Program Elimination and Teach Out, which includes the multi-step process to eliminate academic programs when necessary.

The Board charged the President with bringing forth this policy and procedure to ensure fiscal stewardship. DMACC Academic Affairs and the Office of Planning, Assessment and Data implemented and carried out the procedure, which identified these programs for elimination.

Criteria used to identify these programs include annual awards, projected median salary of graduates, projected annual job growth, job openings, entry level education required for employment, and evidence of program continuous improvement.

**RECOMMENDATION**

It is recommended that the Board approve the following programs for elimination:

- Administrative Assistant
- Retail Management
- Aging Services
- Health Information Technology

Robert J. Denson, President