

DES MOINES AREA COMMUNITY COLLEGE

Board of Directors Retreat

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

August 12, 2024

AGENDA

- 11:30 am Luncheon; Ankeny Campus, Eldon Leonard Boardroom
- 12:00 pm Call to Order
- Roll Call
- Approve Tentative Agenda
- I. Discussion of Facilities Master Plan and Next Steps
 - a. Tour of Impacted Buildings
 - b. Initial Plans for Dental and Diesel Buildings
 - c. Financials
 - II. Discussion of Objectives for FY25 President's Evaluation Matrix
 - III. Reports to Board at Monthly Board Meetings
 - a. What topics do we want reported?
 - b. How should this information be presented?
 - c. Follow up on presentations
 - IV. Other Topics of Interest to Board Members
- 4:00 pm Adjourn to Regular Board Meeting

Board of Directors
Des Moines Area Community College

Regular Board Meeting

August 12, 2024 - 4:00 p.m.

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

Agenda

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1. Call to order.	
2. Roll call.	
3. Consideration of Tentative Agenda.	
4. Public comments.	
5. <u>Consent Items:</u>	
a. Consideration of minutes from July 8, 2024 Board Meeting.	1-4
b. Human Resources report.	5-6
c. Consideration of payables.	PDF File
6. <u>Board Report 24-060.</u> A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under Chapter 260F , Code of Iowa, for DCI Group, Inc., Project #1.	7
7. <u>Board Report 24-061.</u> A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under Chapter 260F , Code of Iowa, for ePathUSA, Inc., Project #1.	8
8. <u>Board Report 24-062.</u> A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under Chapter 260F , Code of Iowa, for Midstates Precast Products, Inc., Project #1.	9
9. <u>Board Report 24-063.</u> A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under Chapter 260F , Code of Iowa, for Osmundson Mfg. Co., Project #4.	10

10. Board Report 24-064. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **Source Allies, Inc., Project #5**.
11. Presentation of Financial Report.
12. President's Report.
13. Campus Updates/Academic Pathway Updates.
14. Committee Reports.
15. Board Members' Reports.
16. Information Items:
 - September 2, 2024 – College closed for holiday.
 - September 10, 2024 – DMACC Board Meeting; Heartland AEA, Johnston – 3:00 pm
17. Closed Session for Litigation – Iowa Code Section 21.5(1)(c).
18. Return to Open Session.
19. Adjourn.

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

**PUBLIC HEARING
July 8, 2024** A special meeting of the Des Moines Area Community College Board of Directors was held at the DMACC Hunziker Career Academy in Ames on July 8, 2024. Board Chair Joe Pugel called the meeting to order at 4:00 p.m.

ROLL CALL Members present: Jim Gossett, Fred Greiner, Kevin Halterman, Denny Presnall, Joe Pugel, Madelyn Tursi.

Members absent: Felix Gallagher, Angela Jackson, Cheryl Langston.

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

**CONSIDERATION OF
TENTATIVE AGENDA** Tursi moved; seconded by Greiner to approve the tentative agenda as presented. Motion passed unanimously. Aye- Gossett, Greiner, Halterman, Presnall, Pugel, Tursi. Nay-none.

**ACKNOWLEDGEMENT OF
PUBLIC HEARING** Board Secretary Carolyn Farlow reported that the notice of the time and place for the Public Hearing for the Urban Campus Building 4 Chiller Replacement project was published in the Construction Update Network Plan Room on Tuesday, June 11. No written objections have been received.

PUBLIC COMMENTS None.

**URBAN CAMPUS
BUILDING 4 CHILLER
REPLACEMENT** Board Report 24-053. Attachment #1. Halterman moved; seconded by Gossett recommending that the Board adopt the resolution approving plans and specifications, form of contract and estimated costs for the Urban Campus Building 4 Chiller Replacement and recommending that the Board award the contract to Excel Mechanical.

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

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

JOE PUGEL, Board Chair

CAROLYN FARLOW, Board Secretary

Board of Directors
Des Moines Area Community College

REGULAR BOARD MEETING
July 8, 2024

The regular meeting of the Des Moines Area Community College Board of Directors was held at the DMACC Hunziker Career Academy in Ames on July 8, 2024. Board Chair Joe Pugel called the meeting to order at 4:04 p.m.

ROLL CALL

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

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

CONSIDERATION OF AGENDA

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

PUBLIC COMMENTS

None.

PRESENTATIONS

Adam Post from DLR Group provided an overview of the FY25-FY35 Facilities Master Plan, including timeline and process of creating the plan. This plan is a roadmap for all DMACC campuses and centers. It includes space utilization data, upcoming deferred maintenance, project lists by priority and suggested new buildings, renovations and demolitions.

Debbie Kepple-Mamros, Executive Director of the Office of Planning, Assessment and Data, presented information about strategies that began this academic year to increase student success by reducing DFW rates.

**Jackson joins meeting electronically at 4:18 p.m.*

CONSENT ITEMS

Greiner moved; seconded by Langston to approve the consent items: a) Minutes from the June 10, 2024 Regular Board Meeting; b) Human Resources Report and Addendum (Attachment #1); and c) Payables (Attachment #2).

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

FY25-FY35 FACILITIES MASTER
PLAN

Board Report 24-054. Bill LaTour, Vice President of Operations, stated that the Facilities Master Plan is a roadmap to be reviewed annually and updated in five years. Gallagher moved; seconded by Tursi to approve and adopt the Facilities Master Plan.

CHANGES TO 2024-2025 CAREER AND TECHNICAL ADVISORY COMMITTEES	<p>Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.</p> <p><u>Board Report 24-055.</u> Presnall moved; seconded by Gallagher to receive and file the changes to the 2024-2025 Career and Technical Advisory Committees.</p>
REVISION OF THE DES MOINES AREA COMMUNITY COLLEGE QUALITY FACULTY PLAN	<p>Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.</p> <p><u>Board Report 24-056.</u> Halterman moved; seconded by Gallagher to approve the FY2025 Quality Faculty Plan.</p>
TRAINING OR RETRAINING AGREEMENTS	<p>Motion passed unanimously. Aye- Gallagher, Gossett, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.</p> <p>Halterman moved; seconded by Presnall recommending that the Board approve Items 9-10 as one consent item. Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.</p>
<i>Story Construction Co, Project #4</i>	<p><u>Board Report 24-057.</u> Attachment #3. A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under Chapter 260C, Code of Iowa, for Story Construction Co, Project #4.</p>
<i>Central Iowa Televising, LLC, Project #7</i>	<p><u>Board Report 24-058.</u> Attachment #4. A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under Chapter 260C, Code of Iowa, for Central Iowa Televising, LLC, Project #7.</p>
URBAN CAMPUS STUDENT LIFE BUILDING & BUILDING 1 RENOVATION – Release of a Portion of 5% Retainage	<p><u>Board Report 24-059.</u> Gossett moved; seconded by Greiner to approve a partial release for payment in the amount of \$49,248.00, which is a portion of the final 5% retainage, to Graphite Construction Group.</p> <p>Motion passed on a roll call vote. Aye- Gallagher, Gossett, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.</p>
FINANCIAL REPORT	<p>Controller Ben Voaklander presented the Plant Fund Report as shown in Attachment #5 to these minutes.</p>
CAMPUS/PATHWAY UPDATES	<p>Updates on activities and events at their campus/pathway were provided by: Kristin Brookover, Bill LaTour, BJ McGinn, Drew Nelson, Jen Wollesen and Abby Zegers.</p>
COMMITTEE REPORTS	<p>Board Vice Chair Kevin Halterman reported that the Large Projects Committee has met a couple of times to discuss the Facilities Master Plan, the Dental Building and the Diesel facilities.</p>

Board Chair Joe Pugel stated that the President's Review Committee is reviewing the current year's Evaluation Matrix and is also developing next year's matrix.

ADJOURN

Greiner moved; seconded by Gallagher to adjourn. Motion passed unanimously and at 5:44 p.m. Board Chair Joe Pugel adjourned the meeting. Aye- Gallagher, Gossett, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Tursi. Nay-none.

JOE PUGEL, Board Chair

CAROLYN FARLOW, Board Secretary

AGENDA ITEM

Human Resources Report

BACKGROUND

I. Replacement Position

1. **Carpenter, Wyatt**

Instructor, Welding
Ankeny Campus
Annual Salary: \$72,474
Effective: 08/14/2024

2. **Davidson, Pamela**

Instructor, Interior Design
Urban Campus
Annual Salary: \$64,203
Effective: 08/14/2024

3. **Deitenbeck, Becky**

Instructor, Computer Science
Ankeny Campus
Annual Salary: \$86,869
Effective: 08/14/2024

4. **Kinney, Dajuan**

Instructor, Mathematics (Temp Regular Faculty Position)
Ankeny Campus
Annual Salary: \$65,840
Effective: 08/14/2024

5. **Kotz, Victoria**

Instructor, Psychology
Ankeny Campus
Annual Salary: \$64,203
Effective: 08/14/2024

6. **Kroel, Peter**

Instructor, Computer Science
Ankeny Campus
Annual Salary: \$84,813
Effective: 08/14/2024

7. Schmick, Paul

Instructor, TSA Homeland Security Program, Criminal Justice
Ankeny Campus
Annual Salary: \$70,748
Effective: 08/14/2024

8. Tenboer, Heather

Instructor, Engineering
Ankeny Campus
Annual Salary: \$67,476
Effective: 08/14/2024

II. Contract Change

1. Becker, Amanda

Instructor, Nurse Aide
From: 9 Month Continuing Contract
To: 12 Month Continuing Contract
Effective: August 16, 2024

III. Promotion

1. Hull, Andrew

Instructor, Industrial Technician (Specially Funded)
Various Locations
Annual Salary: \$57,659
Effective: 08/14/2024
Continuing Contract Faculty

IV. Resignation

1. Chang, Yao-Chung

Instructor, Biology
Ankeny Campus
Effective: 8/14/2024

RECOMMENDATION

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

Robert J. Denson, President



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 24-060
Date: August 12, 2024
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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, **DCI GROUP, 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:

- Company Name/Address:** DCI GROUP, Inc.
220 SE 6th Street – Suite 200
Des Moines, IA 50309
- Product/Service:** Full-service construction management company.
- Type of Project:** Training project for existing workforce.
- Nature of Project:** The project will provide for: Leadership and safety training.
- Training Period:** Feb 27, 2024 – Feb 26, 2026
- Average Wage Rate:** \$40.00/hr
- Number of Jobs Affected:** 30
- First Year of Operation:** 2011
- 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



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 24-061
Date: August 12, 2024
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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, **ePathUSA, 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 Iowa Workforce Development. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

- Company Name/Address:** EPath USA, Inc.
1075 Jordan Creek Parkway, Suite 295
West Des Moines, IA 50266
- Product/Service:** Custom Software development
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: Cybersecurity Training
- Training Period:** June 3, 2024 – June 2, 2026
- Average Wage Rate:** \$48/ hr
- Number of Jobs Affected:** 3
- First Year of Operation:** 2005
- Available Training Funds:** \$4,146
- 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



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 24-062
Date: August 12, 2024
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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 **MIDSTATES PRECAST PRODUCTS, 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 Iowa Workforce Development. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

- Company Name/Address:** MidStates Precast Products, Inc.
2340 NE Hubbell Ave SW
Bondurant, IA 50035
- Product/Service:** Manufacturing of precast concrete structures
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: Leadership Development
- Training Period:** May 23, 2024 – May 24, 2026
- Average Wage Rate:** \$25.63/ hr
- Number of Jobs Affected:** 10
- First Year of Operation:** 2018
- Available Training Funds:** \$15,295
- 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



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 24-063
Date: August 12, 2024
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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, **OSMUNDSON MFG. CO., PROJECT #4**

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:

- Company Name/Address:** Osmundson MFG. CO.
16082 141st St.
Perry, IA 50220
- Product/Service:** Manufacturing of ag tillage tools
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: ArcFlash safety and PLC operation
- Training Period:** April 15, 2024 – April 14, 2026
- Average Wage Rate:** \$26.13/ hr
- Number of Jobs Affected:** 9
- First Year of Operation:** 1903
- Available Training Funds:** \$17,841
- 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



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 24-064
Date: August 12, 2024
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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, **SOURCE ALLIES, INC, 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 Iowa Workforce Development. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

- Company Name/Address:** Source Allies, Inc.
4501 NW Urbandale Dr.
Urbandale, IA 50322
- Product/Service:** Software development
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: Leadership Development
- Training Period:** May 8, 2024 – May 7, 2026
- Average Wage Rate:** \$52.43/ hr
- Number of Jobs Affected:** 18
- First Year of Operation:** 2002
- Available Training Funds:** \$46,690
- 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